The Cottonwood County Board of Commissioners met in regular session on Tuesday, January 2, 2018 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, Crystal Reith, Kathy Kretsch, Jason Purrington, Jason Rupp, Kyle Pillatzki, Jed Rhubee, Nick Klisch, and Rahn Larson.

Auditor/Treasurer Jan Johnson called the meeting to order. The Pledge of Allegiance was recited. Johnson then asked for nominations for Board Chair. Motion by Stevens, second by Appel, unanimous vote to elect Commissioner Gravley and to ask that all nominations cease and to cast a unanimous ballot for Gravley as Board Chair for 2018. Presiding over the remainder of the meeting was Chair Donna Gravley.

Gravley then asked for nominations for Board Vice-Chair. Motion by Holmen, second by Stevens, unanimous vote to elect Commissioner Schmidt and to ask that all nominations cease and to cast a unanimous ballot for Schmidt as Vice-Chair for 2018.

Motion by Schmidt, second by Appel, unanimous vote to approve the agenda as amended. Motion by Holmen, second by Stevens, unanimous vote to approve the minutes of the December 19, 2017 meeting.

Chair Gravley thanked Commissioner Appel for all he did during his term as Board Chair for 2017.

Crystal Reith, 4-H Program Coordinator, met with the board to provide an annual Cottonwood County 4-H program update.

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

<table>
<thead>
<tr>
<th>Fund</th>
<th>Amount</th>
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<tbody>
<tr>
<td>County Revenue Fund</td>
<td>$ 24,372.76</td>
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<tr>
<td>Sinking Fund 2 (JD 8,9,25)</td>
<td>$ 118,953.75</td>
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<td>$ 143,326.51</td>
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</table>

Commissioner Appel gave a brief update regarding a building the county is hoping to purchase as well as an update regarding a possible 6-month lease by the DNR office for some space at the N. 71 Building. Commissioner Holmen gave a brief update regarding the DVHHS remodeling project.

Kathy Kretsch, County Recorder, met with the board to discuss her recommendation to promote Nancy Macgregor to a Chief Deputy Recorder position. The board asked to have further discussion at the next board meeting so that they have a chance to review a proposed job description.
Jason Purrington, Sheriff, and Jason Rupp, Jail/Dispatch Supervisor, met with the board to discuss their recommendation to purchase an upgrade to the Zuercher Suites Records Management System. Motion by Stevens, second by Schmidt, unanimous vote to approve purchase of the Zuercher Mapping Suite in the amount of $50,158, which includes the first year of Maintenance and Support. This will be paid for using 911 funds.

Chair Gravley asked Commissioners Stevens and Schmidt to attend the Hazardous Mitigation Plan meeting that will be held on January 11th at the Law Enforcement Center.

Brief discussion was held regarding whether the board members would be interested in participating in a “Coffee with the Council” if the county should decide to participate in such an event. Further discussion will be held at the next Joint Government Meeting.

Kyle Pillatzki, Solid Waste Administrator, met with the board to discuss the leased property at the landfill. Pillatzki would like to extend the lease to five years and have the option for one additional one-year extension. After further discussion, there was a motion by Schmidt, second by Appel, unanimous vote to allow Pillatzki to advertise the lease of the property at the landfill for a three year period with the option of two 1-year extensions without advertising and to add a 90-day out clause to the lease agreement. Sealed bids will be received until 1:00 p.m. on February 5th.

Pillatzki asked that the board approve solid waste haulers for 2018. Motion by Holmen, second by Schmidt, unanimous vote to approve 2018 waste haulers as follows: Waste Management, Schaap, LJP and Hometown Sanitation pending completion of application and copy of insurance certificate.

Pillatzki discussed with the board the city wide cleanups for 2018. Motion by Stevens, second by Schmidt, unanimous vote to offer a one-time half price tipping fee of $26.67/ton plus $6.67/ton plus $4.53 waste tax billed to the cities in Cottonwood County for the use of a city-wide cleanup in 2018.

Nick Klisch, County Engineer/Public Works Director, met with the board to discuss a few items. Motion by Appel, second by Holmen, unanimous roll call vote to adopt resolution as follows:

**Resolution 18-01-02**

BE IT RESOLVED, that pursuant to Minnesota Stat. Sec. 161.36, the Commissioner of Transportation be appointed as Agent of Cottonwood County to accept as its agent, federal aid funds which may be made available for eligible transportation related projects.

BE IT FURTHER RESOLVED, the County Board Chairman and the County Auditor/Treasurer are hereby authorized and directed for and on behalf of the County to execute and enter into an agreement with the Commissioner of Transportation prescribing the terms and conditions of said federal aid participation as set forth and contained in “Minnesota Department of Transportation Agency Agreement No. 1030017”, a copy of which said agreement was before the County Board and which is made a part hereof by reference.
Discussion was held regarding Units 41 and 47, which are Mack snowplows that were purchased in 2010 and 2009 that have frequent down-time due to their emissions systems. The trucks need to regenerate more often (up to 20-30 minutes per workday) in the application due to the frequent starts, stops and short trips. The Public Works Department would like to sell or trade-in the trucks while they still have some value while also lessening down time with the new trucks. Replacing the Mack trucks with International trucks will also allow them to be serviced more locally and create some maintenance efficiencies with a uniform fleet. Motion by Schmidt, second by Stevens, unanimous vote to proceed with obtaining quotes for two new plow trucks and exploring options for trade-ins of Units 41 & 47.

Brief discussions were held regarding a request that has been received to place a sign on county property in Jeffers as well as the Westbrook Wind Energy Project. There might be community fund grants available to apply for that might be able to be used for upgrades to a few of the county parks.

Kelly Thongvivong, County Coordinator, met with the board to discuss several items. It was noted that Nick Klisch, County Engineer/Public Works Director, has completed his 6-month probationary period with satisfactory performance effective January 12, 2018 so he will be eligible to receive 16 hours of personal leave. Motion by Holmen, second by Stevens, unanimous vote to approve a hardship leave request per Policy 147 as presented.

Motion by Appel, second by Schmidt, unanimous vote to adopt Policy 180 “Leave Benefits – Volunteer Fire Department and/or Ambulance Service” with suggested changed.

Motion by Holmen, second by Appel, unanimous vote to set the 2018 meeting dates for the 1st & 3rd Tuesday of each month as presented with the exception of December 5; that all meetings will begin at 9:00 a.m. with the exception of June 19 – Board of Equalization and December 5 – Budget Discussion Meeting (TNT) which will be afternoon meetings; and that 12 additional work sessions can be scheduled with no per diems.

Chair Gravley appointed commissioner assignments for 2018 as presented:

**Commissioner Department Assignments – 2018**

**Commissioner Jim Schmidt**
MN Extension Services
Information Technology Department
Planning & Zoning

**Commissioner Kevin Stevens**
Court Administration/Probation
Emergency Management
Sheriff’s Department
Commissioner Donna Gravley  
County Auditor/Treasurer  
County Coordinator  
Highway Department

Commissioner Norm Holmen  
County Assessor  
County Attorney  
County Recorder

Commissioner Tom Appel  
Parks  
Solid Waste Department  
Veteran’s Service Office

Commissioner Committee Assignments – 2018

ACE of Southwestern Minnesota  
(4th Thursday-9 a.m.–Slayton)  
Commissioner Donna Gravley  
Commissioner Jim Schmidt, alt.

AMC Voting Delegates  
Commissioner Kevin Stevens  
Commissioner Norm Holmen  
Commissioner Tom Appel  
Commissioner Jim Schmidt  
Commissioner Donna Gravley  
County Engineer Nicholas Klisch  
DVHHS - Craig Myers  
County Coordinator Kelly Thongvivong

Area II River Basin Projects  
(1st Thursday-9 am-Marshall)  
Commissioner Norm Holmen  
Commissioner Jim Schmidt, 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 Donna Gravley - Chair  
Commissioner Jim Schmidt – Vice-Chair

Cottonwood County DAC  
Commissioner Tom Appel

Cottonwood County Dept. Head Meetings  
Commissioner Donna Gravley - Chair  
Commissioner Jim Schmidt – Vice-Chair

Cottonwood County Ditch Authority  
Commissioner Kevin Stevens  
Commissioner Norm Holmen  
Commissioner Tom Appel  
Commissioner Jim Schmidt  
Commissioner Donna Gravley

Cottonwood County Historical Society  
(4th Monday-3:30pm-Windom)  
Commissioner Kevin Stevens
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<tr>
<th>Committee</th>
<th>Chair</th>
<th>Alternative</th>
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<tbody>
<tr>
<td>Cottonwood County Law Library (Annual Mtg in July, otherwise as needed)</td>
<td>Commissioner Kevin Stevens</td>
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<tr>
<td>Cottonwood County Personnel Board of Appeals</td>
<td>Jim Jorgenson (Westbrook)</td>
<td>Dennis Nelson (Windom)</td>
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<td>Jerry Haberman (Mt. Lake)</td>
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<tr>
<td>Des Moines River West Fork Project</td>
<td>Commissioner Kevin Stevens</td>
<td>Commissioner Jim Schmidt, alt.</td>
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<tr>
<td>Des Moines Valley Health &amp; Human Services (2nd Thursday-9 am LEC)</td>
<td>Commissioner Norm Holmen</td>
<td>Commissioner Kevin Stevens</td>
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<td>Commissioner Tom Appel</td>
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<td>Commissioner Donna Gravley</td>
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<td>Commissioner Jim Schmidt</td>
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<tr>
<td>Des Moines Valley Health &amp; Human Services Mental Health Local Advisory Council</td>
<td>Dawn Eigenberg</td>
<td>Paul Bland</td>
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<td>Caroline Eigenberg</td>
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<td>David Johnson</td>
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<td>Ron Kuecker</td>
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<td>Kim Hummel</td>
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<td>Commissioner Donna Gravley</td>
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<tr>
<td>Family Services Collaborative Board</td>
<td>Commissioner Tom Appel</td>
<td>Commissioner Donna Gravley, alt.</td>
</tr>
<tr>
<td>Greater Blue Earth River Basin Alliance</td>
<td>Commissioner Tom Appel</td>
<td>Commissioner Norm Holmen, alt.</td>
</tr>
<tr>
<td>Heron Lake Watershed District (3rd Tuesday-7pm-Heron Lake Adv Comm 4x/yr-10 am–Heron Lake)</td>
<td>Commissioner Kevin Stevens</td>
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<td>Intergovernmental Relations Board</td>
<td>Commissioner Kevin Stevens</td>
<td>Commissioner Norm Holmen</td>
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<td>Commissioner Tom Appel</td>
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<td>Commissioner Jim Schmidt</td>
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<td>Commissioner Donna Gravley</td>
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<tr>
<td>Joint Government Meeting (City of Windom, Cottonwood County, Windom School District)</td>
<td>Commissioner Donna Gravley – Chair</td>
<td>Commissioner Jim Schmidt – Vice-Chair</td>
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<td>County Coordinator Kelly Thongvivong</td>
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<td>Land Use Advisory Committee</td>
<td>Commissioner Tom Appel</td>
<td>Commissioner Norm Holmen</td>
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<td>alt.</td>
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<tr>
<td>Local Emergency Preparedness and Planning Committee</td>
<td>Commissioner Kevin Stevens</td>
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<tr>
<td>MN Counties Computer Cooperative Delegate</td>
<td>Auditor/Treasurer Jan Johnson</td>
<td>County Assessor Gale Bondhus, alt.</td>
</tr>
<tr>
<td>MN Extension Agency Board of Directors (3-year terms – 2-term limit)</td>
<td>Commissioner Donna Gravley - Chair</td>
<td>Commissioner Jim Schmidt – Vice-Chair</td>
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<td>Auditor/Treasurer Jan Johnson</td>
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</tbody>
</table>
1st District – Elizabeth Johnson (2nd term ends 12/18)
2nd District – Katie Robillard (1st term ends 12/19)
3rd District – Larry Stuckenbroker (2nd term ends 12/20)
4th District – Sarah Wiebe (1st term ends 12/19)
5th District – Carolyn Rempel (2nd term ends 12/20)

MN Rural Counties Caucus
Commissioner Kevin Stevens
Commissioner Jim Schmidt, alt.

Planning Commission
Commissioner Norm Holmen
Commissioner Tom Appel, alt.
1st District – Heidi Hansen (12/18)
2nd District – Sharon Tibodeau (12/20)
3rd District – Leland Thiesen (12/20)
4th District – Keith Engen (12/20)
5th District – Phil Harder (12/20)

Plum Creek Library Board
Commissioner Donna Gravley

Private Industry Council Chief Elected
Commissioner Tom Appel
Officials Board Members

Red Rock Rural Water
Commissioner Jim Schmidt
Commissioner Kevin Stevens, alt.

Redwood-Cottonwood Rivers Control Agency
Commissioner Norm Holmen
Commissioner Jim Schmidt, alt.
(1st Thursday-9 am-Marshall)

Rural Minnesota Energy Board
Commissioner Tom Appel
Commissioner Kevin Stevens, alt.

Soil & Water Conservation District
Commissioner Tom Appel

Southern Prairie Community Care
Commissioner Norm Holmen
Commissioner Donna Gravley, alt.
(4th Friday-9:30am-Redwood Falls)

Southwest Minnesota Housing Partnership
Appointment done by SRDC

SWMN Emergency Communications Board
Commissioner Norm Holmen
Commissioner Jim Schmidt, alt.
(4th Wednesday of odd months at 1pm in Marshall)

SW Mental Health Center Board of Directors
Commissioner Norm Holmen
Commissioner Jim Schmidt
Robin Weis
(2nd Wednesday-7 pm–Worthington)

SW Mental Health Consortium
Commissioner Norm Holmen
(2nd Friday–9:30 am–Marshall)

SW MN EMS Board
Emergency Management Director Paul Johnson
Commissioner Jim Schmidt, alt.

SW MN Regional Solid Waste Commission
Commissioner Tom Appel
Commissioner Kevin Stevens, alt.
Motion by Appel, second by Holmen, unanimous vote to set the meal rates for 2018 at $9.75 for breakfast, $14.75 for lunch and $18.50 for evening meal. These amounts include a 20% gratuity.

Motion by Holmen, second by Stevens, unanimous vote to set seasonal wages for 2018 as follows: $11.50 – 1st year; $12.00 – 2nd year; $12.50 – 3rd year and $13.05 – 4th year.

Motion by Schmidt, second by Appel, unanimous vote pay Auditor warrants with regular and customary payments for 2018, 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.

Motion by Schmidt, second by Stevens, 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 Schmidt, second by Holmen, 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 Stevens, second by Appel, unanimous vote to accept the bid from the Cottonwood County Citizen for the official county newspaper for 2018.

Motion by Appel, second by Schmidt, unanimous vote to set the 2018 Contingency Fund for the County Attorney’s Office at $2,500.

Motion by Holmen, second by Stevens, unanimous vote to set the per diem for committee members other than commissioners at $75 per meeting for 2018.

Motion by Appel, second by Schmidt, unanimous vote to approve the 2018 Fees Charged by County Offices with amendment to include the fee for the publication of delinquent taxes, which was $20 but will be increased to $50.

Motion by Schmidt, second by Stevens, unanimous vote to set the minimum salaries for full-time elected officials in 2019 as follows: County Attorney - $50,000; County Auditor/Treasurer - $50,000; County Sheriff - $50,000; and County Recorder - $38,000.

Chair Gravley re-appointed Commissioners Appel and Holmen to continue to serve on the Highway 60 Committee and the Building Committee for 2018.

*   *   *   *

There being no further business, the meeting was adjourned at 11:00 a.m.

Jan Johnson, Auditor/Treasurer

Donna L. Gravley, Board Chair

Kelly Thongvivong, County Coordinator