

March 7, 2023
Cottonwood County Board of Commissioners
Regular Meeting
Minutes

The Cottonwood County Board of Commissioners met in regular session on Tuesday, March 7, 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, Tom Appel, Norm Holmen, Kevin Stevens, Donna Gravley, County Attorney Nick Anderson, County Coordinator Kelly Thongvivong, Auditor/Treasurer Donna Torkelson, Kathy Marsh, Nick Klisch, Kyle Pillatzki, Tom White, Mike Johnson, Simone Bolin, 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 Gravley, second by Stevens, unanimous vote to approve the minutes of the February 21, 2023, regular meeting.

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Nick Klisch, Public Works Director, and Kyle Pillatzki, Assistant County Engineer/Solid Waste Administrator, met with the board to discuss a few items. Pillatzki presented an Agreement for Professional Services from SEH, Inc. to study the feasibility of different alternatives after cell 8 is completed. Pillatzki stated that cell 8 could be full within the next 10 years and there is no plan beyond that for the future of the landfill. Motion by Gravley, second by Holmen, unanimous vote to enter into the Agreement for Professional Services with SEH, Inc. for a landfill feasibility study in the amount of \$34,200.

Klisch stated that two bids were received for the mowing contract. Klisch stated that one bid was a partial bid and the second bid was too high. Motion by Holmen, second by Stevens, unanimous vote to reject all bids for contract mowing and re-advertise.

Klisch presented bids for Project 017-592-001, the reconstruction of 480th Avenue in Great Bend Township. Bids were as follows: Towne & Country Excavating, Inc. - \$459,885.30, R&E Enterprises of Mankato, Inc. - \$469,283.43, Williams Excavation and Seeding, LLC - \$494,552.60, R&G Construction Co. - \$509,849.42, Midwest Contracting, LLC - \$548,961.05, and Mathiowetz Construction Co. - \$553,953.54. Motion by Gravley, second by Appel, unanimous vote to award Project 017-592-001, the reconstruction of 480th Avenue in Great Bend Township, to Towne & Country Excavating, Inc. in the amount of \$459,885.30.

Klisch presented bids for county resurfacing projects 017-613-047, 017-609-011, 017-627-04, 017-644-002, and 017-611-020. Klisch stated that the contract for the projects has a base bid and two alternatives. (Bids are on file in the County Coordinator's office.) Motion by Holmen, second by Stevens, unanimous vote to award the contract for Projects 017-613-047, 017-609-011, 017-627-04, 017-644-002, and 017-611-020 to Knife River in the amount of base bid - \$1,258,543.30 and alternative two - \$2,514,172.00, for a total amount of \$3,772,715.30.

Klisch presented a Construction Management Fee Proposal from Contegrity Group for the Public Works facility. Klisch stated they are a construction management firm and have worked with Murray, Morrison, and Roseau Counties on their Highway Shops. Motion by Appel, second by Gravley, unanimous vote to accept the Contegrity Groups Construction Management Fee Proposal in the

amount of \$245,000, to be paid by the Public Works Department budget.

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Commissioner Appel led a review and discussion on the financial budgets of the following: Wind Towers, 2022 Final Budget, Fund 31 Buildings, Fund 06 Reserve Accounts, Department Carryovers, ARPA Funds, Landfill Loan, Opioid Settlement, and Local Assistance and Tribal Consistency Fund (LATCF).

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Kelly Thongvivong, County Coordinator, met with the board to discuss a few items. Motion by Gravley, second by Stevens, unanimous vote to declare that the County offices were officially closed. on Wednesday, February 22, 2023, and Thursday, February 23, 2023, due to the inclement weather conditions and in accordance with County Policy No. 420.

Thongvivong informed the board that three applications were received for the Deputy Auditor/Treasurer positions. Motion by Holmen, second by Gravley, unanimous vote to hire Marsha Forsyth as Deputy Auditor/Treasurer on Range 13, Step 1 (\$22.87) of the 2023 wage matrix and hire Nick Anderson as Deputy Auditor/Treasurer on Range 13, Step 2 (\$23.93) of the 2023 wage matrix, upon successful completion of all hiring requirements.

Thongvivong informed the board that she has received a request for unpaid leave from a full-time employee. Motion by Stevens, second by Appel, unanimous vote to approve an unpaid leave of absence, up to 30 days, to the county employee requesting.

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

County Revenue Fund	\$ 19,164.97
Road and Bridge Fund	\$ 55,624.23
Waste Abatement/Score Fund	\$ 127.99
Landfill Enterprise Fund	\$ 9,325.53
	\$ 84,242.72

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Kelly Thongvivong, County Coordinator, updated the board on the credit cards and the problems she is having increasing the limits.

Commissioner Appel gave an update on the AMC Legislative Conference that was held in February.

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There being no further business, the meeting adjourned at 10:58 a.m.

Donna Torkelson, Auditor/Treasurer

Larry Anderson, Board Chair

Kelly Thongvivong, County Coordinator