

February 2, 2021
Cottonwood County Board of Commissioners
Regular Meeting
Minutes

The Cottonwood County Board of Commissioners met in regular session on Tuesday, February 2, 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, Kevin Stevens; County Coordinator Kelly Thongvivong, Auditor/Treasurer Donna Torkelson, Kathy Marsh, Drew Hage, Nick Klisch, Jed Rhubee, Paul Johnson, Gale Bondhus, Alex Schultz, Kelly Smith, Steve Nasby, David Bucklin, Drew Larson, Kay Gross, Kyle Pillatzki, David Frank, and Joel Alvstad.

Chairman Appel called the meeting to order. The Pledge of Allegiance was recited. Motion by Stevens, second by Anderson, unanimous roll call vote to approve the agenda as amended. Motion by Holmen, second by Gravley, unanimous roll call vote to approve the minutes of the January 19, 2021 regular meeting as amended.

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David Frank, ArcaSearch, gave a presentation on digital preservation. Frank explained the benefits of digital preservation: back-up and protection and preservation of historic minute books and other items, word searching, and public transparency.

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David Bucklin, SWCD District Technician, met with the board to get approval for a Wetlands Conservation Act Decision for the purchase of wetland credits on lake wetlands for the CSAH 7 road project. Bucklin stated there are .34 acres of lake wetlands that need a bank purchase of .68 acres to replace. Motion by Gravley, second by Anderson, unanimous roll call vote to approve the purchase of .68 acres of wetland credits in the amount of \$26,680.00 and a fee of \$1,957.72 to complete CSAH 7 road project.

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Drew Hage, Windom EDA, met with the board to discuss revisions to the Home Initiative Program Guidelines to include remodels that create new housing units. After much discussion, Hage was asked to draft another Home Initiative Program Guideline for remodels.

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Alex Schultz, Planning and Zoning Technician, met with the board to discuss the Feedlot Financial Report and a surplus of funds that needs to be spent or returned. After discussion, Schultz was directed to get bids for a new pickup and bring to the board.

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Nick Klisch, Public Works Director, met with the board to review preliminary 2021 Road and Bridge budget amendments.

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Kelly Thongvivong, County Coordinator, met with the board to discuss a few items. Motion by Stevens, second by Gravley, unanimous roll call vote to move Wayne Maras, Appraiser, to permanent full-time status effective February 10, 2021.

Motion by Anderson, second by Stevens, unanimous roll call vote to approve Tina Peiffer’s resignation as Deputy Auditor/Treasurer effective February 3, 2021, with appropriate payout of benefits.

Motion by Gravley, second by Anderson, unanimous roll call vote to approve the hire of Jennifer Muchlinski as Office Manager/GIS on Range 12, Step A (\$21.28), pending successful completion of all hiring requirements.

Thongvivong updated the board on the status of the Chief Deputy Auditor/Treasurer and Deputy Auditor/Treasurer positions. Thongvivong stated that the Chief Deputy Auditor/Treasurer position was offered and declined. The Deputy Auditor/Treasurer position has been offered and is awaiting a response.

Thongvivong stated that a letter was received from the Toro Company asking for an abatement of the property tax penalty they were charged. After short discussion, no action was taken.

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

County Revenue Fund	\$ 37,588.70
Long Term Capital Outlay`	\$ 7,813.00
Ditch Fund	\$ 6,342.29
Taxes and Penalties Fund	\$ 249.27
Road and Bridge Fund	\$ 2,269.23
Waste Abatement/SCORE	\$ 6,495.00
Landfill Enterprise Fund	\$ 8,045.57
	<u>\$ 68,803.06</u>

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Commissioner Holmen gave an update on Counties Providing Technology (CPT) and stated that it continues to do well.

Commissioner Gravley informed the board that United Community Action Partnership (UCAP) has an office in the BARC building and has Energy Assistance Funds available.

Commissioner Anderson asked for clarification on the deadline for notifications of hearings and hearings on ditch re-determinations.

Commissioner Appel led discussion regarding a letter that was received from Norbert Evers and a refund that is requested as he has been paying taxes for the wrong school district. Motion by Gravley, second by Stevens, unanimous roll call vote to refund Norbert Evers 2019 property taxes payable 2020 in the amount of \$1,127.21.

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Donna Torkelson, Auditor/Treasurer, informed the board that she has received approximately 30 applications to date for the MN CARES Business Relief Funds. Commissioner Appel reminded the board that the deadline for the applications is February 10th and there will be a special meeting on February 23 to review the applications.

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Nick Klisch, Public Works Director, and Kyle Pillatzki, Solid Waste Administrator, asked for approval of the three Waste Hauler License applications. Motion by Stevens, second by Holmen, unanimous roll call vote to approve the 2021

Waste Hauler licenses for Hometown, Waste Management, and Schaaps.

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Chairman Appel led discussion regarding Landfill - Cell 8 expenses and Landfill charges; past, current, and future wind tower monies; reviewed expenses for the Jeffers Highway Shop addition; and other building projects and repairs.

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There being no further business, the meeting adjourned at 12:23 p.m.

Donna Torkelson, Auditor/Treasurer

Thomas D. Appel, Board Chair

Kelly Thongvivong, County Coordinator