

August 2, 2022
Cottonwood County Board of Commissioners
Regular Meeting
Minutes

The Cottonwood County Board of Commissioners met in regular session on Tuesday, August 2, 2022, at 9:00 a.m. at the Cottonwood County Courthouse in Windom, MN. Present for all or portions of the meeting, in person or via MSTeams were: Commissioners Larry Anderson, Norman Holmen, Donna Gravley, Kevin Stevens, Tom Appel, County Attorney Nick Anderson, County Coordinator Kelly Thongvivong, Auditor/Treasurer Donna Torkelson, Kathy Marsh, Gale Bondhus, Nick Klisch, Kyle Pillatzki, Alex Schultz, Paul Johnson, Robert Bjorklund, Ann Goering, and Joel Alvstad.

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 Holmen, second by Appel, unanimous vote to approve the minutes of the July 19, 2022, regular meeting.

* * * *

Alex Schultz, Planning and Zoning Technician, met with the board to discuss a few items. Schultz informed the board that he has received a grant application from the City of Mountain Lake to use \$20,000 Aquatic Invasive Species (AIS) funds for the weed harvesting project. \$15,000 would be for future replacement of the weed harvester and \$5,000 would be for operations. Motion by Appel, second by Anderson, unanimous vote to approve the Grant Application request from the City of Mountain Lake for \$20,000 Aquatic Invasive Species funds for the weed harvesting project.

Schultz also updated the board on the AIS billboards and stated that the billboard contract is due and the amount has increased \$100 to a total of \$890 for both billboards. Motion by Holmen, second by Stevens, unanimous vote to allow the Planning and Zoning Technician to sign a one-year contract for the two Aquatic Invasive Species billboards in the amount of \$890 per month.

* * * *

Kyle Pillatzki, Solid Waste Administrator, met with the board to get approval to advertise the Request for Bids for County Wide Residential and Commercial Recycling Services document. Pillatzki stated that the current contract expires December 31, 2022. Motion by Anderson, second by Stevens, unanimous vote to approve advertising the Request for Bids for County Wide Residential and Commercial Recycling Services with a deadline of 1:00 p.m. on September 2, 2022.

* * * *

Nick Klisch, Public Works Director, met with the board to get approval for the purchase of three pickups. Klisch presented one state bid for the parks pickup and stated he was waiting on other state bids for a crew cab and an extended cab. The state bid presented was from Midway Ford Commercial for a 2023 F-150 4x4 Crew Cab in the amount of \$42,436.76. Motion by Holmen, second by Stevens, unanimous vote to purchase the state bid 2023 Ford F-150 4x4 Crew Cab from Midway Ford Commercial in the amount of \$42,436.76; to purchase a 2023 Crew Cab in the amount not to exceed \$48,000 off of state bid, to purchase a 2023 Extended Cab in the amount not to exceed \$45,000 off of state bid, and to allow the Public Works Department to sell the Parks 2008 F-250 and 2001 Chevy extended

cab and Engineering's 2016 GMC 1500 Crew Cab. The pickup purchased for Parks will be paid for from the Parks Long Term account and all vehicles will be paid from the 2023 budget.

* * * *

Donna Torkelson, Auditor/Treasurer, updated the board on the 10 tax forfeiture wooded lots. Torkelson informed the board that the DNR has informed her that the minimum bids need to be reset on the 6 lots in Westbrook Township and the 4 lots in Ann Township. The DNR also stated that they will purchase the 4 lots in Ann Township for an amount of \$44,740.40. Torkelson stated that the process for setting minimum bids will have to be done again in October, which will push the tax forfeiture auction into December.

Torkelson informed the board that a Joint Powers Agreement (JPA) for Recount Process needs to be signed for the Primary in August and the General Election in November. Motion by Anderson, second by Holmen, unanimous vote to allow the Auditor/Treasurer to sign the Joint Powers Agreement for Recount Process between the State of Minnesota/Secretary of State and Cottonwood County.

* * * *

Motion by Anderson, second by Appel, unanimous vote to allow Nick Klisch, Public Works Director, to sign the Schoper-Bush Operations and Maintenance Observations Checklist.

* * * *

Donna Gravley, Commissioner, led discussion on county credit cards. Gravley stated that the Auditor/Treasurer, County Coordinator, and herself met to discuss options. After discussion, the topic of credit cards and the credit card user agreement will be brought back to the August 16 meeting.

* * * *

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

Commissioner Holmen stated that Bill Moldestad, Ditch Viewer, John Kolb, Attorney, the Auditor/Treasurer, Commissioner Anderson, himself, and numerous landowners attended an informal meeting on August 1 to discuss the dividing of Judicial Ditch #10. Holmen stated that it has been learned that there was a concrete blockage placed in JD#10 back in the 1950's. Landowners are requesting the system be separated into another ditch system from the blockage north. Holmen then presented a resolution of intent to initiate proceedings to divide JD#10. Motion by Holmen, second by Anderson, unanimous roll call vote to adopt Resolution of Intent to Initiate Proceedings to Divide JD#10 and to set the public hearing for 9:05 a.m. on Tuesday, September 20, 2022.

Commissioner Anderson asked for an update on the status of the Ditch Inspector position.

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

* * * *

Paul Johnson, Emergency Management Director, met with the board to get approval for two emergency declarations. Johnson stated that preliminary damage assessments were conducted on both the June 13th storm and July 5th storm and thresholds were met; however, the deadline for the June 13th storm has passed so

an extension has been requested. Motion by Anderson, second by Appel, unanimous roll call vote to adopt resolution 22-08-02 “Declaring a State of Emergency.” (Resolution is on file in the County Coordinator’s office.)

Motion by Holmen, second by Anderson, unanimous vote to approve the Board Chair to sign a letter to Governor Walz regarding the June 13, 2022 storm damage.

Motion by Anderson, second by Appel, unanimous roll call vote to adopt resolution 22-08-02A “Declaring a State of Emergency” and to allow the Board Chair to sign a letter to Governor Walz regarding the July 5, 2022 storm damage. (Resolution is on file in the County Coordinator’s office.)

* * * *

Kelly Thongvivong, County Coordinator, met with the board to discuss a few items. Motion by Appel, second by Stevens, unanimous vote to move Kevin Grunewald, full-time Solid Waste Technician, to permanent full-time status effective August 15, 2022.

Motion by Anderson, second by Holmen, unanimous vote to move Dolf Svoboda, II, from full-time to part-time Jailer/Dispatcher effective August 1, 2022.

Motion by Stevens, second by Appel, unanimous vote to promote Tatum Paulson from part-time to full-time Jailer/Dispatcher effective August 1, 2022.

* * * *

Motion by Anderson, second by Stevens, unanimous vote to close the meeting at 10:29 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, Robert Bjorklund, and Ann Goering.

Motion by Anderson, second by Stevens, unanimous vote to open the closed session at 12:22 p.m.

* * * *

Personnel Policy Numbers 370 – 396 were reviewed.

* * * *

Motion by Gravley, second by Stevens, unanimous roll call vote to approve August warrants, as follows:

County Revenue Fund	\$ 9,204.18
County Building Fund	\$ 708.09
Taxes & Penalties Fund	\$ 65.37
Road and Bridge Fund	\$ 31,518.06
Waste Abatement/Score Fund	\$ 1,285.00
Landfill Enterprise Fund	<u>\$ 39,834.23</u>
	\$ 82,614.93

* * * *

Kelly Thongvivong, County Coordinator, wanted to confirm with the board that the per diems and mileage expenses for the Broadband Committee should be paid from ARPA funds. Consensus of the board is that Broadband Committee expenses should be paid out of ARPA funds.

* * * *

Commissioner Appel gave updates on the Courthouse windows, new Public Work site, DVHHS, and Vinyl Chloride at the Landfill.

Chairman Gravley led discussion on the budget process and that budget discussions should start at the August 16th board meeting.

* * * *

There being no further business, the meeting adjourned at 1:01 p.m.

Donna Torkelson, Auditor/Treasurer

Donna L. Gravley, Board Chair

Kelly Thongvivong, County Coordinator