

June 2, 2020
Cottonwood County Board of Commissioners
Regular Meeting
Minutes

The Cottonwood County Board of Commissioners met in regular session on Tuesday, June 2, 2020 at 9:00 a.m. at the Law Enforcement Center 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, Gale Bondhus, Kathy Kretsch, Mike Meeks, Nick Klisch, Kyle Pillatzki, Jed Rhubee, and Joel Alvstad.

Chairman Stevens called the meeting to order. The Pledge of Allegiance was recited. Motion by Anderson, second by Gravley, unanimous roll call vote to approve the agenda. Motion by Holmen, second by Appel, unanimous roll call vote to approve the minutes of the May 19, 2020 regular meeting, May 22, 2020 special meeting, and May 29, 2020 special meeting.

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Kathy Kretsch, County Recorder, updated the board on the No Wait Inside appointment software. Kretsch stated that the software is very efficient, appointments can be scheduled out 12 days in advance, and that customers don't feel forgotten because they are receiving text messages periodically. Kretsch also stated that as of June 2 she has changed the appointment schedule to accommodate one extra customer per hour.

Kretsch informed the board that she would like to request, again, filling the vacant part-time position in her office and feels this position is crucial. Kretsch reminded the board that she is a land management office not just driver's license, this person would also cover when other staff are on vacation or sick, and it is in her budget. After discussion, motion by Gravley, second by Anderson to advertise for a part-time Deputy Recorder for up to 24 hours per week. Voting Aye – Gravley, Anderson, and Stevens. Voting Nay – Appel and Holmen. Motion passed.

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Gale Bondhus, County Assessor, met with the board to get approval to hire legal counsel for a tax court appeal. Motion by Appel, second by Gravley, unanimous roll call vote to approve hiring Marc Manderscheid to represent the county in the tax court petition against Daniel G. Kamin Windom, LLC, owner of Shopko, parcel 25.622.0030.

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Nick Klisch, Public Works Director, met with the board to discuss a few items. Klisch presented bids for HSIP Project 017-070-009 as follows: AAA Striping Service, Inc. - \$449,638.99, Traffic Marking Service, Inc. - \$455,019.34, and Century Fence - \$513,396.41. Klisch stated that 90% of the project cost would be paid with a Federal Grant and the remaining 10% would be paid using State Aid Construction funds. Motion by Holmen, second by Anderson, unanimous roll call vote to accept low bid from AAA Striping Service, Inc. in the amount of \$449,638.99 for Project 017-070-009.

Klisch presented quotes for replacing Unit 86 – 1995 CAT D4C Dozer. Quotes are as follows: Titan Machinery – Case 750M WT - \$107,595.00, Ziegler – CAT D4K2 - \$119,149.39, and RDO Equipment Co. – John Deere 550K –

\$119,361.27. Motion by Holmen, second by Appel, unanimous roll call vote to accept the bid from Ziegler for the CAT D4K2 in the amount of \$119,149.39 (\$135,219.39 less trade in \$17,500 plus warranty \$1,430). Low bid was not accepted as it is used and the five to ten year payback period for the CAT would be cheaper.

Jed Rhubee, Public Works Superintendent, gave an update on parks. Rhubee stated that there were water problems at Talcot and that a new water line has been installed, the bathrooms and playground are open, and the shelter house should be open by June 6.

Klisch asked about the possibility of borrowing money from the Road & Bridge Fund versus the General Fund for the expenses associated with Cell 8 construction. The County Auditor/Treasurer should check with the State Auditor regarding this request.

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Donna Torkelson, Auditor/Treasurer, led discussion regarding the outside drop box. Torkelson explained that the courthouse should have an outside drop box with the ability to take any size envelope. Torkelson stated that the Records office receives large manila envelopes, bid packets are usually large envelopes, and that absentee voter envelopes are larger. Torkelson also stated that she has had discussions with Public Works regarding the possibility of Parks using the current box. Motion by Anderson, second by Gravley, unanimous roll call vote to purchase a larger drop box for the Courthouse and that the Buildings Operations Manager should be consulted for location and anchoring.

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Kelly Thongvivong, County Coordinator, met with the board to discuss a few items. Motion by Anderson, second by Gravley, unanimous roll call vote to accept the resignation from Dan Kelly, part-time Landfill Scale Operator, effective May 29, 2020, with appropriate payout of benefits.

Motion by Holmen, second by Anderson, unanimous roll call vote to allow for internal posting and advertising of a part-time Landfill Scale Operator position.

Motion by Gravley, second by Holmen, unanimous roll call vote to post and advertise simultaneously for a full-time Heavy Equipment Operator.

Motion by Gravley, second by Appel, unanimous roll call vote to advertise for a temporary part-time custodian. This position will be 15 – 20 hours per week at \$12.20 per hour for a minimum of three months. The position will be re-evaluated October 1, 2020.

Motion by Holmen, second by Anderson, unanimous roll call vote to remove Kaylene Gohr from her probationary status and be granted permanent full-time status as a Legal Secretary.

Thongvivong led discussion regarding the County Recorder’s temporary cell phone reimbursement. Consensus of the board is that the temporary cell phone reimbursement continue and the board will review the Cell Phone Reimbursement list when things start to return to normal.

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Motion by Appel, second by Anderson, unanimous roll call vote to approve June warrants as follows:

County Revenue Fund \$ 39,022.52

Long Term Capital Outlay	\$ 1,680.53
County Building Fund	\$ 2,634.80
Ditch Fund	\$ 3,292.50
Road & Bridge Fund	\$ 80,531.52
Waste Abatement/SCORE	\$ 5,839.39
Landfill Enterprise Fund	\$ 15,529.62
	<u>\$148,530.88</u>

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Commissioner Appel gave an update on a DAC meeting he attended.
 Commissioner Holmen gave an update on a SWMH meeting he attended.

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There being no further business, the meeting adjourned at 10:47 a.m.

 Donna Torkelson, Auditor/Treasurer

 Kevin Stevens, Board Chair

 Kelly Thongvivong, County Coordinator