

December 6, 2023
Cottonwood County Board of Commissioners
Regular Meeting
Minutes

The Cottonwood County Board of Commissioners met in regular session on Wednesday, December 6, 2023, at 5:00 p.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, Jason Purrington, Nick Klisch, Jed Rhubee, Glen Graff, Richard Thom, Elizabeth Johnson, Casey Johnson, Mary Hanson, 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 November 21, 2023, regular meeting.

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Nick Anderson, County Attorney, met with the board to discuss a few items. Anderson led discussion on the Delegation Agreement between Cottonwood County and the Minnesota Department of Health regarding inspection and licensing of regulated establishments and enforcement of applicable laws. Anderson stated the County Board has three options: (1) find another entity to take over the responsibilities that Brown-Nicollet handled; (2) Cottonwood County hire employees and provide the services; or (3) terminate the Delegation Agreement and have the Minnesota Department of Health provide the services. After discussion, the board would like to wait to hear more information from Brown-Nicollet and other possible counties that may provide this service before making a decision.

Anderson then presented the 2024/2025 IV-D Child Support Cooperative Agreement for approval. Motion by Gravley, second by Appel, unanimous vote to authorize the County Attorney, County Sheriff, and Board Chair to sign the 2024/2025 IV-D Child Support Cooperative Agreement for Child Support Services in Cottonwood County.

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Nick Klisch, Public Works Director, met with the board to discuss a few items. Klisch presented a Detour Agreement between Kraemer North America, LLC and Cottonwood County for a detour to carry Trunk Highway 71 traffic on to CSAH 11 for one week in December. Klisch stated that payment of \$500 plus \$50 per day would be received. Motion by Holmen, second by Stevens, unanimous roll call vote to adopt the resolution approving the Detour Agreement with Kraemer North America, LLC.

Klisch asked the board to approve final payment to Knife River for the completion of six projects within the county. Motion by Stevens, second by Appel, unanimous vote to approve final payment to Knife River in the amount of \$52,729.56 for the following projects: 017-613-047, 017-609-011, 017-627-004, 017-644-002, 017-611-020, and 017-622-008.

Klisch then asked the board for approval to travel to the NACE Conference in April 2024. Motion by Gravley, second by Stevens, unanimous vote to approve out-of-state travel and expenses for the County Engineer to attend the 2024 NACE

Conference in Palm Springs, CA, April 14 – 19, 2024.

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Kelly Thongvivong, County Coordinator, met with the board to discuss a few items. Thongvivong stated that interviews for Jail/Dispatch positions were held and there were several good applicants. Motion by Holmen, second by Appel, unanimous vote to hire Kyle Hansen as full-time Jail/Dispatcher on Range 12, Step 3 (\$24.78) of the 2024 matrix pending successful completion of all hiring requirements. Hansens tentative start date would be January 1, 2024.

Motion by Appel second by Stevens, unanimous vote to hire Chelsey Sargent as part-time Jail/Dispatcher on Range 12, Step 3 (\$24.78) of the 2024 matrix pending successful completion of all hiring requirements.

Motion by Gravley, second by Holmen, unanimous vote to hire Destiny Olson and Anthony Fauglid as part-time Jail/Dispatchers on Range 12, Step Minimum (\$22.64) of the 2024 matrix pending successful completion of all hiring requirements.

Thongvivong presented the resolution for General Obligation Capital Improvement Plan Bonds for approval. Motion by Stevens, second by Appel, unanimous roll call vote to adopt resolution 23-12-06 giving preliminary approval for the issuance of General Obligation Capital Improvement Plan Bonds in an amount not to exceed \$13,000,000 and adopting the Cottonwood County, Minnesota, Capital Improvement Plan. (Resolution is on file in the County Coordinator’s office.)

Thongvivong informed the board that she had a request from Nick Klisch, County Engineer, for an additional 3% wage increase, over the 3% that was approved, for a total wage increase of 6% for 2024. No action was taken.

Thongvivong stated that elected official wages need to be set for 2024. Motion by Gravley, second by Stevens, unanimous vote to set the 2024 annual Commissioner salary at \$23,000 with the Chair to receive an additional \$1,200, per diems at \$100/day, and the technology fee at \$60/month.

Motion by Holmen, second by Stevens to set Donna Torkelson’s 2024 salary at \$98,410. Voting aye: Appel, Holmen, Stevens and Anderson. Voting nay: Gravley. Motion passed.

Motion by Stevens, second by Appel, unanimous vote to set Kathy Kretsch’s 2024 salary at \$86,077.

Motion by Gravley, second by Holmen, unanimous vote to set Nick Anderson’s 2024 salary at \$128,620.

Motion by Stevens, second by Holmen, unanimous vote to set Jason Purrington’s 2024 salary at \$123,413.

Thongvivong stated that an applicant that had been offered an HEO position in October and declined due to personal reasons, has since reached out to see if he could still be considered for the position. Thongvivong stated that we are still two positions short. Motion by Gravley, second by Appel, unanimous vote to offer the applicant an HEO position on Range 10, Step 4 (\$24.08).

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

County Revenue Fund	\$ 29,955.44
Long Term Capital Outlay	\$ 4,802.97

Road and Bridge Fund	\$ 84,263.61
Waste Abatement/SCORE	\$ 675.00
Landfill Enterprise Fund	<u>\$ 27,460.21</u>
	\$147,157.23

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Commissioner Holmen gave an update on Primewest.

Commissioner Appel gave an update on the A/T office steps, a Rural MN Energy Board meeting, and informed the board regarding a possible meeting with a representative from the State Archives.

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At 6:05 p.m. the Truth in Taxation meeting was held. Six members of the public attended to ask questions regarding taxable market values on farmland and the process used to figure taxable market values. No questions were asked regarding the 2024 budget.

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There being no further business, the meeting was adjourned at 6:37 p.m.

Donna Torkelson, Auditor/Treasurer

Larry Anderson, Board Chair

Kelly Thongvivong, County Coordinator