

December 21, 2021
Cottonwood County Board of Commissioners
Regular Meeting
Minutes

The Cottonwood County Board of Commissioners met in regular session on Tuesday, December 21, 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, Jason Purrington, Drew Hage, Tyann Hall-Marcy, Mark Schenk, Alex Schultz, Nick Klisch, Mike Meeks, Jed Rhubee, 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 Gravley, second by Holmen, unanimous vote to approve the minutes of the December 8, 2021 regular meeting.

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Tyann Hall-Marcy, Windom Chamber of Commerce, and Drew Hage, Windom EDA, met with the board to discuss the possibility of putting two kiosks on the Courthouse grounds. Hall stated that the kiosks would be used to get information out to the public about events, local shopping, and entertainment. Hage stated that they are proposing a three-sided kiosk on the southeast corner and a two-sided kiosk on the northwest corner. Hall and Hage would also like to propose putting picnic tables on the Courthouse grounds. After much discussion, no action was taken.

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Alex Schultz, Planning and Zoning Technician, met with the board to get approval of the MPCA Feedlot Program Delegation Agreement Work Plan. Schultz stated that the agreement specifies inspection goals, compliance goals, and registration strategies. Schultz also stated that Feedlot program matching grant amount for 2022 is \$17,922. Motion by Holmen, second by Stevens, unanimous vote to approve the Minnesota Pollution Control Agency County Feedlot Program Delegation Agreement Work Plan for 2022.

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Nick Klisch, Public Works Director, met with the board to discuss a few items. Klisch informed the board that the county oil distributor used for seal coating is at the end of its life. The truck chassis is a 1995 and the oil tank is approximately 1969. Swanston Equipment leases new oil distributors and then after a few years will sell them. Swanston has a 2017 International oil distributor for sale at the present time. Motion by Gravley, second by Anderson, unanimous vote to approve the purchase of a 2017 International Etnyre 2000 for \$135,000 from Swanston Equipment and sell the current distributor later in 2022 for a minimum of \$5,000.

Motion by Anderson, second by Holmen, unanimous vote to transfer \$200,000, of the approved 1.2 million dollar line of credit, from the General Fund to the Landfill for a total amount borrowed-to-date of \$1,000,000.

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Discussion was held regarding the Fiscal Policy for ARP funds. Commissioner Appel, County Attorney Nick Anderson, and Auditor/Treasurer Donna Torkelson will work together on this policy.

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Motion by Anderson, second by Stevens, unanimous vote to allow the County Attorney to enter into a two-year contract with DVHHS for providing Jackson County Child Support services.

Motion by Anderson, second by Gravley, unanimous vote to post and advertise after January 1, 2022, for a full-time Legal Secretary.

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Donna Torkelson, Auditor/Treasurer, asked for blanket approval for paying year-end warrants and also asked that this request be added to the first meeting of the year. Motion by Gravley, second by Holmen, unanimous vote to give blanket approval for 2021 year-end warrants.

Motion by Holmen, second by Stevens, unanimous vote to approve the following 2022 budget adjustments: (1) decrease budget line 01-061-6926 \$347 for a total of \$23,495; (2) increase fund 01-061-6919 \$90 for a total of \$3,600; and (3) set up a budget line for the Judicial Ditch #24 EAW with a budget amount of \$25,000.

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Kelly Thongvivong, County Coordinator, met with the board to discuss a few items. Motion by Anderson, second by Gravley, unanimous roll call vote to approve resolution 21-12-21 "Authorizing county staff to execute all necessary documents to ensure County participation in the multistate settlements relating to opioid distributors and manufacturers, and in the Minnesota Opioids State-Subdivision Memorandum of Agreement, and declaring support for an amendment to Minn. Stat. 256.043, subd. 3(d). (Resolution is on file in the County Coordinator's office.)

Motion by Gravley, second by Holmen, unanimous vote to move Tesla Crowell, Jailer/Dispatcher, to permanent full-time status effective December 28, 2021.

Motion by Holmen, second by Stevens, unanimous vote to extend the temporary part-time custodial position for an additional six months (June 30, 2022).

Chairman Appel asked that it be documented in the minutes the consensus of the board as it pertains to the December 8th discussion on the Department of Corrections (DOC) Joint Powers Agreement (JPA). Consensus of the board is to not move forward with the DOC JPA.

Motion by Holmen, second by Gravley to set Jason Purrington's 2022 salary at \$112,500, an increase of approximately 7%. Voting Aye – Holmen, Gravley, Anderson. Voting Nay – Stevens, Appel. Motion passed.

Motion by Gravley to set Donna Torkelson's 2022 salary at \$93,000, an increase of approximately 12.3%. Motion failed due to lack of a second. Motion by Holmen, second by Gravley, to set Donna Torkelson's 2022 salary at \$89,290, an increase of approximately 7.8%. Voting Aye – Holmen, Gravley, Anderson. Voting Nay – Stevens, Appel. Motion passed.

Motion by Larry to set Kathy Kretsch's 2022 salary at \$80,258, an increase of approximately 7%. Motion failed due to lack of a second. Motion by Gravley, second by Anderson, to set Kathy Kretsch's 2022 salary at \$78,100, an increase of approximately 4%. Voting Aye – Holmen, Gravley, Stevens, Anderson. Voting Nay – Appel. Motion passed.

Motion by Gravley, second by Stevens, unanimous vote to set Nick Anderson's 2022 salary at \$120,649, an increase of approximately 3%.

Motion by Holmen, second by Anderson, to set the 2022 Commissioner salary at \$22,400, an increase of approximately 3%, with the chairman to receive

an additional \$1,200, and the technology supplement at \$60 per month. Voting Aye – Holmen, Stevens, Anderson, Appel. Voting Nay – Gravley. Motion passed.

Motion by Stevens, second by Gravley, unanimous vote to set the 2022 per diems for Commissioners at \$75 per day.

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Motion by Stevens, second by Gravley, unanimous vote to certify the levy for 2022 at \$11,476,575, which is a 3.75% increase from 2021.

Motion by Holmen, second by Anderson, unanimous vote to set the 2022 Revenues and Expenditures by Fund. The total revenues for 2022 are \$23,766,152 and the total expenditures for 2022 are \$23,766,152.

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

County Revenue Fund	\$ 72,961.77
Long Term Capital Outlay	\$ 6,500.00
County Building Fund	\$ 1,724.58
Ditch Fund	\$ 5,589.25
Road & Bridge Fund	\$ 37,751.66
Waste Abatement/SCORE	\$ 8,247.09
Landfill Enterprise Fund	<u>\$ 60,349.97</u>
	\$193,124.32

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Chairman Appel informed the board that we have received notification that we have been selected to receive the Courthouse Window Grant in the amount of \$10,000 from the Minnesota Historical Society. The funds are to be used for hiring a historical architect.

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There being no further business, the meeting adjourned at 11:13 a.m.

Donna Torkelson, Auditor/Treasurer

Thomas D. Appel, Board Chair

Kelly Thongvivong, County Coordinator