

June 16, 2020
Cottonwood County Board of Commissioners
Regular Meeting
Minutes

The Cottonwood County Board of Commissioners met in regular session on Tuesday, June 16, 2020 at 5:15 p.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, David Grev, Al Coners, Nick Klisch, Jed Rhubee, Kay Gross, Lee Tapper, Alex Schultz, Hannah Herzfeld, and Joel Alvstad.

Chairman Stevens called the meeting to order. The Pledge of Allegiance was recited. Motion by Anderson, second by Appel, unanimous roll call vote to approve the agenda as amended. Motion by Gravley, second by Holmen, unanimous roll call vote to approve the minutes of the June 2, 2020 regular meeting.

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Nick Klisch, Public Works Director, met with the board to discuss a few items. Klisch informed the board that one bid was received for the “old” Jeffers shop. The bid was received from Jeffers Dray Line, Inc. in the amount of \$70,000. Jed Rhubee, Public Works Superintendent, stated that the building could be used for cold storage if the board did not want to accept the bid. Klisch also stated that there is rental potential for the NOAA tower located on this property which would help with the utility expenses if the county kept the building. After much discussion, motion by Gravley, second by Appel, to accept the bid from Jeffers Dray Line, Inc. in the amount of \$70,000 for the “old” Jeffers shop. Voting Aye – Appel, Gravley, and Stevens. Voting Nay – Holmen and Anderson. Motion passed. Klisch stated he would work with the County Attorney on the purchase agreement.

Klisch asked that a \$50 tool allowance be given to the Heavy Equipment Mechanic as he uses his personal diagnostic equipment on some of the light duty vehicles. Klisch stated that he would use the same agreement that was approved for the Lead Heavy Equipment Mechanic and also stated that the union is okay with this agreement. Motion by Holmen, second by Anderson, unanimous roll call vote to pay the Heavy Equipment Mechanic a \$50 per month tool allowance for the use of his own tools at work pending a signed agreement with the mechanic.

Klisch gave a short update on the Jeffers Shop addition.

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Donna Torkelson, Auditor/Treasurer, requested permission to purchase a DrainageDB software, one iPad, and one GPS unit for the use of organizing, filing and accessing drainage records. Torkelson stated that the Auditor/Treasurer’s office and the SWCD office have had a demonstration of the software and recommend this program. The initial cost of the program, on-site and web training, one iPad and one GPS unit would be approximately \$26,009 and that this would be funded by the Recorder’s Compliance Fund. Motion by Anderson, second by Appel, unanimous roll call vote to use the Recorder’s Compliance Fund to purchase the DrainageDB software, one iPad, and one GPS unit at an expense not to exceed \$27,000.

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Nick Anderson, County Attorney, informed the board that the Law Library Board recommends the reduction of the Law Library Fee from \$10 to \$5 for civil, probate, conciliation court, felony/gross misdemeanor, and parking, to take effect August 1, 2020. Currently the fund has a balance of \$31,000 and expenses are currently \$2,000 thus the lowering of the fee. Motion by Gravley, second by Holmen, unanimous roll call vote to reduce the Law Library Fee to \$5.00 effective August 1, 2020, for civil, probate, conciliation court, felony/gross misdemeanor, and parking.

Chairman Stevens informed the board that the Law Library Board will also be purchasing a new chair, desk pad, and light for the Law Library.

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Kelly Thongvong, County Coordinator, met with the board to discuss a few items. Motion by Anderson, second by Gravley, unanimous vote to remove Tina Peiffer from her probationary status as a Deputy Auditor/Treasurer and be granted permanent full-time status effective June 19, 2020.

Commissioner Holmen stated that Cottonwood County is one of a few counties that does not have an attorney on retainer for drainage issues. Motion by Holmen, second by Appel, unanimous roll call vote to allow the Board Chair to sign a Legal Services Agreement with Rinke Noonan relating to drainage benefit apportionments.

Thongvong presented a Workforce Innovation and Opportunity Act Joint Powers Agreement for renewal as the previous JPA expires June 30, 2020. Motion by Appel, second by Gravley, unanimous roll call vote to approve the Workforce Innovation and Opportunity Act Joint Powers Agreement for July 1, 2020 through June 30, 2022.

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The meeting recessed at 5:59 p.m. for the Board of Appeal and Equalization meeting and then reconvened at 7:20 p.m.

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

County Revenue Fund	\$ 37,151.58
Long Term Capital Outlay	\$ 7,578.28
County Building Fund	\$ 22.98
Ditch Fund	\$ 22,137.79
Taxes and Penalties Fund	\$ 6,824.95
Road & Bridge Fund	\$ 29,186.25
Waste Abatement/SCORE	\$ 5,122.31
Landfill Enterprise Fund	<u>\$ 44,779.97</u>
	\$152,804.11

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Commissioner Appel informed the board that 9 applications were received for the open position in the Assessor’s office. Appel stated that none of the applicants have assessing licensure and asked for the boards opinion as to whether we keep advertising or proceed with interviewing. Consensus of the board is to proceed with interviewing the applicants.

Appel also asked that the board start thinking about the budget process and the possibility of receiving CARES funds.

Appel also gave an update on buildings. The transit garage is nearing completion. Plans have been received from ISG on a new Highway Shop and Appel feels a work session should be had to review the plans and to discuss location, budgeting, and a timeline. Appel also stated that the building adjacent to the N71 Office Building is for sale and has been toured. Past discussions have been had about someday moving DVHHS to the N71 building, but that the N71 building isn't large enough. Motion by Holmen, second by Anderson to enter into a agreement with ISG for a site analysis on The Assembly of God Church at an expense not to exceed \$5,000. Voting Aye – Holmen, Appel, Anderson, and Stevens. Voting Nay – Gravley. Motion passed.

Commissioner Gravley informed the board that there won't be an SRDC meeting until September. Gravley also stated that the Ag Society will be coming to the next meeting to discuss their finances.

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There being no further business, the meeting adjourned at 7:43 p.m.

Donna Torkelson, Auditor/Treasurer

Kevin Stevens, Board Chair

Kelly Thongvivong, County Coordinator