

May 5, 2015
Cottonwood County Board of Commissioners
Regular Meeting
Minutes

The Cottonwood County Board of Commissioners met in regular session on Tuesday, May 5, 2015 at 9:00 a.m. at the Cottonwood County Courthouse in Windom, MN. Present for all or portions of the meeting in person were: Commissioners Tom Appel, Kevin Stevens, Norm Holmen, Jim Schmidt, Donna Gravley, County Coordinator Kelly Thongvivong; Auditor/Treasurer Jan Johnson; County Attorney Nick Anderson; Kathy Marsh, Glenn Johnson, Jared Morrill, Becky Alexander, JinYeene Neumann, Juanita Lauritsen, Carol Dombek, Rahn Larson, Lawrence Cowan, and Henrietta Cowan.

Motion by Schmidt, second by Appel, unanimous vote to approve the agenda.
Motion by Stevens, second by Schmidt, unanimous vote to approve the minutes of the April 21, 2015 meeting.

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Glenn Johnson, Director of Information Systems, informed the board that he had budgeted and purchased additional servers and storage in 2014 but the invoices were not received and paid until 2015. Johnson would like to increase his 2015 IT budget for account 01.064.6631 by \$13,153.00 for a total balance of 37,003.00. Motion by Gravley, second by Schmidt, unanimous vote to approve the IT budget change request for 2015 for account 01.064.6631 from \$23,850 to \$37,003.

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Jared Morrill, Planning & Zoning Technician, met with the board to discuss a few items. Motion by Schmidt, second by Stevens, unanimous vote to approve the 2015 Noxious Weed listing as presented.

Morrill also informed the board that the Board of Adjustment, and possibly the Planning Commission, would like to have a training because of committee turnover. Morrill stated that Scott Anderson from Anderson and Squires has been recommended for such a training. The board consensus was to have Morrill gather more information and possibly invite surrounding counties if a training is scheduled.

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Becky Alexander, SWCD Program Technician, met with the board to get approval for signatures on the General Obligation Note and Resolution for the Middle Minnesota Low Interest Loan Program Grant that was approved at the March 17, 2015 meeting. Motion by Appel, second by Stevens, unanimous vote to allow Chairman Holmen and Auditor/Treasurer Jan Johnson to sign the Middle Minnesota Watershed SSTS Loan Project General Obligation Note (MPCA) and Resolution 15-05-05 "Resolution Relating to the Minnesota Pollution Control Agency Clean Water Partnership, Authorizing the County to Borrow Money from the Minnesota Pollution Control Agency and to Lend Money to Eligible Lenders to Fund Projects for the Control and Abatement of Water Pollution" (resolution is on file in the Human Resources office).

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

County Revenue Fund	\$ 42,773.09
Long Term Capital Outlay	\$ 19,162.29
County Building Fund	\$ 9,940.98
Ditch Fund	\$ 345.00
Taxes & Penalties Fund	\$ 4,536.00
Road and Bridge Fund	\$ 37,868.34
Waste Abatement/SCORE	\$ 3,729.54
Landfill Enterprise	<u>\$ 1,234.98</u>
	\$119,590.22

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Kelly Thongvong, County Coordinator, met with the board to discuss a few items. Thongvong informed the board that she received written notice that the Minnesota Department of Public Safety would like to extend their lease for the driver's exam room at the Law Enforcement for the next two years (June 1, 2015 – June 30, 2017) at the rate of \$1,700 as per clause 5 of current Lease PS325.

Thongvong informed the board that Aaron Backman, Windom EDA Director, contacted her and stated that the Remick Grant application for an informational kiosk on the Courthouse Square was denied.

Thongvong informed the board that she has been contacted regarding holding the Farmers Market on the west side of the Courthouse on Tuesdays from 3:00 to 6:00 pm and Saturdays from 7:30 am to 12:00 pm. Consensus of the board is to allow the Farmers Market to set up on the west side of the Courthouse on Tuesdays and Saturdays with the option to discontinue if problems arise.

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JinYeene Neumann, County Engineer, met with the board to discuss a few items. Neumann stated that five bids were received for Project 017-605-022 as follows: Duinick Brothers, Inc. - \$4,816,156.90; Knife River Corporation - \$5,039,438.00; Hardrives - \$5,306,999.00; Central Specialties, Inc. - \$5,344,343.10; and OMG Midwest, Inc. - \$5,511,447.00. Motion by Gravley, second by Stevens, unanimous vote to award contract for Project 017-605-022 to Duinick Brothers, Inc. with a bid of \$4,816,156.90 contingent on DVE documentation.

Neumann stated that three bids were received for the Pavement Marking Contract as follows: AAA Striping Service - \$ 50,768.00; Traffic Solutions - \$77,024.50; and Swanston Equipment - \$57,613.50. Motion by Schmidt, second by Stevens, unanimous vote to award Pavement Marking Contract to AAA Striping with a bid of \$50,768.00.

Neumann asked for approval to make final payments for bridge replacement Projects 017-599-095 in Germantown Township and 017-599-096 in Carson Township. Motion by Stevens, second by Appel, unanimous vote to authorize final payment for Project 017-599-095 in the amount of \$12,610.58 to Midwest Contracting, LLC. Motion by Appel, second by Gravley, unanimous vote to authorize final payment for Project 017-599-096 in the amount of \$6,516.12 to Midwest Contracting, LLC.

Neumann gave a brief report on the NACE Conference she attended in Daytona Beach from April 19 – 23.

Neumann informed the board that the City of Mountain Lake is in a lawsuit pertaining to the bike trail and that the city contacted the Cottonwood County Highway Department to do some re-staking of the trail.

Neumann also informed the board that Odell Wind Farm has been in contact with her regarding a one mile stretch of road on CSAH 17 between 550th and 560th that will probably not hold up during the hauling and construction of the windmills. Odell plans to grind up the surface, put in a cement stabilizer, then top with a 4½” layer of gravel. When the hauling is finished, Odell will take off the gravel and put down asphalt. Neumann stated that Odell will be paying all expenses.

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Kelly Thongvivong, County Coordinator, met with the board to discuss a few items. Thongvivong informed the board that five internal applicants were interviewed for the Assistant Highway Maintenance Supervisor and would like the board to approve the hiring of Jed Rhubee. Motion by Schmidt, second by Gravley, unanimous vote to approve the internal transfer of Jed Rhubee to the Assistant Highway Maintenance Supervisor position at \$25.40 per hour (step A, range 17) effective immediately and serve a one year probationary period.

Thongvivong would like approval to hire an Engineering Aide at \$17.41 per hour (step A, range 11). This position would be a union position. Motion by Schmidt, second by Appel, unanimous vote to accept the Engineering Aide job description as presented.

Motion by Stevens, second by Appel, unanimous vote to post internally and advertise for either an Engineering Aide or Senior Highway Technician.

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Juanita Lauritsen, Director, and Carol Dombek, both of SWMN Private Industry Council, met with the board to give an annual update and presented a promotional video for working and moving to Southwest Minnesota. Lauritsen also informed the board of a job fair that will be held in Windom on July 21 for businesses within a 45 mile radius of Windom.

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Lawrence Cowan met with the board expressing concerns for drainage to County Tile #28. Cowan stated that a landowner recently installed approximately 300,000 feet of pattern tile in Section 19 of Amo Township and pulled in approximately 70 acres from two other watersheds, all of which is dumping water into tile in JD #28. Cowan stated that all this water has to get through an 18” tile and there is enough tile here to fill a 30” outlet. Cowan stated that a 30” outlet was to be put in but this has not been done. Commissioner Schmidt stated that he has recently talked to Loosbrock, the tiler on this project, and was told that they are finalizing an agreement between the landowner and Alan Cohrs and then will be able to complete this private tiling project. Commissioner Schmidt will follow up with Loosbrock and keep both Cowan and the Board informed until the project is completed.

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Commissioner Holmen informed the board that the preliminary Engineer’s report on JD #1 has been received and questioned how to proceed. Jan Johnson, Auditor/Treasurer suggested waiting for the redetermination.

Kelly Thongvivong, County Coordinator, informed the board that advertising for the Solid Waste Technician position will start this week as there were no internal applications.

Thongvivong informed the board that parts of the courthouse, especially lower level and public bathrooms, are in need of a fresh coat of paint and that she would like to get quotes. The board consensus is that this is a maintenance issue and that quotes do not need to be brought to the board.

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Commissioner Stevens informed the board that he has been in contact with a local person who would be willing to do a GIS mapping of the county tile. The board consensus is to pursue more information and pricing. Stevens should have the person talk to Jan Johnson, Auditor/Treasurer, and Kyle Pillatzki, Assistant County Engineer/Solid Waste Administrator.

Commissioner Holmen informed the board that the second half FY15 SCORE Block Grant, in the amount of \$35,827, has been disbursed to Cottonwood County as the county has satisfied the requirements of the grant.

Commissioner Gravley informed the board that she has been in contact with Jacqueline Knips, Parks & Trail Director, regarding some of the playground equipment at Red Rock Park that is in poor condition.

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There being no further business, the meeting was adjourned at 11:15 a.m.

Jan Johnson, Auditor/Treasurer

Norman Holmen, Board Chairman

Kelly Thongvivong, County Coordinator