

March 3, 2020  
Cottonwood County Board of Commissioners  
Regular Meeting  
Minutes

The Cottonwood County Board of Commissioners met in regular session on Tuesday, March 3, 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 Attorney Nick Anderson, County Coordinator Kelly Thongvivong, Auditor/Treasurer Donna Torkelson, Kathy Marsh, Randy Thompson, Glenn Johnson, Blake Knisley, Todd Luke, Alvin Schultz, Gale Bondhus, Nick Klisch, Jim Schmidt, and Vicki Beckendorf.

Chairman Stevens called the meeting to order. The Pledge of Allegiance was recited. Motion by Holmen, second by Appel, unanimous vote to approve the agenda. Motion by Gravley, second by Anderson, unanimous vote to approve the minutes of the February 18, 2020 meeting.

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Randy Thompson, Executive Director-Worthington HRA, met with the board to provide information on Section 8 Housing. Thompson stated that they are currently serving vouchers in seven counties (Lyon, Jackson, Redwood, Cottonwood, Murray, Nobles, and Lincoln), but are not excepting new vouchers in Lyon, Jackson, and Redwood counties. Thompson also informed the board of the funding aspects for Section 8 Housing and answered questions the board had.

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Blake Knisley, Realty Specialist, and Todd Luke, Service District Manager, of the US Fish and Wildlife met with the board regarding land in Section 31 of Lakeside Township owned by Ann Schultz et al. Knisley informed the board that the US Fish and Wildlife Service recently secured three Habitat Easements that protect the uplands and wetlands on the property. Knisley requested certification by the County Board of Commissioners for acquisition of the lands. Motion by Holmen, second by Anderson, unanimous vote to approve three Certification of the County Board of Commissioners for acquisition of lands by the U.S. Fish and Wildlife Service for land in Lakeside Township, Section 31, owned by Ann Schultz et al.

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Glenn Johnson, IS Director, met with the board to discuss the future location of the AS400 computer. Johnson stated that two options would be moving the system to the computer room at the LEC or hosting at an off-site facility. After much discussion, a committee was formed to discuss the options and bring a recommendation back to the board.

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Norm Holmen, Commissioner, led discussion regarding a possible salary increase for the IS Director. Motion by Holmen to give the IS Director a 7% increase. Motion failed due to the lack of a second.

\* \* \* \*

Nick Klisch, Public Works Director, met with the board to discuss a few items. Motion by Anderson, second by Gravley, unanimous vote to approve the sale of miscellaneous equipment via minnbid online auction.

Klisch presented the resolutions for the reclassification of roadways that was discussed at the February 18 meeting. Motion by Holmen, second by Anderson, unanimous roll call vote to approve resolution 20-03-03 as follows:

**Resolution 20-03-03**

**REVOCATION OF A PORTION OF COUNTY STATE AID HIGHWAY 6**

WHEREAS, it appears to the County of Cottonwood that the road hereinafter described should not be designated a County State Aid Highway under the provisions of Minnesota Law.

NOW, THEREFORE, BE IT RESOLVED, by the County Board of Cottonwood that the road described as follows, to-wit:

That portion of County State Aid Highway 6 beginning at or near the southeast corner of Section 27, Township 105 North, Range 38 West, also a point on Trunk Highway 62; thence northerly on or near the east line of said Section 27, and Sections 22, 15, 10 and Three (3), also along the east line of section 34, Township 106 North, Range 38 West, to a point at or near the northeast corner of said section 34, also a point on County State Aid Highway 13, and there terminating be, and hereby is revoked as a County State Aid Highway of said County, subject to the approval of the Commissioner of Transportation of the State of Minnesota. (-6.00 miles).

BE IT FURTHER RESOLVED, that the County Auditor/Treasurer is hereby authorized and directed to forward two certified copies of this resolution to the Commissioner of Transportation for their consideration.

Adopted this 3<sup>rd</sup> day of March 2020.

S/Kevin Stevens, Board Chairman

S/Donna Torkelson, Auditor/Treasurer

Motion by Appel, second by Holmen, unanimous roll call vote to approve resolution 20-03-03A as follows:

**Resolution 20-03-03A**

**REVOCATION OF A PORTION OF COUNTY STATE AID HIGHWAY 29**

WHEREAS, it appears to the County of Cottonwood that the road hereinafter described should not be designated a County State Aid Highway under the provisions of Minnesota Law.

NOW, THEREFORE, BE IT RESOLVED, by the County Board of Cottonwood that the road described as follows, to-wit:

That portion of County State Aid Highway 29 beginning at or near the southeast corner of Section 19, Township 107 North, Range 34 West, also a point on Trunk Highway 30; thence northerly on or near the east line of said section 19, and Sections 18, seven (7), and six (6), to a point on or near the northeast corner of said section six (6), and there terminating be, and hereby is revoked as a County State Aid Highway of said County, subject to the approval of the Commissioner of Transportation of the State of Minnesota. (-4.00 miles).

BE IT FURTHER RESOLVED, that the County Auditor/Treasurer is hereby authorized and directed to forward two certified copies of this resolution to the Commissioner of Transportation for their consideration.

Adopted this 3<sup>rd</sup> day of March 2020.

S/Kevin Stevens, Board Chairman

S/Donna Torkelson, Auditor/Treasurer

Motion by Anderson, second by Gravley, unanimous roll call vote to approve resolution 20-03-03B as follows:

**Resolution 20-03-03B**

**DESIGNATION OF COUNTY STATE AID HIGHWAY NO. 53**

WHEREAS, it appears to the County of Cottonwood that the road hereinafter described should be designated a County State Aid Highway under the provisions of Minnesota Law.

NOW, THEREFORE, BE IT RESOLVED, by the County Board of Cottonwood that the road described as follows, to-wit:

That portion of County Road 53 beginning at or near the southwest corner of Section 17, Township 107 North, Range 37 West, also a point on County State Aid Highway 5; thence easterly on or near the south line of said section 17, and Sections 16, 15, 14, 13, also along the south line of section 18, 17, 16, 15, 14 Township 107 North, Range 36 West, to a point on or near the southeast corner of said section 14, also a point on Trunk Highway 71, and there terminating be, and hereby is established, located and designated a County State Aid Highway of said County, subject to the approval of the Commissioner of Transportation of the State of Minnesota (approximately 10.00 miles).

BE IT FURTHER RESOLVED, that the County Auditor/Treasurer is hereby authorized and directed to forward two certified copies of this resolution to the Commissioner of Transportation for their consideration, and upon their approval of the designation of said road or portion thereof, that the same be constructed, improved, and maintained as a County State Aid Highway of the County of Cottonwood to be numbered and known as County State Aid Highway 53.

Adopted this 3<sup>rd</sup> day of March 2020.

S/Kevin Stevens, Board Chairman

S/Donna Torkelson, Auditor/Treasurer

Motion by Gravley, second by Appel, unanimous roll call vote to approve resolution 20-03-03C as follows:

**Resolution 20-03-03C**

**DESIGNATION OF A PORTION OF COUNTY STATE AID HIGHWAY NO. 52**

WHEREAS, it appears to the County of Cottonwood that the road hereinafter described should be designated a County State Aid Highway under the provisions of Minnesota Law.

NOW, THEREFORE, BE IT RESOLVED, by the County Board of Cottonwood that the road described as follows, to-wit:

That portion of County Road 52 beginning 0.39 miles north of the southeast corner of the southwest quarter of Section 20, Township 107 North, Range 36 West, also a point at the intersection of Whited street; thence northerly on or near the center line of County road 52 of said section 20, to a point on or near the intersection of County State Aid Highway 53 of said section 20, and there terminating be, and hereby is established, located and designated a County State Aid Highway of said County, subject to the approval of the Commissioner of Transportation of the State of Minnesota (approximately 0.61 miles).

BE IT FURTHER RESOLVED, that the County Auditor/Treasurer is hereby authorized and directed to forward two certified copies of this resolution to the Commissioner of Transportation for their consideration, and upon their approval of the designation of said road or portion thereof, that the same be constructed, improved, and maintained as a County State Aid Highway of the County of Cottonwood to be numbered and known as County State Aid Highway 52.

Adopted this 3<sup>rd</sup> day of March 2020.

S/Kevin Stevens, Board Chairman

S/Donna Torkelson, Auditor/Treasurer

Motion by Appel, second by Anderson, unanimous roll call vote to approve resolution 20-03-03D as follows:

**Resolution 20-03-03D**

**RENUMBERING OF A PORTION OF COUNTY STATE AID HIGHWAY NO. 32 TO 52**

WHEREAS, it appears to the County of Cottonwood that the County State Aid Highway hereinafter described should be re-numbered under the provisions of Minnesota Law.

NOW, THEREFORE, BE IT RESOLVED, by the County Board of Cottonwood that the road described as follows, to-wit:

That portion of County State Aid Highway 32 beginning on or near the southeast corner of the southwest quarter of Section 20, Township 107 North, Range 36 West, also a point on Trunk Highway 30; thence northerly on or near the east line of the southwest quarter of section of said section 20, to a point 0.39 miles north of the east side of the southwest quarter of section of section 20, also a point on or near the intersection of Whited Street, and there terminating.

BE IT FURTHER RESOLVED, that the County Auditor/Treasurer is hereby authorized and directed to forward two certified copies of this resolution to the Commissioner of Transportation for their consideration, and upon their approval of the designation of said road or portion thereof, that the same be constructed, improved, and maintained as a County State Aid Highway of the County of Cottonwood to be numbered and known as County State Aid Highway 52.

Adopted this 3<sup>rd</sup> day of March 2020.

S/Kevin Stevens, Board Chairman

S/Donna Torkelson, Auditor/Treasurer

Klisch reminded the board that Cottonwood County entered into an agreement with Brown County to include 1 mile of CSAH 11 with their Cold in Place Recycle project in 2020. Motion by Gravley, second by Holmen, unanimous vote to approve the low bid of \$232,024.45 from Knife River Corp. for Proj. SAP 017-611-019.

Motion by Anderson, second by Holmen, unanimous vote to approve advertising for bids for the construction of MSW Cell 8.

Commissioner Gravley commented that construction should not start on the Jeffers Highway Shop until the deed has been transferred to the County.

\* \* \* \*

Chairman Stevens appointed himself and Vice-Chair Appel to the March 5 canvassing board.

\* \* \* \*

Commissioner Appel informed the board that the Watonwan One Watershed One Plan planning phase is in the process of being completed. Appel stated that the next phase is the implementation phase that requires determining an operation arrangement for the administrative and fiscal aspects. Final action is anticipated for the March 17 meeting.

Appel presented two floor plan options and a draft of a bid sheet for the Auditor/Treasurer remodel. After much discussion, motion by Holmen, second by Gravley, unanimous vote to approve the Option 1A floor plan as presented with the option of putting a door on the Auditor/Treasurer cubicle and approve the bid sheet as presented adding the bid opening date of March 31, 2020 and the pre-bid conference date of March 19, 2020.

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Kelly Thongvivong, County Coordinator, met with the board to discuss a few items. Motion by Gravley, second by Anderson, unanimous vote to approve the Cell Phone Allowance User listing as presented with the addition of the Auditor/Treasurer - \$60.

Motion by Anderson, second by Holmen, unanimous vote to approve the Cell Phone Allowance Agreement as presented.

Motion by Gravley, second by Holmen, unanimous vote to hire a Heavy Equipment Operator out of the Jeffers Shop.

Motion by Holmen, second by Anderson, unanimous vote to approve posting of proposed "DOT Drug & Alcohol Testing for Commercial Drivers" Policy and pertinent forms for a 30-day comment period.

\* \* \* \*

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

|                          |                     |
|--------------------------|---------------------|
| County Revenue Fund      | \$ 55,512.61        |
| County Building Fund     | \$ 91.95            |
| Ditch Fund               | \$188,930.01        |
| Road & Bridge Fund       | \$ 72,702.16        |
| Waste Abatement/SCORE    | \$ 2,958.06         |
| Landfill Enterprise Fund | <u>\$ 34,429.15</u> |
|                          | \$354,623.94        |

\* \* \* \*

Commissioner Gravley provided Census handouts and asked each Commissioner to take to their township meetings.

Commissioner Anderson updated the board on the Ditch #25 audit. Anderson stated that Auditor/Treasurer Torkelson contacted the State Auditor about doing the audit and was told that they would prefer not to do the audit. Torkelson will contact Clifton Larson Allen for a quote on doing the audit.

Commissioner Stevens, on behalf of the County Board, would like to congratulate the Cottonwood County Recorder's office for helping to put Cottonwood County in the top five REAL ID ready counties in the state.

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There being no further business, the meeting adjourned at 12:08 p.m.

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Donna Torkelson, Auditor/Treasurer

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Kevin Stevens, Board Chair

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Kelly Thongvivong, County Coordinator