

September 17, 2019
Cottonwood County Board of Commissioners
Regular Meeting
Minutes

The Cottonwood County Board of Commissioners met in regular session on Tuesday, September 17, 2019 at 9:00 a.m. at the Cottonwood County Courthouse in Windom, MN. Present for all or portions of the meeting, in person or by phone, were: Commissioners Tom Appel, Kevin Stevens, Norm Holmen, Donna Gravley, Larry Anderson; County Coordinator Kelly Thongvong, Auditor/Treasurer Donna Torkelson, Kathy Marsh, Jason Purrington, Glenn Johnson, Gretchen Warner, John Pugh, Robert Suchomel, Will Trost, Nick Klisch, and Vicki Beckendorf.

Chairman Holmen called the meeting to order. The Pledge of Allegiance was recited. Motion by Gravley, second by Anderson, unanimous vote to approve the agenda as amended. Motion by Stevens, second by Appel, unanimous vote to approve the minutes of the September 3, 2019 regular meeting and the September 10, 2019 work session.

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Website presentations were given by John Pugh - CivicPlus, Robert Suchomel - Revize, and Will Trost – Granicus. Each of the three presenters gave a 20-minute presentation and answered any questions the board had.

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Jason Purrington, Sheriff, met with the board to discuss a few items. Motion by Appel, second by Anderson, unanimous vote to approve the Off-Highway Vehicle Safety Enforcement Grant for fiscal years 2020 and 2021 in the amount of \$4,340.00 per year.

Purrington presented quotes for the purchase of an ATV. Quotes are as follows: Windom Farm Service - \$4,183.00 and Octane Power Sports - \$4,699.00. Motion by Gravley, second by Stevens, unanimous vote to accept the quote for a new ATV from Windom Farm Service in the amount of \$4,183.00.

Motion by Stevens, second by Gravley, unanimous vote to approve the 2019 Minnesota Annual County Boat and Water Safety Grant Agreement in the amount of \$927.00 and allow the board chairman to sign.

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Nick Klisch, County Engineer/Public Works Director, met with the board to discuss a few items. Motion by Stevens, second by Anderson, unanimous vote to approve the final contract payment to Duininck, Inc. in the amount of \$153,967.10 for projects 017-605-026 and 017-610-035.

Klisch stated that when projects were approved to be advertised for bids in January, two projects were not on the list. Klisch stated that there is one approved project that cannot be done this year due to this spring's weather and so would like to get approval to advertise for the following two projects: Project 017-599-101 – replacement of Westbrook Township Bridge L6611 and Project 017-599-109 – replacement of a Westbrook township 36" metal pipe. Motion by Gravley, second by Anderson, unanimous vote to approve advertising for bids for Projects 017-599-101 and 017-599-109.

Motion by Appel, second by Stevens, unanimous vote to approve the sale of the 1984 Clark 300-40 Forklift.

Motion by Gravley, second by Stevens, unanimous vote to accept the resignation from Emily Eichner, full-time Engineering Aide, as of October 2, 2019, with appropriate payout of benefits.

Motion by Gravley, second by Appel, unanimous vote to approve the revised job description for the Engineering Aide position.

Motion by Appel, second by Stevens, unanimous vote to allow for internal posting and external advertising for the Engineering Aide position.

Discussion was held regarding the Credit Card Policy and its use for purchasing fuel for county vehicles. After much discussion, Chairman Holmen asked the County Coordinator to revise the Credit Card User Agreement and bring to the next board meeting for approval.

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Kelly Thongvivong, County Coordinator, met with the board to discuss a few items. Thongvivong presented a copier service renewal contract for approval on behalf of the County Attorney. After discussion, no action was taken.

Motion by Stevens, second by Anderson, unanimous vote to terminate Tino Vetsouvanh, part-time Jailer/Dispatcher, effective September 4, 2019 with appropriate payout of benefits.

Motion by Anderson, second by Appel, unanimous vote to accept the Service Agreement with SafeAssure for annual safety training services.

Motion by Gravley, second by Stevens, unanimous vote to renew the health plan offered to retirees: Group Senior Gold and Medicare Blue Rx (\$0, \$20, \$40, \$60).

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Motion by Anderson, second by Stevens, unanimous vote to approve September warrants as follows:

County Revenue Fund	\$ 60,574.00
County Building Fund	\$ 1,750.00
Ditch Fund	\$ 57.04
Agency Fund	\$ 300.00
Taxes and Penalties Fund	\$ 10,055.50
County Revenue Fund	\$ 19,035.90
Road and Bridge Fund	\$224,375.82
Waste Abatement/Score Fund	\$ 2,432.40
Landfill Enterprise Fund	<u>\$ 28,911.66</u>
	\$347,492.32

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Donna Torkelson, Auditor/Treasurer, asked some questions regarding a tax forfeiture property. Consensus of the board is for Torkelson to have a discussion with the County Attorney and Public Works Director.

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After discussion on possible levy percentages, motion by Holmen, second by Gravley, to set the preliminary levy for 2020 at 5.9%. Voting Aye – Holmen, Gravley. Voting Nay – Anderson, Stevens, and Appel. Motion failed.

Motion by Stevens, second by Anderson, to set the preliminary levy for 2020 at \$11,478,440.00, which is an increase of 6.9% from 2019 and as per state levy

limit requirements. Voting Aye – Anderson, Stevens, and Appel. Voting Nay -
Gravley and Holmen. Motion passed.

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There being no further business, the meeting was adjourned at 12:32 p.m.

Donna Torkelson, Auditor/Treasurer

Norman Holmen, Board Chair

Kelly Thongvivong, County Coordinator