

December 8, 2021
Cottonwood County Board of Commissioners
Regular Meeting
Minutes

The Cottonwood County Board of Commissioners met in regular session on Tuesday, December 8, 2021 at 4:30 p.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, Jason Purrington, Jason Rupp, Dan Quade, Pam Hogan, Jenny Quade, Drew Hage, David Bucklin, Nick Klisch, Doug Willner, and Joel Alvstad.

Chairman Appel called the meeting to order. Motion by Stevens, second by Anderson, unanimous vote to approve the agenda as amended. Motion by Holmen, second by Gravley, unanimous vote to approve the minutes of the November 16, 2021 regular meeting. Motion by Anderson, second by Holmen, unanimous vote to approve the minutes of the November 30, 2021 work session.

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David Bucklin, SWCD District Technician, met with the board to get approval for a Wetlands Conservation Act Decision applied for by HyLife Foods. Bucklin stated that HyLife Foods has applied for a no wetland or incidental wetland decision, which will allow a project to happen in the project area without replacing wetlands. Motion by Gravley, second by Stevens, unanimous vote to approve the Incidental Wetland Determination for HyLife Foods.

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The discussion regarding the Joint Powers Agreement with MN Department of Corrections was to be deleted from the agenda, but Commissioner Stevens asked that discussion still be had as Jenny Quade, Probation Officer, and Pam Hogan, Support Staff, were present at the meeting. Commissioner Stevens asked that Quade offer more background information regarding the reason for the Joint Powers Agreement. No action was taken.

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Drew Hage, Development Director, Windom EDA, met with the board to ask the County to sponsor the Federal Lands Access Program (FLAP) Grant for the Wolf Lake Connection Trail. Hage stated that the City of Windom is applying for the grant but is required to have the County sponsor their application. Hage also stated that there is a 20% match for this grant that the City will be responsible for. Motion by Stevens, second by Anderson, unanimous roll call vote to adopt Resolution 21-12-08 "Resolution Approving Sponsorship of Grant Application to be Submitted by the City of Windom in the Federal Lands Access Program (FLAP)." (Resolution is on file in the County Coordinator's office.)

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Nick Anderson, County Attorney, asked that the board consider raising the vacation accrual rate of one of his employees from 8 years (4.66 hours) to 12 years (5.33 hours) as she had been previously employed by the county twice before her current tenure. No action was taken.

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Motion by Gravley, second by Holmen, unanimous roll call vote to adopt Resolution 21-12-08A "Big Bend Snowriders Club." (Resolution is on file in the County Coordinator's office.)

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Jason Purrington, Sheriff, met with the board to get approval to purchase 4 Stalker DSR 2X radar units from Applied Concepts. Purrington stated that the state contract pricing would be \$9,616.00, which is the price for three and the fourth is free. Motion by Anderson, second by Stevens, unanimous vote to approve the purchase of 4 Stalker DSR 2X radar units from Applied Concepts for the state contract price of \$9,616.00.

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Kelly Thongvivong, County Coordinator, met with the board to discuss a few items. Thongvivong brought forward a Program Coordinator/TAC job description, a new position in the Sheriff's Department. Thongvivong stated that this position was discussed earlier in the year during budget discussions. Motion by Stevens, second by Gravley, unanimous vote to approve the Program Coordinator/Tac job description as presented.

Motion by Holmen, second by Gravley, unanimous vote to place the position of Program Coordinator/TAC on range 12 of the matrix.

Motion by Gravley, second by Anderson, unanimous vote to post internally and advertise, if necessary, for a full-time Program Coordinator/TAC position.

Motion by Stevens, second by Gravley, unanimous vote to post internally and advertise, if necessary, for a full-time Jailer/Dispatcher if the Program Coordinator/TAC position is filled by promotion of a full-time internal applicant.

Thongvivong informed the board that the Joint Powers Agreement (JPA) for Area II expires on December 31, 2021. Thongvivong provided a revised JPA stating that the only changes to the revised JPA is the dates. Motion by Anderson, second by Stevens, unanimous vote to approve a Joint and Cooperative Agreement for the Continuing Operation of Area II Minnesota River Basin Projects as a Joint Powers Entity under Minnesota Statutes 471.59. The term of this agreement will be from January 1, 2022 to December 31, 2023.

Thongvivong, on behalf of Brad Klassen, presented a request for reimbursement of a late fee that was paid on his second half property taxes. No action was taken.

Motion by Holmen, second by Gravley, unanimous vote to set the 2022 COLA for non-union employees at 3%. This would be the same as union employees.

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Motion by Stevens, second by Gravley, unanimous vote to approve December warrants as follows:

County Revenue Fund	\$ 62,990.19
Long Term Capital Outlay	\$ 6,269.90
County Building Fund	\$ 44.30
Ditch Fund	\$ 45,626.06
Road & Bridge Fund	\$310,032.97
Waste Abatement/SCORE	\$ 7,041.97
Landfill Enterprise Fund	<u>\$ 39,026.14</u>
	\$471,031.53

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Kelly Thongvivong, County Coordinator, informed the board that the joint government meetings will be meeting again in 2022 and asked if the board would like to participate. Decision to participate or not will be left up to the 2022 Chair and Vice Chair.

Chairman Appel led a short discussion on if WOLD Architects & Engineering was needed to come back regarding the LEC remodel and ARP funds.

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The meeting recessed at 5:43 p.m. and reconvened at 6:01 p.m.

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At 6:01 p.m., the Truth in Taxation meeting was held. One member of the public was there to ask questions regarding his CREP land. Chairman Appel stated that the final 2022 budget and 2022 levy will be set at the December 21 meeting.

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There being no further business, the meeting adjourned at 6:09 p.m.

Donna Torkelson, Auditor/Treasurer

Thomas D. Appel, Board Chair

Kelly Thongvivong, County Coordinator