

May 7, 2019  
Cottonwood County Board of Commissioners  
Regular Meeting  
Minutes

The Cottonwood County Board of Commissioners met in regular session on Tuesday, May 7, 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 Jan Johnson, Kathy Marsh, Jim Schmidt, Drew Hage, Gale Bondhus, Jed Rhubee, Nick Klisch, Mark Schenk, Cary Bartsch, Bob Sworski, and Rahn Larson.

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 Appel, second by Anderson, unanimous vote to approve the minutes of the April 16, 2019 meeting.

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Kathleen Kretsch, County Recorder, attended the meeting to give an update on the number of licenses applied for, or renewed, since the initiation of Real and Enhanced driver's licenses and ID's that started October 1, 2018. Kretsch also stated that educating the public will still be necessary for the next couple of years.

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Drew Hage, Windom EDA Director, stated that he has received a Home Initiative application from Matt Jackels Construction, Inc. and Dave's Custom Woodworking and Construction, LLC for a new, single family home. Hage stated that all requirements to date have been met so a public hearing date needs to be set. Motion by Anderson, second by Stevens, unanimous roll call vote to approve resolution 19-05-07 as follows:

**Resolution No. 19-05-07**

**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**, Matt Jackels Construction, Inc. and Dave's Custom Woodworking and Construction, LLC ("Jackels & Schneider") are the owners of the following described real estate within Cottonwood County, Minnesota:

Parcel #: 24.269.0020

Address of Property: 401 Fir Avenue, Westbrook, MN 56183

Legal Description of Property: Lot 1 in Block 2 of Eastbrook Estates Addition to the City of Westbrook, Cottonwood County, Minnesota.

**WHEREAS**, Jackels & Schneider propose to a construct a new home on this property; and

**WHEREAS**, Jackels & Schneider have 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**, the estimated market value submitted by the Applicant is \$231,596; and

**WHEREAS**, based on an Estimated Market Value of \$200,000 for the new home and based on 2018 tax rates, the estimated tax abatement for Cottonwood County for this property would be approximately \$751 per year. The total estimated tax abatement by Cottonwood County for the five-year period is approximately \$3,755. (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 Tuesday, May 21, 2019, at 10:00 a.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 7th day of May, 2019.

S/Norman Holmen, Board Chairman

S/Jan Johnson, Auditor/Treasurer

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

Jan Johnson, Auditor/Treasurer, presented a petition for a redetermination for JD 17. Motion by Anderson, second by Appel, unanimous vote to accept the petition for the redetermination of JD17 and appoint ditch viewers: William Moldestad, Tom Peterson, and Shawn Wohnoutka.

Motion by Stevens, second by Appel, unanimous vote to adjourn as the Ditch Authority and to reconvene as the County Board.

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Tom Appel, Commissioner, presented a lease agreement for renting office and storage space to the Soil and Water Conservation District at the 10<sup>th</sup> Street Office Building. After discussion, motion by Gravley, second by Stevens, unanimous vote to approve the rental lease agreement between Cottonwood County and the Soil and Water Conservation District (SWCD) Office beginning June 1, 2019 and ending December 31, 2020, at a monthly rental rate of \$1,900 per month and to add an addendum to the lease as to how the rental fee was calculated.

Appel also gave an update on the 10<sup>th</sup> Street Office Building. Appel stated that the majority of the moving took place yesterday, May 6<sup>th</sup>, and that all went well.

Motion by Gravley, second by Stevens, unanimous vote to pay a per diem to those Commissioners that assisted in the moving of offices to the 10<sup>th</sup> Street Office Building.

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Motion by Gravley, second by Anderson, unanimous vote to approve the following seasonal hires at the Public Works Department: Teresa Deutchman (1<sup>st</sup> year), Bailey Leaman (2<sup>nd</sup> year), and Zachary Steen (4<sup>th</sup> year), pending successful completion of all hiring requirements.

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Nick Klisch, County Engineer/Public Works Director, met with the board to discuss a few items. Klisch presented two quotes for a 2019 Ford F250 Super Cab as follows: Midway Ford (State Bid) - \$32,666.35 plus optional 7 year/75,000 mile Warranty of \$2,570 and Higley Ford - \$33,907.25 plus optional 7 year/75,000 mile Warranty of \$2,570. Motion by Gravley, second by Anderson, unanimous vote to accept the state bid from Midway Ford for a 2019 Ford F250 Super Cab in the amount of \$32,666.35 (low bid) and purchase the 7 year/75,000 mile Warranty in the amount of \$2,570 from Higley Ford. The new vehicle will replace the current solid waste/recycling pick up.

Klisch and Jed Rhubee, Public Works Superintendent, informed the board that Cottonwood County was awarded the \$10,000 matching grant from the Minnesota Department of Health that was applied for. Motion by Anderson, second by Gravley, unanimous vote to allow the Public Works Director and Public Works Superintendent to accept the \$10,000 matching grant from the Minnesota Department of Health and move forward with Red Rock Rural Water to install water service to South Dutch Charlie Park. The County's matching portion will be paid from the Parks Long Term Capital Outlay fund.

Klisch presented bids for three different projects. Bids for Project 017-601-025, mill and overlay on CSAH 1 from Highway 30 to the north county line, were as follows: Knife River Corporation - \$513,894.50, Duininck Brothers, Inc. - \$531,754.55, Southern Minnesota Construction - \$590,588.70, and Central Specialties, Inc. - \$611,569.20. Motion by Appel, second by Anderson, unanimous vote to accept the bid from Knife River Corporation in the amount of \$513,894.50 for Project 017-601-025.

Bids for Project 017-070-007, striping and rumble strips on approximately 50 miles of roadway, were as follows: AAA Striping Service, Inc. - \$273,209.21, Surface Preparation Technologies, Inc. - \$314,923.04, and Century Fence - \$413,952.50. Motion by Stevens, second by Gravley, unanimous vote to accept the bid from AAA Striping Service, Inc. - \$273,209.21 for Project 017-070-007.

Bids for Project 017-599-106, replacement of bridge L9496 in Mountain Lake Township, were as follows: Midwest Contracting, LLC - \$209,942.00 and Mathiowetz Construction Company - \$233,641.00. Motion by Gravley, second by Appel, unanimous vote to accept the bid from Midwest Contracting, LLC in the amount of \$209,942.00 for Project 017-599-106.

Klisch stated that Project 017-599-088, replacement of bridge L6570 in Ann Township has been completed and would like approval to make final payment. Motion by Anderson, second by Stevens, unanimous vote to approve final payment

to River Ridge Construction in the amount of \$9,654.05 for completion of Project 017-599-088. The total cost of the project was \$193,081.08.

Klisch presented quotes for replacing hail damaged roofs on five Public Works buildings – Horse Barn, Quonset, Truck Shed, Salt Shed, and Sheep Shed/Garage. Quotes are on file in the County Coordinators office. Motion by Anderson, second by Stevens, unanimous vote to accept low quote from Matt Langland Construction, LLC in the amount of \$48,595.00 for replacing hail damaged roofs on five Public Works Buildings.

Klisch introduced Bob Sworski from CBS<sup>2</sup> who gave a presentation on a Public Works Facilities feasibility study. Sworski presented three different options for the board to consider when discussing options for a new Public Works Facility.

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Motion by Gravley, second by Stevens, unanimous vote to approve a one-time payment of \$100 to the County Engineer for work boots.

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

County Revenue Fund	\$102,176.18
Long Term Capital Outlay	\$ 5,194.00
County Building Fund	\$ 75,996.34
County Revenue Fund	\$ 432.56
Road and Bridge Fund	\$ 18,960.13
Waste Abatement/Score Fund	\$ 1,391.85
Landfill Enterprise Fund	<u>\$ 4,252.37</u>
	\$208,403.43

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Kelly Thongvivong, County Coordinator, informed the board that the Farmers Market will be moved to the South side of the Courthouse Square this year.

Motion by Stevens, second by Anderson, unanimous vote to pay Negen Construction, LLC \$9,424.75 for the removal and re-building of the Courthouse steps and to make a partial payment of \$38,927.73 for the Courthouse parking lot.

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Commissioner Appel gave an update on the CPT meeting he attended. Appel also stated that mold testing will be done on the DVHHS-Family Services building.

Commissioner Holmen led discussion regarding RtVision paystubs and direct deposit.

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There being no further business, the meeting was adjourned at 11:55 a.m.

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Jan Johnson, Auditor/Treasurer

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Norman Holmen, Board Chair

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Kelly Thongvivong, County Coordinator