

June 5, 2018
Cottonwood County Board of Commissioners
Regular Meeting
Minutes

The Cottonwood County Board of Commissioners met in regular session on Tuesday, June 5, 2018 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, Jim Schmidt; County Coordinator Kelly Thongvivong, County Attorney Nick Anderson, Auditor/Treasurer Jan Johnson, Kathy Marsh, Nick Klisch, Gale Bondhus, Alex Schultz, Jan Voit, Wally Hunter, Mariana Kerkow, and Rahn Larson.

Chairman Gravley called the meeting to order. The Pledge of Allegiance was recited. Motion by Stevens, second by Schmidt, unanimous vote to approve the agenda as amended. Motion by Schmidt, second by Holmen, unanimous vote to approve the minutes of the May 15, 2018 meeting.

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Commissioner Gravley wanted to make the statement that the board is not planning to sell Pat's Grove. Gravley informed the board that Leann Johnson would not be attending today's meeting but would be coming to the July 17th meeting to discuss a fundraising proposal for replacing the roof on the building at Pat's Grove and possibly some clean-up work. Gravley stated that she will talk to the Parks Technician as she has been contacted by some people that have visited Pat's Grove and there are no refuse containers available.

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Auditor/Treasurer Jan Johnson met with the board to discuss the yearly tax forfeiture procedures. Johnson stated that the public sale of tax forfeiture land is set for Wednesday, September 12, 2018, at 10:00 a.m. in the Commissioners Room. Motion by Holmen, second by Schmidt, unanimous vote to set the minimum bid of \$100 for the four properties listed on the Tax Forfeiture Private Sale listing.

Motion by Schmidt, second by Stevens, unanimous vote to set the minimum bid of \$1,000 for the one property listed on the Tax Forfeiture Public Sale listing.

Motion by Schmidt, second by Holmen, unanimous roll call vote to adopt resolution 18-06-05 as follows:

18-06-05

NOTICE OF PUBLIC/PRIVATE SALE OF TAX –FORFEITED LANDS

NOTICE IS HEREBY GIVEN, that the parcels of land described in List of Tax-Forfeited Land #19 (public/private) contained herein shall be sold to the highest bidder at public/private sale. The sale will be governed by the provisions of M.S. 282.01 and by the resolution of the Cottonwood County Board of Commissioners authorizing such sale. The resolution reads as follows:

BE IT RESOLVED, that all parcels of the tax-forfeited land listed on list of Tax-Forfeited Land #19 be classified as non-conservation land; that the basic sale price of each parcel on List of Tax-Forfeited Land #19, that is on file with the Clerk of the County Board, be approved and authorization for a public/private sale of this land be granted, pursuant to M.S.282.01; that the public sale will be held at 10:00 A.M., Wednesday, September 12th, 2018, by the Cottonwood County Auditor at the County Courthouse for not less than the basic sale price; and that all sales shall be full payment or on the terms set forth on List of Tax-Forfeited Land #19.

BE IT FURTHER RESOLVED, that the conditions and terms of the public/private sale shall be described in the list contained here-in and approved by the Cottonwood County Board of Commissioners.

Information about the sale of tax-forfeited land in Cottonwood County can be obtained at the office of the Cottonwood County Auditor/Treasurer Cottonwood County Courthouse 900 3rd Ave, Windom, MN 56101; Telephone (507) 831-1905.

Given under my hand and official seal at Windom, MN, this 5th day of June, 2018.

S/Jan Johnson, Cottonwood County Auditor/Treasurer

Johnson also recommended that the house on the property in Mountain Lake, listed on the public sale listing, should be torn down. Motion by Appel, second by Stevens, unanimous vote to allow the Auditor/Treasurer to obtain bids for tearing down and capping well, if necessary, the house on the tax forfeited property in Mountain Lake, parcel number 22-415-0010.

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Nick Klisch, County Engineer/Public Works Director, met with the board to discuss a few items. Klisch presented three bids (on file in the County Coordinator's office) for the Winfair Safe Routes to School (SRTS) project. Motion by Holmen, second by Appel, unanimous vote to accept the low bid from M. R. Paving & Excavating, Inc. in the amount of \$250,949.45 for the Winfair SRTS, Project Number 017-591-005.

Klisch presented a Barricading County Road Permit for approval. Motion by Stevens, second by Schmidt, unanimous vote to approve the Barricading County Road Permit as presented.

Commissioner Gravley led discussion regarding how to pay Nick Klisch, County Engineer, for hours worked for Watonwan County. After much discussion, motion by Stevens, second by Appel, unanimous vote to pay Nick Klisch a \$2,000 monthly (positive pay) stipend on the 1st payroll of each month for work done for Watonwan County beginning May 3, 2018.

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Jan Voit, Heron Lake Watershed District Administrator, presented an update on the 2017 activities of the Heron Lake Watershed.

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Alex Schultz, Planning and Zoning Technician, met with the board to get approval for four Conditional Use Permits. Motion by Holmen, second by Appel, unanimous vote to approve the Conditional Use Permit request from Neil Stevens for a cold storage garage in Lakeside Township, Section 27, with the following conditions: (1) To be compliant with Cottonwood County Zoning Ordinance #28; (2) erosion control measures shall be in place during construction; (3) dumpster or refuse container shall be onsite during construction; (4) secure all necessary Federal/State/County permits and fees; and (5) the building length and porch length does not exceed 64 feet.

Motion by Appel, second by Schmidt, unanimous vote to approve the Conditional Use Permit request from Jon Gerdes for a heated garage in Carson Township, Section 26, with the following conditions: (1) To be compliant with Cottonwood County Zoning Ordinance #28; (2) erosion control measures shall be in place during construction; (3) dumpster or refuse container shall be onsite during construction; (4) secure all necessary Federal/State/County permits and fees; and

(5) the maximum size of the garage will be 40' x 50'.

Motion by Holmen, second by Stevens, unanimous vote to approve the Conditional Use Permit request from Trent Hoek to construct a house/shop/storage building within Shoreland in Selma Township, Section 30, with the following conditions: (1) To be compliant with Cottonwood County Zoning Ordinance #28; (2) erosion control measures shall be in place during construction; (3) dumpster or refuse container shall be onsite during construction; and (4) secure all necessary Federal/State/County permits and fees.

Motion by Schmidt, second by Appel, unanimous vote to approve the Conditional Use Permit request from R. A. Muecke Sand & Gravel, Inc. to expand an existing sand borrow pit in Southbrook Township, Section 35, with the following conditions: (1) During construction have a dumpster onsite; (2) maintain erosion controls during operation; (3) acquire any state and federal permits needed; (4) comply with Cottonwood County Ordinances #28 and #36; (5) screening process should be permitted when necessary; (6) reclamation plan will be followed; and (7) a \$5,000 bond minimum for the first 5 acres, \$1,000 per acre afterwards.

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Gale Bondhus, County Assessor, met with the board to give a summary of the parcels that had valuation appeals to the 2018 Boards of Appeal and Equalization. Bondhus also presented information on the parcels that will have County Assessor recommendations for valuation changes at the June 19, 2018 County Board of Equalization meeting.

Bondhus and Jan Johnson, Auditor/Treasurer, led discussion regarding a possible Joint Powers Agreement to purchase CPUI, a computer vendor in Morris, Minnesota. Bondhus informed the board that the owner of CPUI has expressed an interest to sell and several counties have gotten together to discuss joint power agreement options. Bondhus stated that there are 29 counties in Minnesota using CPUI and so far 8 have expressed an interest in a JPA. Johnson stated that there is a June 15 deadline for expressing a possible interest in purchasing into ownership with the initial group. Consensus of the board is that there is an interest and support in participating in ownership with the original group in the joint powers agreement.

Bondhus and Kelly Thongviong, County Coordinator, informed the board that they have received a retirement notice from a part-time employee in the Assessor's office. Bondhus stated that she would like to replace this part-time position with a full-time position. After much discussion, motion by Schmidt, second by Holmen, unanimous vote to post and advertise for a full-time appraiser.

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Kelly Thongviong, County Coordinator, met with the board to discuss a few items. Thongviong informed the board that a Heavy Equipment Operator (HEO) position was posted and advertised and during the advertising another HEO position opened up. Interviews were held with the applicants and the second HEO position has been posted internally. Motion by Stevens, second by Schmidt, unanimous vote to authorize the transfer of Jared Van Dyke to Heavy Equipment Operator and give the County Coordinator permission to make an offer to another applicant for the second HEO position pending no internal applications.

Motion by Schmidt, second by Appel, unanimous vote to post internally and advertise for a Solid Waste Technician.

Commissioner Gravley has had discussions with the City of Windom regarding the compost site. Motion by Holmen, second by Stevens, unanimous vote to enter into an agreement with the City of Windom for the use of the compost site that is on county property pending verification of liability insurance.

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Commissioner Appel gave an update on the Country Bumpkin building and stated that it has closed and the county has clear title. Appel also stated that he has been in contact with ISG and they will be down in the near future to interview potential county offices to see who will move and what space is needed. Appel also gave an update on a Rural Energy Board meeting he attended. Appel stated that he and Commissioner Holmen met with Greg from MnDOT and informed the board that MnDOT is still pursuing the J-Turn option. Appel also gave an update on the SWCD office, Buffers, and DAC.

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Kelly Thongvivong, County Coordinator, asked the board how they want to proceed with the Assistant Highway Maintenance Supervisor position. Motion by Schmidt, second by Appel, unanimous vote to post and re-advertise the position stating must be able to get a Class A license within 6 months and that the position will remain open until able to fill.

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Commissioner Gravley reminded the board of the District 8 meeting that will be held on June 7th at River City Eatery.

Commissioner Schmidt informed the board that the window grant application was submitted on May 24th.

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Motion by Appel, second by Stevens, unanimous vote to approve June warrants as follows:

County Revenue Fund	\$ 51,676.72
County Building Fund	\$ 2,492.50
Taxes and Penalties Fund	\$ 270.00
County Revenue Fund	\$ 3,359.63
Road and Bridge Fund	\$ 22,415.83
Waste Abatement/Score Fund	\$ 5,083.91
Landfill Enterprise	<u>\$ 8,298.03</u>
	\$ 93,596.62

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There being no further business, the meeting was adjourned at 11:07 a.m.

Jan Johnson, Auditor/Treasurer

Donna L. Gravley, Board Chair

Kelly Thongvivong, County Coordinator