

October 6, 2020  
Cottonwood County Board of Commissioners  
Regular Meeting  
Minutes

The Cottonwood County Board of Commissioners met in regular session on Tuesday, October 6, 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, Norm Holmen, Larry Anderson, Donna Gravley; County Attorney Nick Anderson, County Coordinator Kelly Thongvivong, Kathy Marsh, Nick Klisch, Jason Purrington, Kristi Sell, Dominic Jones, George Eilertson, Mike Meeks, 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 as amended. Motion by Holmen, second by Appel, unanimous roll call vote to approve the minutes of the September 15, 2020 regular meeting, September 16, 2020 special meeting, and September 29, 2020 special meeting.

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Jason Purrington, Sheriff, and Kristi Sell, Jail Administrator, met with the board to discuss a few items. Purrington informed the board that the wage for a bailiff has not been increased since 2012. Purrington recommended a wage of \$17.50 per hour. Motion by Holmen, second by Anderson, unanimous roll call vote to increase the bailiff hourly wage to \$17.50 per hour effective October 1, 2020.

Purrington informed the board that he would like to have a facility study done of the Law Enforcement Center, specifically the jail to address current and future needs. Consensus of the board is to have Purrington get additional information and an estimate of cost and bring back to the board.

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Kelly Thongvivong, County Coordinator, met with the board to discuss a few items. Thongvivong informed the board of three employees whose probationary periods will be ending and all three have been doing a satisfactory job. Motion by Appel, second by Gravley, unanimous roll call vote to move Todd Thurmer, Engineering Aide, to permanent full-time status effective October 15, to move Touhoua Lee, Jailer/Dispatcher, to permanent part-time status effective October 17, and to move Theodore Cromwell, Jailer/Dispatcher, to permanent full-time status effective October 17.

Thongvivong stated that Craig Borsgard, Temporary Part-Time Custodian, has been doing a satisfactory job. Thongvivong stated that with the Court System re-opening and scheduled court cases, the Building Operations Manager and herself, recommend that the position continue. Consensus of the board is to extend the Temporary Part-Time Custodian position until December 31, 2020, and then review.

Thongvivong presented a draft of the Amended Transportation Agreement between Cottonwood County and United Community Action Partnership. Thongvivong stated that the amendment to the agreement is the addition of a monthly rental rate of \$850 per month. Motion by Holmen, second by Anderson, unanimous roll call vote to approve a monthly rental rate of \$850 per month, effective October 1, 2020, for the United Community Action Partnership use of the transit garage.

Thongvivong, on behalf of Kay Gross, presented the FY21 BWSR MPCA SSTS Program Grant Agreement. Motion by Appel, second by Holmen, unanimous roll call vote to approve the FY2021 State of Minnesota Board of Water and Soil Resources MPCA SSTS Grant Agreement totaling \$18,600.

Thongvivong presented a meal reimbursement in the amount of \$14.43 that was over 60 days old and asked that the board approve for payment. Motion by Gravley, second by Anderson, to approve payment to Pam Hogan for a meal reimbursement in the amount of \$14.43. Voting Aye – Appel, Gravley, Anderson, and Stevens. Voting Nay – Holmen. Motion passed.

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Dominic Jones, Red Rock Rural Water Systems, and George Eilertson, Northland Securities, met with the board to present a possible refunding bond issue. Eilertson explained that two General Obligation Water Revenue Bonds, 2008A and 2008C, have an interest rate of 4.25% and 4.125% respectively. RRRWS would like to refinance these bonds at a lower interest rate of 1.70% to 1.80%. Eilertson stated that a Bond Sale date of November 17, 2020, needs to be approved. Motion by Anderson, second by Gravley, unanimous roll call vote to adopt resolution 20-10-06 as follows:

**Resolution 20-10-06**

**RESOLUTION OF COTTONWOOD COUNTY, MINNESOTA, APPROVING A NOTICE OF SALE FOR THE ISSUANCE OF \$4,740,000 GENERAL OBLIGATION WATER REVENUE REFUNDING BONDS, SERIES 2020A (RED ROCK RURAL WATER SYSTEM)**

**BE IT RESOLVED**, by the Board of County Commissioners (the "Board") of Cottonwood County, Minnesota (the "Issuer"), as follows:

Section 1. Authority. A. Under and pursuant to the authority contained in Minnesota Statutes, Section 116A and Chapter 475, as amended (collectively the "Act"), the Issuer is authorized to issue general obligation bonds to refund bonds before their due dates, if consistent with covenants made with the holders thereof; and determined by the governing body to be necessary or desirable for the reduction of debt service cost to the Issuer or for the extension or adjustment of maturities in relation to the resources available for their payment.

B. The Issuer has previously issued its (i) \$5,000,000 General Obligation Water Revenue Bond, Series 2008A (the "2008A Bond") and (ii) \$867,000 General Obligation Water Revenue Bond, Series 2008C (the "2008C Bond" and together with the 2008A Bond, the "Prior Bonds"), and wishes to refund the outstanding principal amounts of the Prior Bonds before the due dates thereof for the reduction of debt service cost to the Issuer and for the adjustment of maturities in relation to the resources available for their payment.

Section 2. The Bonds. The Board determines that it is necessary, expedient, and in the best interests of the Issuer's residents that the Issuer, as permitted by the Act, issue, sell and deliver its General Obligation Water Revenue Refunding Bonds, Series 2020A (Red Rock Rural Water System) (the "Bonds"), in one or more series, for the purpose of refunding the Prior Bonds and paying the costs of issuing the Bonds.

Section 3. Notice of Sale. The Issuer's administrative staff is hereby authorized and directed to work with Northland Securities, Inc., municipal advisor to the Issuer, and Fryberger, Buchanan, Smith & Frederick, P.A., bond counsel, to solicit bids and arrange for the sale of the initial series of the Bonds in the amount of approximately \$4,740,000 in substantial compliance with the Notice of Sale attached hereto as Exhibit A, which Notice of Sale is hereby approved.

Section 4. Form and Terms of the Bonds. The form, specifications and provisions for repayment of the Bonds shall be set forth in a subsequent resolution of the Board.

Adopted: October 6, 2020.  
S/Kevin Stevens, Board Chairman

S/Donna Torkelson, Auditor/Treasurer

Motion by Holmen, second by Appel, unanimous roll call vote to approve a Municipal Advisor Agreement between Cottonwood County and Northland Securities in regards to RRRWS bond refinancing.

Commissioner Appel asked a few questions regarding bonding and Eilertson stated that he could give a presentation at the November 17 meeting.

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Nick Klisch, Public Works Director, and Mike Meeks, Lead Heavy Equipment Mechanic, met with the board to discuss a few items. Klisch presented two quotes for a Ford F350 pickup: Higley Ford – 2021 F350 Super Crew - \$35,365 less sale of tailgate and bumper; Midway Ford – 2020 F350 4x4 – Crew Cab - \$37,357.88. Klisch stated that the quotes include trade-in and extended warranty. Motion by Gravley, second by Holmen, unanimous roll call vote to approve the purchase of the 2021 F350 Super Crew with extended warranty from Higley Ford in the amount of \$35,365 less the proceeds from the sale of the tailgate and bumper. Klisch stated that delivery will be in approximately 90 to 120 days and will be paid out of the 2021 budget.

Klisch informed the board that there were five bids received for Project 017-599-102 – Highwater Township Bridge Replacement (Bridge No. 551). Bids are as follows: Riley Bros. Construction, Inc. - \$296,459.18, Holtmeier Construction - \$353,209.53, R&G Construction - \$372,637.69, Mathiowetz Construction Co. - \$377,716.03, and Landwehr Construction, Inc. - \$406,976.25. Motion by Anderson, second by Holmen, unanimous roll call vote to accept bid from Riley Bros. Construction, Inc. in the amount of \$296,459.18 for Project 017-599-102 – Highwater Township Bridge Replacement.

Klisch led discussion regarding Dutch Charlie Park campsites. Klisch stated that county staff are currently installing water service to each campsite and constructing new gravel pads at each site. Klisch stated that he would like to make electrical updates as well. After discussion, motion by Anderson, second by Gravley, unanimous roll call vote to upgrade the electrical to 50 amp at each campsite in Dutch Charlie Park for an amount not to exceed \$20,000 and pay for this expense from Parks Long Term.

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Motion by Gravley, second by Appel, unanimous roll call vote to approve October warrants as follows:

County Revenue Fund	\$116,239.21
Long Term Capital Outlay	\$ 18,006.00
County Building Fund	\$ 6,220.95
Ditch Fund	\$ 35,848.30
Taxes and Penalties Fund	\$ 1,093.75
Road & Bridge Fund	\$192,962.65
Waste Abatement/SCORE	\$ 3,850.00
Landfill Enterprise Fund	<u>\$408,357.77</u>
	\$782,578.63

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Commissioner Appel gave an update on three Environmental-Natural Resources Policy Committee meetings he attended.

Appel stated that the Planning & Zoning Technician would like to purchase a drone using AIS funds. Motion by Holmen, second by Gravley, unanimous roll call vote to allow the Planning & Zoning Technician to use the county credit card to purchase a drone.

Appel reminded the board members to register for the Energy Board Forum on October 14 and 16.

Appel led discussion regarding continuing to use the LEC for board meetings into 2021. Consensus of the board is to book the LEC meeting room through June 2021 for board meetings. It was noted that a different location for the January meetings will need to be found as the Commissioners room and the LEC meeting rooms will be used for a court trial.

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Commissioner Holmen asked for an update on the status of the temporary hire for the Auditor/Treasurer office. After much discussion, consensus of the board is to hold off on interviewing and have some follow-up discussions.

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Motion by Holmen, second by Anderson, unanimous roll call vote to close the meeting at 10:51 a.m. to discuss the possible formulation of an offer on parcel 08.014.0600. Individuals present for the closed session were: Commissioners Kevin Stevens, Tom Appel, Norm Holmen, Donna Gravley, Larry Anderson; County Attorney Nick Anderson, County Coordinator Kelly Thongvivong, Kathy Marsh, and Nick Klisch.

Motion by Gravley, second by Anderson, unanimous vote to open the meeting at 11:26 a.m.

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Discussion was held regarding the County Highway Shop.

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There being no further business, the meeting adjourned at 11:33 a.m.

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Donna Torkelson, Auditor/Treasurer

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Kevin Stevens, Board Chair

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Kelly Thongvivong, County Coordinator