

April 21, 2020
Cottonwood County Board of Commissioners
Regular Meeting
Minutes

The Cottonwood County Board of Commissioners met in regular session on Tuesday, April 21, 2020 at 9:00 a.m. at the Cottonwood County Courthouse in Windom, MN. Present in person or via teleconference 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, Kathy Kretsch, Nick Klisch, Mark Schenk, and Joel Alvstad.

Chairman Stevens called the meeting to order. The Pledge of Allegiance was recited. Motion by Gravley, second by Anderson, unanimous roll call vote to approve the agenda as amended. Motion by Appel, second by Holmen, unanimous roll call vote to approve the minutes of the April 7, 2020 regular meeting. Motion by Holmen, second by Gravley, unanimous roll call vote to approve the minutes of the April 10, 2020 and April 17, 2020 special meetings.

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Kathy Kretsch, County Recorder, met with the board to get approval to start the process of advertising and hiring a part-time Deputy Recorder. Kretsch explained that this position is not new and the position would work three days per week. After much discussion, motion by Gravley to advertise for a part-time Deputy Recorder. Motion failed due to a lack of a second.

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Nick Klisch, Public Works Director, met with the board to discuss a few items. Klisch and the County Attorney informed the board that the Highway Department would like to share an employee from the Attorney's office due to a Highway Department employee being out and the Attorney's office staff hours being cut due to COVID-19. After discussion, consensus of the board is to approve the sharing of an employee during the COVID-19 office closure and let the Public Works Director and County Attorney work out hours.

Klisch presented bids for the bituminous resurfacing on Projects SAP 017-613-046, SAP 017-626-003, SAP 017-652-001, and SAP 017-653-001 as follows: Knife River Corporation - \$834,771.55, Duininck, Inc. - \$848,580.32, Southern Minnesota Construction - \$960,333.72, and Central Specialties, Inc. - \$984,923.41. Motion by Holmen, second by Anderson, unanimous roll call vote to accept the low bid from Knife River Corporation in the amount of \$834,771.55 for the bituminous resurfacing on Projects SAP 017-613-046, SAP 017-626-003, SAP 017-652-001, and SAP 017-653-001.

Klisch presented a draft of the terms of sale for the old Jeffers Highway Shop. Commissioner Appel stated he would like to see more flexibility with the date stated for the transfer of property. Klisch stated he would consult with the County Attorney and come up with more flexible wording for the date of transfer. Motion by Gravley, second by Holmen, unanimous roll call vote to advertise for sealed bids for the old Jeffers Highway Shop after the wording for the date of property transfer has been revised on the terms of sale.

Klisch presented the Jeffers Repower Development and Road Use Agreement for approval. Klisch stated that Storden Township has agreed, by resolution, to allow Cottonwood County to act on its behalf to include Storden Township roadways in these agreements. Motion by Appel, second by Anderson, unanimous roll call vote to approve the Development and Road Use Agreement for the Jeffers Repower.

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Donna Torkelson, Auditor/Treasurer, met with the board to discuss possibly reducing penalties associated with late payments on real estate taxes for May and June. After discussion, consensus of the board is to leave the penalties unchanged at this time.

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Nick Anderson, County Attorney, informed the board that he has been approached by DVHHS to provide Guardianship/Conservatorship services. Anderson stated that DVHHS has reached out to other attorneys with no luck. Motion by Gravley, second by Anderson, unanimous roll call vote to add an amendment to the current DVHHS contract to include Guardianship/Conservatorship services at \$205 per hour and allow the County Attorney to sign.

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Motion by Anderson, second by Holmen, unanimous roll call vote to grant the Assistant Solid Waste Administrator a monthly cell phone reimbursement in the amount of \$30 retro to April 1, 2020.

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Commissioner Appel gave an update on ditch inspections. Dave Bucklin, SWCD, is drafting a form to be used for inspecting ditches. Appel stated that an agreement will need to be made with the SWCD office for ditch inspections.

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

County Revenue Fund	\$ 79,221.18
Long Term Capital Outlay	\$ 5,290.00
County Building Fund	\$ 2,337.92
Ditch Fund	\$ 5,534.00
Taxes and Penalties Fund	\$ 2,990.00
Road & Bridge Fund	\$ 81,963.19
Waste Abatement/SCORE	\$ 490.61
Landfill Enterprise Fund	<u>\$ 24,579.48</u>
	\$202,406.38

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Kelly Thongvivong, County Coordinator, asked how the board wanted to proceed with the open part-time Jailer/Dispatcher position and the seasonal positions. Consensus of the board is to proceed with interviewing for these positions.

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Commissioner Anderson stated that discussions should be had with Department Heads regarding a plan for how to proceed when county offices are re-opened.

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There being no further business, the meeting adjourned at 10:16 a.m.

Donna Torkelson, Auditor/Treasurer

Kevin Stevens, Board Chair

Kelly Thongvivong, County Coordinator