

November 3, 2020  
Cottonwood County Board of Commissioners  
Regular Meeting  
Minutes

The Cottonwood County Board of Commissioners met in regular session on Tuesday, November 3, 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, Nick Klisch, Kristi Sell, Jason Rupp, Jason Purrington, and Joel Alvstad.

Chairman Stevens called the meeting to order. The Pledge of Allegiance was recited. Motion by Anderson, second by Holmen, unanimous roll call vote to approve the agenda as amended. Motion by Appel, second by Gravley, unanimous roll call vote to approve the minutes of the October 20, 2020 regular meeting.

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Nick Klisch, Public Works Director, met with the board to get approval for the snow removal agreements. Motion by Holmen, second by Appel, unanimous roll call vote to approve the 2020-2021 snow removal agreements with the City of Jeffers, City of Westbrook, City of Mountain Lake, and Lakeside Township.

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Commissioner Gravley informed the board that she has talked with the Mayor of Jeffers regarding the commercial tax forfeiture property and the waiving of fees. The mayor stated that he will lead discussion on this topic at the next Jeffers City Council meeting.

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Kristi Sell, Jail Administrator, and Jason Rupp, Jail/Dispatch Supervisor, met with the board to discuss the purchase of furniture using CARES funds. Sell stated that they have been conducting court hearings in the Programs Room and do not have Department of Corrections approved furniture. Sell received a quote from Norix in the amount of \$2,507.61 for two tables and six chairs. Motion by Anderson, second by Gravley, unanimous roll call vote to approve the quote from Norix for tables and chairs in the amount of \$2,507.61 and pay this expense with CARES funds.

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Commissioner Holmen led discussion regarding the possible refunding or waiving of the application fee for failed septic systems that had been installed incorrectly or lacked proper documentation from previous years. No action was taken.

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Kelly Thongvivong, County Coordinator, met with the board to discuss several items. Motion by Gravley, second by Anderson, unanimous roll call vote to approve moving Carly Pohlman, Auditor/Treasurer Office Technician, to permanent full-time status effective November 2, 2020.

Motion by Holmen, second by Appel, unanimous roll call vote to approved resolution 20-11-03 as follows:

**RESOLUTION 20-11-03**

**Resolution Recommending the Appointment of Les Anderson, Glen Friedrich, and Marlow Nickel to the Red Rock Rural Water System Board of Commissioners**

**WHEREAS**, Les Anderson’s 4-year term as a Commissioner on the Red Rock Rural Water System (“RRRWS”) Board of Commissioners is scheduled to expire at midnight on December 31, 2020; and

**WHEREAS**, Glen Friedrich’s 4-year term as a Commissioner on the RRRWS Board of Commissioners is scheduled to expire at midnight on December 31, 2020; and

**WHEREAS**, Marlow Nickel’s 4-year term as a Commissioner on the RRRWS Board of Commissioners is scheduled to expire at midnight on December 31, 2020; and

**WHEREAS**, on September 10, 2020 the RRRWS Board unanimously adopted a Motion which recommends that Les Anderson, Glen Friedrich, and Marlow Nickel each be re-appointed to another 4-year term on the RRRWS Board of Commissioners; and

**WHEREAS**, the County Board of Commissioners believe that Les Anderson, Glen Friedrich, and Marlow Nickel are all qualified to act as Commissioners on the RRRWS Board of Commissioners and are all worthy of re-appointment.

**NOW BE IT NOW RESOLVED**, that the Cottonwood County Board of Commissioners hereby recommends that Les Anderson, Glen Friedrich, and Marlow Nickel all be appointed to the Red Rock Rural Water System Board of Commissioners pursuant to and provided for by Minnesota Statutes §116A et seq. for a 4-year term which shall commence on January 1, 2021 and shall expire at midnight on December 31, 2024.

S/Kevin Stevens, Board Chairman

S/Donna Torkelson, Auditor/Treasurer

Thongvivong informed the board that a \$1,200 donation was received from Jeffers Repower. Thongvivong stated the intent of the donation was for the County Board to distribute the funds to the school districts in Cottonwood County. After much discussion, consensus of the board is to decline the donation and give the check back to Jeffers Repower as we are unable to distribute funds as one government entity cannot donate to another government entity as per state statute.

Thongvivong stated that a letter was received from the City of Windom asking for a one-time waiver of penalty charges that were accrued on a late payment of property taxes. After much discussion, no action was taken.

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

County Revenue Fund	\$119,270.27
Long Term Capital Outlay	\$ 4,820.00
County Building Fund	\$ 1,797.05
Ditch Fund	\$ 692.78
Taxes and Penalties Fund	\$ 688.94
Agency Fund	\$ 500.00
Road & Bridge Fund	\$ 39,207.66
Landfill Enterprise Fund	\$ 5,124.77
	<u>\$172,101.47</u>

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Commissioner Gravley led discussion regarding filling the vacant Deputy Auditor/Treasurer position. Motion by Gravley, second by Holmen, to post internally

and advertise, if necessary, for a full-time Deputy Auditor/Treasurer. Voting Aye – Gravley, Holmen, and Anderson. Voting Nay – Appel and Stevens. Motion passed.

Commissioners Stevens and Appel led discussion regarding the upcoming November 5<sup>th</sup> District 8 meeting.

Commissioner Stevens led discussion regarding CARES monies. Consensus of the board is to schedule a Special CARES meeting for November 24, 2020, at 9:00 a.m. at the Law Enforcement Center. Commissioner Appel reviewed some CARES information he received from the October 28<sup>th</sup> MACA meeting he attended. The board reviewed a CARES expenditure spreadsheet and discussed options of what to do with the remaining balance. The board directed the Auditor/Treasurer to send a letter to the schools, with a range of funds, asking if they have Covid related expenses that could be covered.

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Motion by Holmen, second by Anderson, unanimous roll call vote to close the meeting at 10:33 a.m. to discuss the possible formulation of an offer on parcel 08.014.0600 or parcel 08.022.0100. 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, Auditor/Treasurer Donna Torkelson, Kathy Marsh, and Nick Klisch.

Motion by Gravley, second by Appel, unanimous vote to open the meeting at 11:01 a.m.

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There being no further business, the meeting adjourned at 11:01 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