

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

The Cottonwood County Board of Commissioners met in regular session on Tuesday, November 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, Tom Appel, Norm Holmen, Kevin Stevens, Donna Gravley, County Coordinator Kelly Thongvivong, Auditor/Treasurer Donna Torkelson, Kathy Marsh, Sara Wahl, Mary Montero, Faith Henrichs, David Bucklin, Alex Schultz, Jason Purrington, Nick Anderson, Mike Lang, Dylan Oeltjenbruns, Mark Butler, David Briese, Dylan Mathias, Harris Byer, Jen Rankin, and Joel Alvstad.

Chairman Anderson called the meeting to order. The Pledge of Allegiance was recited. Motion by Gravley, second by Holmen, unanimous vote to approve the agenda as amended. Motion by Stevens, second by Holmen, unanimous vote to approve the minutes of the November 7, 2023, regular meeting and the November 14, 2023, work session.

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Sara Wahl, Southwest Crisis Center, met with the board to give an update on the services provided to children, youth, individuals, and families who have been impacted by domestic and sexual violence, human trafficking and exploitation, and child abuse in southwest Minnesota. Wahl stated that the Southwest Crisis Center serves Rock, Nobles, Cottonwood, Pipestone, and Jackson counties, and has recently added Murray County.

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Dave Bucklin, SWCD District Technician, met with the board to get approval on two Wetland Conservation Act – Boundary and Type applications. Motion by Gravley, second by Stevens, unanimous vote to approve the Wetland Conservation Act – Boundary and Type application submitted by the City of Windom (Crosswind Runway).

Motion by Holmen, second by Appel, unanimous vote to approve the Wetland Conservation Act – Boundary and Type application submitted by HYTTA Lands, LLC (Iverson Property).

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Jason Purrington, Sheriff, met with the board to get approval to purchase seven tasers. Purrington provided a quote from Axon, which is the only company allowed to sell tasers in the state. Purrington stated he could purchase outright or on a 5-year lease. Motion by Appel, second by Stevens, unanimous vote to purchase seven Taser 10's from Axon Enterprise in the amount of \$33,788.20. Purrington stated that he can use Public Safety money from the state.

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Paul Johnson, Emergency Management Director, met with the board to get approval of the county's Emergency Operation Plan. Motion by Holmen, second by Gravley, unanimous roll call vote to adopt resolution 23-11-21 regarding the updated Emergency Operation Plan. (Resolution is on file in the County Coordinators office.)

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Donna Torkelson, Auditor/Treasurer, presented a quote for the purchase of 23 poll pads. Torkelson stated that the City of Windom will reimburse for three of the

poll pads. Motion by Gravley, second by Stevens, unanimous vote to purchase 23 poll pads from KNOWiNK, LLC in the amount of \$51,580. The purchase will be paid for out of the 2024 Election budget and Auditor/Treasurer Long Term account.

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

Motion by Holmen, second by Appel, unanimous vote to set the preliminary hearing date for Lateral to County Ditch 38 as Tuesday, December 19, 2023, at 1:00 p.m. in the Commissioners Room.

Motion by Appel, second by Stevens, unanimous vote to set the hearing date for the County Ditch 21 repair as Tuesday, December 19, 2023, at 2:15 p.m. in the Commissioners Room.

Dylan Oeltjenbruns, Ditch Inspector, led discussion regarding having redetermination of benefits done county wide. Oeltjenbruns stated there are approximately 55 ditches in the county that have not had a redetermination of benefits completed within 20 to 100 years. Donna Torkelson, Auditor/Treasurer, stated that this would help to improve assessments, splits, and future projects. After discussion, the board asked for more information before making a decision.

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

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Alex Schultz, Planning and Zoning Technician, met with the board to discuss a few items. Schultz provided two quotes for permitting software – Cloudpermit - \$10,100 and Cleargov - \$10,000. Motion by Gravley, second by Stevens, unanimous vote to approve the purchase of permitting software from Cloudpermit in the amount of \$10,100 as it has a few more programs available than Cleargov. Schultz stated that the software will be purchased with Feedlot funds.

Schultz led discussion on the EAW petition for the Minnesota Paving and Materials Project. Schultz stated that the County Attorney and himself had a conversation with Attorney Jay Squires of Rupp, Anderson, Squires, Waldspurger, & Mace, P.A. regarding the EAW and reviewed the findings. Motion by Appel, second by Anderson, to approve resolution 23-11-21A regarding the approval of proceeding with an EAW on the Minnesota Paving and Materials Project. Voting Aye – Appel, Stevens, and Anderson. Nay – Gravley and Holmen. Motion passed.

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Nick Klisch, Public Works Director, was added to the agenda to get approval for a few projects. Motion by Gravley, second by Stevens, unanimous vote to approve final payment to Sir Lines-A-Lot, LLC, in the amount of \$823,396.44 for Projects 017-070-011 and 017-070-013 (pavement marking and rumble strips).

Motion by Holmen, second by Appel, unanimous vote to approve final payment to John Riley Construction in the amount of \$755,415.60 for Project 017-603-019 (County Road 3 bridge replacement).

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Motion by Gravley, second by Holmen, unanimous vote to approve November warrants as follows:

County Revenue Fund \$ 11,772.49

Long Term Capital Outlay	\$ 18,645.00
Ditch Fund	\$ 6,703.75
Road and Bridge Fund	\$ 47,974.76
Waste Abatement/SCORE	\$ 5,218.43
Landfill Enterprise Fund	<u>\$ 9,760.51</u>
	\$100,074.94

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Commissioner Gravley gave an update on the UCAP meeting she attended and the Safety meeting she attended.

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Kelly Thongvivong, County Coordinator, stated that a few performance reviews have been received with revisions to the job descriptions that are more than one or two sentences and how would the board like to proceed. Consensus is to send the job descriptions to the Commissioners for review.

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Commissioner Appel gave an update on buildings. Appel updated the board on the Sheriff's Alpha Wireless Tower and the possibility of moving the tower to the new Public Works location, the different meetings coming up regarding the new Public Works Highway shop, the Auditor/Treasurer steps, and the Highway 60 meeting that was held in Mountain Lake.

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There being no further business, the meeting was adjourned at 11:20 a.m.

Donna Torkelson, Auditor/Treasurer

Larry Anderson, Board Chair

Kelly Thongvivong, County Coordinator