

February 21, 2023
Cottonwood County Board of Commissioners
Regular Meeting
Minutes

The Cottonwood County Board of Commissioners met in regular session on Tuesday, February 21, 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, Kevin Stevens, Donna Gravley, County Attorney Nick Anderson, County Coordinator Kelly Thongvivong, Auditor/Treasurer Donna Torkelson, Kathy Marsh, Nick Klisch, Kyle Pillatzki, Gale Bondhus, David Grev, Jason Purrington, Mitchell Chmielewski, and Joel Alvstad. Commissioner Appel and Commissioner Holmen were absent.

Chairman Anderson called the meeting to order. The Pledge of Allegiance was recited. Motion by Stevens, second by Gravley, unanimous vote to approve the agenda as amended. Motion by Gravley, second by Stevens, unanimous vote to approve the minutes of the February 7, 2023, regular meeting.

* * * *

Mitchell Chmielewski, Veterans Service Officer, led further discussion regarding his office hours. Chmielewski stated that Veterans Services is offering more programs for Viet Nam Vets and for Gulf War Vets and expects his office to become busier. Motion by Gravley, second by Stevens, unanimous vote to make the Veterans Service Officer position a 40-hour per week position and change the office hours to Monday-Thursday 6:00 a.m. to 4:30 p.m., effective March 13, 2023. Chmielewski should return in 6 months and report to the board on how the new office hours are working.

* * * *

Nick Klisch, Public Works Director, and Kyle Pillatzki, Assistant Engineer/Solid Waste Administrator, met with the board to discuss a few items. Pillatzki presented the bids that were received for leasing the Landfill Farmland property. Bids were as follows: Darelyn Harrington - \$16,551/year, Hallie Will - \$12,000/year, Wyatt Bloch - \$12,800/year, and Dodge Byam - \$13,500/year. Motion by Gravley, second by Stevens, unanimous vote to award Darelyn Harrington the three-year Landfill Farmland lease at \$16,551 per year.

Klisch requested approval to send up to three employees (Maintenance Superintendent, Lead Mechanic, and Assistant County Engineer) to the ConExpo in Las Vegas. Klisch stated the cost will be approximately \$1,500 per employee. Motion by Stevens, second by Gravley, unanimous vote to approve out-of-state travel for up to three Public Works employees to attend the ConExpo in Las Vegas, March 14-18, 2023.

* * * *

Kelly Thongvivong, County Coordinator, met with the board to discuss a few items. Motion by Gravley, second by Stevens, unanimous vote to approve advertising for six seasonal positions for the Public Works Department for the 2023 summer season.

Motion by Gravley, second by Stevens, unanimous vote to hire Alfredo Martinez as part-time Jailer/Dispatcher after successful completion of all hiring requirements.

Motion by Stevens, second by Gravley, unanimous vote to declare that the County offices were officially closed until 10:00 a.m. on February 15, 2023, due to the inclement weather conditions and in accordance with County Policy No. 420.

Motion by Gravley, second by Stevens, unanimous vote to approve the personnel policy changes as presented and to allow posting for a 30-day comment period.

* * * *

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

| | |
|----------------------------|--------------------|
| County Revenue Fund | \$ 17,314.39 |
| Ditch Fund | \$ 34.06 |
| Road and Bridge Fund | \$132,357.51 |
| Waste Abatement/Score Fund | \$ 16,031.62 |
| Landfill Enterprise Fund | <u>\$ 8,456.20</u> |
| | \$174,193.78 |

* * * *

Commissioner Anderson led further discussion, from last fall, regarding the county credit cards and Department Heads getting a credit card for their office, if they want one. After discussion, motion by Gravley, second by Stevens, unanimous vote to increase the limits on the two \$1,000 credit cards to \$3,000 and give one card to the Assessor’s office and one card to the Auditor/Treasurer’s office. The credit card statements will still be given to the County Coordinator’s office before being given to the appropriate office for receipt attachment and payment.

* * * *

There being no further business, the meeting adjourned at 9:35 a.m.

Donna Torkelson, Auditor/Treasurer

Larry Anderson, Board Chair

Kelly Thongvong, County Coordinator