

July 19, 2022  
Cottonwood County Board of Commissioners  
Regular Meeting  
Minutes

The Cottonwood County Board of Commissioners met in regular session on Tuesday, July 19, 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, Norman Holmen, Donna Gravley, Kevin Stevens, Tom Appel, County Coordinator Kelly Thongvivong, Auditor/Treasurer Donna Torkelson, Kathy Marsh, Gale Bondhus, Jason Purrington, Jason Rupp, Dan Quade, Mark Schenk, Nick Klisch, Kyle Pillatzki, Michelle Baumhoefner, Brenda Skrove, and Joel Alvstad.

Chairman Gravley called the meeting to order. The Pledge of Allegiance was recited. Motion by Holmen, second by Stevens, unanimous vote to approve the agenda as amended. Motion by Anderson, second by Appel, unanimous vote to approve the minutes of the July 5, 2022, regular meeting.

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Michelle Baumhoefner and Brenda Skrove, A.C.E., met with the board to give an update on A.C.E. programs and volunteers in 2021 and what programs are being conducted in 2022. Baumhoefner informed the board that in 2021 Cottonwood County had 146 volunteers that put in a total of 17,461 hours at 31 volunteer stations.

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Kyle Pillatzki, Solid Waste Administrator, met with the board to get approval for a digital app and push notification tool named RECollect. Pillatzki stated that he would like to expand recycling education with this app. Pillatzki also stated that there would be an annual fee for the subscription of approximately \$9,000 per year. Motion by Stevens, second by Anderson, unanimous vote to move forward with a one year contract with Routeware for the RECollect app in the amount of \$9,151.35.

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

Donna Torkelson, Auditor/Treasurer, stated that the Redetermination of Benefits has been completed on JD #3 and that dates need to be set for landowner meetings and a final hearing. Motion by Holmen, second by Anderson, unanimous vote to set the JD #3 landowner meetings for August 5 at the Law Enforcement Center and to set the JD#3 final hearing date as August 30 at 8:00 a.m. in the Commissioner's Room of the Courthouse.

Commissioner Holmen led discussion regarding the possible creation of a new ditch from the splitting of JD #10. Holmen stated he will bring a board request to the next board meeting.

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

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Jason Purrington, Sheriff, met with the board to discuss the purchase of a trailer for hauling the off highway vehicle. Purrington stated that Cottonwood County received a \$5,598 OHV Grant for 2021-2023 that would be used for this purchase and the balance would come from the Sheriff's Office Long Term fund. Purrington presented two quotes: Miller-Sellner – Triton Aluminum Trailer - \$7,410.00 and Zac's

Trailer Sales – Aluma Landscape Trailer - \$8,725.00. Motion by Anderson, second by Holmen, unanimous vote to accept the quote from Miller-Sellner for the Triton Aluminum Trailer in the amount of \$7,410.

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Kelly Thongvivong, County Coordinator, met with the board to discuss a few items. Motion by Holmen, second by Stevens, unanimous vote to hire Rebecca Ellingson as part-time Jailer/Dispatcher after successful completion of all hiring requirements.

Motion by Anderson, second by Stevens, to re-instate Tessla Crowell as full-time Jailer/Dispatcher and move her to Step E (\$23.20) on the 2022 matrix effective July 18, 2022. Voting Aye – Stevens, Anderson, Holmen, Gravley. Voting Nay – Appel. Motion passed.

Thongvivong informed the board that there are three lease agreements that will expire on December 31, 2022 and need to be re-evaluated for 2023 budgeting purposes. After discussion, motion by Holmen, second by Stevens, unanimous vote to set the lease rate for the City of Windom (Windom Police Department) at \$2,050/month for 2023 and to increase the DVHHS Public Health and Human Services lease rates 5% each for 2023.

Thongvivong informed the board that SW/WC has requested to use approximately 265 square feet of office space at the N71 Building until June 30, 2023. Motion by Stevens, second by Anderson, unanimous vote to approve a lease with SW/WC, covering the period of August 1, 2022 through June 30, 2023, for approximately 265 square feet of office space at the N71 Building at a rate of \$15 per square foot (\$3,975/year or \$331.25/month).

Thongvivong and Mark Schenk, Building Operations Manager, updated the board on the condition of the shingles on the Courthouse. Schenk explained that a claim was submitted to MCIT for missing shingles and that the remaining shingles are in bad condition. Schenk stated that he is in the process of getting estimates for the possible replacement of all shingles.

Motion by Holmen, second by Stevens, unanimous roll call vote to approve resolution 22-07-19 “Objection to 2023 Minnesota Department of Human Services Selection of Participating Health Plans.” (Resolution is on file in the County Coordinator’s office)

Personnel Policy Numbers 335 – 365 were reviewed.

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Motion by Anderson, second by Appel, unanimous roll call vote to approve July warrants, as follows:

County Revenue Fund	\$ 25,821.02
Long Term Capital Outlay	\$ 5,854.39
County Building Fund	\$ 376.70
Ditch Fund	\$ 974.82
Taxes & Penalties Fund	\$ 292.50
Agency Fund	\$ 100.00
Road and Bridge Fund	\$164,717.00
Waste Abatement/Score Fund	\$ 272.00
Landfill Enterprise Fund	<u>\$ 18,786.94</u>
	\$217,195.37

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Commissioner Gravley updated the board on a UCAP meeting she attended. Commissioner Anderson gave an update on the Broadband Committee meeting he attended on July 18.

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Motion by Holmen, second by Stevens, unanimous vote to close the meeting at 11:34 a.m. to discuss strategy for upcoming labor negotiations. Present for the closed session were: Norm Holmen, Donna Gravley, Kelly Thongvivong, Larry Anderson, Kevin Stevens, Tom Appel, Donna Torkelson, and Kathy Marsh.

Motion by Stevens, second by Holmen, unanimous vote to open the closed session at 12:25 p.m.

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There being no further business, the meeting adjourned at 12:25 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