

January 19, 2021
Cottonwood County Board of Commissioners
Regular Meeting
Minutes

The Cottonwood County Board of Commissioners met in regular session on Tuesday, January 19, 2021 at 9:00 a.m. at the Cottonwood County Law Enforcement Center in Windom, MN. Present in person or via teleconference for all or portions of the meeting were: Commissioners Tom Appel, Donna Gravley, Norm Holmen, Larry Anderson; County Coordinator Kelly Thongvivong, County Attorney Nick Anderson, Auditor/Treasurer Donna Torkelson, Kathy Marsh, Drew Hage, Jason Purrington, Jason Rupp, Kristi Sell, Amy Thomas, Nick Klisch, Jed Rhubee, Paul Johnson, Gale Bondhus, and Joel Alvstad. Commissioner Kevin Stevens was absent.

Chairman Appel called the meeting to order. The Pledge of Allegiance was recited. Motion by Gravley, second by Anderson, unanimous roll call vote to approve the agenda as amended. Motion by Holmen, second by Anderson, unanimous roll call vote to approve the minutes of the January 5, 2021 regular meeting and the January 12, 2021 special meeting.

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Amy Thomas, Audit Director – Office of State Auditor, met with the board to give a short review of the 2019 Financial Audit.

Motion by Holmen, second by Gravley, unanimous roll call vote to enter into an agreement with the Office of the State Auditor for audit services for the year ending December 31, 2020.

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Drew Hage, Windom EDA Development Director, met with the board for further discussion regarding possible tax abatements for Gove Acres and Guardian Inn. Hage stated that the Gove Acres project is inquiring if the board would consider an 8 year abatement versus a 5 year abatement. Consensus of the board is still unfavorable for this option.

Hage then led discussion regarding a possible 7 year abatement for the Guardian Inn that would be a remodel to create new housing. After much discussion, no action was taken. Hage should return to a future meeting.

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Jason Purrington, Sheriff, Kristi Sell, Jail Administrator, and Jason Rupp, Jail/Dispatch Supervisor met with the board to review the 2020 Jail Inspection Report and answer questions.

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Nick Klisch, Public Works Director, met with the board to discuss a few items. Klisch stated that resolution 21-01-05C, that was approved at the January 5 meeting, would need to be amended. Motion by Holmen, second by Gravley, unanimous roll call vote to amend resolution 21-01-05C as follows: add 480th Avenue to the resolution title and strike paragraph four that relates to CSAH 7.

Motion by Holmen, second by Gravley, unanimous roll call vote to adopt resolution 21-01-19A as follows:

Resolution 21-01-19A
Resolution of Sponsorship for Sponsoring Agency

The following Resolution was offered by Commissioner Holmen and moved for adoption at a Regular Meeting held on January 19, 2021 at the Cottonwood County Law Enforcement Center, Windom, MN:

WHEREAS, the City of Jeffers is a city with a population under 5000; and

WHEREAS, the City of Jeffers would like to submit a project for Local Road Improvement Program Funds; and

WHEREAS, the City of Jeffers has requested Cottonwood County be the sponsoring agency;

NOW THEREFORE BE IT RESOLVED, that Cottonwood County, Minnesota agrees to act as sponsoring agency for a Local Road Improvement Program Project identified as Peavy Street from County Road 4 to Cottonwood County CSAH 52 in the City of Jeffers and has reviewed and approved the project as proposed. Sponsorship includes a willingness to secure and guarantee the local share of costs associated with this project and responsibility for seeing this project through to it completion, with compliance of all applicable laws, rules, and regulations;

BE IT FURTHER RESOLVED, that the Cottonwood County Highway Engineer is hereby authorized to act as agent on behalf of this applicant.

Seconded by Commissioner Gravley and the same being put to a vote was duly carried. This Resolution shall be effective immediately and without publication.

Adopted by the following vote: Ayes 4 Nays 0.

Adopted this 19th day of January 2021.

S/Thomas D. Appel, Board Chairman

S/Donna Torkelson, Auditor/Treasurer

Motion by Anderson, second by Holmen, unanimous roll call vote to adopt resolution 21-01-19B as follows:

**Resolution 21-01-19B
Resolution of Sponsorship for Sponsoring Agency**

The following Resolution was offered by Commissioner Anderson and moved for adoption at a Regular Meeting held on January 19, 2021 at the Cottonwood County Law Enforcement Center, Windom, MN:

WHEREAS, the City of Westbrook is a city with a population under 5000; and

WHEREAS, the City of Westbrook would like to submit a project for Local Road Improvement Program Funds; and

WHEREAS, the City of Westbrook has requested Cottonwood County be the sponsoring agency;

NOW THEREFORE BE IT RESOLVED, that Cottonwood County, Minnesota agrees to act as sponsoring agency for a Local Road Improvement Program Project identified as Fifth Street from CSAH 33 to Columbus Avenue and Sixth Street from CSAH 33 to Columbus Avenue in the City of Westbrook and has reviewed and approved the project as proposed. Sponsorship includes a willingness to secure and guarantee the local share of costs associated with this project and responsibility for seeing this project through to it completion, with compliance of all applicable laws, rules and regulations;

BE IN FURTHER RESOLVED, that the Cottonwood County Highway Engineer is hereby authorized to act as agent on behalf of this applicant.

Seconded by Commissioner Holmen and the same being put to a vote was duly carried. This Resolution shall be effective immediately and without publication.

Adopted by the following vote: Ayes 4 Nays 0.

Adopted this 19th day of January 2021.

S/Thomas D. Appel, Board Chairman

S/Donna Torkelson, Auditor/Treasurer

Klisch informed the board that the CSAH 7 Design Contract needs to be amended due to design changes to meet permitting requirements and additional coordination with landowners. Motion by Gravley, second by Anderson, unanimous roll call vote to amend the CSAH 7 Design Contract with Stonebrooke Engineering to a project total compensation of \$488,958.00 and allow County Engineer to sign.

Klisch reviewed the Five-Year Construction Plan. After a short discussion, motion by Holmen, second by Anderson, unanimous roll call vote to accept the Five-Year Construction Plan.

Motion by Anderson, second by Gravley, unanimous roll call vote to allow the County Highway Engineer to advertise the 2021 highway projects.

Motion by Gravley, second by Holmen, unanimous roll call vote to adopt resolution 21-01-19 as follows:

Resolution 21-01-19

CREATING PRIORITIZED BRIDGE REPLACEMENT LIST

WHEREAS; Cottonwood County has reviewed the pertinent data on bridges requiring replacement, rehabilitation, or removal, supplied by local citizenry and local units of government; and

WHEREAS; Cottonwood County has identified those bridges that are high priority and that require replacement, rehabilitation, or removal within the next five years;

NOW, THEREFORE BE IT RESOLVED, that the attached list of deficient bridges are high priority and Cottonwood County intends to replace, rehabilitate or remove these bridges as soon as possible when funds are available,

FURTHERMORE, Cottonwood County does hereby request authorization to replace, rehabilitate or remove such bridges; and

FURTHERMORE, Cottonwood County does hereby request financial assistance with eligible approach grading and engineering costs on township bridges, as provided by law.

DATED: January 19, 2021

S/Thomas D. Appel, Board Chairman

S/Donna Torkelson, Auditor/Treasurer

Klisch informed the board that one piece of equipment that has been discussed but not replaced is the gasoline powered Hyster forklift. Klisch stated that MnDOT is auctioning off a LP powered forklift on minnbid that would suit Public Works needs. Motion by Gravley, second by Anderson, unanimous roll call vote to allow the county highway staff to bid up to \$15,000 for the 1999 Caterpillar GP25 Forklift listed on minnbid.

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Motion by Gravley, second by Anderson, unanimous roll call vote to move Sarah Lanier, full-time Appraiser, to permanent full-time status effective January 27, 2021.

Motion by Anderson, second by Holmen, unanimous roll call vote to move Kimberly McCutcheon, part-time Deputy Recorder, to permanent part-time status effective January 29, 2021.

Motion by Gravley, second by Anderson, unanimous roll call vote to declare that the County offices were officially closed on January 15, 2021, due to the inclement weather conditions and in accordance with County Policy No. 420.

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Motion by Holmen, second by Gravley, unanimous vote to approve January warrants as follows:

County Revenue Fund	\$199,426.43
Long Term Capital Outlay`	\$ 157.98
County Building Fund	\$ 3,023.88
Ditch Fund	\$ 4,429.25
Taxes and Penalties Fund	\$ 10,599.14
Road and Bridge Fund	\$ 39,580.01
Waste Abatement/SCORE	\$ 36,272.00
Landfill Enterprise Fund	\$ 9,149.36
	<u>\$302,638.05</u>

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Chairman Appel led discussion regarding a financial work session that is needed. Appel stated that he still gathering information but would like to hold the work session after the first board meeting in February.

Chairman Appel asked for a payroll meeting with Human Resources and the Auditor/Treasurer office at 1:00 pm today.

Commissioner Gravley led a short discussion regarding the ACE office.

Auditor/Treasurer Torkelson stated that four applications have been received to date for the MN CARES Business Relief funding.

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There being no further business, the meeting adjourned at 10:53 a.m.

Donna Torkelson, Auditor/Treasurer

Thomas D. Appel, Board Chair

Kelly Thongvivong, County Coordinator