

March 1, 2022
Cottonwood County Board of Commissioners
Regular Meeting
Minutes

The Cottonwood County Board of Commissioners met in regular session on Tuesday, March 1, 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, Norman Holmen, Donna Gravley, Kevin Stevens, County Attorney Nick Anderson, County Coordinator Kelly Thongvivong, Auditor/Treasurer Donna Torkelson, Kathy Marsh, Drew Hage, Tyann Marcy-Hall, Jed Rhubee, Nick Klisch, Rocky Kolar, Levi Brummer, Brent Schroeder, Kenneth Sell, Jeremy Curry, Roger Ambrose, Kelly Brown, Alex Yonker, Andy Tjentland, Joey Vought, Mike Meeks, Gale Bondhus, Dave Grev, Jason Purrington, and Joel Alvstad.

Chairman Gravley called the meeting to order. The Pledge of Allegiance was recited. Motion by Anderson, second by Holmen, unanimous vote to approve the agenda as amended. Motion by Stevens, second by Appel, unanimous vote to approve the minutes of the February 15, 2022 regular meeting.

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Tyann Hall-Marcy, Windom Chamber of Commerce, and Drew Hage, Windom EDA, met with the board for follow up discussion on a potential kiosk project on the Courthouse lawn. Marcy presented a diagram of what the kiosk would look like and where on the Courthouse lawn it would be placed. Marcy estimated the total cost to be \$3,825, with the county's portion not to exceed \$1,274.95. Motion by Stevens, second by Gravley, to approve the kiosk project and the county's expense of \$1,274.95. Voting Aye – Stevens, Gravley. Voting Nay – Appel, Holmen, Anderson. Motion failed.

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Jed Rhubee, Public Works Superintendent, met with the board to discuss a few items. Rhubee informed the board that he received two applications for the Talcot Camp Host position. Rhubee would recommend Bekah Saffert as she has been the camp host in the past and has heard positive feedback. Motion by Holmen, second by Anderson, unanimous vote to approve Bekah Saffert for the 2022 Talcot Camp Host.

Rhubee also presented the 2022-2024 mowing bids. Motion by Anderson, second by Stevens, unanimous vote to award the 2022-2024 mowing contract to the low bidder D&D Ranch, LLC, in the amount of \$10,625.00 per year. (Bid summary is on file in the County Coordinator's office.)

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Nick Klisch, Public Works Director, met with the board to discuss a few items. Motion by Holmen, second by Anderson, unanimous vote to approve the FY 2022 Landfill Services Agreement with SEH, Inc. in an amount not to exceed \$25,070.

Klisch presented and reviewed a 5-Year Construction Plan and Bridge Replacement Priority List. Motion by Appel, second by Stevens, unanimous vote to approve resolution 22-03-01A "Creating Prioritized Bridge Replacement List." (Resolution is on file in the County Coordinator's office).

Motion by Anderson, second by Holmen, unanimous vote to approve the 5-year Construction Plan as presented.

Klisch presented a Stonebrooke Master Client Agreement Work Order for

approval. Klisch explained that the work order is for 9 Hydraulic Studies to be completed in 2022. Motion by Stevens, second by Holmen, unanimous vote to approve the Stonebrooke Master Client Agreement Work Order for 9 Hydraulic Studies to be completed in 2022 in an amount not to exceed \$14,863.00.

Klisch informed the board that due to the existing labor markets for Heavy Equipment Operators, two new employees were hired at higher wages than two existing employees. Klisch stated that he recommends that Levi Brummer move from Step B - \$20.21 to Step E - \$22.08 and Jeremy Curry move from Step D - \$21.44 to Step E - \$22.08. After discussion, motion by Gravley, second by Stevens, unanimous vote to move Levi Brummer and Jeremy Curry to Step E - \$22.08 on the 2022 wage matrix effective February 28, 2022.

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Motion by Appel, second by Stevens, unanimous vote to approve the signing of the Grant Proceed Disbursal Agreement between Greater Blue Earth River Basin Alliance (GBERBA) and Cottonwood County.

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Donna Torkelson, Auditor/Treasurer, added two items to the agenda. Torkelson stated that she would like approval to enter in to the 2021 Audit Agreement. Motion by Anderson, second by Appel, unanimous vote to approve entering into the Audit Agreement with the Office of the State Auditor for the 2021 audit.

Torkelson asked for approval of the Board Ratification to the Agreement to Provide Professional Services between Minnesota Counties Computer Cooperative (MnCCC) and TriMin Systems, Inc. for IFS Program Support. Torkelson stated that there would be a 4.75% increase each year for two years. Motion by Stevens, second by Holmen, unanimous vote to allow the Board Chairman to sign the Board Ratification Statement for the Professional Services Agreement between TriMin Systems Inc. and the Minnesota Counties Computer Cooperative effective January 1, 2022 through December 31, 2024.

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Kelly Thongvivong, County Coordinator, met with the board to discuss a few items. Motion by Holmen, second by Anderson, unanimous vote to advertise for 10 seasonal positions for the Public Works Department for the 2022 season.

Thongvivong brought forward the TH60 Corridor Study Implementation Plan resolution from the February 15th meeting for the board's consideration. After discussion, no action was taken.

Motion by Anderson, second by Appel, unanimous vote to promote Caden Wiens, part-time Jailer/Dispatcher, to full-time Jailer/Dispatcher effective March 14, 2022.

Motion by Holmen, second by Stevens, unanimous vote to hire Mitchell Chmielewski as Veterans Service Officer at 32 hours/week on Range 15, Step B (\$27.28/hour) after successful completion of all hiring requirements.

Thongvivong led discussion regarding a sub-committee to work on updating the wage matrix. Thongvivong's recommendation is to keep the sub-committee from 2020 of Kevin Stevens, Tom Appel, and herself. Chairman Gravley asked that the sub-committee meet to work on the wage matrix.

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Commissioner Holmen gave an update on Primewest and the February 28th Zoom meeting with Nuvera regarding broadband in Cottonwood County.

Commissioner Appel informed the board that DVHHS buildings in Cottonwood County needs to be moved up the priority list.

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

County Revenue Fund	\$ 9,951.64
Long Term Capital Outlay	\$ 2,870.96
County Building Fund	\$ 91.72
Road and Bridge Fund	\$ 15,987.82
Waste Abatement/Score Fund	\$ 1,057.73
Landfill Enterprise Fund	<u>\$ 9,647.68</u>
	\$ 39,607.55

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Motion by Anderson, second by Stevens, unanimous vote to close the meeting at 10:37 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 Anderson, second by Appel, unanimous vote to open the meeting at 11:02 a.m.

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Motion by Stevens, second by Holmen, unanimous vote to accept the Purchase Agreement between Gene and Donna Pankonin and Cottonwood County for 19.793+/- acres of parcel 08.022.0100.

Motion by Appel, second by Anderson, unanimous vote to sign and submit the Petition of Annexation to the City of Windom for 19.793+/- acres of parcel 08.022.0100 but reserve the right to withdraw the Petition of Annexation if the Conditional Use Permit for the Public Works building is denied.

Motion by Appel, second by Stevens, unanimous vote to authorize the Public Works Director to get a parcel survey completed of the portion of property 08.022.0100 that Cottonwood County is purchasing.

Motion by Holmen, second by Anderson, unanimous vote to allow the Board Chair to sign the Conditional Use Permit for the Public Works building that will be built on that portion of parcel 08.022.0100 that Cottonwood County is purchasing.

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

Donna Torkelson, Auditor/Treasurer

Donna L. Gravley, Board Chair

Kelly Thongvivong, County Coordinator