

June 19, 2018
Cottonwood County Board of Commissioners
Regular Meeting
Minutes

The Cottonwood County Board of Commissioners met in regular session on Tuesday, June 19, 2018 at 6:00 p.m. at the Cottonwood County Courthouse in Windom, MN. Present for all or portions of the meeting were: Commissioners Tom Appel, Donna Gravley, Kevin Stevens, Norm Holmen, Jim Schmidt; County Coordinator Kelly Thongvong, County Attorney Nick Anderson, Auditor/Treasurer Jan Johnson, Kathy Marsh, Nick Klisch, Gale Bondhus, Alan Coners, Karla Ambrose, and John Tibodeau.

Chairman Gravley called the meeting to order. The Pledge of Allegiance was recited. Motion by Appel, second by Stevens, unanimous vote to approve the agenda. Motion by Holmen, second by Stevens, unanimous vote to approve the minutes of the June 5, 2018 meeting as amended.

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Nick Klisch, County Engineer/Public Works Director, informed the board that MnDot is doing a repair project on the West bound lanes of Highway 60 near Wilder in September/October of 2018 and are requesting the use of Cottonwood County CSAH 5 as part of their detour route. Klisch stated that MnDOT will reimburse Cottonwood County \$553.30 in road use costs and maintain the roadway while used as a detour. Motion by Holmen, second by Stevens, to approve resolution 18-06-19 as follows:

**COTTONWOOD COUNTY
RESOLUTION**

IT IS RESOLVED that Cottonwood County enter into MnDOT Agreement No.1031324 with the State of Minnesota, Department of Transportation for the following purposes:

To provide for payment by the State to the County for the use of County State Aid Highway (C.S.A.H.) No. 5 as a detour route for westbound traffic during the contract construction to be performed upon, along and adjacent to Trunk Highway No. 60 from 770 feet west of C.S.A.H. No. 13 to 350 feet west of C.S.A.H. No. 13 under State Project No. 3204-69 (T.H. 60=085).

IT IS FURTHER RESOLVED that the Board Chairman and the County Engineer are authorized to execute the Agreement and any amendments to the Agreement.

CERTIFICATION

I certify that the above Resolution is an accurate copy of the Resolution adopted by the Board of Commissioners of Cottonwood County at an authorized meeting held on the 19th day of June, 2018, as shown by the minutes of the meeting in my possession.

S/Donna L. Gravley, Board Chairman

S/Jan Johnson, Auditor/Treasurer

Voting Aye: Holmen, Appel, Gravley, and Stevens. Voting Nay: Schmidt. Motion passed.

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Kelly Thongvong, County Coordinator, met with the board to discuss a few items. Motion by Schmidt, second by Stevens, unanimous vote to move Austin Crowell to permanent full-time status as Heavy Equipment Mechanic as of June 21, 2018.

Thongvivong informed the board that there were no internal applicants for the Heavy Equipment Operator position that was posted, so with board approval given at the June 5 board meeting, a second candidate, Alex Yonker, was offered the position. Motion by Stevens, second by Holmen, unanimous vote to hire Alex Yonker as Heavy Equipment Operator at the rate of \$17.64 per hour pending successful completion of all hiring requirements.

Thongvivong informed the board that she was contacted by the Public Works Superintendent asking to hire a seasonal employee during the period of August 1 through October 31 as three of the four seasonal employees at the parks will be leaving within the first two weeks of August. Motion by Appel, second by Schmidt, unanimous vote to advertise for a seasonal position at the parks department for the period of August 1 to October 31, 2018.

Thongvivong informed the board that an employee is requesting a Hardship Leave as they have depleted their sick, vacation, comp, and personal time. Thongvivong stated the employee is requesting a donation of 50 hours and also noted that the employee was short 7.82 hours in the last pay period. After much discussion, motion by Appel, second by Schmidt, to approve a Sick Leave Donation request for an employee who has requested donations of leave as per Personnel Policy #170. Voting Aye: Appel, Gravley, Schmidt, and Stevens. Voting Nay: Holmen. Motion passed. The donation request is for time going forward and the 7.82 hours short in the last pay period covering May 28 through June 10 will not be back paid.

Thongvivong requested that cell phone allowances be given to the two Buildings and Grounds Workers as they have multiple buildings they work at and are currently using their cell phones for almost all work-related calls. Motion by Stevens, second by Schmidt, unanimous vote to allow cell phone reimbursements for Jay Elness (\$60) and Kevin Paulsen (\$30) for usage of their personal cell phones retro to June 1, 2018.

Motion by Appel, second by Holmen, unanimous vote to declare that the County offices were officially closed as of 1:00 p.m. on June 12, 2018, due to the power outage that affected some areas of Windom for an extended period of time and in accordance with County Policy No. 420.

Motion by Schmidt, second by Stevens, unanimous vote to allow the Chair and Auditor/Treasurer to sign the agreement between Cottonwood County and the Windom Eagles Remote Control Model Airplane Club with the term of the lease agreement to end on December 31, 2018.

Thongvivong informed the board that the DVHHS lease agreements will be ending on December 31, 2018, and she has been asked whether or not the county intends to increase the rental rates for 2019. Consensus of the board is to leave the rental rates at their current rate.

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

County Revenue Fund	\$ 83,559.71
County Building Fund	\$ 725.20
Ditch Fund	\$ 252.53
County Revenue Fund	\$ 5,408.31

Road and Bridge Fund	\$ 63,250.33
Waste Abatement/Score Fund	\$ 5,286.02
Landfill Enterprise Fund	<u>\$ 43,268.25</u>
	\$201,750.35

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Kelly Thongvivong, County Coordinator, asked the board where bills for the newly purchased building on 10th Street should be coded. The Auditor/Treasurer was instructed to set up a new department code for the building.

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Commissioner Holmen gave an update on a Lagoon Conditional Use Permit that was applied for by the City of Mountain Lake. Holmen stated that there will be a second Planning Commission meeting on June 28th before the board officially hears the permit request on July 3.

Commissioner Appel gave an update on the newly purchased county building.

Commissioner Schmidt informed the board that the window grant application has been officially received by the Minnesota Historical Society and that we should be receiving notification of any changes or updating that needs to be done to our application in the next couple of weeks.

Commissioner Gravley informed the board that June 20th is the closing date for the Minion property the county purchased in Great Bend Township.

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There being no further business, the meeting was adjourned at 6:43 p.m.

Jan Johnson, Auditor/Treasurer

Donna L. Gravley, Board Chair

Kelly Thongvivong, County Coordinator