

February 19, 2019
Cottonwood County Board of Commissioners
Regular Meeting
Minutes

The Cottonwood County Board of Commissioners met in regular session on Tuesday, February 19, 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, Nick Klisch, Jed Rhubee, Randy Thompson, and Rahn Larson.

Chairman Holmen called the meeting to order. The Pledge of Allegiance was recited. Motion by Stevens, second by Gravley, unanimous vote to approve the agenda as amended. Motion by Appel, second by Anderson, unanimous vote to approve the minutes of the February 5, 2019 meeting as amended.

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Randy Thompson, Executive Director-Worthington HRA, met with the board regarding Section 8 Housing in Cottonwood County. Thompson gave a history of how the Worthington HRA began administering Section 8 Housing vouchers in a seven county area of Southwestern Minnesota. Thompson also stated that Cottonwood County currently has 12 Housing Vouchers. Thompson stated that due to funding cuts in 2018 by the Federal Government, administrative funding ran a deficit balance. Due to this deficit and not having enough in reserves, the Worthington HRA Board of Directors decided to reach out to the seven counties with a funding request based on the number of vouchers being serviced in each county. Thompson is requesting \$2,132.16 from Cottonwood County for 2019. No action was taken at this time.

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Nick Klisch, County Engineer/Public Works Director, and Jed Rhubee, Public Works Superintendent, met with the board to discuss a few items. Rhubee informed the board that he has had one application for camp host at Talcot for the summer of 2019. Motion by Gravley, second by Stevens, unanimous vote to approve Rebekah Saffert as camp host for the 2019 camping season dependent upon successful completion of a background check and drug test.

Klisch reviewed the bids that were received for a 3-year mowing contract with the county for mowing: Pat's Grove, Mountain Park, Red Rock Falls, South Dutch Charley, Schoper/Bush Dam, North 71 County Office Building, and DVHHS Building. Bids were received from D&D Ranch, Kulseth Lawn and Landscaping, Joe's Lawn Care and Snow Removal, Russ Janssen, Allen Kleven, and Cory Ulferts (bid summary is on file at the County Coordinator's office). Motion by Appel, second by Gravley, unanimous vote to give the Public Works Director authority to execute mowing contracts for the 2019-2021 mowing seasons with Cory Ulferts and Russ Janssen.

Klisch informed the board that the City of Westbrook would like to apply for a Local Road Improvement Program (LRIP) Grant but because they have a population under 5,000 would need sponsorship from the county. Klisch noted that this has been done in the past for the City of Mountain Lake and City of Windom. Motion by

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

Resolution 19-02-19

Resolution of Sponsorship for Sponsoring Agency

The following Resolution was offered by Commissioner Anderson and moved for adoption at a Regular Meeting held on February 19, 2019 at the Cottonwood County Courthouse, Windom, MN:

WHEREAS, the City of Westbrook is a city with a population under 5,000; and

WHEREAS, the City of Westbrook would like to submit a project for Local Road Improvement Program Funds; and

WHEREAS, the City of Westbrook has requested Cottonwood County be the sponsoring agency;

NOW THEREFORE BE IT RESOLVED, that Cottonwood County, Minnesota agrees to act as sponsoring agency for a Local Road Improvement Program Project identified as 5th Street from Columbus Avenue to 1st Avenue (Main Street) and 7th Street from Cedar Avenue to Fir Avenue in the City of Westbrook and has reviewed and approved the project as proposed. Sponsorship includes a willingness to secure and guarantee the local share of costs associated with this project and responsibility for seeing this project through to its completion, with compliance of all applicable laws, rules and regulations;

BE IT FURTHER RESOLVED, that the Cottonwood County Highway Engineer is hereby authorized to act as agent on behalf of this applicant.

Seconded by Commissioner Stevens and the same being put to a vote was duly carried. This Resolution shall become effective immediately and without publication.

Adopted by the following vote: Ayes 5 Nays 0.

Dated this 19th day of February, 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 Gravley, second by Stevens, unanimous vote to declare that the County offices were officially closed on February 7, 2019, due to the inclement weather conditions and in accordance with County Policy No. 420.

Motion by Stevens, second by Appel, unanimous vote to move David Grev to permanent full-time status effective February 27, 2019 as Appraiser.

Motion by Appel, second by Anderson, unanimous vote to begin advertising for 8 seasonal positions (4 highway maintenance, 4 parks) for the Public Works Department for the 2019 summer season.

Thongvivong stated that the Public Works Department – Solid Waste would like to hire a part-time Landfill Scale Operator. Thongvivong presented a Landfill Scale Operator job description for approval. After much discussion, the board will review this request at a work session to be held after the regular meeting on March 5.

Thongvivong presented a Building Operations Manager job description for approval. Motion by Gravley, second by Stevens, unanimous vote to approve the Building Operations Manager job description as presented with the addition of landscape maintenance to the representative duties section and to place this position on Range 12 of the existing county matrix.

Motion by Anderson, second by Stevens, unanimous vote to promote Mark Schenk to Building Operations Manager effective February 18, 2019 and to place him on Range 12, Step E of the 2019 pay matrix.

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Motion by Appel, second by Gravley, unanimous vote to approve February warrants as follows:

County Revenue Fund	\$ 32,549.57
Long Term Capital Outlay	\$ 2,202.60
County Building Fund	\$ 45,476.58
Ditch Fund	\$ 41.76
County Revenue Fund	\$ 5,312.77
Road and Bridge Fund	\$ 12,090.91
Waste Abatement/SCORE	\$ 2,200.00
Landfill Enterprise	\$ 7,644.81
	<u>\$107,519.00</u>

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Kelly Thongvivong, County Coordinator, informed the board that she received an email from the Daily Globe regarding how the county has spent the wind energy production tax in past years. The Board informed Thongvivong to respond with the following items: road and bridge equipment, road maintenance, and reduction to levies.

Thongvivong asked that a budget line for "Repair – 10th Street Office Building" be added to the County Building Fund budget and that \$5,000 be moved from "Repair – Other" (31-061-6306) to this new budget line (31-061-6307).

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Motion by Appel, second by Gravley, unanimous vote to approve that all Commissioners may attend wind energy meetings and receive a per diem.

Commissioner Appel gave an update on the following items: a leak at the DVHHS Family Services building, a Rural Minnesota Energy Board meeting he attended, the Legislative Conference he attended, and the 10th Street Office Building remodel project.

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The Commissioners toured the 10th Street Office Building to see the progress of the remodeling.

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Returning to the Commissioners' Room and there being no further business, the meeting was adjourned at 11:24 a.m.

Jan Johnson, Auditor/Treasurer

Norman Holmen, Board Chair

Kelly Thongvivong, County Coordinator