

February 15, 2022  
Cottonwood County Board of Commissioners  
Regular Meeting  
Minutes

The Cottonwood County Board of Commissioners met in regular session on Tuesday, February 15, 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, Kevin Stevens, County Attorney Nick Anderson, County Coordinator Kelly Thongvivong, Auditor/Treasurer Donna Torkelson, Kathy Marsh, Nick Klisch, Gale Bondhus, David Grev, Mike Meeks, Jed Rhubee, Jason Purrington, Tim Evers, Jason Rupp, Ronda Allis, John Crawford, Steve Nasby, Drew Hage, Stan Friesen, Jacob Wollensak, Johnathan Loose, and Joel Alvstad. Commissioner Holmen was absent.

Chairman Gravley called the meeting to order. The Pledge of Allegiance was recited. Motion by Stevens, second by Anderson, unanimous vote to approve the agenda as amended. Motion by Appel, second by Stevens, unanimous vote to approve the minutes of the February 1, 2022 regular meeting.

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Ronda Allis, MnDOT, and John Crawford, KLJ Engineering, met with the board to provide a brief project background, process overview, and proposed implementation plan for the TH60 Corridor in Windom. Allis also asked the board to approve a resolution showing support for the Windom TH60 Corridor Study Implementation Plan. No action was taken on the resolution.

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Drew Hage, Development Director, Windom EDA, met with the board to present a request from Guardian Inn/T&M Development, Inc. for a tax abatement extension. T&M Development, Inc. was approved for a 5 year tax abatement on March 16, 2021. The developer was planning on only one year at the commercial tax rate and not two, so is asking for a one or two year extension. Motion by Stevens to extend the tax abatement one more year for T&M Development. Motion died due to lack of a second.

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Nick Klisch, Public Works Director, met with the board to get approval on the resolutions executing the four grant agreements for the replacement of bridges. Motion by Anderson, second by Appel, unanimous roll call vote to approve resolution 22-02-15 "For Agreement to State Transportation Fund Local Bridge Replacement Program Grant Terms and Conditions SAP 017-598-007." (Bridge No. 17J65) (Resolution is on file in the Coordinator's Office.)

Motion by Stevens, second by Appel, unanimous roll call vote to approve resolution 22-02-15A "For Agreement to State Transportation Fund Local Bridge Replacement Program Grant Terms and Conditions SAP 017-598-008." (Bridge No. 17J63) (Resolution is on file in the Coordinator's Office.)

Motion by Anderson, second by Appel, unanimous roll call vote to approve resolution 22-02-15B "For Agreement to State Transportation Fund Local Bridge Replacement Program Grant Terms and Conditions SAP 017-606-027." (Bridge No. 17J66) (Resolution is on file in the Coordinator's Office.)

Motion by Stevens, second by Appel, unanimous roll call vote to approve resolution 22-02-15C "For Agreement to State Transportation Fund Local Bridge

Replacement Program Grant Terms and Conditions SAP 017-611-017.” (Bridge No. 17J64) (Resolution is on file in the Coordinator’s Office.)

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Donna Torkelson, Auditor/Treasurer, met with the board to discuss a few items. Torkelson brought forward a property in Mountain Lake that has tenants, the owner passed away, and the property will go into tax forfeiture in May. Consensus of the board is to do nothing now and in May look into the eviction process.

Torkelson presented a draft copy of a Coronavirus State and Local Fiscal Recovery Funds Policy and Procedures for approval. Motion by Anderson, second by Stevens, unanimous vote to adopt the Coronavirus State and Local Fiscal Recovery Funds Policy and Procedures as presented.

Motion by Appel, second by Stevens, unanimous roll call vote to adopt resolution 22-02-15E “Election of Standard Revenue Loss of the Coronavirus State and Local Fiscal Recovery Funds.” (Resolution is on file in the Coordinator’s Office.)

Motion by Appel, second by Anderson, unanimous vote to approve the transfer of \$322,054.35 from ARPA funds to the landfill to cover costs incurred between March 3, 2021 and January 11, 2022.

Motion by Appel, second by Stevens, unanimous vote to approve the Mountain Lake Golf Development, Inc. liquor license renewal.

Torkelson and Commissioner Appel updated the board on the 2020 census and how it affected districting in Cottonwood County. Torkelson stated that the City of Windom will not be changing the precincts and wards. Appel stated that due to the census numbers, Great Bend Township should move from Commissioner Gravley, District 3, to Commissioner Anderson, District 1. Motion by Stevens, second by Appel, unanimous vote to approve that the Auditor/Treasurer publish a notice of intent to redistrict and to write a Commissioner Plan.

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Kelly Thongvivong, County Coordinator, met with the board to discuss a few items. Motion by Anderson, second by Stevens, unanimous vote to post internally and then advertise for an Appraiser position.

Motion by Stevens, second by Appel, unanimous vote to accept the resignation from Austin Crowell, full-time Heavy Equipment Mechanic, effective March 10, 2022, with appropriate payout of benefits. Thongvivong noted that she had prior approval from the Board Chair to start posting and advertising for this position.

Motion by Anderson, second by Appel, unanimous vote to accept the resignation from Connor Braaksma, part-time Jailer/Dispatcher, effective February 12, 2022, with appropriate payout of benefits.

Motion by Appel, second by Stevens, unanimous vote to hire Doug Jones as Heavy Equipment Operator on Step 10, Range D (\$21.44) of the pay matrix pending successful completion of all hiring requirements.

Motion by Stevens, second by Anderson, unanimous vote to move Kelly Smith, Director of Information Systems, to permanent full-time status effective February 28, 2022.

Motion by Anderson, second by Appel, unanimous vote to allow Doug Jones, Heavy Equipment Operator, up to 16 hours of unpaid leave for 2022.

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Jason Purrington, Sheriff, met with the board to discuss a few items. Motion by Appel, second by Anderson, unanimous vote to accept the Safe and Secure Courthouse Initiative Grant Agreement with an expiration date of June 30, 2024, and to allow Sheriff Purrington to sign on behalf of Cottonwood County.

Purrington presented a quote for leasing 8 body cameras and 2 squad car cameras from Mototola Solutions in the amount of \$11,454.80 per year for 5 years. Purrington stated that according to State Statute there has to be a time period for public comment for the body worn cameras and that a notice was placed on the Sheriff's page of the county website and it was posted on the February 15 agenda. No comment has been heard to date. Motion by Anderson, second by Stevens, unanimous vote to approve the quote from Mototola Solutions in the amount of \$11,454.80 for the 5 year lease of 8 body cameras and 2 squad car cameras.

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Jacob Wollensak and Jonathan Loose, WOLD Architects and Engineers, met with the board to give a final report presentation on the jail assessment that was conducted. No action was taken.

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Motion by Appel, second by Stevens, unanimous vote to approve February warrants, as follows:

County Revenue Fund	\$ 15,925.91
Long Term Capital Outlay	\$ 653.00
County Building Fund	\$ 245.00
Agency Fund	\$ 73.98
Road and Bridge Fund	\$ 33,339.03
Waste Abatement/Score Fund	\$ 1696.98
Landfill Enterprise Fund	<u>\$ 15,784.84</u>
	\$ 67,718.74

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Kelly Thongvivong, County Coordinator, led discussion regarding the full-time position of Veteran Service Officer being hired at 32 hours. Thongvivong asked if the board wanted the position to be considered full-time for benefits and accruals or if they should be pro-rated. Consensus of the board is that if the position is 32 hours, then benefits and accruals should be pro-rated.

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Commissioner Appel updated the board on the 9<sup>th</sup> Street Public Health building's furnace and air conditioning. Appel stated there are two furnaces and AC units on the roof of the building and the south one is not working. After much discussion, consensus of the board is to move forward with the emergency purchase of a replacement.

Commissioner Anderson gave an update on the MRC Legislative updates.

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

Donna Torkelson, Auditor/Treasurer informed the board that the viewers report for the redetermination of benefits for JD#10 has been received and that dates for the landowner meetings and final hearing need to be set. Motion by Appel,

second by Stevens, unanimous vote to tentatively set the JD10 landowner meeting for March 4, 2022 at the Law Enforcement Center and to set the Final Hearing for the JD10 Redetermination of Benefits for March 29, 2022 at 9:00 a.m. at the Law Enforcement Center.

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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There being no further business, the meeting adjourned at 12:31 p.m.

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Donna Torkelson, Auditor/Treasurer

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Donna L. Gravley, Board Chair

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Kelly Thongvivong, County Coordinator