

April 20, 2021
Cottonwood County Board of Commissioners
Regular Meeting
Minutes

The Cottonwood County Board of Commissioners met in regular session on Tuesday, April 20, 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, Ron Schramel, Paul Johnson, Nick Klisch, Gale Bondhus, Kyle Pillatzki, Jed Rhubee, Alex Schultz, Jason Purrington, Jason Rupp, and Joel Alvstad.

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 Stevens, unanimous roll call vote to approve the minutes of the April 6, 2021, regular meeting.

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A public hearing was held in regard to the residential property tax abatement applied for by Preferred Choice Homes, LLC for the construction of a single family home on parcel number 25.320.0100 (1902 Bud Road). No opposition to the abatement was heard prior to or at the hearing. Motion by Stevens, second by Gravley, unanimous roll call vote to approve the Home Initiative – New Construction application and resolution 21-04-20. (Resolution is on file in the County Coordinator’s office.

A public hearing was held in regard to the residential property tax abatement applied for by Preferred Choice Homes, LLC for the construction of a single family home on parcel number 25.320.0200 (1904 Bud Road). No opposition to the abatement was heard prior to or at the hearing. Motion by Holmen, second by Stevens, unanimous roll call vote to approve the Home Initiative – New Construction application and resolution 21-04-20A. (Resolution is on file in the County Coordinator’s office.

A public hearing was held in regard to the residential property tax abatement applied for by Preferred Choice Homes, LLC for the construction of a single family home on parcel number 25.320.0900 (1972 Bud Road). No opposition to the abatement was heard prior to or at the hearing. Motion by Stevens, second by Gravley, unanimous roll call vote to approve the Home Initiative – New Construction application and resolution 21-04-20B. (Resolution is on file in the County Coordinator’s office.

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Ron Schramel met with the board on behalf of Red Rock Rural Water Systems to get approval for Cottonwood County to be the lead county for an additional \$905,000 general obligation bond for the construction of the new water treatment plant. Schramel stated the cost of building the new plant has increased over the last two years. Motion by Gravley, second by Anderson, unanimous roll call vote to approve that Cottonwood County will be the lead county for the issuance of RRRWS interim and permanent bonds in the amount of \$905,000.

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Kelly Thongvivong, County Coordinator, met with the board to discuss a few items. Motion by Anderson, second by Stevens, unanimous roll call vote to move Levi Brummer, Heavy Equipment Operator, to permanent full-time status effective April 27, 2021.

Motion by Holmen, second by Anderson, unanimous roll call vote to move Kayla Clark, Part-Time Landfill Scale Operator, to permanent part-time status effective May 2, 2021.

Thongvivong informed the board that the applicant for the Solid Waste Technician position has withdrawn his application. Thongvivong asked the board how they wanted to proceed. After much discussion, consensus of the board is to advertise again and also advertise in some of the surrounding counties.

Motion by Stevens, second by Holmen, unanimous roll call vote to accept the retirement resignation from Kristi Sell, Jail Administrator, effective May 31, 2021, with appropriate payout of benefits.

Motion by Holmen, second by Gravley, unanimous roll call vote to promote Jason Rupp to Jail Administrator effective May 24, 2021, and to move him to Range 16, Step F (\$31.75) on the 2021 wage matrix.

Motion by Gravley, second by Stevens, unanimous roll call vote to post internally within the Sheriff's Department for the position of Dispatcher/Jailer Supervisor.

Thongvivong, on behalf of Paul Johnson, Emergency Management Director, presented the 2020 EMPG Grant Agreement for approval. Motion by Anderson, second by Stevens, unanimous roll call vote to approve the 2020 EMPG grant agreement in the amount of \$18,135.00.

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

County Revenue Fund	\$ 53,744.92
Ditch Fund	\$ 15,705.62
Road and Bridge Fund	\$ 36,309.77
Waste Abatement/SCORE	\$ 474.00
Landfill Enterprise Fund	<u>\$ 8,236.73</u>
	\$114,471.04

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Commissioner Gravley informed the board that she would be attending the SRDC Annual meeting on May 13. Gravley stated that the meeting is via Zoom.

Gravley also wanted to congratulate Donna Torkelson on completing the High Performance Leadership Training provided through NACo and the Professional Leadership Academy.

Commissioner Anderson led discussion regarding an appropriation for veteran organizations for memorial day expenses.

Commissioner Appel led discussion on topics that were brought up at the April 14 Department Head meeting. End-of-Year payroll changes were discussed with more research needed.

Appel led discussion on the process of receiving credit card payments. The company used now to receive payments works well for the Recorder's office but not

for all other departments. The complaint is that it is too time consuming. Another service should be looked at and then brought to the board. The process of paying with credit cards will remain the same.

Appel also led discussion on county Amazon purchases. After discussion, the Auditor/Treasurer was instructed to set up an Amazon business account so that credit cards would not be needed for these purchases.

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There being no further business, the meeting adjourned at 10:22 a.m.

Donna Torkelson, Auditor/Treasurer

Thomas D. Appel, Board Chair

Kelly Thongvivong, County Coordinator