

August 20, 2019
Cottonwood County Board of Commissioners
Regular Meeting
Minutes

The Cottonwood County Board of Commissioners met in regular session on Tuesday, August 20, 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, Juli Fast, Cathleen Amick, Nick Klisch, Kyle Pillatzki, Glenn Johnson, Gale Bondhus, Karla Ambrose, Jason Purrington, Kristi Sell, Jason Rupp, Bryan Murphy, Shantel, Hecht, and Vicki Beckendorf.

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. Motion by Appel, second by Anderson, unanimous vote to approve the minutes of the August 6, 2019 meeting.

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Bryan Murphy and Shantel Hecht, H2Over Viewers, met with the board and gave a presentation of their process for doing Redetermination of Benefits. Murphy stated that they use a more scientific and modern approach to applying benefits including a high level of GIS based viewing. Murphy also explained the reports that would be given to both the County and the landowners.

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Juli Fast, Southwest Crisis Center, met with the board and gave an update on programs, new initiatives, and numbers and types of services provided over the last year.

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Cathleen Amick, United Community Action Partnership (UCAP), met with the board for further discussion on the needs for the transit garage. Amick stated that some remodeling needs to be done to the building to increase the capacity from 3 to 5 buses and for employee safety. Amick informed the board that UCAP could apply for a capital funding grant in the amount of \$75,000 through MnDOT for this rehabilitation but would need 20% local share dollars. Amick presented a Memorandum of Understanding stating that if UCAP is awarded the capital funding from MnDOT, the County will agree to include the use of the property as part of the service agreement between Community Transit and the County for as long as the building is used for the sole purpose of storing transit vehicles. Motion by Gravley, second by Anderson, unanimous vote to approve the Memorandum of Understanding between United Community Action Partnership and Cottonwood County.

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Nick Klisch, County Engineer/Public Works Director, and Kyle Pillatzki, Assistant County Engineer/Solid Waste Administrator, met with the board to discuss Solid Waste Ordinance #19 and the setting of a license fee and surety bond. After much discussion, no action was taken. Consensus of the board is to have MPCA come down to look at the ground in question for the demolition landfill.

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Donna Torkelson, Auditor/Treasurer, met with the board to discuss a few items. Torkelson led discussion regarding the possibility of contracting with Lyon County for training purposes. After a short discussion, the board stated that Lyon County should draw up a contract and then Torkelson can bring to the board.

Torkelson informed the board that the Sheriff will be taking care of the Coroner budget and coding of coroner billings from now.

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Kelly Thongvivong, County Coordinator, met with the board to discuss a few items. Motion by Stevens, second by Gravley, unanimous decision to approve the IS Technician job description as presented and place on Range 12 of the matrix.

After discussion regarding both the GIS Specialist position and the IS Technician position, motion by Appel, second by Stevens, unanimous vote to advertise for a full-time GIS Specialist and a full-time IS Technician position.

Thongvivong stated that Policy #490 "Travel and Expense Reimbursement" has been posted for 30 days and no comments were received. Motion by Anderson, second by Stevens, unanimous vote to approve the revised Policy #490 "Travel and Expense Reimbursement" as presented.

Motion by Appel, second by Gravley, unanimous vote to promote Dannial Myers to full-time Deputy Sheriff effective September 2, 2019. He will be placed on Range 15-A and will serve a 1-year probationary period.

Motion by Stevens, second by Anderson, unanimous vote to promote Tyann Galer to full-time employment as Jailer/Dispatcher effective September 30, 2019.

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

County Revenue Fund	\$ 65,788.80
Long Term Capital Outlay	\$ 11,430.69
County Building Fund	\$ 4,122.00
Ditch Fund	\$ 335.46
Agency Fund	\$ 1,776.67
Taxes and Penalties Fund	\$ 694.06
County Revenue Fund	\$ 3,857.12
Road and Bridge Fund	\$186,514.10
Waste Abatement/Score Fund	\$ 864.00
Landfill Enterprise Fund	<u>\$ 1,033.54</u>
	\$276,416.44

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Commissioner Tom Appel led a short discussion on the all the building and grounds repair/remodel projects that have been discussed in the past and that will need to be remembered during budget discussions.

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Jason Purrington, Sheriff, Kristi Sell, Jail Administrator, and Jason Rupp, Jail/Dispatcher Supervisor, met with the board to review their 2020 budget proposals.

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The meeting recessed at 12:15 p.m. and reconvened at 1:00 p.m.

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Chairman Holmen led discussion regarding proposed 2020 Department budgets.

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Chairman Holmen asked for possible dates for a work session. After discussion, it was decided to schedule a work session for Tuesday, September 10th at 9:00 a.m.

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There being no further business, the meeting was adjourned at 3:46 p.m.

Donna Torkelson, Auditor/Treasurer

Norman Holmen, Board Chair

Kelly Thongvivong, County Coordinator