

November 21, 2017
Cottonwood County Board of Commissioners
Regular Meeting
Minutes

The Cottonwood County Board of Commissioners met in regular session on Tuesday, November 21, 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, Kevin Stevens, Norm Holmen, Jim Schmidt; County Coordinator Kelly Thongvivong, County Attorney Nick Anderson, Auditor/Treasurer Jan Johnson, Kathy Marsh, Jared Morrill, Nick Klisch, Jed Rhubee, Kyle Pillatzki, Troy Wehking, Ken Modeen, Tim Stock, Jim Ochs, Kaylene Gohr, Darin Spies, and Rahn Larson.

Chairman Appel called the meeting to order. The Pledge of Allegiance was recited. Motion by Gravley, second by Holmen, unanimous vote to approve the agenda as amended. Motion by Stevens, second by Schmidt, unanimous vote to approve the minutes of the November 7, 2017, regular meeting.

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Jared Morrill, Planning & Zoning Technician, met with the board to discuss a few items. Morrill presented the 2018-2019 Feedlot Work Agreement for approval. Morrill stated the agreement is the same as the previous agreement with the exception of a few changes the MPCA made to the inspection section of the agreement. Motion by Holmen, second by Stevens, unanimous vote to approve the 2018-2019 Feedlot Work Plan Agreement as presented.

Morrill presented on behalf of Kay Gross, SWCD District Administrator, the Board of Soil and Water Resources (BWSR) request for the FY 2018 SWCD Local Capacity Matching Funds Grant. Morrill stated that BWSR has designated \$18,200 for FY 2018 funding to the Cottonwood County SWCD. Morrill also stated that there is a chance for unallocated funding to become available and for funding to equal \$22,750. Motion by Gravley, second by Schmidt, unanimous vote to allocate a base of \$18,200 with an option to increase up to \$22,750 for FY 2018 Local Capacity Matching Funds for the Cottonwood SWCD in addition to the Cottonwood SWCD base allocation of \$52,000.

Morrill informed the board that he received an approval letter from BWSR on November 20, 2017, regarding the buffer ordinance.

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Nick Anderson, County Attorney, presented an Agreement to Provide Professional Services between Minnesota Counties Computer Cooperative (MnCCC) and Strategic Technologies, Inc. Anderson stated that the MCAPS system has been run through MnCCC and they are changing providers for support and updates. Anderson stated the agreement is effective January 1, 2018 and runs through December 31, 2022. Motion by Holmen, second by Schmidt, unanimous vote to allow the Board Chairman to sign the Board Ratification Statement regarding the contract between MnCCC and Strategic Technologies, Inc.

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Jan Johnson, Auditor/Treasurer, presented information to the board regarding Judicial Ditches 2, 8, and 25 bonded debt. Johnson stated that the original debt service is not sufficient to cover remaining payments. After much discussion, the

Chairman asked Johnson to get additional information to the Commissioners as soon as possible so that there is time to talk to landowners involved before the December 19 board meeting.

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Nick Klisch, County Engineer/Public Works Director, met with the board to discuss a few items. Motion by Stevens, second by Schmidt, unanimous roll call vote to adopt resolution 17-11-21 as follows:

Resolution 17-11-21

AGREEMENT APPROVING FISCAL YEAR 2018/2019 SWAP OF HSIP FUNDS

WHEREAS, Cottonwood County was awarded \$17,250.30 in Highway Safety Improvement Program funds for SAP 017-070-004 and \$126,000 for SAP 017-070-005 in Fiscal Year 2018 to fund shoulder paving and rumble stripEs on CSAH 7; and

WHEREAS, Itasca County was awarded \$124,200 in Highway Safety Improvement Program funds for SAP 031-072-001 in Fiscal Year 2019 to fund county-wide striping improvements; and

WHEREAS, Cottonwood County has requested to convert its Fiscal Year 2018 Highway Safety Improvement Program funds to Fiscal Year 2019 Highway Safety Improvement Program funds in order to allow additional time to complete pre-design work on the CSAH 7 project; and

WHEREAS, Itasca County has agreed to convert its Fiscal Year 2019 Highway Safety Improvement Program funds to Fiscal Year 2018 Highway Safety Improvement Program funds in order to advance construction and help balance the yearly funding allocations; and

NOW THEREFORE, be it resolved that the Cottonwood County Board agrees and recommends that the Cottonwood County's Fiscal Year 2018 Highway Safety Improvement Program funds in the amount totaling \$143,250.30 be allocated in 2018 to Itasca County and Itasca County's Fiscal Year 2019 Highway Safety Improvement Program funds in the amount totaling \$124,200 be allocated in 2019 to Cottonwood County. This fund swap will be performed with an Administrative Modification to the State Highway Investment Plan.

Adopted this 21st day of November 2017.
S/Thomas D. Appel, Board Chairman

S/Jan Johnson, Auditor/Treasurer

Klisch presented a list of equipment that the Highway and Landfill would like to purchase before the end of the year and also a list of equipment that could be sold. After much discussion, motion by Holmen, second by Gravley, unanimous vote to authorize the Highway Department to purchase a mastic machine and a dozer blade at an expense not to exceed \$55,000 including trade-in of current mastic machine.

Motion by Stevens, second by Gravley, unanimous vote to authorize the landfill to purchase a new ranger and grapple at an expense not to exceed \$25,000 including the trade-ins of the current ranger and grapple.

Motion by Schmidt, second by Stevens, unanimous vote to authorize the Highway Department to dispose of the following surplus equipment items: Unit 54, Windom Shop compressor, used oil burner, sandblasting machine, and various shop materials.

Klisch informed the board that the Commissioners' County Road/Park/Landfill Tour is set for Tuesday, November 28, 2017, at 8:00 a.m.

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Troy Wehking, Slayton Building Materials, Tim Stock, Marvin Representative, and Ken Modeen, Marvin Representative, gave a presentation on the replacement of windows in the courthouse.

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Jim Ochs, Integrity Employee Benefits, presented information on the history of county offered ancillary benefits and the importance of employee participation. Ochs also gave a brief explanation on who Integrity Employee Benefits is and how long he has worked with Cottonwood County.

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Commissioner Appel led discussion on the 2018 proposed budget and reviewed the Auditor’s Report for FY 2016.

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Kelly Thongvivong, County Coordinator, met with the board to discuss a few items. Thongvivong presented a claim form from Larry Stuckenbroker for attending an Extension Regional Meeting in September. Thongvivong asked for board approval since the claim was submitted after the 60 day eligibility as stated in Personnel Policy 490. Motion by Gravley, second by Holmen, unanimous vote to approve payment of per diem and mileage in the amount of \$114.60 to Larry Stuckenbroker for attending the September Regional Extension meeting in Lamberton.

Motion by Schmidt, second by Stevens, unanimous vote to post Policy Number 180 – Leave Benefits – Volunteer Fire Department and/or Ambulance Service for a 30-day comment period before final approval.

Motion by Holmen, second by Gravley, unanimous vote to contract with CliftonLarsonAllen for the completion of ACA reporting on behalf of Cottonwood County for the 2017 reporting year at a cost of \$2,400.

Motion by Stevens, second by Schmidt, unanimous vote to approve DVHHS lease agreements for the buildings located at 235 Ninth Street and 11 Fourth Street for the period from January 1, 2018 through December 31, 2018.

Motion by Schmidt, second by Holmen, unanimous vote to accept union contract between Cottonwood County and the AFSCME Public Works Union #578 for 2018-2019 contingent upon union approval.

Motion by Gravley, second by Schmidt, unanimous vote to accept union contract between Cottonwood County and LELS Jailer/Dispatcher Union #346 for 2018-2019.

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Norm Holmen, Commissioner, informed the board that he attended a NextEra Energy wind tower meeting on November 9, 2017, and asked to be reimbursed a per diem. Motion by Schmidt, second by Stevens, unanimous vote to pay a per diem to Commissioner Holmen for attending the NextEra wind tower meeting on November 9, 2017.

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

County Revenue Fund \$ 30,837.25

Long Term Capital Outlay	\$	809.60
Ditch Fund	\$	35.84
County Revenue Fund	\$	1,359.28
Road and Bridge Fund	\$	48,053.24
Waste Abatement/Score Fund	\$	2,766.37
Landfill Enterprise	\$	<u>12,029.30</u>
	\$	95,890.88

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Commissioner Appel informed the board that he has had a request for updating a census address listing.

Commissioner Gravley informed the board that she has received the results of the second radon test for the DVHHS - Family Services building. The results were low and no further action is needed at this time.

Commissioner Stevens updated the board on the 4-H Banquet he attended on November 18, 2017.

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There being no further business, the meeting was adjourned at 12:08 p.m.

Jan Johnson, Auditor/Treasurer

Thomas D. Appel, Board Chairman

Kelly Thongvivong, County Coordinator