

February 7, 2017  
Cottonwood County Board of Commissioners  
Regular Meeting  
Minutes

The Cottonwood County Board of Commissioners met in regular session on Tuesday, February 7, 2017 at 9:00 a.m. at the Cottonwood County Courthouse in Windom, MN. Present for all or portions of the meeting were: Commissioners Tom Appel, Donna Gravley, Jim Schmidt, Kevin Stevens, Norm Holmen; County Coordinator Kelly Thongvivong; Auditor/Treasurer Jan Johnson; County Attorney Nick Anderson, Kathy Marsh, Jason Purrington, JinYeene Neumann, Gale Bondhus, Craig Myers, Kyle Pillatzki, Jed Rhubee, and Rahn Larson.

Motion by Gravley, second by Holmen, unanimous vote to approve the agenda. Motion by Stevens, second by Gravley, unanimous vote to approve the minutes of the January 17, 2017 meeting as amended.

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Jason Purrington, Sheriff, met with the board to ask for permission to sell the 2003 Ford Crown Victoria that was used as a jail transport squad car. Purrington stated that this vehicle is rarely used. Motion by Gravley, second by Stevens, unanimous vote to allow the Sheriff to sell the 2003 Ford Crown Victoria.

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JinYeene Neumann, County Engineer/Public Works Director, met with the board to discuss a few items. Neumann gave a short presentation on the new parks reservation software that is being utilized on the county website and also informed the board of some of the updates that have been done to the parks website.

Neumann informed the board that the State Auditors have recommended that State Statute 331A.12, instead of State Statute 331A.03, be used in the resolution to use alternative method to disseminate bids and requests. Neumann presented an updated resolution and asked for board approval. Motion by Stevens, second by Schmidt, unanimous roll call vote to adopt resolution as follows:

**Resolution 17-02-07**

**RESOLUTION TO USE ALTERNATIVE METHOD TO DISSEMINATE BIDS AND REQUESTS**

WHEREAS, Minnesota Statute 311A.12 allows a county to use its website or recognized industry trade journals as an alternative to disseminate solicitations of bids, requests for information and requests for proposals.

NOW THEREFORE, the Cottonwood County Board of Commissioners hereby resolves:

BE IT RESOLVED, that from this day forward, the County of Cottonwood may use the Cottonwood County website, [www.co.cottonwood.mn.us](http://www.co.cottonwood.mn.us), as an alternative means to disseminate solicitations of bids, requests for information, and requests for proposals for transportation related construction and maintenance projects.

IT IS FURTHER RESOLVED that any dissemination by alternative means must be in substantially the same format and for the same period of time as a publication would otherwise be required under Minnesota Statute 331A.12.

S/Thomas Appel, Board Chairman

S/Jan Johnson, Auditor/Treasurer

Neumann asked for approval to advertise Project 017-301-022: CSAH 1 PCC Overlay in February for an April letting. Motion by Holmen, second by Schmidt, unanimous vote to approve advertising Project 017-301-022: CSAH 1 PCC Overlay.

Neumann presented two quotes for the purchase of a mower and stated that the Tiger mower would be traded in on the new mower. Quotes are as follows: Diamond Mower - \$35,749 less trade-in value of \$16,000 for a total of \$19,749; Jaycox Implement, Inc. - \$21,995 less trade-in value of \$20,000 for a total of \$1,995. Motion by Gravley, second by Stevens, unanimous vote to accept quote from Jaycox Implement, Inc. for a Schulte Batwing Mower in the amount of \$21,995 less trade-in of \$20,000 for a total expense of \$1,995.

Neumann reviewed a 5-year plan for highway construction projects map and reviewed how the projects would be funded. Neumann also stated that the Highway Department will be seal coating approximately 36 miles of road in 2017.

Neumann asked for approval to travel out-of-state to attend the 2017 National Association of County Engineers (NACE). Motion by Schmidt, second by Stevens, to allow the County Engineer/Public Works Director to attend the NACE Conference in Cincinnati, Ohio, April 9 – 13, 2017. Voting Aye: Gravley, Appel, Schmidt, Stevens. Voting Nay: Holmen. Motion passed.

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Jan Johnson, Auditor/Treasurer, informed the board that the State Auditor's requested a motion re-establishing the petty cash amounts for the department's that have petty cash. Motion by Stevens, second by Gravley, unanimous vote to approve the petty cash fund balances effective February 7, 2017 as follows: Treasurer - \$700; Recorder - \$350; Landfill - \$200; Sheriff - \$100; Sheriff - \$1,000; Attorney - \$750; Assessor - \$50; Parks - \$200.

Johnson informed the board that the Government Accounting Standards Board (GASB) requires an Other Post Employment Benefit (OPEB) report to be completed every two years. Johnson presented a service agreement with The Howard E. Nyhart Company, Inc. and stated that they have prepared this report for Cottonwood County in the past. Motion by Holmen, second by Stevens, unanimous vote to allow the Auditor/Treasurer to sign a service agreement with The Howard E. Nyhart Company, Inc. to prepare the 2017 OPEB report.

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Kelly Thongvivong, County Coordinator, met with the board to discuss a few items. Thongvivong informed the board that she had only received one response from the posting of the new Procurement Policy. Nick Anderson, County Attorney, stated that he has some revisions that he feels should also be made. The consensus of the board is for Thongvivong to work with Anderson on the revisions and bring back to the next board meeting.

Motion by Gravley, second by Schmidt, unanimous vote to accept resignation from Joe Doblal effective February 21, 2017, as full-time Heavy Equipment Operator with appropriate payout of benefits.

Thongvivong informed the board that the boiler at the N71 Office Building needs to be replaced as it is beyond repair. Quotes were received from Johnson Control and Schwalbachs (quotes are on file in the County Coordinator's Office). Motion by Gravley, second by Holmen, unanimous vote to accept the quote for

replacing the boiler at the N71 Office Building from Schwalbachs in the amount of \$26,260.

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Motion by Schmidt, second by Stevens, unanimous vote to approve February warrants as follows:

County Revenue Fund	\$139,032.90
Long Term Capital Outlay	\$ 4,215.00
County Building Fund	\$ 1,806.97
Ditch Fund	\$ 1,713.02
County Revenue Fund	\$ 1,301.18
Road and Bridge Fund	\$ 28,378.30
Waste Abatement/SCORE	\$ 2,238.46
Landfill Enterprise	<u>\$ 11,332.78</u>
	\$190,018.61

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Kelly Thongvivong, County Coordinator, asked the board members who would be attending the Legislative Meeting in Slayton on Friday, February 10<sup>th</sup>. Attending will be: Thongvivong and Commissioners Gravley, Stevens, and Holmen.

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Commissioner Holmen informed the board of a letter he received from Beneficial Reuse Management regarding the tonnages of Gypsoil Brand Gypsum spread in Cottonwood County in 2016.

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A work session was held following the regular meeting, at 10:15 a.m., to discuss buildings, recycling, and Public Works staffing.

Commissioner Appel gave an update on the county buildings and the privately owned buildings that are under consideration. Rental rates that the current tenants of county buildings are charged was also discussed.

Kyle Pillatzki, Assistant County Engineer/Solid Waste Administrator, gave an update on the recycling committee meetings that have been held and stated that progress is being made. Commissioner Gravley stated that a proposal will be put together and brought to the board at a future date.

Public Works Department staffing was discussed due to the fact that two Heavy Equipment Operators are resigning mid-February and the Public Works Director would like to hire an Engineering Aide to assist the Highway Maintenance Superintendent, help with permitting and be backup for snow removal. After much discussion, it was decided to amend the Engineering Aide job description. Motion by Holmen, second by Stevens, unanimous vote to amend the Engineering Aide job description to state that individual will possess a Minnesota Class B CDL within 12 months of hire or be able to attain within 12 months of hire (Minimum Requirements section) and add Permitting (Representative Duties section).

Motion by Gravley, second by Stevens, unanimous vote to post internally for a Heavy Equipment Operator in the Windom and Jeffers Shops and then, after internal posting, advertise externally for two Heavy Equipment Operators and an Engineering Aide.

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There being no further business, the meeting was adjourned at 11:30 a.m.

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Jan Johnson, Auditor/Treasurer

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Thomas D. Appel, Board Chairman

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Kelly Thongvivong, County Coordinator