

October 20, 2020  
Cottonwood County Board of Commissioners  
Regular Meeting  
Minutes

The Cottonwood County Board of Commissioners met in regular session on Tuesday, October 20, 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, Auditor/Treasurer Donna Torkelson, Kathy Marsh, Drew Hage, Jesse Harmon, Nick Klisch, Gale Bondhus, John Crawford, Ronda Allis, Steve Nasby, Jason Purrington, Kristi Sell, Jason Rupp, Tim Evers, Jonathan Loose, Paul Johnson, and Joel Alvstad.

Chairman Stevens called the meeting to order. The Pledge of Allegiance was recited. Motion by Holmen, second by Gravley, unanimous roll call vote to approve the agenda as amended. Motion by Gravley, second by Anderson, unanimous roll call vote to approve the minutes of the October 6, 2020 regular meeting.

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Jesse Harmon, Brown-Nicollet Community Health Director, met with the board regarding the Environmental Health Contract and 2021 license fees. Harmon informed the board that the license fees and contract fee will remain the same for 2021. Motion by Anderson, second by Appel, unanimous vote to approve the 2021 Environmental Health Contract with the Brown-Nicollet Community Health Board as presented.

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Drew Hage, Windom EDA Director, met with the board in regards to the City of Windom applying for a Transportation Alternatives Program Grant. Hage stated that cities with a population under 5,000 require the county to sponsor their application. Hage also stated that the City of Windom will be responsible for the 20% match. Hage reviewed the six different proposals and stated that there will be public hearings for public comment. Motion by Holmen, second by Anderson, unanimous roll call vote to approve the sponsorship of the Transportation Alternatives Program application by the City of Windom.

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Ronda Allis, MnDOT, and John Crawford, KLJ Engineering, met with the board to give an update on the TH60/Windom Corridor Study. Allis gave a brief review of the project to date. Crawford presented different options that are being considered for different areas of the project. Crawford also stated that there will be a virtual open house for public comment on November 9<sup>th</sup>.

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Nick Klisch, Public Works Director, met with the board to discuss a few items. Klisch wanted clarification on the October 6<sup>th</sup> motion regarding the purchase of the Ford F350 pickup. Klisch stated that the quotes were Higley Ford - \$42,820.00 less sale of tailgate and bumper estimated at \$500, and Midway Ford - \$42,357.88. Klisch stated that the vehicle (Unit 10) being replaced would be sold on Minnbid. Motion by Gravley, second by Anderson, unanimous roll call vote to amend the October 6<sup>th</sup> motion to read as follows: to accept the quote from Higley Ford in the amount of \$42,820.00 less sale of tailgate and bumper estimated at \$500 and

and accept bid of \$8,910.00 from Minnbid for Unit 10.

Klisch then presented a state bid for a 2021 GMC Sierra 1500 pickup from Ranger Chevrolet in the amount of \$36,272.00. Klisch stated this vehicle would replace the Solid Waste Administrator’s current vehicle. Klisch stated 2021 GMC would be paid for out of recycling funds and maintained using highway department. Motion by Holmen, second by Gravley, unanimous roll call vote to approve the state bid for a 2021 GMC Sierra 1500 pickup from Ranger Chevrolet in the amount of \$36,272.00. Discussion was then held on the vehicle being replaced and it was noted that the Buildings Operations Manager could use a vehicle. Klisch stated that he may do some inter-departmental shifting of vehicles but will work with the Buildings Operations Manager and the County Coordinator on getting a vehicle for use.

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Donna Torkelson, Auditor/Treasurer, led discussion regarding the commercial tax forfeiture property in Jeffers that did not sell. After discussion, Commissioner Gravley will check with the City of Jeffers and the neighboring business regarding the property.

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Kelly Thongvivong, County Coordinator, met with the board to discuss a few items. Motion by Gravley, second by Appel, unanimous roll call vote to move Macy Simonson, part-time Jailer/Dispatcher, to permanent part-time status effective October 28, 2020 after satisfactory completion of performance review.

Motion by Anderson, second by Holmen, unanimous roll call vote to hire Kayla Clark as a part-time Landfill Scale Operator on Range 7, Step A (\$16.01) pending successful completion of all hiring requirements.

Chairman Stevens led discussion regarding the GIS Specialist position. Comments were heard from Nick Klisch, Public Works Director, and Gale Bondhus, County Assessor. After much discussion, motion by Gravley, second by Anderson, unanimous roll call vote to advertise for a full-time GIS Specialist.

Thongvivong stated that Policy #360 “Overtime/Compensatory Time” has been posted for a 30 day comment period and two comments were received. Motion by Gravley to accept the policy as amended. Motion failed due to a lack of a second.

Thongvivong stated that quotes have been received for updating the cameras at the Law Enforcement Center (LEC) and the Courthouse. Thongvivong and Jason Purrington, Sheriff, stated that the cameras should be updated due to more meetings being held in the LEC and Courts using both the LEC and Commissioner’s Room. Quotes from Alpha Wireless were as follows: Courthouse - \$7,840.70 and Law Enforcement Center - \$1,703.01. Motion by Gravley, second by Holmen, unanimous roll call vote to accept the camera quotes from Alpha Wireless for the Courthouse - \$7,840.70 and Law Enforcement Center - \$1,703.01 and pay this expense using CARES funds.

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Jason Purrington, Sheriff, and Jonathan Loose, Wold Architects and Engineers, met with the board regarding a jail needs assessment. Loose explained Wold A&E’s background of experience and knowledge in the design of jail facilities.

Loose gave a brief description of how the needs assessment would be handled before a final study was presented. Motion by Anderson, second by Appel, unanimous vote to approve the quote from Wold Architects and Engineers for a Jail Needs Assessment study in an amount not to exceed \$7,500.

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Chairman Stevens asked Paul Johnson, Emergency Management Director, to give an update on COVID-19. Johnson stated that there has been 262 confirmed cases, 18 of these cases in the last 10 days. Johnson wanted to remind everyone that wearing masks, washing hands, using sanitizer, social distancing, and limiting gatherings can all help slow the spread of COVID-19.

Chairman Stevens stated that the County Coordinator should send a reminder email to all county employees to wear masks and wash hands/use sanitizer. Stevens also stated that Johnson, Commissioner Appel, the County Coordinator, and himself will walk around the offices again to see if more plexiglass is needed.

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

County Revenue Fund	\$ 41,068.63
Ditch Fund	\$ 5,056.85
Taxes and Penalties Fund	\$ 2,139.23
Road & Bridge Fund	\$118,303.54
Waste Abatement/SCORE	\$ 2,962.00
Landfill Enterprise Fund	<u>\$ 35,475.26</u>
	\$205,005.51

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Commissioner Appel gave an update on the Energy Board Forum that was held October 14 and 16. Appel led a short discussion on the remaining CARES Act funds and possibility of distributing to school districts. The Auditor/Treasurer should gather some information and bring to the November 3 board meeting.

Chairman Stevens appointed Commissioners Gravley and Appel to work with the Auditor/Treasurer's office. Stevens also gave an update on the October 14<sup>th</sup> Department Head meeting.

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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 Thongvong, County Coordinator