

February 18, 2020
Cottonwood County Board of Commissioners
Regular Meeting
Minutes

The Cottonwood County Board of Commissioners met in regular session on Tuesday, February 18, 2020 at 9:00 a.m. at the Cottonwood County Courthouse in Windom, MN. Present for all or portions of the meeting were: Commissioners Kevin Stevens, Tom Appel, Donna Gravley, Norm Holmen, Larry Anderson; County Coordinator Kelly Thongvivong, Auditor/Treasurer Donna Torkelson, Kathy Marsh, Austin Hopwood, Nick Klisch, and Vicki Beckendorf.

Chairman Stevens called the meeting to order. The Pledge of Allegiance was recited. Motion by Gravley, second by Holmen, unanimous vote to approve the agenda as amended. Motion by Appel, second by Anderson, unanimous vote to approve the minutes of the February 4, 2020 meeting.

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Austin Hopwood, representing the Mountain Lake Golf Course, met with the board to get approval for acknowledgement of a single-day gambling event. Motion by Appel, second by Holmen, unanimous vote to approve and acknowledge that the Mountain Lake Golf Course is applying for an Exempt Permit for a gambling premises located in a township with no waiting period.

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Nick Klisch, Public Works Director, met with the board to discuss a few items. Klisch presented bids received for Project SAP 017-633-001 – CSAH 33. The bids received are as follows: Duininck, Inc. - \$3,275,585.87 and Central Specialties, Inc. - \$4,085,869.03. Motion by Gravley, second by Anderson, unanimous vote to accept the low bid from Duininck, Inc. in the amount of \$3,275,585.87 for Proj. SAP 017-633-001 – CSAH 33.

Klisch presented some drawings and a specification packet for the addition to the Jeffers Highway Shop. Klisch stated he would like to get approval to start advertising for the project. Motion by Holmen, second by Anderson, unanimous vote to approve advertising the Jeffers Building Project for bids.

Klisch stated that due to delivery of wind blades for new wind towers and maintenance on existing wind towers, it is necessary to have a process to permit temporary intersection modifications. Klisch presented a draft permit for approval. Motion by Anderson, second by Gravley, unanimous vote to approve the Intersection Radius Extension Permit Application and fees as presented.

Klisch led discussion regarding the possible reclassification of low volume CSAH roadways with County Roads of higher volume. Klisch proposed converting 4 miles of CSAH 29 and 6 miles of CSAH 6 to County roads and converting 10 miles of County Road 53 and 0.61 miles of County Road 52 to CSAH roads. Motion by Gravley, second by Appel, unanimous vote to approve moving forward with proposed road reclassification swaps.

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Commissioner Anderson led discussion regarding the 150th Anniversary of Cottonwood County. Anderson informed the board that the Historical Society, due to lack of participation, has decided to turn the planning over to the County. After much discussion, the consensus of the board is to have a Courthouse Open House on August 18th and to have the new Highway truck participate in local parades.

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Kelly Thongvivong, County Coordinator, met with the board to discuss a few items. Motion by Holmen, second by Appel, unanimous vote to begin advertising for seasonal positions for the Public Works Department for the 2020 season.

Motion by Appel, second by Holmen, unanimous vote to accept the retirement resignation from Gordon Zimmer, full-time Heavy Equipment Operator, effective March 20, 2020 with appropriate payout of benefits.

Motion by Appel, second by Gravley, unanimous vote to hire Carly Pohlman as Auditor/Treasurer Office Technician at the rate of \$16.49 per hour (Range 7, Step B) after successful completion of all hiring requirements. Tentative start date is March 2, 2020.

Motion by Holmen, second by Anderson, unanimous vote to declare that the County offices were officially closed at 1:00 p.m. on February 12, 2020, due to the inclement weather conditions and in accordance with County Policy No. 420.

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

Motion by Anderson, second by Holmen, unanimous vote to immediately hire the State Auditor to investigate Judicial Ditch #25 and the bond on Judicial Ditches #8, #9 and #25.

Motion by Holmen, second by Gravley, unanimous vote to pay back a clerical error of \$54,000 to landowners of Judicial Ditch #25.

Motion by Holmen, second by Anderson, unanimous vote to approve the Ditch Levy Assessments for 2020 as presented except for Judicial Ditch #350 Cedar Creek.

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

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Commissioner Appel led discussion regarding the Heron Lake Watershed District seeking legislation granting increased levy and bonding authority. After discussion, motion by Gravley, second by Appel, unanimous vote to oppose potential legislation granting increased levy authority to the Heron Lake Watershed District.

Motion by Holmen, second by Anderson, unanimous vote to oppose potential legislation granting increased bonding authority to the Heron Lake Watershed District.

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

County Revenue Fund	\$ 73,475.04
Long-Term Capital Outlay	\$ 3,113.00
County Building Fund	\$ 288.00
Ditch Fund	\$ 43,181.47
Road & Bridge Fund	\$ 43,763.87
Landfill Enterprise Fund	<u>\$ 9,902.93</u>
	\$173,724.31

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Commissioner Appel gave an update on the Auditor/Treasurer's Office remodel and asked if the board wanted to proceed. Consensus of the Board is to move forward with the project. Appel led discussion regarding a wage study and that the peer counties need to be re-evaluated. Appel also reminded the board that the Jeffers Wind Farm Repower would affect the income received in 2021 and to keep that in mind when budget discussions begin.

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There being no further business, the meeting adjourned at 11:40 a.m.

Donna Torkelson, Auditor/Treasurer

Kevin Stevens, Board Chair

Kelly Thongvivong, County Coordinator