

November 20, 2018  
Cottonwood County Board of Commissioners  
Regular Meeting  
Minutes

The Cottonwood County Board of Commissioners met in regular session on Tuesday, November 20, 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, Representative Rod Hamilton, Senator Bill Weber, Jason Purrington, Craig Myers, Steve Nasby, Geof Johnson, Ronda Allis, Paul Johnson, Drew Hage, Gale Bondhus, Alex Schultz, and Rahn Larson.

Chairman Gravley called the meeting to order. The Pledge of Allegiance was recited. Motion by Appel, second by Stevens, unanimous vote to approve the agenda. Motion by Schmidt, second by Holmen, unanimous vote to approve the minutes of the November 6, 2018 regular board meeting.

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Representative Rod Hamilton and Senator Bill Weber met with the board to discuss upcoming legislation and to ask the board for any concerns they might have for Cottonwood County.

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Ronda Allis, MnDOT District 7 Principal Planner, informed the board that MnDOT District 7 is looking to conduct a corridor/network study on TH60 in the City of Windom. Allis stated the purpose of the study is to identify problem areas/issues on the corridor so that they are prepared to address them when a future urban reconstruction project is programmed. A few issues that were discussed were: crossing TH60 by both vehicles and pedestrians, lighting, and sidewalks.

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Nick Klisch, County Engineer/Public Works Director, met with the board to get approval for Stonebrook Engineering to perform engineering services for the CSAH 7 Project due to the fact that Cottonwood County does not have adequate engineering staff for the rigorous permitting and design requirements. Klisch stated that the design and permitting would not exceed \$238,203.00 and surveying work, if needed, would not exceed \$49,282.00. Motion by Schmidt, second by Appel, unanimous vote to approve the work order not to exceed \$287,485.00 for Stonebrooke Engineering to perform engineering services for the CSAH 7 Project and authorize the County Engineer to sign the work order.

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Paul Johnson, Emergency Management Director, met with the board to discuss a few items. Motion by Holmen, second by Appel, unanimous vote to allow the Board Chair and Board Clerk to sign the EMPG Matching Funds Grant in the amount of \$18,846.00.

Motion by Appel, second by Stevens, unanimous vote to approve the Region Five Homeland Security and Emergency Management Association Mutual Aid Agreement and allow the Board Chair to sign.

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Drew Hage, Windom EDA Director, informed the board that he has received a Home Initiative application from Dane and Kylie Nielsen for building a single family

home. Hage stated that all requirements have been met so a public hearing date needs to be set. Motion by Stevens, second by Schmidt, unanimous roll call vote to approve resolution 18-11-20 as follows:

**Resolution No. 18-11-20**

Resolution Calling for a Public Hearing on Proposed  
Tax Abatement for New Residential Project

**WHEREAS**, Cottonwood County is committed to the best interests of the citizens of Cottonwood County; and

**WHEREAS**, Minnesota Statutes §469.1813 gives authority to a County to grant an abatement of taxes imposed by the County if certain criteria are met; and

**WHEREAS**, in addition to the statutory requirements, on December 13, 2016, the Cottonwood County Commissioners approved the Cottonwood County Home Initiative Guidelines (the "Guidelines") and program documentation; and

**WHEREAS**, Dane G. Nielsen ("Nielsen") is the owner of the following described real estate within Cottonwood County, Minnesota:

Parcel #: 08-032-0400

Address of Property: 44039 State Highway 62, Windom, MN 56101

Legal Description of Property: Government Lot 1 in Section 32, Township 105 North,  
Range 36 West of the 5<sup>th</sup> P.M. in Cottonwood County,  
Minnesota; and

**WHEREAS**, Nielsen proposes to a construct a new home on this property; and

**WHEREAS**, Nielsen has requested tax abatement on this property pursuant to the Guidelines; and

**WHEREAS**, the abatement of taxes on the above-described parcel would be for the period of five (5) years commencing on the first year of taxes, payable for the assessed value related to the capital improvements, as outlined in the Guidelines; and

**WHEREAS**, based on an Estimated Market Value of \$400,000 for the new home and based on 2018 tax rates, the estimated tax abatement for Cottonwood County for this property would be approximately \$1,503 per year. The total estimated tax abatement by Cottonwood County for the five-year period is approximately \$7,515. (These figures were calculated using 2018 tax rates. The market value for the project is only an estimate, since the building has not been constructed and the tax rates will change each year.)

**WHEREAS**, Minnesota Statutes require that a public hearing be held prior to the approval of the proposed tax abatement.

Now, therefore, **BE IT RESOLVED by the COUNTY COMMISSIONERS FOR COTTONWOOD COUNTY, MINNESOTA**, as follows:

1. Public Hearing. A public hearing to consider the proposed tax abatement, as set forth above, shall be held on Wednesday, December 5, 2018, at 5:30 p.m. in the County Commissioners' Room in the Cottonwood County Courthouse, 900 Third Avenue, Windom, Minnesota.
2. Notice of Public Hearing. The Cottonwood County Auditor is authorized and directed to cause notice of the hearing to be published once in a newspaper of general circulation in the County at least 10 days, but less than 30 days, prior to the date for the hearing. The public hearing notice shall include a description of the property for which the abatement is being considered and the total estimated amount of the proposed tax abatement based on current information.

Adopted this 20th day of November, 2018.

S/Donna L. Gravley, Board Chairman

S/Jan Johnson, Auditor/Treasurer

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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 Stevens, unanimous vote to approve the Conditional Use Permit request from Red Rock Quarry to install a 6" water drain discharge line from the quarry to a waterway in Amboy Township, Section 12 and Delton Township, Section 6, with the following conditions: (1) Approval of local road authority on file; (2) follow water discharge plan; (3) acquire any State/Federal permits from MPCA and DNR; and (4) comply with Cottonwood County Ordinances #28 and #36.

Motion by Appel, second by Schmidt, unanimous vote to approve the Conditional Use Permit request from Tim Nagorske for a cold storage garage in Carson Township, Section 33, 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 Stevens, second by Holmen, unanimous vote to approve the Conditional Use Permit request from Jeremie Buhler for construction of a pump house in Great Bend Township, Section 36, 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 Kelcey Holt for the construction of a dog kennel in Lakeside Township, Section 22, with the following conditions: (1) To be compliant with Cottonwood County Zoning Ordinance #28; (2) dumpster or refuse container shall be onsite during construction; and (3) secure all necessary Federal/State/County permits and fees.

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Tom Appel, Commissioner, gave an update on the 10<sup>th</sup> Street Office Building and asked for approval to advertise for general contract bids and schedule a bid opening. Motion by Appel, second by Stevens, unanimous vote to advertise for the remodeling of the 10<sup>th</sup> Street Office Building and to schedule the bid opening for 3:00 pm on Thursday, December 13<sup>th</sup> at the 10<sup>th</sup> Street Office Building.

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Motion by Schmidt, second by Stevens, unanimous vote to approve the United Community Action Partnership Transportation Agreement between United Community Action Partnership and Cottonwood County for transportation services from January 1, 2019 through December 31, 2019.

Motion by Stevens, second by Holmen, unanimous vote to set holiday hours for county offices as follows: County offices will close at 12:00 p.m. on December 24, 2018 (Christmas Eve) and 3:00 p.m. on December 31, 2018 (New Year's Eve).

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Donna Gravley, Commissioner, asked Commissioner Schmidt to get a copy of the Pat's Grove roof replacement plan that high school senior Ashley Soleta has drafted.

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

County Revenue Fund	\$ 42,208.44
Long Term Capital Outlay	\$ 2,378.60
County Building Fund	\$ 17,508.21
Ditch Fund	\$ 19.62
Agency Fund	\$ 200.00
Taxes and Penalties Fund	\$ 6,250.00
County Revenue Fund	\$ 1,510.42
Road and Bridge Fund	\$185,872.63
Waste Abatement/Score Fund	\$ 2,721.00
Landfill Enterprise Fund	<u>\$ 12,412.66</u>
	\$271,081.58

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Kelly Thongvivong, County Coordinator, asked for the consensus of the board as to which date the board would hold its first meeting in 2019 as the first Tuesday is a holiday. Consensus of the board is to hold the first meeting of 2019 on Wednesday, January 2, 2019.

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A short discussion on the 2019 preliminary budget was held.

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There being no further business, the meeting was adjourned at 12:19 p.m.

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Jan Johnson, Auditor/Treasurer

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Donna L. Gravley, Board Chair

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Kelly Thongvivong, County Coordinator