

February 20, 2024  
Cottonwood County Board of Commissioners  
Regular Meeting  
Minutes

The Cottonwood County Board of Commissioners met in regular session on Tuesday, February 20, 2024, at 9:00 a.m. at the Law Enforcement Center in Windom, MN. Present for all or portions of the meeting were: Commissioners Larry Anderson, Tom Appel, Donna Gravley, Kevin Stevens; County Attorney Nick Anderson, County Coordinator Kelly Thongvivong, Kathy Marsh, Dylan Oeltjenbruns, Nick Klisch, Kathleen Kretsch, Brenda Anderson, Sherry Sevcik, Bruce Sevcik, Jason Purrington, and Joel Alvstad. Commissioner Norm Holmen was absent.

Vice-Chairman Stevens called the meeting to order. The Pledge of Allegiance was recited. Motion by Anderson, second by Gravley, unanimous vote to approve the agenda as amended. Motion by Appel, second by Anderson, unanimous vote to approve the minutes of the February 2, 2024, special meeting as amended. (Commissioner Gravley abstained from voting) Motion by Gravley, second by Stevens, unanimous vote to approve the minutes of the February 6, 2024, regular board meeting.

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Kathleen Kretsch, County Recorder, presented the board with quotes for a new , large format scanner/printer. Quotes are as follows: SHI – scanner and printer (separate items) - \$26, 224.21 and Franz – scanner/printer (all in one) - \$10,380. Motion by Gravley, second by Appel, unanimous vote to approve the purchase of the HP 2600sr scanner/printer (all in one) from Franz in the amount of \$10,380, which includes trade-in of old scanner.

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Nick Klisch, Public Works Director, presented bids for Project 017-599-114, culvert replacement in Rose Hill Township. Klisch stated that seven bids were received with lowest bid from Towne & Country Excavating, LLC. Klisch also stated that Town Bridge funding was received for this project. Motion by Anderson, second by Appel, unanimous vote to accept the low bid from Towne & Country Excavating, LLC, in the amount of \$190,602.30 for Project 017-599-114. (Bids are on file in the County Coordinator's office.)

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

Commissioner Gravley reviewed the background information regarding the request from Ray Salzwedel for an extension on his ditch assessment. After discussion, motion by Gravley to remove interest and penalties and give 5 years for payments on assessment for Jackson-Cottonwood JD #1. Motion died due to lack of a second.

Motion by Gravley, second by Anderson, unanimous vote to take off the Jackson-Cottonwood JD #1 assessment and penalty on 2023 taxes and re-enter the Jackson-Cottonwood JD #1 assessment payable for 2025, 2026, and 2027 at 3% for Ray Salzwedel and note that this is non-precedent setting.

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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Commissioner Gravley updated the board on the Victim Witness Coordinator position that would be shared with Jackson County. Cottonwood County would have the position at 2/5 time and Jackson County would be 3/5 time. Cottonwood County would provide office space and a computer. Cottonwood County's portion of wages and benefits would be approximately \$38,600. Motion by Gravley, second by Appel, unanimous vote to move forward with the Victim Witness Coordinator position and a contract with Jackson County.

Gravley also led discussion regarding contracting for legal services after March 12<sup>th</sup>. Gravley stated that possibilities would be Kristi Meyeraan for criminal and child support cases and Kayla Johnson for CHIPS cases. Consensus of the board is to have Kristi Meyeraan and Kayla Johnson draw up contracts for board consideration.

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Kelly Thongvivong, County Coordinator, met with the board to discuss a few items. Motion by Appel, second by Gravley, unanimous vote to move Alfredo Martinez, Jailer/Dispatcher, to permanent part-time status effective February 27, 2024, after successful completion of his probationary period. Motion by Anderson, second by Stevens, unanimous vote to move Pam Hogan, Sheriff's Administrative Assistant, to permanent full-time status effective February 28, 2024, after successful completion of her probationary period.

Motion by Gravley, second by Anderson, unanimous vote to accept the resignation from County Attorney Nick Anderson effective March 12, 2024.

Motion by Gravley, second by Anderson, unanimous vote to begin advertising for eight seasonal positions for the Public Works Department for the 2024 summer season.

Discussion was held regarding the Farmers Market that is held on the Courthouse square two times per week during the summer and fall. After discussion regarding wear and tear on the lawn and lawn maintenance, consensus of the board is to start having discussions with the Farmer's Market regarding finding a new location.

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

County Revenue Fund	\$ 35,904.38
Ditch Fund	\$ 2,918.50
Road and Bridge Fund	\$ 30,170.25
Waste Abatement/SCORE	\$ 1,145.00
Landfill Enterprise Fund	<u>\$ 3,351.34</u>
	\$ 73,489.47

There being no further business, the meeting adjourned at 10:03 a.m.

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Carolyn Rempel  
Chief Deputy Auditor/Treasurer

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Kevin Stevens, Board Vice Chair

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Kelly Thongvivong, County Coordinator