

January 18, 2022
Cottonwood County Board of Commissioners
Regular Meeting
Minutes

The Cottonwood County Board of Commissioners met in regular session on Tuesday, January 18, 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, Representative Rod Hamilton, Irvin Plotz, Kyle Pillatzki, Kelly Smith, Cory Bartsch, Craig Myers, Travis Winters, and Joel Alvstad.

Chairman Gravley called the meeting to order. The Pledge of Allegiance was recited. Motion by Anderson, second by Holmen, unanimous roll call vote to approve the agenda as amended. Motion by Appel, second by Stevens, unanimous roll call vote to approve the minutes of the January 4, 2022 regular meeting.

* * * *

Representative Rod Hamilton met with the board to discuss upcoming legislative issues and to answer questions about concerns the board or members of the public may have.

* * * *

Irvin Plotz met with the board to discuss the possibility of purchasing some trees from a tax forfeiture property in Ann Township. After much discussion, consensus of the board is to sell the property as a tax forfeiture property this year and Plotz can discuss the purchase of trees with the new owner.

* * * *

Kyle Pillatzki, Assistant County Engineer/Solid Waste Administrator, met with the board to discuss a few items. Pillatzki presented bids for the Bridge 17501 Design Contract. The bids are as follows: Alliant - \$198,288.64, BMI - \$95,025.00, Erickson - \$48,312.00, S.E.H. – \$47,580.00, Stonebrooke - \$49,997.00, Widseth - \$49,954.00, WSB - \$159,783.00. Motion by Holmen, second by Stevens, unanimous vote to accept the bid from S.E.H. for the design of Bridge 17501 in an amount not to exceed \$47,580.00.

Pillatzki gave an update on the bridge and road projects planned for the year 2022.

Motion by Anderson, second by Holmen, unanimous roll call vote to adopt resolution 22-01-18 “County Board Support Affirming Cottonwood County’s Support for Fully Funding SCORE Grants to Counties.” (Resolution is on file in the County Coordinator’s office.)

Commissioner Appel led discussion on a letter that was received from the Carson Township Board regarding the replacement of bridge #89563. After discussion, motion by Appel, second by Stevens, unanimous vote to reimburse Carson Township \$500 when bill is received for gravel and reshaping pending Carson Township paying the balance of \$500 owed on the \$20,000 invoiced.

* * * *

Motion by Holmen, second by Anderson, unanimous vote to accept the agreement with Jackson County for legal services.

* * * *

Motion by Holmen, second by Anderson, unanimous vote to have a zero balance of the County Sinking Ditch Fund by the end of January 2024 and make first payment of \$97,271 in January 2022. Payments will be from the General Fund.

Motion by Anderson, second by Appel, unanimous vote to approve the increase of \$122,271.00 on budget line 01-061-6855.

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

Motion by Appel, second by Holmen, unanimous vote to accept the 2022 ditch assessments as submitted by each commissioner.

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

* * * *

Kelly Thongvivong, County Coordinator, met with the board to discuss a few items. Motion by Stevens, second by Appel, unanimous vote to post internally and advertise for a full-time IS Technician.

Motion by Appel, second by Holmen, unanimous vote to move Dolf Svoboda II to permanent full-time status as a Jailer/Dispatcher effective February 1, 2022.

Motion by Anderson, second by Stevens, unanimous vote to accept Todd Dibble's retirement resignation effective April 29, 2022 with appropriate payout of benefits.

Motion by Holmen, second by Appel, unanimous vote to post internally and begin advertising for a full-time (32 hours/week) Veterans Service Officer.

Motion by Stevens, second by Anderson, unanimous vote to allow Sheli Fast, Legal Secretary, to move to the Phased Retirement Option (PRO) after March 19, 2022 and to begin working on a part-time basis.

Motion by Anderson, second by Holmen, unanimous vote to hire Nickolas Nolt as full-time Jailer/Dispatcher, Brandon Rivera as part-time Jailer/Dispatcher, and Caden Wiens as part-time Jailer/Dispatcher, all on Range 11, Step A (\$20.61/hour), pending successful completion of all hiring requirements.

Motion by Stevens, second by Anderson, unanimous vote to allow Tyann Galer to transfer from full-time Jailer/Dispatcher to the full-time Legal Secretary position at the rate of \$22.52 per hour. The date of internal transfer is yet to be determined.

Thongvivong informed the board that the wage of the position of Craig Borsgard, temporary, part-time custodian, needs to be reviewed. Borsgard was hired at the 1st year seasonal rate in 2020 and has stayed at the 1st year rate instead of moving on the range. Motion by Appel, second by Holmen, unanimous vote to move Craig Borsgard, temporary, part-time custodian, to \$14.25 per hour (3rd year seasonal) effective January 17, 2022.

Thongvivong reminded the board that there will a \$20,000 wellness credit from BCBS since we are no longer participating in the Minnesota Healthcare Consortium and asked what the wishes of the board are. Consensus of the board is to have the Wellness Committee present a proposal to the board for the funds.

Motion by Holmen, second by Stevens, unanimous vote to allow the 2021 Board Chairman, Tom Appel, accept and sign the Minnesota Historical and Cultural Heritage Grant Agreement as presented.

Motion by Stevens, second by Appel, unanimous vote to declare that the County offices were officially closed at Noon on January 14, 2022, due to the inclement weather conditions and in accordance with County Policy No. 420.

Motion by Appel, second by Anderson, unanimous vote to accept the resignation from Lonn Engler, full-time Heavy Equipment Operator, effective February 4, 2022, with appropriate payout of benefits.

Motion by Anderson, second by Holmen, unanimous vote to post internally and advertise for the full-time position of Heavy Equipment Operator.

* * * *

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

County Revenue Fund	\$ 98,526.12
Long Term Capital Outlay	\$ 1,359.98
County Building Fund	\$ 213.50
Road and Bridge Fund	\$ 28,859.15
Waste Abatement/Score Fund	\$ 420.00
Landfill Enterprise Fund	\$ 36,253.47
	<u>\$165,632.22</u>

* * * *

There being no further business, the meeting adjourned at 11:42 a.m.

Donna Torkelson, Auditor/Treasurer

Donna L. Gravley, Board Chair

Kelly Thongvivong, County Coordinator