

April 4, 2023
Cottonwood County Board of Commissioners
Regular Meeting
Minutes

The Cottonwood County Board of Commissioners met in regular session on Tuesday, April 4, 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, Alex Schultz, Nick Klisch, Jed Rhubee, Gale Bondhus, and Joel Alvstad.

Chairman Anderson called the meeting to order. The Pledge of Allegiance was recited. Motion by Gravley, second by Stevens, unanimous vote to approve the agenda as amended. Motion by Holmen, second by Appel, unanimous vote to approve the minutes of the March 21, 2023, regular meeting.

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Alex Schultz, Planning & Zoning Technician, met with the board to discuss a few items. Schultz presented a Conditional Use Permit applied for by R. A. Muecke Sand & Gravel, Inc. to operate a sand and gravel pit in Dale Township, Section 31. Motion by Holmen, second by Gravley, unanimous vote to approve the Conditional Use Permit submitted by R. A. Muecke Sand & Gravel, Inc. with the following conditions: (1) Be compliant with Cottonwood County Zoning Ordinance #28 and #36; (2) Shall obtain all necessary Federal, State, and/or County permits and fees; (3) Keep a waste receptacle on site during construction; (4) Follow the MnDOT signage rules and regulations as well as truck routes approved by road authority; (5) Maintain erosion controls during operation; (6) A road maintenance plan will be approved by local road authority; and (7) 300' buffer between Des Moines River Ordinary High Water mark and mining area.

Schultz presented the 2022 County Feedlot Officer Annual Report and asked the Board Chair to sign.

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Nick Klisch, Public Works Director, and Jed Rhubee, Public Works Superintendent, met with the board to discuss a few items. Klisch led discussion regarding the purchase of a vehicle for administrative and other staffs use. After much discussion, Klisch should wait for 2024 state bidding prices to come out and then bring back to the board for more discussion.

Klisch and Rhubee presented contract mowing bids. Motion by Gravley, second by Stevens, unanimous vote to accept low bid from Barnett Pro Care in the amount of \$11,010 for contract mowing in 2023, 2024, and 2025. (Bids are on file in the County Coordinator's office.)

Motion by Appel, second by Stevens, unanimous vote to approve Bekah Saffert for the 2023 Talcot Camp Host.

Commissioner Appel led discussion regarding the County Road 3 culvert. After discussion, Klisch should draw up a proposal and bring back to the board.

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Motion by Holmen, second by Stevens, unanimous roll call vote to approve resolution 23-04-04 "Resolution Authorizing Donna Torkelson, County Auditor Treasurer to Execute All Necessary Documents to Ensure Cottonwood County's

Participation in the Multistate Settlements Relating to Opioid Supply Chain Participants, and in the Minnesota Opioids State Subdivision Memorandum of Agreement.

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Commissioner Holmen informed the board that the Auditor/Treasurer’s office would like to have a security camera setup similar to the Recorder’s office, one outside of the office and one over the customer counter. Holmen stated this would be for both security and customer service. Motion by Holmen, second by Gravley, unanimous vote to purchase wireless security cameras for the Auditor/Treasurer’s office.

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Nick Anderson, County Attorney, led discussion regarding a grant for a Victim Witness Coordinator. Anderson stated that the Office of Justice Programs (OJP) has \$45 million in grant dollars for agencies that deal with victims of crimes. Motion by Gravley, second by Stevens, unanimous vote to allow the County Attorney to apply for an OJP grant to be used for hiring a Victim Witness Coordinator.

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Kelly Thongvivong, County Coordinator, met with the board to discuss a few items. Thongvivong presented, on behalf of the Sheriff, the 2023 Minnesota Annual County Boat and Water Grant. Motion by Holmen, second by Appel, unanimous vote to approve the 2023 Minnesota Boat and Water Grant in the amount of \$691.00.

Thongvivong read through the comments that were sent regarding the revised personnel policies. Motion by Holmen, second by Stevens, unanimous vote to approve the revisions to the personnel policies excluding policy #680 which needs further review.

Thongvivong informed the board that she received a request for additional language to Policy #180 “Volunteer Fire Department and /or Ambulance Service.” No action was taken.

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Motion by Gravley, second by Holmen, unanimous vote to approve April warrants, after Vendor #6287 has been corrected, as follows:

County Revenue Fund	\$ 26,018.49
Long Term Capital Outlay	\$ 7,000.00
Road and Bridge Fund	\$ 29,943.03
Waste Abatement/Score Fund	\$ 8,114.92
Landfill Enterprise Fund	\$ 705.88
	<u>\$71,782.32</u>

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Motion by Appel, second by Stevens, unanimous vote to recognize the Telecommunicators Proclamation and declare the week of April 9-15, 2023, as National Public Safety Telecommunicators Week and to allow Board Chair to sign.

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Commissioner Stevens informed the board of an email he received from the Veterans Service Office regarding volunteer drivers.

Commissioner Appel gave an update on County Ditch #21 and the sunflower debate in Mountain Lake. Appel informed the board that there will be a Cottonwood

1W1P meeting held on April 10th that both Commissioner Holmen and himself will attend; Commissioner Anderson will be attending as the Area II representative. Appel also had a few questions regarding the Broadband meeting that will be held on April 20th.

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There being no further business, the meeting adjourned at 12:09 p.m.

Donna Torkelson, Auditor/Treasurer

Larry Anderson, Board Chair

Kelly Thongvivong, County Coordinator