

January 4, 2022
Cottonwood County Board of Commissioners
Regular Meeting
Minutes

The Cottonwood County Board of Commissioners met in regular session on Tuesday, January 4, 2022 at 9:00 a.m. at the Cottonwood County Courthouse in Windom, MN. Present for all or portions of the meeting were: Commissioners Larry Anderson, Tom Appel, Donna Gravley, Norm Holmen, Kevin Stevens; County Attorney Nick Anderson, County Coordinator Kelly Thongvivong, Auditor/Treasurer Donna Torkelson, Kathy Marsh, Jessica Welu, Rosemary Bruce-White, Jason Purrington, Nick Klisch, Mark Schenk, and Joel Alvstad.

Commissioner Appel, 2021 Chair, called the meeting to order. The Pledge of Allegiance was recited. Appel asked for nominations for 2022 Board Chair. Motion by Holmen, second by Anderson, unanimous vote to elect Commissioner Gravley and to ask that all nominations cease and to cast a unanimous ballot for Gravley as Board Chair for 2022. Presiding over the remainder of the meeting was Chairman Donna Gravley.

Chairman Gravley asked for nominations for Board Vice-Chair. Motion by Stevens, second by Appel, unanimous vote to elect Commissioner Anderson and to ask that all nominations cease and to cast a unanimous ballot for Anderson as Vice-Chair for 2022.

Motion by Stevens, second by Anderson, unanimous vote to approve the agenda as amended. Motion by Anderson, second by Holmen, unanimous vote to approve the minutes of the December 21, 2021 meeting.

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Rosemary Bruce-White and Jessica Welu, SRDC staff, met with the board to discuss a possible matching of funds to be used towards the development of a regional trails plan for the nine counties of Southwest Minnesota. Bruce-White stated the SRDC (Southwest Regional Development Commission) has applied for a Federal EDA Travel, Tourism, and Outdoor Recreation Program Grant in the amount of \$209,000. Bruce-White stated that the grant requires a 25% match and that SRDC would commit to \$14,800, leaving \$3,000 per each of the nine counties. After much discussion, motion by Anderson to approve resolution 22-01-04 "Resolution in Support of the Southwest Regional Trails Plan and EDA Travel, Tourism, and Outdoor Recreation Program Grant Application." Motion died due to lack of a second.

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Jason Purrington, Sheriff, met with the board to get approval for the OHV Enforcement Grant Program. Purrington stated that he has participated in this program for years. Purrington stated the grant amount is \$2,979 for fiscal year 2022 and \$2,979 for fiscal year 2023, for a total grant of \$5,978. Motion by Holmen, second by Stevens, unanimous vote to approve the OHV Enforcement Grant in the amount of \$5,978 for fiscal year 2022/2023.

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Nick Anderson, County Attorney, met with the board to get approval for the Sheriff and himself to enter into a 2-year IV-D Child Support Arrangement. Motion by Appel, second by Anderson, unanimous vote to authorize the County Attorney, County Sheriff, and Board Chair to sign the 2022/2023 IV-D Child Support

Cooperative Arrangement for Child Support Services in Cottonwood County.

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Donna Torkelson, Auditor/Treasurer, met with the board to review a draft copy of an ARPA Funds Policy. County Attorney Nick Anderson recommended that the board hire a consultant to review the draft policy and to provide their opinion on any expenditures. Motion by Holmen, second by Appel, unanimous vote to hire CliftonLarsonAllen to review the draft ARPA Funds Policy and as a ARPA funds consultant.

Chairman Gravley appointed Commissioner Appel to the ARPA Funds Committee.

Commissioner Appel and Auditor/Treasurer Donna Torkelson informed the board that approximately \$78,000 in 2020 CARES funds may have to be paid back due to procedural issues. Torkelson stated that paperwork has been submitted to clarify the issues and is awaiting a decision.

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Commissioner Gravley led discussion regarding the JD #3 repairs and how the expense of approximately \$310,000 will be repaid. After much discussion, the board decided a ditch repayment policy should be drafted. Auditor/Treasurer Torkelson should contact Attorney John Kolb and other counties for possible sample copies.

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Kelly Thongvivong, County Coordinator, met with the board to discuss many items. Thongvivong updated the board on the Heavy Equipment Operator hire that was approved at the November 30, 2021 work session. Thongvivong stated that Ricky Oeltjenbruns accepted the offer and is tentatively scheduled to start on January 10, 2022.

Motion by Stevens, second by Anderson, unanimous vote to promote Heather Janssen, full-time Jailer/Dispatcher, to the full-time position of Program Coordinator/TAC position on Range 12, Step E (\$24.67). A start date has yet to be determined.

Motion by Appel, second by Holmen, unanimous vote to set the 2022 meeting dates for the 1st & 3rd Tuesday of each month as presented with the exception of December 7; that all meetings will begin at 9:00 a.m. with the exception of June 21 – Board of Equalization and December 7 – Budget Discussion Meeting (TNT) which will be afternoon meetings; and that 12 additional work sessions can be scheduled with no per diems.

Motion by Holmen, second by Stevens, unanimous vote to accept the commissioner assignments for 2022 as presented. (Commissioner Assignment Listing is on file in the County Coordinator’s office.)

Motion by Appel, second by Anderson, unanimous vote to set meal rates for 2022 at \$10.00 for breakfast, \$15.00 for lunch and \$19.00 for evening meal. These amounts include a 20% gratuity.

Motion by Holmen, second by Appel, unanimous vote to set 2022 seasonal wages as follows: \$13.25 – 1st year; \$13.75 – 2nd year; \$14.25 – 3rd year; \$14.75 – 4⁺ years.

Motion by Stevens, second by Appel, unanimous vote to pay Auditor warrants with regular and customary payments for 2022, which might include: payroll and associated payables; utilities; bond payments; contract payments; payment to other government entities; tax settlements; refunds; reissue voids; well sealing; sewer loan contract payments; insurance payments, lease payments, and payments, which if not made, would result in additional penalties, interest or late fees.

Motion by Anderson, second by Holmen, unanimous vote to give blanket approval for year-end 2022 Commissioner Warrants that will be paid after the December 20 board meeting.

Motion by Appel, second by Stevens, unanimous vote to authorize the County Auditor/Treasurer and deputies to make electronic transfers.

Motion by Holmen, second by Anderson, unanimous vote to re-designate official Cottonwood County Depositories as follows: Bank Midwest – Windom; Bank of the West – Windom; United Prairie Bank – Mt. Lake; First Security Bank – Storden; Stifel Nicolaus & Company – St. Louis, MO; Multi-Bank Securities – Southfield, MI; Wells Fargo Advisors – Minneapolis; MN Magic Fund, and Moreton Capital Markets.

Motion by Anderson, second by Stevens, unanimous vote to re-designate official Cottonwood County Brokers as follows: Stifel Nicolaus & Company – St. Louis, MO; Multi-Bank Securities – Southfield, MI; Wells Fargo Advisors – Minneapolis; MN Magic Fund, Moreton Capital Markets, and Bank Midwest-Windom.

Motion by Holmen, second by Stevens, unanimous vote to approve *Cottonwood County Citizen* as the official county newspaper for 2022.

Motion by Holmen, second by Appel, unanimous vote to set the 2022 Contingency Fund for the County Attorney's Office at \$3,000.

Motion by Stevens, second by Anderson, unanimous vote to set the per diem for committee members other than commissioners at \$75 per meeting for 2022.

Motion by Stevens, second by Holmen, unanimous roll call vote to adopt resolution 22-01-04A "Resolution to Use Alternative Method to Disseminate and Receive Bids and Requests." (Resolution is on file in the County Coordinator's office.)

Motion by Holmen, second by Anderson, unanimous vote to allow the Public Works Department to receive and retain electronic bids effective January 1, 2022.

Motion by Holmen, second by Appel, unanimous vote to set the Cottonwood County crop damage rates at \$900/acre for corn and \$600/acre for soybeans for the 2022 growing season.

Motion by Appel, second by Anderson, unanimous vote to allow a one-time, half-price tipping fee of \$31.67/ton plus \$6.67/ton surcharge plus \$5.38 waste tax billed to the cities in Cottonwood County for the use of a city wide clean up in 2022 and allow the Solid Waste Department to pick up mattresses at the city wide events at a charge of \$2 per piece. The pick-up price does not include the \$15 fee for disposal.

Motion by Stevens, second by Anderson, unanimous vote to approve the 2022 Fees Charged by County Offices as presented.

Motion by Anderson, second by Stevens, unanimous vote to set the minimum salaries for full-time elected officials in 2023 as follows: County Attorney - \$50,000;

County Auditor/Treasurer - \$50,000; County Sheriff - \$50,000; and County Recorder - \$38,000.

Motion by Appel, second by Stevens, unanimous vote to transfer the 2017 Ford F150 from Planning and Zoning to Building Maintenance.

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Motion by Holmen, second by Stevens, unanimous vote to approve January warrants as follows:

County Revenue Fund	<u>\$ 12,747.85</u>
	\$ 12,747.85

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Motion by Anderson, second by Appel, unanimous vote to close the meeting at 10:41 a.m. to discuss the offer for parcel number 08.022.0100. Individuals present for the closed session 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, and Nick Klisch.

Motion by Stevens, second by Anderson unanimous vote to open the meeting at 11:03 a.m.

Chairman Gravley appointed Commissioner Holmen and Appel to the 2022 Building Committee.

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There being no further business, the meeting adjourned at 11:04 a.m.

Donna Torkelson, Auditor/Treasurer

Donna L. Gravley, Board Chair

Kelly Thongvivong, County Coordinator