

January 7, 2020
Cottonwood County Board of Commissioners
Regular Meeting
Minutes

The Cottonwood County Board of Commissioners met in regular session on Tuesday, 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 Donna Torkelson, Kathy Marsh, Kassy Dumke, Dave Bucklin, Jason Purrington, Nick Klisch, Jed Rhubee, Gale Bondhus, Susan Amundson, Donna Purrington, Kevin Heggseth, and Vicki Beckendorf.

Commissioner Holmen, 2019 Chair, called the meeting to order. The Pledge of Allegiance was recited. Holmen then asked for nominations for 2020 Board 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 Board Chair for 2020. Presiding over the remainder of the meeting was Chairman Kevin Stevens.

Stevens then asked for nominations for Board Vice-Chair. Motion by Gravley, second by Holmen, unanimous vote to elect Commissioner Appel and to ask that all nominations cease and to cast a unanimous ballot for Appel as Vice-Chair for 2020.

Motion by Holmen, second by Anderson, unanimous vote to approve the agenda as amended. Motion by Appel, second by Holmen, unanimous vote to approve the minutes of the December 17, 2019 meeting.

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Kassy Dumke, Ducks Unlimited Biologist, met with the board to inform them that Ducks Unlimited is acquiring a 120.29-acre parcel in Section 6 of Springfield Township through a 2019 state appropriation from Minnesota's Outdoor Heritage Fund. Dumke stated that Ducks Unlimited is planning to restore wildlife habitat and donate the land to the Minnesota Department of Natural Resources for public use as part of the Expandere State Wildlife Management Area (WMA).

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David Bucklin, SWCD District Technician, met with the board to request the use of State Buffer dollars. Bucklin stated that in 2018 the SWCD office was given cost share dollars in the amount of \$5,000, \$4,768 are remaining, from the Buffer fund to assist landowners to comply with the Buffer Law. Bucklin also requested \$5,000 per year from the Buffer monies for project cost share. Motion by Gravley, second by Appel, unanimous vote to approve \$5,000 per year from Buffer funds for water quality projects.

Motion by Holmen, second by Appel, unanimous vote to authorize the use of the remaining 2018 buffer monies in the amount of \$4,768 to repair four bioreactors in the Fish Lake riparian/buffer area.

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Motion by Anderson, second by Gravley, unanimous vote to allow Deputy Kim Hall to attend the Life Saver National Conference in Tampa, Florida, March 15-17, 2020.

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Nick Klisch, Public Works Director, and Jed Rhubee, Public Works Superintendent, met with the board to discuss a few items. Klisch reviewed some of the improvements that the Public Works Department would like to make at Dutch Charlie Park: construct new gravel pads at each campsite, install water service to each campsite, and install updated 50 amp electrical at each campsite. Klisch noted that there 10 to 12 campsites at Dutch Charlie Park. Consensus of the board is to move forward with the construction of gravel pads, installation of water lines to the sites, and getting quotes for the electrical hookups.

Klisch gave an Engineers/Public Works report summarizing the completed projects and accomplishments of the Public Works Department in 2019.

Klisch also gave an update on the Road Groomers and shared a comparison of the Road Groomer vs. Motor Grader.

Motion by Appel, second by Anderson, unanimous roll call vote to adopt resolution 20-01-07A as follows:

Resolution 20-01-07A

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 7, 2020

S/Kevin Stevens, Board Chairman

S/Donna Torkelson, Auditor/Treasurer

Klisch presented and reviewed a 5-Year Construction Plan. Motion by Gravley, second by Holmen, unanimous vote to accept the 5-Year Construction Plan as presented.

Motion by Anderson, second by Appel, unanimous vote to approve advertising for bids for nine 2020 construction projects.

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Kelly Thongvivong, County Coordinator, met with the board to discuss a few items. Motion by Gravley, second by Holmen, unanimous vote to approve lease agreements between Cottonwood County and Des Moines Valley Health and Human Services effective January 1, 2020 to December 31, 2020 as presented.

Motion by Anderson, second by Appel, unanimous vote to increase the 2020 appropriation to the five Senior Citizen Centers (Westbrook, Jeffers, Storden, Mountain Lake, Windom) to an amount of \$2,400 each.

Thongvivong informed the board that she has heard only one comment opposing the revision to Policy #170 – Leave Benefits – Sick. After discussion, motion by Holmen, second by Gravley, unanimous vote to approve revisions to

Policy #170 – Leave Benefits – Sick.

Thongvivong informed the board that she has not heard any comments regarding the revisions to the Phased Retirement Option (PRO) policy. Motion by Holmen, second by Appel, unanimous vote to approve the Phased Retirement Option (PRO) Policy and Benefits Agreement as presented.

Motion by Holmen, second by Anderson, unanimous vote to hire Todd Thurmer as full-time Engineering Aide on Range 11, Step I (\$24.66) of the 2020 wage matrix pending satisfactory completion of all hiring requirements.

Motion by Gravley, second by Holmen, unanimous vote to approve the Auditor/Treasurer Office Technician job description as presented and place the position on Range 7 of the matrix.

Motion by Anderson, second by Gravley, unanimous vote to post internally and then advertise for the Auditor/Treasurer Office Technician position.

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Motion by Holmen, second by Appel, unanimous vote to set 2020 meeting dates for the 1st & 3rd Tuesday of each month, that all meetings will begin at 9:00 a.m. with the exception of June 16 – Board of Equalization and December 1 – 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 Gravley, unanimous vote to accept the commissioner assignments for 2020 as presented with amendments:

Commissioner Department Assignments – 2020

Commissioner Larry Anderson

Auditor/Treasurer
Veteran's Service Office
Solid Waste

Commissioner Kevin Stevens

Public Works
County Coordinator
County Recorder

Commissioner Norm Holmen

Information Technology Department
County Attorney
Court Administration/Probation

Commissioner Donna Gravley

MN Extension Services
Emergency Management
Sheriff's Department

Commissioner Tom Appel

County Assessor
Planning & Zoning
Solid Waste (MPCA related)

Commissioner Committee Assignments – 2020

ACE of Southwestern Minnesota (4 th 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 Auditor/Treasurer Donna Torkelson
Area II River Basin Projects (1 st Thursday at 9:00am in Marshall/Redwood Falls)	Commissioner Larry Anderson Commissioner Norm Holmen, alt.
Board of Adjustment	1 st District – Heidi Hansen 2 nd District – Sharon Tibodeau 3 rd District – Lisa Fredin 4 th District – Mike LaMaack 5 th District – Jonathan Penner
Compensation Committee (As Needed)	Commissioner Kevin Stevens - Chair Commissioner Tom Appel – Vice-Chair
Cottonwood County DAC	Commissioner Tom Appel
Cottonwood County Dept. Head Meetings	Commissioner Kevin Stevens - Chair Commissioner Tom Appel – 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 (4 th Monday at 3:30pm in Windom)	Commissioner Kevin Stevens
Cottonwood County Law Library (Annual Mtg in July, otherwise as needed)	Commissioner Kevin Stevens
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 Watershed (One Watershed, One Plan)	Commissioner Tom Appel Commissioner Norm Holmen, alt.
Des Moines River West Fork Project	Commissioner Kevin Stevens Commissioner Larry Anderson, alt.

Des Moines Valley Health & Human Services
(2nd Thursday at 9:00am – rotate between
Windom & Jackson – LEC in Windom)

Commissioner Norm Holmen
Commissioner Kevin Stevens
Commissioner Tom Appel
Commissioner Donna Gravley
Commissioner Larry Anderson

Des Moines Valley Health & Human Services
Mental Health Local Advisory Council

Dawn Eigenberg
Paul Bland
Caroline Eigenberg
David Johnson
Mary Leach
Cathy Hohenstein
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
(3rd Tuesday at 7:00pm in Heron Lake
Advisory Committee 4x/yr at 10:00am in Heron Lake)

Commissioner Kevin Stevens

Intergovernmental Relations Board

Commissioner Kevin Stevens
Commissioner Norm Holmen
Commissioner Tom Appel
Commissioner Larry Anderson
Commissioner Donna Gravley

Joint Government Meeting
(City of Windom, Cottonwood County,
Windom School District)

Commissioner Kevin Stevens – Chair
Commissioner Tom Appel – Vice-Chair
County Coordinator Kelly Thongvivong

Land Use Advisory Committee

Commissioner Tom Appel
Commissioner Norm Holmen, alt.
Commissioner Kevin Stevens

Local Emergency Preparedness and
Planning Committee

MN Counties Computer Cooperative
Delegate

Auditor/Treasurer Donna Torkelson
County Assessor Gale Bondhus, alt.

MN Extension Agency Board of Directors
(3-year terms – 2-term limit)

Commissioner Kevin Stevens - Chair
Commissioner Tom Appel – Vice-Chair
Auditor/Treasurer Donna Torkelson
1st District – Joe Saffert (1st term ends 12/21)
2nd District – Katie Robillard (2nd term ends 12/22)
3rd District – Larry Stuckenbroker (2nd term ends 12/20)
4th District – Sarah Wiebe (2nd term ends 12/22)
5th District – Carolyn Rempel (2nd term ends 12/20)

MN Rural Counties Caucus

Commissioner Kevin Stevens
Commissioner Larry Anderson, alt.

Planning Commission
(3-year terms – no term limit)

Commissioner Norm Holmen
Commissioner Tom Appel, alt.

	1 st District – Heidi Hansen (12/21)
	2 nd District – Sharon Tibodeau (12/20)
	3 rd District – Leland Thiesen (12/20)
	4 th District – Keith Engen (12/20)
	5 th District – Phil Harder (12/20)
Plum Creek Library Board	Commissioner Donna Gravley
PrimeWest	Commissioner Norm Holmen Commissioner Donna Gravley, alt.
Private Industry Council Chief Elected Officials Board Members	Commissioner Tom Appel
Red Rock Rural Water	Commissioner Larry Anderson Commissioner Kevin Stevens, alt.
Redwood-Cottonwood Rivers Control Agency (1 st Thursday at 9:00am in Marshall/Redwood Falls)	Commissioner Larry Anderson Commissioner Norm Holmen, alt.
Rural Minnesota Energy Board	Commissioner Tom Appel Commissioner Kevin Stevens, alt.
Soil & Water Conservation District	Commissioner Tom Appel
Southern Prairie Community Care (4 th Friday at 9:30am in Redwood Falls)	Commissioner Norm Holmen Commissioner Donna Gravley, alt.
Southwest Minnesota Housing Partnership	(Appointment done by SRDC)
SWMN Emergency Communications Board (4 th Wednesday of odd months at 1:00pm in Marshall)	Commissioner Norm Holmen Commissioner Larry Anderson, alt.
SW Mental Health Center Board of Directors (2 nd Wednesday at 7:00pm in Luverne)	Commissioner Norm Holmen Commissioner Larry Anderson Robin Weis
SW Mental Health Consortium (2 nd Friday at 9:30am in Marshall)	Commissioner Norm Holmen
SW MN EMS Board	Emergency Management Director Paul Johnson Commissioner Larry Anderson, alt.
SW MN Regional Solid Waste Commission	Commissioner Tom Appel Commissioner Kevin Stevens, alt.
SW 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 2 nd 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

2020 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 Appel, second by Holmen, unanimous vote to set the meal rates for 2020 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 Anderson, unanimous vote to set seasonal wages for 2020 as follows: \$12.20 – 1st year; \$12.70 – 2nd year; \$13.20 – 3rd year and \$13.75 – 4th year.

Motion by Appel, second by Gravley, unanimous vote pay Auditor warrants with regular and customary payments for 2020, 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 Anderson, second by Holmen, unanimous vote to authorize the County Auditor/Treasurer and deputies to make electronic transfers.

Motion by Holmen, 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; Stifel Nicolaus & Company – St. Louis, MO; Multi-Bank Securities – Southfield, MI; Wells Fargo Advisors – Minneapolis; MN Magic Fund, and Moreton Capital Markets.

Motion by Appel, second by Holmen, unanimous vote to re-designate official Cottonwood County Brokers as follows: Stifel Nicolaus & Company – St. Louis, MO; Multi-Bank Securities – Southfield, MI; Wells Fargo Advisors – Minneapolis; MN Magic Fund, and Moreton Capital Markets.

Motion by Holmen, second by Gravley, unanimous vote to approve *Citizen Publishing* as the official county newspaper for 2020.

Motion by Appel, second by Anderson, unanimous vote to set the 2020 Contingency Fund for the County Attorney’s Office at \$3,000.

Motion by Gravley, second by Holmen, unanimous vote to set the per diem for committee members other than commissioners at \$75 per meeting for 2020.

Motion by Holmen, second by Appel, unanimous vote to approve the 2020 Fees Charged by County Offices as presented.

Motion by Anderson, second by Appel, unanimous vote to allow a one-time, half-price tipping fee of \$26.67/ton plus \$6.67/ton surcharge plus \$4.53 waste tax billed to the cities in Cottonwood County for the use of a city wide clean up in 2020 and allow the Solid Waste Department to pick up mattresses at the city wide events at a charge of \$2 per piece. The pick-up price does not include the \$11 fee for disposal.

Motion by Holmen, second by Gravley, unanimous roll call vote to adopt resolution 20-01-07 as follows:

Resolution 20-01-07

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.

Adopted this 7th day of January 2020.

S/Kevin Stevens, Board Chairman

S/Donna Torkelson, Auditor/Treasurer

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

County Revenue Fund	\$	54.17
Road and Bridge Fund	\$	12,054.81
Waste Abatement/Score Fund	\$	1,777.42
Landfill Enterprise Fund	\$	<u>265.28</u>
	\$	14,151.68

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Commissioner Holmen informed the board that the 2020 Federal Mileage rate has been set at \$0.575.

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Motion by Holmen, second by Appel, unanimous vote to recess as the County Board and convene as the Ditch Authority.

Chairman Stevens made the following appointments: Watonwan-Cottonwood JD #12 - Commissioners from Districts 4 and 5; Cottonwood-Watonwan JD #1 –

Commissioners from Districts 1, 4, and 5; Jackson-Martin-Watonwan-Cottonwood JD #350 - Commissioner from District 4; and Cottonwood-Brown JD#24 – Commissioners from Districts 1, 4, and 5.

Motion by Appel, second by Gravley, unanimous vote to adjourn as the Ditch Authority and to reconvene as the County Board

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Commissioner Gravley led discussion regarding the census and the possibility of helping with expenses for flyers to be given out in the county. Gravley asked the board to think on this and that she would bring a request to the next board meeting.

Commissioner Appel gave an update on the CPT meeting he attended.

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There being no further business, the meeting adjourned at 12:00 p.m.

Donna Torkelson, Auditor/Treasurer

Kevin Stevens, Board Chair

Kelly Thongvivong, County Coordinator