

January 2, 2019
Cottonwood County Board of Commissioners
Regular Meeting
Minutes

The Cottonwood County Board of Commissioners met in regular session on Wednesday, January 2, 2019 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, Larry Anderson; County Coordinator Kelly Thongvong, County Attorney Nick Anderson, Auditor/Treasurer Jan Johnson, Kathy Marsh, Jason Purrington, Marty Mollenhauer, Nick Klisch, Kathy Kretsch, and Rahn Larson.

Auditor/Treasurer Jan Johnson called the meeting to order. The Pledge of Allegiance was recited and the oaths of office were given to Commissioners Tom Appel, Donna Gravley and Larry Anderson. Johnson then asked for nominations for Board Chair. Motion by Stevens, second by Gravley, unanimous vote to elect Commissioner Holmen and to ask that all nominations cease and to cast a unanimous ballot for Holmen as Board Chair for 2019. Presiding over the remainder of the meeting was Chair Norm Holmen.

Holmen then asked for nominations for Board Vice-Chair. Motion by Appel, second by Anderson, unanimous vote to elect Commissioner Stevens and to ask that all nominations cease and to cast a unanimous ballot for Stevens as Vice-Chair for 2019.

Motion by Stevens, second by Appel, unanimous vote to approve the agenda as amended. Motion by Gravley, second by Appel, unanimous vote to approve the minutes of the December 18, 2018 meeting.

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Jason Purrington, Sheriff, and Marty Mollenhauer, GIS Specialist, met with the board to discuss a few items. Motion by Stevens, second by Appel, unanimous vote to accept Sheriff Jason Purrington's letter for a Leave of Absence from his previous held position of Deputy Sheriff.

Motion by Gravley, second by Stevens, unanimous vote to re-appoint Dr. Rodney Dynes to a 4 year term as County Coroner, re-appoint Priscilla Cornick, RN, as Coroner's Investigator, and appoint the following Deputy Coroners: Steven Hartberg, MD, Brett Van Kley, MD, Jeff Taber, MD, Ahmed Yusef, MD, Stephanie Buhler, MD, Thomas Koehnen, MD, and Andrew Kopperud, MD, and include all in the county bond.

Purrington presented a Grant Agreement through the Southwest Minnesota Emergency Communications Board for bringing the GIS data into compliance with state standards. Motion by Appel, second by Stevens, unanimous vote to allow the Board Chair to sign the Grant Agreement through the Southwest Minnesota Emergency Communications Board in the approximate amount of \$26,240.00 for GIS updating.

Purrington presented two quotes for the GIS updating. Quotes were as follows: Schneider Corporation - \$18,840 and Zuercher Technologies - \$10,800. Motion by Appel, second by Gravley, unanimous vote to accept the quote from Zuercher Technologies in the amount of \$10,800 for GIS updating.

Purrington handed out information regarding transports in 2018.

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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 Appel, unanimous roll call vote to adopt resolution 19-01-02A as follows:

Resolution 19-01-02A

CREATING PRIORITIZED BRIDGE REPLACEMENT LIST

WHEREAS; Cottonwood County has reviewed the pertinent data on bridges requiring replacement, rehabilitation, or removal, supplied by local citizenry and local units of government; and

WHEREAS; Cottonwood County has identified those bridges that are high priority and that require replacement, rehabilitation, or removal within the next five years;

NOW, THEREFORE BE IT RESOLVED, that the attached list of deficient bridges are high priority and Cottonwood County intends to replace, rehabilitate or remove these bridges as soon as possible when funds are available,

FURTHERMORE, Cottonwood County does hereby request authorization to replace, rehabilitate or remove such bridges; and

FURTHERMORE, Cottonwood County does hereby request financial assistance with eligible approach grading and engineering costs on township bridges, as provided by law.

DATED: January 2, 2019

S/Norman Holmen, Board Chairman

S/Jan Johnson, Auditor/Treasurer

Klisch reviewed a 5-year Construction Plan and stated that the plan is based on projected State Aid, Federal and other Transportation Construction funding. Seven projects are proposed for 2019. Motion by Gravley, second by Appel, unanimous vote to advertise for bids on the seven 2019 road construction projects.

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Commissioner Gravley led discussion regarding elected versus appointed ROW officers. Kathy Kretsch, Recorder, and Jan Johnson, Auditor/Treasurer, were asked for their input in this discussion.

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Kelly Thongvivong, County Coordinator, on behalf of the Jail Administrator, informed the board that Minnesota Statute 345.38 states that assets remaining unclaimed by the owner for more than 3 years and are presumed abandoned.

Check #	Amount	Date
10611	\$13.00	05/03/2015
10616	\$14.06	05/15/2015
10620	\$13.54	05/28/2015
10623	\$18.10	06/07/2015
10677	\$14.36	09/24/2015
10691	\$23.60	10/26/2015

Motion by Gravley, second by Stevens, unanimous vote to write off the unclaimed checks that are presumed abandoned in the amount of \$96.66.

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Motion by Appel, second by Anderson, unanimous vote to set 2019 meeting dates for the 1st & 3rd Tuesday of each month as presented with the exception of January 2; that all meetings will begin at 9:00 a.m. with the exception of June 18 – Board of Equalization and December 3 – Budget Discussion Meeting (TNT), which will be afternoon meetings; and that 12 additional work sessions can be scheduled with no per diems.

Motion by Appel, second by Stevens, unanimous vote to accept the commissioner assignments for 2019 as presented with amendments:

Commissioner Department Assignments – 2019

Commissioner Larry Anderson

MN Extension Services
Planning & Zoning
Court Administration/Probation

Commissioner Kevin Stevens

Veteran’s Service Office
Information Technology Department
Auditor/Treasurer

Commissioner Norm Holmen

Public Works
County Coordinator

Commissioner Donna Gravley

County Assessor
County Attorney
County Recorder

Commissioner Tom Appel

Emergency Management
Sheriff’s Department

Commissioner Committee Assignments – 2019

ACE of Southwestern Minnesota
(4th Thursday at 9:00am in Slayton)

Commissioner Donna Gravley
Commissioner Larry Anderson, alt.

AMC Voting Delegates

Commissioner Kevin Stevens
Commissioner Norm Holmen
Commissioner Tom Appel
Commissioner Larry Anderson
Commissioner Donna Gravley
County Engineer Nicholas Klisch
County Coordinator Kelly Thongvivong
County Assessor Gale Bondhus

Area II River Basin Projects
(1st Thursday at 9:00am in Marshall/Redwood Falls)

Commissioner Norm Holmen
Commissioner Larry Anderson, alt.

Board of Adjustment

1st District – Heidi Hansen
2nd District – Sharon Tibodeau
3rd District – Lisa Fredin
4th District – Mike LaMaack
5th District – Jonathan Penner

Compensation Committee (As Needed)	Commissioner Norm Holmen - Chair Commissioner Kevin Stevens – Vice-Chair
Cottonwood County DAC	Commissioner Tom Appel
Cottonwood County Dept. Head Meetings	Commissioner Norm Holmen - Chair Commissioner Kevin Stevens – Vice-Chair
Cottonwood County Ditch Authority	Commissioner Kevin Stevens Commissioner Norm Holmen Commissioner Tom Appel Commissioner Larry Anderson Commissioner Donna Gravley
Cottonwood County Historical Society (4 th Monday at 3:30pm in Windom)	Commissioner Kevin Stevens
Cottonwood County Law Library (Annual Mtg in July, otherwise as needed)	Commissioner Kevin Stevens
Cottonwood County Personnel Board of Appeals	Jim Jorgenson (Westbrook) Dennis Nelson (Windom) Jerry Haberman (Mt. Lake)
Counties Providing Technology	Commissioner Tom Appel Commissioner Norm Holmen, alt.
Des Moines River West Fork Project	Commissioner Kevin Stevens Commissioner Larry Anderson, alt.
Des Moines Valley Health & Human Services (2 nd Thursday at 9:00am – rotate between Windom & Jackson – LEC in Windom)	Commissioner Norm Holmen Commissioner Kevin Stevens Commissioner Tom Appel Commissioner Donna Gravley Commissioner Larry Anderson
Des Moines Valley Health & Human Services Mental Health Local Advisory Council	Dawn Eigenberg Paul Bland Caroline Eigenberg David Johnson Ron Kuecker Kim Hummel Commissioner Donna Gravley
Family Services Collaborative Board	Commissioner Tom Appel Commissioner Donna Gravley, alt.
Greater Blue Earth River Basin Alliance	Commissioner Tom Appel Commissioner Norm Holmen, alt.
Heron Lake Watershed District (3 rd Tuesday at 7:00pm in Heron Lake Advisory Committee 4x/yr at 10:00am in Heron Lake)	Commissioner Kevin Stevens
Intergovernmental Relations Board	Commissioner Kevin Stevens Commissioner Norm Holmen Commissioner Tom Appel

	Commissioner Larry Anderson Commissioner Donna Gravley
Joint Government Meeting (City of Windom, Cottonwood County, Windom School District)	Commissioner Norm Holmen – Chair Commissioner Kevin Stevens – Vice-Chair County Coordinator Kelly Thongvivong
Land Use Advisory Committee	Commissioner Tom Appel Commissioner Norm Holmen, alt. Commissioner Kevin Stevens
Local Emergency Preparedness and Planning Committee	
MN Counties Computer Cooperative Delegate	Auditor/Treasurer Jan Johnson County Assessor Gale Bondhus, alt.
MN Extension Agency Board of Directors (3-year terms – 2-term limit)	Commissioner Norm Holmen - Chair Commissioner Kevin Stevens – Vice-Chair Auditor/Treasurer Jan Johnson 1 st District – Vacant 2 nd District – Katie Robillard (1 st term ends 12/19) 3 rd District – Larry Stuckenbroker (2 nd term ends 12/20) 4 th District – Sarah Wiebe (1 st term ends 12/19) 5 th District – Carolyn Rempel (2 nd term ends 12/20)
MN Rural Counties Caucus	Commissioner Kevin Stevens Commissioner Larry Anderson, alt.
Planning Commission (3-year terms – no term limit)	Commissioner Norm Holmen Commissioner Tom Appel, alt. 1 st District – Vacant 2 nd District – Sharon Tibodeau (12/20) 3 rd District – Leland Thiesen (12/20) 4 th District – Keith Engen (12/20) 5 th District – Phil Harder (12/20)
Plum Creek Library Board	Commissioner Donna Gravley
PrimeWest	Commissioner Norm Holmen Commissioner Donna Gravley, alt.
Private Industry Council Chief Elected Officials Board Members	Commissioner Tom Appel
Red Rock Rural Water	Commissioner Larry Anderson Commissioner Kevin Stevens, alt.
Redwood-Cottonwood Rivers Control Agency (1 st Thursday at 9:00am in Marshall/Redwood Falls)	Commissioner Norm Holmen Commissioner Larry Anderson, alt.
Rural Minnesota Energy Board	Commissioner Tom Appel Commissioner Kevin Stevens, alt.
Soil & Water Conservation District	Commissioner Tom Appel
Southern Prairie Community Care (4 th Friday at 9:30am in Redwood Falls)	Commissioner Norm Holmen Commissioner Donna Gravley, alt.

Southwest Minnesota Housing Partnership	(Appointment done by SRDC)
SWMN Emergency Communications Board (4 th Wednesday of odd months at 1:00pm in Marshall)	Commissioner Norm Holmen Commissioner Larry Anderson, alt.
SW Mental Health Center Board of Directors (2 nd Wednesday at 7:00pm in Luverne)	Commissioner Norm Holmen Commissioner Larry Anderson Robin Weis
SW Mental Health Consortium (2 nd Friday at 9:30am in Marshall)	Commissioner Norm Holmen
SW MN EMS Board	Emergency Management Director Paul Johnson Commissioner Larry Anderson, alt.
SW MN Regional Solid Waste Commission	Commissioner Tom Appel Commissioner Kevin Stevens, alt.
SW Regional Development Commission	Commissioner Donna Gravley Commissioner Larry Anderson, alt.
State Community Health Service Advisory Committee (SCHSAC)	Commissioner Kevin Stevens
Statewide Health Improvement Program (6x/year on 2 nd Wednesday at 11:30am in Lakefield)	Commissioner Kevin Stevens
Travel Southwest MN (Meet monthly)	Commissioner Tom Appel Anna Hassel, Chamber Director (OPEN)
United Community Action Partnership	Commissioner Donna Gravley Commissioner Larry Anderson, alt.
Watowan Watershed (One Watershed One Plan)	Commissioner Tom Appel Commissioner Norm Holmen, alt.
Wellness Committee	Commissioner Donna Gravley
Windom Economic Development Authority	Commissioner Kevin Stevens

2019 AMC Policy Committee Appointments

Environmental & Natural Resources	Commissioner Tom Appel
General Government	Commissioner Donna Gravley
Health & Human Services	Commissioner Norm Holmen
Public Safety	Commissioner Larry Anderson
Transportation	Commissioner Kevin Stevens

Motion by Stevens, second by Gravley, unanimous vote to allow a per diem for Commissioner Appel to attend Landfill meetings.

Motion by Gravley, second by Stevens, unanimous vote to set the meal rates for 2019 at \$9.75 for breakfast, \$14.75 for lunch and \$18.50 for evening meal. These amounts include a 20% gratuity.

Motion by Anderson, second by Appel, unanimous vote to set seasonal wages for 2019 as follows: \$11.80 – 1st year; \$12.30 – 2nd year; \$12.80 – 3rd year and \$13.35 – 4th year.

Motion by Stevens, second by Gravley, unanimous vote pay Auditor warrants with regular and customary payments for 2019, which might include: payroll and associated payables; utilities; bond payments; contract payments; payment to other governmental entities; tax settlements; refunds; reissue voids; well sealing; sewer loan contract payments; insurance payments and lease payments, and payments, which if not made, would result in additional penalties, interest or late fees.

Motion by Stevens, second by Anderson, unanimous vote to authorize the County Auditor/Treasurer and deputies to make electronic transfers.

Motion by Gravley, second by Appel, unanimous vote to re-designate official Cottonwood County Depositories as follows: Bank Midwest – Windom; Bank of the West – Windom; United Prairie Bank – Mt. Lake; First Security Bank – Storden; First Empire Securities – Hauppauge, NY; Multi-Bank Securities – Southfield, MI; Wells Fargo Advisors – Minneapolis; and Piper Jaffray – Minneapolis.

Motion by Appel, second by Stevens, unanimous vote to re-designate official Cottonwood County Brokers as follows: First Empire Securities – Hauppauge, NY; Multi-Bank Securities – Southfield, MI; Wells Fargo Advisors – Minneapolis; and Piper Jaffray – Minneapolis.

Motion by Gravley, second by Stevens, unanimous vote to approve *Citizen Publishing* as the official county newspaper for 2019.

Motion by Stevens, second by Appel, unanimous vote to set the 2019 Contingency Fund for the County Attorney's Office at \$3,000.

Motion by Appel, second by Stevens, unanimous vote to set the per diem for committee members other than commissioners at \$75 per meeting for 2019.

Motion by Stevens, second by Appel, unanimous vote to approve the 2019 Fees Charged by County Offices as presented.

Motion by Appel, second by Stevens, unanimous roll call vote to adopt resolution 19-01-02 as follows:

Resolution 19-01-02

RESOLUTION TO USE ALTERNATIVE METHOD TO DISSEMINATE BIDS AND REQUESTS

WHEREAS, Minnesota Statue 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, 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.

Adopted this 2nd day of January 2019.

S/Norman Holmen, Board Chairman

S/Jan Johnson, Auditor/Treasurer

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Kelly Thongvivong, County Coordinator, met with the board to discuss a few items. Motion by Stevens, second by Appel, unanimous vote to pay mileage and meal claims to Kim Hall and Joe Saffert that were submitted after the 60 day timeline.

Motion by Gravley, second by Stevens, unanimous vote to accept the Elected Official Health Plan Policy as amended.

Motion by Appel, second by Stevens, unanimous vote to set the rental rates for the lease agreement between Cottonwood County and the City of Windom Police Department at \$1,925/month for 2019 and \$1,950/month for 2020.

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Motion by Appel, second by Stevens, unanimous vote to approve January warrants as follows:

County Revenue Fund	\$ 10,027.20
Ditch Fund	\$ 150.00
Sinking Fund 2	<u>\$112,308.75</u>
	\$122,485.95

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Commissioner Gravley informed the board that United Community Action – Transit would like more space for 2 more buses. Gravley also stated that she will be attending an Extension staff meeting on Friday, January 4.

Commissioner Appel asked for clarification on the Procurement Policy. Appel also gave a buffer update.

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Motion by Stevens, second by Appel, unanimous vote to recess as the County Board and convene as the Ditch Authority. Motion by Gravley, second by Stevens, unanimous vote to appoint Commissioner Holmen, Anderson, and Appel to the Cottonwood – Murray Ditch Board. Motion by Stevens, second by Appel, unanimous vote to adjourn as the Ditch Authority and to reconvene as the County Board.

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There being no further business, the meeting adjourned at 11:38 a.m.

Jan Johnson, Auditor/Treasurer

Norman Holmen, Board Chair

Kelly Thongvivong, County Coordinator