

May 15, 2018  
Cottonwood County Board of Commissioners  
Regular Meeting  
Minutes

The Cottonwood County Board of Commissioners met in regular session on Tuesday, May 15, 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, Kathy Marsh, Nick Klisch, Jed Rhubee, Kyle Pillatzki, Paul Johnson, Bob Varilek, and Rahn Larson.

Chairman Gravley called the meeting to order. The Pledge of Allegiance was recited. 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 May 1, 2018 meeting.

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Nick Klisch, County Engineer/Public Works Director, met with the board to discuss several items. Klisch presented the bids that were received for Project 017-615-022 – CSAH 15 as follows: Knife River Corporation - \$745,357.86; Central Specialties, Inc. - \$786,435.52; Duinick Bros., Inc. - \$852,394.51; and Southern Minnesota Construction - \$862,852.00. Motion by Schmidt, second by Stevens, unanimous vote to accept bid of \$745,357.86 from Knife River Corporation for Project 017-615-022.

Klisch and Kelly Thongvivong, County Coordinator, informed the board that Watonwan County is currently without a County Engineer and has approached Cottonwood County to see if Klisch could help out in the interim of hiring a new County Engineer. Klisch presented an Engineering Services contract for approval. Motion by Holmen, second by Appel, unanimous vote to approve the Contract for Engineering Services as presented and to allow the Board Chair, Auditor/Treasurer, and the County Attorney to sign on behalf of Cottonwood County.

Motion by Schmidt, second by Stevens, unanimous vote to approve seasonal hires at the Public Works Department as follows: Landfill – James Fricke (1 year), Parks – Bailey Leaman (1 year), and Hwy/Parks – Jordan Kirk (1 year). They will begin their employment after successful completion of all hiring requirements.

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Bob Varilek, Windom Eagles Model Airplane Club, informed the board that the club would like to continue to lease the land recently purchased by the County for the airplane club. Varilek stated that the lease expired May 1 with Minions and he will work out an agreement with Minions for May and June until the County takes possession of the land. Consensus of the board is to lease the property where the Windom Eagles Model Airplane Club currently presides from July 1 through December 31, 2018 and that a lease agreement should be drawn up and brought to a board meeting after we take possession of the property.

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Motion by Appel, second by Schmidt, unanimous vote to approve Sandra Melton as camp host for the 2018 camping season dependent upon successful completion of a background check and drug test.

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Commissioner Gravley led discussion regarding the possible sale of two parcels of county property – Sara Park and 4.98 acres in Lakeside Township.

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Paul Johnson, Emergency Management Director, stated that the OSHA Compliance Safety Manual was emailed out for review and asked if there were any questions. Motion by Stevens, second by Holmen, unanimous vote to approve the Cottonwood County Safety Program/Policies Manual as presented.

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Commissioner Appel led discussion regarding the PACE program started by the Rural Minnesota Energy Board (RMEB) and the possibility of future financing. Appel stated that information regarding the PACE program will also be presented at the AMC meeting in June.

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Kelly Thongvivong, County Coordinator, met with the board to discuss a few items. Thongvivong stated that the office space lease with the SW/WC Service Cooperative at the N71 Office Building will expire on June 30, 2018, and the Coop is interested in extending. Motion by Schmidt, second by Stevens, unanimous vote to extend the SW/WC Service Cooperative lease for 399 square feet of office space at \$14.00 per square foot for one year.

Thongvivong presented an invoice from the Prairie Ecology Bus Center for Aquatic Invasive Species (AIS) Programming and asked what line item this invoice should be paid from. The Auditor/Treasurer stated that the invoice should be paid from the Planning and Zoning budget (604) and that AIS expenses should be budgeted for in 2019. Motion by Holmen, second by Schmidt, unanimous vote to approve payment in the amount of \$5,661.60 to Prairie Ecology Bus Center for AIS programming and pay out of budget 604 – Planning and Zoning.

Motion by Schmidt, second by Appel, unanimous vote to accept the retirement resignation from Keith Willard, full-time Heavy Equipment Operator, effective August 6, 2018, with appropriate payout of benefits.

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Commissioner Holmen led discussion regarding the car that the Assessor’s office no longer needs. Motion by Holmen, second by Stevens, unanimous vote to sell the 2006 Taurus no longer needed by the Assessor’s office.

Motion by Schmidt, second by Holmen, unanimous vote to pay a per diem to Commissioners that help with the moving of items from the building that was purchased.

Commissioner Appel asked for verification of what budget the Minion property will be paid from. The Auditor/Treasurer confirmed that the property will be paid for from the Landfill budget.

Commissioner Schmidt updated the board on the Hurricane Lake meeting that was held on May 4<sup>th</sup>. Schmidt stated that the meeting went well and the DNR is working on fixing the problem. Schmidt led discussion on the rough draft of the Heritage Grant for window replacement that was sent out for review previous to the meeting.

Commissioner Gravley informed the board that Park Clean-Up Day, through the Wellness Initiative, is scheduled for May 23<sup>rd</sup>. Gravley informed the board that the following people will be considered surplus administrators: Law Enforcement – Sheriff’s Department, Public Works – Jed Rhubee, and Courthouse – Kelly Thongvivong.

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

|                          |                    |
|--------------------------|--------------------|
| County Revenue Fund      | \$ 56,432.11       |
| Long Term Capital Outlay | \$ 5,880.00        |
| County Building Fund     | \$ 2,349.70        |
| Ditch Fund               | \$ 124.26          |
| County Revenue Fund      | \$ 2,066.61        |
| Road and Bridge Fund     | \$ 50,326.53       |
| Landfill Enterprise      | <u>\$ 1,145.80</u> |
|                          | \$118,325.01       |

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There being no further business, the meeting was adjourned at 10:50 a.m.

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Jan Johnson, Auditor/Treasurer

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Donna L. Gravley, Board Chair

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Kelly Thongvivong, County Coordinator