

August 17, 2021
Cottonwood County Board of Commissioners
Regular Meeting
Minutes

The Cottonwood County Board of Commissioners met in regular session on Tuesday, August 17, 2021 at 9:00 a.m. at the Cottonwood County Courthouse 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 Attorney Nick Anderson, County Coordinator Kelly Thongvivong, Auditor/Treasurer Donna Torkelson, Kathy Marsh, Kathy Kretsch, Nancy Macgregor, Jason Purrington, Nick Klisch, Jed Rhubee, Mike Meeks, Sarah Fischer, Kay Gross, and Joel Alvstad.

Chairman Appel called the meeting to order. Motion by Anderson, second by Stevens, unanimous roll call vote to approve the agenda as amended. Motion by Gravley, second by Holmen, unanimous roll call vote to approve the minutes of the August 3, 2021, regular meeting.

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Kathy Kretsch, County Recorder, informed the board that the part-time Deputy Recorder will be resigning her position. Kretsch stated that she would like to propose a two-part plan as an alternative to replacing this position as she can see a time that she would be able to get by without it. Kretsch stated that her two-part plan consists of (1) approval for 3 hours of overtime per week so that appointment times could be taken earlier or later in the day and (2) raises for her staff. After much discussion, motion by Anderson, second by Stevens, to extend office hours in the Recorder's Office by a maximum of 3 hours per week and review this in 6 months. Voting Aye – Anderson and Holmen. Voting Nay – Gravley, Stevens, and Appel. Motion failed.

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Jason Purrington, Sheriff, met with the board to discuss a few items. Purrington stated that the County Recorder, Attorney, Auditor/Treasurer, and himself, along with Human Resources staff have had a meeting with Sarah Fischer, Minnesota State Retirement System (MSRS), regarding a Health Care Saving Plan (HCSP) for elected officials. Purrington stated that because elected officials do not accumulate sick time, they would be able to contribute to this plan while in office. Purrington shared a portion of the policy for when an elected official leaves office: "Each elected official can choose to enroll in a single health insurance plan (with monthly cap in place) that will exist for the years of service earned or can apply dollar amount that elected official is entitled to receive based on years of service towards a family plan." Purrington asked if policy could be changed so that the monies toward health insurance would be placed in the HCSP. After much discussion, more information and clarification is needed and then brought back to the board.

Purrington also led discussion on the possibility of the Sheriff's office and Public Works Department leasing vehicles through Enterprise Fleet Management. Purrington stated that the Sheriff's office leases their vehicles now every 3 to 4 years through Travel Management and the Public Works Department buys vehicles. After discussion, motion by Gravley, second by Holmen, unanimous vote to allow the Sheriff's office and Public Works Department to lease new vehicles through Enterprise Fleet Management for 2022.

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Nick Klisch, Public Works Director, met with the board to discuss a few items. Klisch presented bid for Project 017-611-018, the replacement of bridge 92766 on CSAH 11. Bids were as follows: R&G Construction - \$447,959.80, Riley Bros. Construction - \$450,757.80, Mathiowetz Construction - \$455,986.00, Holtmeier Construction - \$461,905.70, and Midwest Contracting - \$575,699.00. Motion by Anderson, second by Stevens, unanimous vote to accept the low bid from R&G Construction in the amount of \$447,959.80 for Project 017-611-018, bridge 92766.

Klisch stated that Project 017-611-018 was awarded State Bridge Bonding funds. Motion by Gravley, second by Holmen, unanimous roll call vote to adopt resolution 21-08-17A - For Agreement to State Transportation Fund, Local Bridge Replacement Program, Grant Terms and Conditions, SAP 017-611-018. (Resolution is on file in the County Coordinator's office.)

Klisch informed the board that MnDOT is doing a project on TH14 and is requesting the use of one mile of CSAH 11 as part of the detour route. Motion by Holmen, second by Stevens, unanimous roll call vote to adopt resolution 21-08-17 – MnDOT Agreement No. 1047749. (Resolution is on file in the County Coordinator's office.)

Klisch led discussion on camping rates at Talcot Park. Klisch stated that current rates are \$1,150 for non-lakeside sites and \$1,300 for lakeside sites and that these rates have been in effect for the 2020 and 2021 camping seasons. Klisch stated that there are plans to add 5 to 8 additional sites that will be larger and shaded. Because of the addition of these sites, the Parks Department would like the larger sites and lakeside sites to be categorized as Premium sites and the current non-lakeside sites as Regular sites. The proposed rates for 2022 would be as follows: \$1,200 for regular sites and \$1,400 for premium sites. Motion by Anderson, second by Gravley, unanimous vote to set the 2022 seasonal camping rates at \$1,200 for regular sites and \$1,400 for premium sites.

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Kelly Thongvivong, County Coordinator, met with the board to discuss a few items. Motion by Holmen, second by Stevens, unanimous vote to accept the resignation of Kimberly McCutcheon, part-time Deputy Recorder, effective August 20, 2021 with appropriate payout of benefits.

Motion by Gravley, second by Anderson, unanimous vote to move Carolyn Rempel, Chief Deputy Auditor/Treasurer, to permanent full-time status effective August 23, 2021.

Motion by Stevens, second by Holmen, unanimous vote to promote Kelly Smith, IS Technician, to Director of Information Systems and to move him to Range 18, Step A (\$31.06) effective August 30, 2021.

Thongvivong stated that lease agreements for DVHHS and SWCD offices are due to expire December 31, 2021 and asked if the board wanted to change rental rates. Thongvivong stated that DVHHS Human Services is currently at \$7,309 per month for 12,678 square feet, DVHHS Public Health is currently at \$2,988 per month for 4,482 square feet, and SWCD is currently at \$1,900 per month. Motion by Anderson, second by Holmen, unanimous vote to raise the rental rates 5% for DVHHS Human Services, DVHHS Public Health and SWCD lease agreements for 2022.

Motion by Stevens, second by Gravley, unanimous vote to approve the Agreement between the University of Minnesota and Cottonwood County for providing Extension programs locally and employing Extension staff effective January 1, 2022 through December 31, 2024.

Thongvivong led discussion regarding health insurance rates for 2022. Thongvivong stated that a meeting was held with Medica and the Minnesota Health Consortium (MHC). After discussion, any further questions should be given to Thongvivong for follow-up.

Motion by Gravley, second by Holmen, unanimous vote to terminate Bret Seidel, Solid Waste Technician, effective August 20, 2021, unless absent due to extenuating circumstances.

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Motion by Anderson, second by Gravley, unanimous vote to recess as the County Board and to convene as the Ditch Authority.

Nick Klisch, Public Works Director, led discussion regarding Cottonwood-Jackson JD #40. Klisch stated that the Public Works Department has grant work for Great Bend Township and will be replacing a 48" round culvert with a 4'x6' box culvert. Klisch stated that this will effect Cottonwood-Jackson JD #40. The Auditor/Treasurer was instructed to set up a meeting for the Cottonwood-Jackson Ditch Authority to discuss this issue.

Motion by Anderson, second by Gravley, unanimous vote to approve and sign the Joint Powers and Pledge Agreement so Murray County can bond for the Murray-Cottonwood JD #3 improvement.

Motion by Holmen, second by Gravley, unanimous vote to approve the contract with H2Overviewers to complete the redetermination of benefits on Jackson-Cottonwood JD #16 and Cottonwood-Jackson JD #54.

Donna Torkelson, Auditor/Treasurer, informed the ditch authority that a request has been submitted to rescind the petition for redetermination of benefits on JD #3. Torkelson reminded the ditch authority that the petition was approved on July 6. After discussion, no action was taken. Motion by Holmen, second by Anderson, unanimous vote to appoint William Moldestad group as viewers for the redetermination of benefits on JD #3. Any work currently being done on JD #3 will be expensed to those on the current redetermination of benefits.

Motion by Stevens, second by Anderson, unanimous vote to adjourn as the Ditch Authority and to reconvene as the County Board

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Donna Gravley, Commissioner, led further discussion on the Auditor/Treasurer office remodel. Gravley reviewed the floor plan and some of the quotes for the remodeling. After discussion, motion by Gravley, second by Holmen to approve the remodel of the Auditor/Treasurer office as presented plus window blinds. Voting Aye – Holmen, Gravley, and Stevens. Voting Nay – Anderson and Appel. Motion passed.

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Motion by Stevens, second by Anderson, unanimous roll call vote to approve August warrants as follows:

County Revenue Fund	\$ 21,003.73
Long Term Capital Outlay	\$ 54,374.50

County Building Fund	\$ 2,178.58
Ditch Fund	\$ 2,656.50
Road & Bridge Fund	\$107,620.23
Waste Abatement/SCORE	\$ 3,309.00
Landfill Enterprise Fund	<u>\$ 17,233.71</u>
	\$208,376.25

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Commissioner Gravley gave an update on Cottonwood County Transit. Gravley stated drivers are needed, both part-time and full-time.

Commissioner Appel asked the Auditor/Treasurer for an update on the revenue loss spreadsheet. Appel also led discussion on ditch bond payments and how that process should work.

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The meeting recessed at 11:58 a.m. and reconvened at 1:05 p.m.

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Kay Gross, SWCD District Administrator, met with the board to review the County/SWCD Agreement 2022 budget.

Other budgets reviewed were: Parks, County Attorney, Veterans, Sheriff, Jail, Coroner, Emergency Management, IT, Extension, and General Administration-Appropriations.

Consensus of the board is to hold a work session on August 24, 2021, at 8:30 a.m. and the previously scheduled work session on August 31, 2021, at 8:30 a.m.

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There being no further business, the meeting adjourned at 3:26 p.m.

Donna Torkelson, Auditor/Treasurer

Thomas D. Appel, Board Chair

Kelly Thongvivong, County Coordinator