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 Thongvivong, 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.

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 Comnick, 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.

* * *
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.

* * * *

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.

* * * *

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.

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<th>Check #</th>
<th>Amount</th>
<th>Date</th>
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<td>05/15/2015</td>
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<td>10620</td>
<td>$13.54</td>
<td>05/28/2015</td>
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<td>10623</td>
<td>$18.10</td>
<td>06/07/2015</td>
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<tr>
<td>10677</td>
<td>$14.36</td>
<td>09/24/2015</td>
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<tr>
<td>10691</td>
<td>$23.60</td>
<td>10/26/2015</td>
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Motion by Gravley, second by Stevens, unanimous vote to write off the unclaimed checks that are presumed abandoned in the amount of $96.66.

* * * *
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
<table>
<thead>
<tr>
<th>Committee/Authority</th>
<th>Chair/Co-Chair</th>
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</thead>
</table>
| Compensation Committee                                 | Commissioner Norm Holmen - Chair  
As Needed  
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                    | Commissioner Kevin Stevens                                                   |
| (4th Monday at 3:30pm in Windom)                        |                                                                               |
| Cottonwood County Law Library                           | Commissioner Kevin Stevens                                                   |
| (Annual Mtg in July, otherwise as needed)               |                                                                               |
| 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                                                    |
| Des Moines Valley Health & Human Services               | Commissioner Norm Holmen  
Commissioner Kevin Stevens  
Commissioner Tom Appel  
Commissioner Donna Gravley  
Commissioner Larry Anderson                                |
| (2nd Thursday at 9:00am – rotate between  
Windom & Jackson – LEC in Windom)                       |                                                                               |
| 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                           | Commissioner Kevin Stevens                                                    |
| (3rd Tuesday at 7:00pm in Heron Lake  
Advisory Committee 4x/yr at 10:00am in Heron Lake)       |                                                                               |
| Intergovernmental Relations Board                       | Commissioner Kevin Stevens  
Commissioner Norm Holmen  
Commissioner Tom Appel                                                            |
<table>
<thead>
<tr>
<th>Committee/Board/Agency</th>
<th>Chair/Chairman</th>
<th>Vice-Chair/Commissioner</th>
<th>Commissioner/Delegate</th>
<th>District/End Date</th>
</tr>
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<tbody>
<tr>
<td>Joint Government Meeting</td>
<td>Commissioner Norm Holmen – Chair</td>
<td>Commissioner Kevin Stevens – Vice-Chair</td>
<td>County Coordinator Kelly Thongvivong</td>
<td></td>
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<tr>
<td>Land Use Advisory Committee</td>
<td>Commissioner Tom Appel</td>
<td>Commissioner Norm Holmen, alt.</td>
<td>Commissioner Kevin Stevens</td>
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<tr>
<td>Local Emergency Preparedness and Planning Committee</td>
<td>Auditor/Treasurer Jan Johnson</td>
<td>County Assessor Gale Bondhus, alt.</td>
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<tr>
<td>MN Counties Computer Cooperative Delegate</td>
<td>Commissioner Norm Holmen - Chair</td>
<td>Commissioner Kevin Stevens – Vice-Chair</td>
<td>Auditor/Treasurer Jan Johnson</td>
<td></td>
</tr>
<tr>
<td>MN Extension Agency Board of Directors (3-year terms – 2-term limit)</td>
<td>1st District – Vacant</td>
<td>2nd District – Katie Robillard (1st term ends 12/19)</td>
<td>3rd District – Larry Stuckenbroker (2nd term ends 12/20)</td>
<td>4th District – Sarah Wiebe (1st term ends 12/19)</td>
</tr>
<tr>
<td>MN Rural Counties Caucus</td>
<td>Commissioner Kevin Stevens</td>
<td>Commissioner Larry Anderson, alt.</td>
<td></td>
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<tr>
<td>Planning Commission (3-year terms – no term limit)</td>
<td>Commissioner Norm Holmen</td>
<td>Commissioner Tom Appel, alt.</td>
<td>1st District – Vacant</td>
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<td>2nd District – Sharon Tibodeau (12/20)</td>
<td>3rd District – Leland Thiesen (12/20)</td>
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<td>4th District – Keith Engen (12/20)</td>
<td>5th District – Phil Harder (12/20)</td>
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<tr>
<td>Plum Creek Library Board</td>
<td>Commissioner Donna Gravley</td>
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<tr>
<td>PrimeWest</td>
<td>Commissioner Norm Holmen</td>
<td>Commissioner Donna Gravley, alt.</td>
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<tr>
<td>Private Industry Council Chief Elected Officials Board Members</td>
<td>Commissioner Tom Appel</td>
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<tr>
<td>Red Rock Rural Water</td>
<td>Commissioner Larry Anderson</td>
<td>Commissioner Kevin Stevens, alt.</td>
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</tr>
<tr>
<td>Redwood-Cottonwood Rivers Control Agency (1st Thursday at 9:00am in Marshall/Redwood Falls)</td>
<td>Commissioner Norm Holmen</td>
<td>Commissioner Larry Anderson, alt.</td>
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<tr>
<td>Rural Minnesota Energy Board</td>
<td>Commissioner Tom Appel</td>
<td>Commissioner Kevin Stevens, alt.</td>
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<td>Soil &amp; Water Conservation District</td>
<td>Commissioner Tom Appel</td>
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<td>Southern Prairie Community Care (4th Friday at 9:30am in Redwood Falls)</td>
<td>Commissioner Norm Holmen</td>
<td>Commissioner Donna Gravley, alt.</td>
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</table>
Southwest Minnesota Housing Partnership (Appointment done by SRDC)  

Southwest Minnesota Emergency Communications Board  
(4th Wednesday of odd months at 1:00pm in Marshall)  
Commissioner Norm Holmen  
Commissioner Larry Anderson, alt.

Southwest Mental Health Center Board of Directors  
(2nd Wednesday at 7:00pm in Luverne)  
Commissioner Norm Holmen  
Commissioner Larry Anderson  
Robin Weis

Southwest Mental Health Consortium  
(2nd Friday at 9:30am in Marshall)  
Commissioner Norm Holmen

Southwest MN EMS Board  
Emergency Management Director Paul Johnson  
Commissioner Larry Anderson, alt.

Southwest MN Regional Solid Waste Commission  
Commissioner Tom Appel  
Commissioner Kevin Stevens, alt.

Southwest 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 2nd 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.

Watonwan 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 Stevens, second by Gravley, unanimous vote to 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.
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.

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

<table>
<thead>
<tr>
<th>Fund</th>
<th>Amount</th>
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<tr>
<td>County Revenue Fund</td>
<td>$10,027.20</td>
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<tr>
<td>Ditch Fund</td>
<td>$150.00</td>
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<tr>
<td>Sinking Fund 2</td>
<td>$112,308.75</td>
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<tr>
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<td>$122,485.95</td>
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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.

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.

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