

January 15, 2019
Cottonwood County Board of Commissioners
Regular Meeting
Minutes

The Cottonwood County Board of Commissioners met in regular session on Tuesday, January 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, Larry Anderson; County Coordinator Kelly Thongvivong, County Attorney Nick Anderson, Auditor/Treasurer Jan Johnson, Kathy Marsh, Mark Schenk, Don Brown, Michael Clancy, Dominic Jones, Becky Buchholz, Kari Clouse, Nick Klisch, Jed Rhubee, Mike Meeks, Geoff Johnson, and Rahn Larson.

Chairman Holmen called the meeting to order. The Pledge of Allegiance was recited. Motion by Gravley, second by Stevens, unanimous vote to approve the agenda as amended. Motion by Appel, second by Gravley, unanimous vote to approve the minutes of the January 2, 2019 meeting.

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Don Brown and Michael Clancy of Renodry, USA, led a discussion regarding the rising damp in the lower level of the Courthouse and their process for drying out old buildings. Brown and Clancy answered multiple questions from the board and agreed to provide the schematics of the system they use and provide additional references for future consideration.

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Dominic Jones, Red Rock Rural Water Systems (RRRWS) Manager, met with the board regarding a \$1.4 million loan that RRRWS applied for and received from the USDA Rural Development. Jones stated that the funds would be used for painting 3 water towers and the purchase and installation of 1,500 technology based water meters. Jones stated that because RRRWS does not have bond issuing authority, RRRWS is asking that Cottonwood County be the issuing county of said bonds. Motion by Gravley, second by Anderson, unanimous vote to approve Cottonwood County as the issuing authority for Red Rock Rural Water Systems bonds.

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Becky Buchholz, SWCD Program Technician, presented, on behalf of Kay Gross, SWCD District Administrator, a request that the District Administrator be allowed to sign the Natural Resource Block Grant (NRBG) financial reports pertaining to SSTS, WCA, Shoreland, and the Local Water Management plan. Motion by Appel, second by Stevens, unanimous vote to authorize the SWCD District Administrator to sign SWCD Grant Financial Reports for reporting and grant finalization to satisfy Board of Water and Soil Resources (BWSR) requirements for County NRBG Grants.

Buchholz also introduced to the board newly hired Kari Clouse, SWCD Administrative Program Assistant.

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Nick Klisch, County Engineer/Public Works Director, met with the board to discuss a few items. Klisch stated that MnDOT is accepting applications for Local Road Improvement Program Funds in hopes that funding will become available. Klisch would like to apply for \$1 million dollars to be put towards the CSAH 33 project in Westbrook. Motion by Anderson, second by Gravley, unanimous roll call vote to adopt resolution 19-01-15 as follows:

**RESOLUTION SUPPORTING AN APPLICATION FOR THE
LOCAL ROAD IMPROVEMENT PROGRAM (LRIP) GRANT**

January 15, 2019

WHEREAS, Cottonwood County is currently designing an Urban Reconstruction project on CSAH 33 in Westbrook, MN; and

WHEREAS, completion of the CSAH 33 project will complete a 10-ton route and improve access to Downtown Businesses from Trunk Highway 30; and

WHEREAS, CSAH 33 is a Farm to Market Route; and

WHEREAS, CSAH 33 improvements are part of Westbrook's economic development plan; and

WHEREAS, additional funds are required to complete the CSAH 33 project to cover local cost shares, increase value, and minimize public impacts; and

WHEREAS, the Local Road Improvement Program has been established through Statute 174.52 to provide funding assistance to local agencies; and

NOW THEREFORE, be it resolved that Cottonwood County does hereby support the application for the Local Road Improvement Program Grant for the CSAH 33 improvements.

DATED: January 15, 2019

S/Norman Holmen, Board Chairman

S/Jan Johnson, Auditor/Treasurer

Klisch also presented a Traffic Operations Policy and Procedures for the boards review. Klisch stated that a current policy could not be located so the policy was developed to document current signing and striping practices in Cottonwood County. Motion by Stevens, second by Appel, unanimous roll call vote to adopt resolution 19-01-15A as follows:

APPROVING TRAFFIC OPERATIONS POLICY FOR COTTONWOOD COUNTY

WHEREAS, the Cottonwood County Board via the Cottonwood County Engineer/Public Works Director has responsibility for the Traffic Operations for roadways owned by Cottonwood County;

WHEREAS, the Minnesota Manual on Uniform Traffic Control Devices contains standards for traffic control devices that regulate, warn and guide road users along all roadways within the State of Minnesota;

BE IT RESOLVED, that the Cottonwood County Engineer/Public Works Director be instructed to ensure that traffic control devices on roadways owned by Cottonwood County meet the standards set forth in the Minnesota Manual on Uniform Traffic Control Devices;

BE IT FURTHER RESOLVED, by the Cottonwood County Board of Commissioners that the Cottonwood County Traffic Operations Policy be hereby adopted.

Dated: January 15, 2019

S/Norman Holmen, Board Chairman

S/Jan Johnson, Auditor/Treasurer

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Kelly Thongvivong, County Coordinator, presented a Memorandum of Agreement (MOA) between AFSCME Local #578 and Cottonwood County regarding language that both the county and the union would like added to the union contract. Motion by Stevens, second by Gravley, unanimous vote to accept the Memorandum of Agreement between AFSCME Local 578 and Cottonwood County as presented. Mike Meeks, Union President, was in attendance and stated the union had already voted and approved the MOA.

Thongvivong stated that there are two open appointments to be made for District 1, one to the Planning Commission and one to the Extension Committee. Chairman Holmen appointed Heidi Hanson to another term on the Planning Commission. Commissioner Anderson stated he is still waiting for a response for the Extension position.

Thongvivong also stated that she has been notified of a correction to the committee members of the DVHHS Mental Health Local Advisory Council. Mary Leach will replace Ron Kuecker and Jackson County Commissioner Cathy Hohenstein will replace Kim Hummel.

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

County Revenue Fund	\$185,361.52
Long Term Capital Outlay	\$ 132.60
County Building Fund	\$ 1,375.39
County Revenue Fund	\$ 428.23
Road and Bridge Fund	\$ 38,223.90
Waste Abatement/SCORE	\$ 8,134.36
Landfill Enterprise	<u>\$ 8,562.47</u>
	\$242,218.47

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Commissioner Gravley gave an update on Pat's Grove and stated that fundraising is close to \$5,000. Gravley passed around an invitation to an Open House at the Southwestern Center for Independent Living (SWCIL). Gravley also stated that she attended a Transit meeting where a number of issues were discussed. Gravley stated that United Community Action Partnership (UCAP) would like to house 4 buses in our bus garage. This is not a problem, however, only one of the two garage doors is big enough for the buses to get through. UCAP also had a building inspection and a number of items were flagged for repairs.

Commissioner Appel gave a brief update on the 10th Street Office Building remodel.

Commissioner Holmen gave an update on the recent Department Head meeting. Holmen asked for input from the other commissioners as to their thoughts on Employee ID cards.

Motion by Gravley, second by Stevens, unanimous vote to pay a per diem to Commissioner Larry Anderson for his attendance at the January 9th Department Head meeting.

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The Commissioners took a tour of the bus garage where the UCAP buses are parked.

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Returning to the Commissioners' Room and there being no further business, the meeting was adjourned at 11:00 a.m.

Jan Johnson, Auditor/Treasurer

Norman Holmen, Board Chair

Kelly Thongvivong, County Coordinator