

July 16, 2019  
Cottonwood County Board of Commissioners  
Regular Meeting  
Minutes

The Cottonwood County Board of Commissioners met in regular session on Tuesday, July 16, 2019 at 9:00 a.m. at the Cottonwood County Courthouse in Windom, MN. Present for all or portions of the meeting were: Commissioners Tom Appel, Donna Gravley, Kevin Stevens, Norm Holmen, Larry Anderson; County Coordinator Kelly Thongvivong, County Attorney Nick Anderson, Auditor/Treasurer Donna Torkelson, Kathy Marsh, Gale Bondhus, Alex Schultz, Kyle Pillatzki, Jed Rhubee, Tom Suppes, Dominic Jones, Greg Ous, Ronda Allis, and Vicki Beckendorf.

Chairman Holmen called the meeting to order. The Pledge of Allegiance was recited. Motion by Stevens, second by Gravley, unanimous vote to approve the agenda as amended. Motion by Anderson, second by Appel, unanimous vote to approve the minutes of the July 2, 2019 meeting.

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Tom Suppes, MCIT Risk Management Consultant, met with the board to review the Member Report. The Member Report is a summary of information regarding claims, coverage enhancements, and resources available to members.

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Nick Anderson, County Attorney, informed the board that he would like to add Auditor/Treasurer Donna Torkelson to the County Attorney's checking account and remove Jan Johnson. Motion by Gravley, second by Stevens, unanimous vote to add Donna Torkelson as an authorized signatory on the County Attorney's checking account and remove Jan Johnson.

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Alex Schultz, Planning and Zoning Technician, met with the board to get approval for a Conditional Use Permit applied for by Nickel Construction for a demolition landfill in Midway Township. After much discussion, motion by Gravley, second by Appel, unanimous vote to approve the Conditional Use Permit from Nickel Construction to open a demolition landfill in Midway Township, Section 11 with the following conditions: (1) shall be in compliance with the Cottonwood County Zoning Ordinance #28 and #19; (2) the landfill must be closed by November 1, 2019; (3) each building to be demolished must be inspected and approved prior to demolition by the Cottonwood County Solid Waste Department; and (4) shall obtain all necessary Federal, State, and Local Permits and Fees.

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Commissioner Holmen led discussion regarding a Permit by Rule request for a demolition landfill on a property in Midway Township. After much discussion, discussion was suspended until after the MnDOT presentation.

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Greg Ous, District Engineer, and Ronda Allis, Principal Planner, gave a review of the 10-year district work plan, Manufacturer's Perspective study, legislative update, and answered questions.

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Commissioner Holmen led the continuation of the discussion on the Permit by Rule. After much discussion, consensus of the board is to have the Cottonwood County Solid Waste Administrator meet with Nickel Construction to clarify what needs to be done to meet the requirements of the Permit by Rule.

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Kelly Thongvivong, County Coordinator, met with the board to discuss a few items. Thongvivong presented an amendment to Personnel Policy #490 – Travel and Expense Reimbursement, regarding out-of-state travel. Motion by Anderson, second by Stevens, unanimous vote to approve Personnel Policy #490 – Travel and Expense Reimbursement as amended and post for a 30-day comment period.

Thongvivong led discussion regarding increasing the Wheelage Tax from \$10 to \$20. Consensus of the board is to wait and look at Wheelage Tax again in 2020.

Thongvivong led discussion regarding a GIS Technician position and an IT Technician position. After much discussion, Thongvivong is to bring a GIS Technician job description to the next meeting.

Thongvivong led discussion regarding exempt vs. non-exempt positions.

Thongvivong informed the board that she has received a resignation from Haleasha Flaherty. Motion by Gravley, second by Appel, unanimous vote to accept Haleasha Flaherty’s resignation as a full-time Jailer/Dispatch effective July 26, 2019 with appropriate payout of benefits and to allow the HR office to post internally for the position.

Thongvivong asked if a work session was needed for budget discussions. After discussion, consensus of the board is to list budget discussion as the last item on the August 6 and August 20 board agendas.

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Commissioner Holmen informed the board that one quote was received from Negen Construction for the remodeling of the bus garage door. After discussion, Thongvivong was asked to invite Cathleen Amick from United Community Action Partnership to a future meeting for discussion on the bus garage.

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Motion by Anderson, second by Appel, unanimous vote to approve July warrants as follows:

|                            |                    |
|----------------------------|--------------------|
| County Revenue Fund        | \$ 67,326.27       |
| Long Term Capital Outlay   | \$ 14,000.00       |
| County Building Fund       | \$ 3,457.88        |
| Ditch Fund                 | \$ 37.12           |
| Taxes and Penalties Fund   | \$ 4,830.70        |
| County Revenue Fund        | \$ 1,911.74        |
| Road and Bridge Fund       | \$ 52,602.90       |
| Waste Abatement/Score Fund | \$ 1,022.58        |
| Landfill Enterprise Fund   | <u>\$ 4,031.62</u> |
|                            | \$149,220.81       |

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Commissioner Stevens informed the board that the Law Library books in the cabinet in the Courthouse rotunda are going to be removed and was wondering if the cabinet should be taken up to storage or should be filled with Cottonwood

County memorabilia. Consensus of the board is to fill the cabinet with memorabilia.

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Donna Torkelson, Auditor/Treasurer, met with the board to discuss a few items. Torkelson stated that there were two tax forfeiture properties on the private sale listing and the deadline for sealed bids on those properties was July 12. Torkelson stated she received one bid for each property. Motion by Anderson, second by Stevens, unanimous vote to accept the bid from Bruce and Karla Gunderman in the amount of \$100 for tax forfeiture property 13.008.1000. Motion by Stevens, second by Anderson, unanimous vote to accept the bid from Terry Pudenz and Sandra Wood in the amount of \$255 for tax forfeiture property 21.234.0070.

Torkelson requested clarification on the procedures of paying per diems to Commissioners. After review, the board clarified that as long as the Commissioner and the County Coordinator have signed the expense sheet it should be processed.

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Commissioner Appel led discussion on 10<sup>th</sup> Street parking, county gravel road complaints, the July 19<sup>th</sup> GBERBA meeting, and county customer service.

Commissioner Holmen gave an update on the Extension meeting that he and Commissioner Stevens attended on July 9.

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There being no further business, the meeting was adjourned at 1:12 p.m.

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Donna Torkelson, Auditor/Treasurer

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Norman Holmen, Board Chair

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Kelly Thongvivong, County Coordinator