

January 17, 2023
Cottonwood County Board of Commissioners
Regular Meeting
Minutes

The Cottonwood County Board of Commissioners met in regular session on Tuesday, January 17, 2023, 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, Kathy Marsh, Jed Rhubee, Jason Purrington, Jenny Quade, and Joel Alvstad.

Chairman Anderson 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 Appel, second by Holmen, unanimous vote to approve the minutes of the January 6, 2023, regular meeting. Motion by Stevens, second by Gravley, unanimous vote to approve the minutes of the January 10, 2023, special meeting.

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Jenny Quade, Probation Career Agent, met with the board to get approval to apply for a Remote Electronic Alcohol Monitoring (REAM) Grant. Quade stated this grant funding could greatly assist those low-income alcohol offenders the ability to afford the monitoring equipment. Quade stated that \$6,000 would be applied for, for the 24 month period of July 1, 2023 through June 30, 2025, and would be run through the County Attorney's office budget. Motion by Holmen, second by Appel, unanimous vote to approve applying for the REAM Program Grant through the Minnesota Department of Corrections.

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Motion by Gravley, second by Stevens, unanimous vote to accept the bid from Citizen Publishing for the official county newspaper for 2023.

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

Motion by Holmen, second by Appel, unanimous vote to approve the ditch levies as presented by each ditch district.

Motion by Appel, second by Holmen, unanimous vote to make a second payment of \$97,271 to the sinking ditch fund leaving one payment left to zero out the account.

Motion by Gravley, second by Stevens, unanimous vote to make the second of five payments to JD #3.

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

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Larry Anderson, Chairman, led discussion on salary adjustments requested by the County Attorney for himself and the Assistant County Attorney. No action was taken.

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Kelly Thongvivong, County Coordinator, met with the board to discuss several items. Thongvivong led discussion regarding further compensation for the grant work done for the Courthouse windows. Motion by Holmen, second by Stevens,

unanimous vote to issue a payment of \$595 to Jim Schmidt upon receiving an invoice for work done on the Courthouse Window Grant.

Motion by Gravley, second by Stevens, unanimous vote to move Heather Janssen, Program Coordinator/TAC, to permanent full-time status effective January 17, 2023.

Motion by Holmen, second by Appel, unanimous vote to move Nickolas Nolt, Jailer/Dispatcher, to permanent full-time status effective January 31, 2023.

Motion by Stevens, second by Gravley, unanimous roll call vote to extend Caden Wien's (Jailer/Dispatcher) probationary period an additional year to February 2, 2024.

Motion by Gravley, second by Stevens, unanimous vote to hire Daniel Riordan for the Heavy Equipment Operator position on Range 10, Step 4 (\$23.38/hour) of the 2023 wage matrix upon successful completion of all hiring requirements.

Motion by Holmen, second by Gravley, unanimous vote to approve the submission of the 2022 Pay Equity Report to the State of Minnesota before January 31, 2023.

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

County Revenue Fund	\$ 16,063.41
Ditch Fund	\$ 3,370.58
Road and Bridge Fund	\$ 41,228.47
Waste Abatement/Score Fund	\$ 20,585.39
Landfill Enterprise Fund	<u>\$ 5,991.96</u>
	\$ 87,239.81

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Kelly Thongvivong, County Coordinator, led discussion on the supervision of the Building and Maintenance Worker at the Law Enforcement Center. Thongvivong stated that the County Sheriff is the supervisor now, yet there is a Building Operations Manager. Motion by Stevens, second by Gravley, unanimous vote that all Buildings and Grounds Worker positions will be supervised by the Building Operations Manager.

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Commissioner Appel gave a legislative update.

Commissioner Stevens led discussion on the Veterans Services Officer's (VSO) request to change his hours from 32 hours per week to 40 hours per week. Consensus of the board is for the VSO to attend the next board meeting to justify the increase in hours.

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There being no further business, the meeting adjourned at 10:20 a.m.

Donna Torkelson, Auditor/Treasurer

Larry Anderson, Board Chair

Kelly Thongvivong, County Coordinator