

August 1, 2017  
Cottonwood County Board of Commissioners  
Regular Meeting  
Minutes

The Cottonwood County Board of Commissioners met in regular session on Tuesday, August 1, 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; County Coordinator Kelly Thongvivong, Auditor/Treasurer Jan Johnson, County Attorney Nick Anderson, Kathy Marsh, Nick Klisch, Jed Rhubee, Brian Cooley, Linda Fransen, and Margaret McDonald. Commissioner Holmen was absent.

Chairman Appel called the meeting to order. The Pledge of Allegiance was recited. Motion by Schmidt, second by Gravley, unanimous vote to approve the agenda. Motion by Stevens, second by Schmidt, unanimous vote to approve the minutes of the July 18, 2017, regular meeting.

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Linda Fransen, Historical Society Director, and Margaret McDonald, met with the board to give a year-end report for the Cottonwood County Historical Society and presented their budget request for 2018.

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Nick Klisch, County Engineer/Public Works Director, met with the board to get approval to purchase new equipment. Klisch informed the board that he would like to (1) replace the lowboy trailer that failed when loading a Case Loader with a new Kaufman FR50DT-25K-43 trailer in the amount of \$48,240.00; (2) replace the 1989 International semi-tractor that doesn't have the necessary hydraulic system to accommodate a new lowboy trailer with a used 2011 International Prostar semi-tractor in the amount of \$42,900.00; (3) replace the 1979 Chief sprayer trailer that is undersized and out of service due to required repairs with a new Kaufman 62,000 GVWR trailer in the amount of \$24,890.00 ; and (4) purchase a new New Holland cold planer skid loader attachment in the amount of \$23,832.00. After much discussion, motion by Gravley, second by Stevens, unanimous vote to allow the Public Works Department to purchase equipment in an amount not to exceed \$150,000, not including trade-ins, and have the trailers delivered. (Quotes are on file in the County Coordinator's office.)

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Jan Johnson, Auditor/Treasurer, met with the board to discuss a few items. Johnson opened the sealed bids for the tear-down of three tax forfeiture properties, two in Mountain Lake and one in Storden. Bids were as follows: Noomen Excavating, LLC - \$8,750; Lohrenz Excavating, Inc. - \$17,250; and Mathiowetz Construction - \$19,800. Motion by Stevens, second by Schmidt, unanimous vote to accept low bid from Noomen Excavating, LLC in the amount of \$8,750 for the tear-down of three tax forfeiture properties.

Motion by Gravley, second by Schmidt, unanimous vote to pay the 2017 yearly appropriations as follows: Mt. Lake Heritage Village - \$1,500; Westbrook Heritage House - \$1,500; Southwest Crisis Center - \$500; Prairie Ecology Bus Center - \$1,000; Small Business Development Center - \$2,000; Westbrook Senior Center - \$2,000; Storden Senior Center - \$2,000; Jeffers Senior Center - \$2,000; Mt.

Lake Senior Center - \$2,000; Windom Senior Center - \$2,000; and Travel Southwest MN - \$1,000.

Johnson led discussion regarding the Department of Enterprise Technology (T-1 Line) billing that the county pays and bills back to Des Moines Valley Health and Human Services. Consensus of the board is for Johnson to follow-up with Dennis Fields, Jackson County Information Systems Manager.

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Commissioner Schmidt led discussion regarding a Blandin Seed Loan that was given to Donna Albrecht for a Bed & Breakfast in the City of Westbrook in January 2014. Albrecht has since sold the Bed & Breakfast to Jim and Tina Hicks and the Hicks are willing to assume the balance of the loan. Motion by Schmidt, second by Gravley, unanimous vote to allow Jim and Tina Hicks to assume the Blandin Seed Loan, originally taken out by Donna Albrecht, at the same interest rate and on the same payment schedule. The current amount as of July 31, 2017, is \$8,692.02.

Schmidt led discussion regarding a constituent response letter that he had written that was not placed on Board of Commissioners Letterhead. After much discussion, the consensus of the board is for each Commissioner to have their own letterhead for correspondence that is not approved by the board as a whole.

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Motion by Schmidt, second by Stevens, unanimous vote to send a Letter of Support to the Legislature regarding volunteer driver protection and allow Board Chairman Appel to sign.

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Kelly Thongvivong, County Coordinator, met with the board to discuss a few items. Motion by Gravley, second by Schmidt, unanimous vote to allow advertising for a one week period for the position of a seasonal fall parks employee.

Motion by Stevens, second by Schmidt, unanimous vote to allow Marty Mollenhauer, Gale Bondhus and Sue Amundson to attend the Annual User's Group Conference in Des Moines, Iowa, August 21-22, 2017, and for the county to pay for all associated costs for their attendance.

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Motion by Gravley, second by Schmidt, unanimous vote to approve August warrants as follows:

County Revenue Fund	\$131,800.88
County Building Fund	\$ 3,132.83
Ditch Fund	\$ 6,579.01
County Revenue Fund	\$ 492.60
Road and Bridge Fund	\$166,435.42
Landfill Enterprise	<u>\$ 13,304.54</u>
	\$321,745.28

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Kelly Thongvivong, County Coordinator, informed the board that she has received notification that the 2017 Pay Equity Report is in compliance with the requirements of the Local Government Pay Equity Act.

Thongvivong informed the board that Assistant County Attorney interviews

will be held on August 9.

Thongvivong gave an update on the repair and painting of the Courthouse domes.

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Commissioner Appel led discussion regarding the budget process. Consensus of the board is that all budgets should be reviewed with the departments and ready for discussion at the August 15 board meeting.

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There being no further business, the meeting was adjourned at 11:13 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