

October 1, 2019  
Cottonwood County Board of Commissioners  
Regular Meeting  
Minutes

The Cottonwood County Board of Commissioners met in regular session on Tuesday, October 1, 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, Kevin Stevens, Norm Holmen, Donna Gravley, Larry Anderson; County Attorney Nick Anderson, County Coordinator Kelly Thongvivong, Auditor/Treasurer Donna Torkelson, Kathy Marsh, Glenn Johnson, Kay Gross, Drew Hage, Nick Klisch, Dona Purrington, 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 September 17, 2019 regular meeting.

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Glenn Johnson, Director of Information Systems, met with the board to present quotes from three different website vendors: Revize - \$16,000 plus \$4,000 annual software subscription; CivicPlus - \$25,797 plus \$5,285 annual software subscription; and Granicus - \$15,000 plus \$4,630.50 annual software subscription. Motion by Anderson, second by Stevens, unanimous vote to approve the Revize Web Services Agreement dated 9/27/2019 in the amount of \$16,000 plus \$4,000 annual software subscription, as presented.

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Kay Gross, SWCD District Administrator, met with the board to discuss a few items. Gross presented the FY2020 and FY2021 State of Minnesota Board of Water and Soil Resources Natural Resources Block Grant Agreement in the amount of \$71,388. Gross stated that the grant includes Local Water Management (\$14,844), Wetland Conservation Act (\$8,778), Shoreland (\$2,772), and FY20 Septic Treatment Systems (\$18,600). Total for FY2020 \$44,994 and FY2021 \$26,394. Motion by Appel, second by Gravley, unanimous vote to approve the FY2020 and FY2021 State of Minnesota Board of Water and Soil Resources Natural Resources Block Grant Agreement in the amount of \$71,388.

Motion by Gravley, second by Appel, unanimous roll call vote to adopt resolution 19-10-01 as follows:

**RESOLUTION 19-10-01**

**Resolution to Support a Des Moines River Watershed  
One Watershed, One Plan Project**

**WHEREAS**, the Minnesota Board of Soil and Water Resources has developed policies for coordination and development of comprehensive watershed management plans, also known as One Watershed, One Plan, consistent with Minnesota Statutes, Chapter 103B.801, Comprehensive Watershed Management Planning Program; and

**WHEREAS**, Minnesota Statutes, Chapter 103B.301, Comprehensive Local Water Management Act, authorizes Minnesota Counties to develop and implement a local water management plan; and

**WHEREAS**, Minnesota Statutes, Chapter 103D.401, Watershed Management Plan, authorizes Minnesota Watershed Districts to develop and implement a watershed management plan; and

**WHEREAS**, Minnesota Statutes, Chapter 103C.331, subdivision 11, Comprehensive Plan, authorizes Minnesota Soil and Water Conservation Districts to develop and implement a comprehensive plan; and

**WHEREAS**, the counties, soil and water conservation districts, and watershed districts within the Des Moines River Watershed #34, as delineated in the attached One Watershed, One Plan Suggested Boundary Map, have interest in developing a comprehensive watershed management plan for this area.

**NOW, THEREFORE, BE IT RESOLVED**, that Cottonwood County recognizes and supports watershed-scale planning efforts consistent with Minnesota Statutes, Chapter 103B.801, also known as One Watershed, One Plan; and

**BE IT FURTHER RESOLVED** that Cottonwood County welcomes the opportunity to collaborate with the counties, soil and water conservation districts, and watershed districts within the Des Moines River Watershed for watershed-scale planning efforts in the future; and

**BE IT FURTHER RESOLVED** that the Cottonwood County supports an application to the Board of Water and Soil Resources for a planning grant to develop a comprehensive watershed management plan and anticipates entering into a Memorandum of Agreement with the counties, soil and water conservation districts, and watershed districts within the Des Moines River Watershed, to collaborate on this effort, pending selection as a recipient of a planning grant.

Adopted this 1st day of October, 2019.

S/Norman Holmen, Board Chairman

S/Donna Torkelson, Auditor/Treasurer

Motion by Appel, second by Stevens, unanimous vote to approve requesting the opportunity for Cottonwood County to be the fiscal agent of the Des Moines River Watershed 1W1P Planning Project.

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Drew Hage, Windom EDA Director, stated that he has received a Home Initiative application from Chris Rogers and Stacy Crites 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 Gravley, second by Stevens, unanimous roll call vote to approve resolution 19-10-01B as follows:

**Resolution 19-10-01B**

**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**, Chris Rogers and Stacy Crites ("Rogers-Crites") are the owners of the following described real estate within Cottonwood County, Minnesota:

- Parcel #: 08-722-0010
- Address of Property: 42033 440<sup>th</sup> Avenue, Windom, MN 56101
- Legal Description of Property: Lot 1 in Block 1 of Shady Oaks Subdivision of Part of Section

29 and Part of Section 30 in Township 105 North, Range 36 West of the 5<sup>th</sup> P.M. in Cottonwood County, Minnesota (**abbreviated description**). This tract contains 2.5 acres, more or less.

**WHEREAS**, Rogers-Crites propose to a construct a new home on this property; and

**WHEREAS**, Rogers-Crites 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 for the new home, submitted by the Applicants, is \$360,000; and

**WHEREAS**, based on an Estimated Market Value of \$360,000 for the new home and based on 2019 tax rates, the estimated tax abatement for Cottonwood County for this property would be approximately \$1,363 per year. The total estimated tax abatement by Cottonwood County for the five-year period is approximately \$6,815. (These figures were calculated using 2019 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, October 15, 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 1st day of October, 2019.

S/Norman Holmen, Board Chairman

S/Donna Torkelson, Auditor/Treasurer

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Motion by Stevens, second by Appel, unanimous vote to allow the County Engineer to advertise for bids on a fuel contract for supplying gasoline/diesel fuel and UST monitoring/reporting. Klisch stated the contract would be effective for 2020 and 2021 with an option to extend for one more year (2022).

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Motion by Gravley, second by Anderson, unanimous vote to allow the County Attorney to sign a 40-month Copier Service Contract with Advanced Systems for the Attorney’s Office Canon copier.

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Donna Torkelson, Auditor/Treasurer, met with the board to discuss a few items. Torkelson led discussion regarding Personnel Policy #240 – Over Remittance. Torkelson stated that she would like to add under payments to this policy. After discussion, Torkelson should come up with the additional wording and

bring back to the board at the October 15 meeting.

Motion by Appel, second by Gravley, unanimous vote to give the Auditor/Treasurer, at her discretion, the authority to make deposits as needed and as per State Statute.

Motion by Gravley, second by Stevens, unanimous vote to be the fiscal host for the Cottonwood & Jackson County Snowmobile Trails/Big Bend Snowriders, Inc. and accept Snowmobile Grant-in-Aid Program FY2020 Maintenance and Grooming Grant in the amount of \$117,436.04.

Torkelson gave an update on Tax Forfeiture properties.

Torkelson explained that Bank Midwest has apologized for the inconvenience that transpired with the August 23<sup>rd</sup> direct deposits and would like to give a \$25 gift card to each employee affected. Torkelson stated that Bank Midwest has put controls in place so this will not happen again. Motion by Stevens, second by Gravley, unanimous vote that County employees may accept a \$25 gift card from Bank Midwest for the inconvenience that was experienced on the August 23<sup>rd</sup> payroll.

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Norm Holmen, Commissioner, informed the board that the State Auditor has said that if warrants are approved at the board meeting, the Board Chairman does not have to sign each individual warrant. Holmen stated that a motion should be made to change this process. Motion by Anderson, second by Gravley, unanimous vote that the board will approve both the current Commissioner Warrant listing and current Auditor Warrant listing at each board meeting.

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Kelly Thongvivong, County Coordinator, met with the board to discuss a few items. Motion by Stevens, second by Appel, unanimous vote to approve the revised Credit Card User Agreement as presented.

Motion by Anderson, second by Appel, unanimous roll call vote to adopt resolution 19-10-01A as follows:

**RESOLUTION 19-10-01A**

**Resolution Recommending the Appointment of Michael Curley and Jay Takle to the Red Rock Rural Water System Board of Commissioners**

**WHEREAS**, Michael Curley’s 4-year term as a Commissioner on the Red Rock Rural Water System (“RRRWS”) Board of Commissioners is scheduled to expire at midnight on December 31, 2019; and

**WHEREAS**, Jake Takle’s 4-year term as a Commissioner on the RRRWS Board of Commissioners is scheduled to expire at midnight on December 31, 2019; and

**WHEREAS**, on May 9, 2019 the RRRWS Board unanimously adopted a motion which recommends that Michael Curley and Jay Takle each be re-appointed to a 4-year term on the RRRWS Board of Commissioners; and

**WHEREAS**, the County Board of Commissioners believes that Michael Curley and Jay Takle are qualified to act as Commissioners on the RRRWS Board of Commissioners and are both worthy of re-appointment.

**NOW BE IT NOW RESOLVED**, that the Cottonwood County Board of Commissioners hereby recommends that Michael Curley and Jay Takle be appointed to the Red Rock Rural Water System Board of Commissioners pursuant to and provided for by Minnesota Statutes §116A et seq. for a 4-

year term which shall commence on January 1, 2020 and shall expire at midnight on December 31, 2023.

I hereby certify that the foregoing Resolution was approved by the Cottonwood County Board of Commissioners on October 1, 2019 by a vote of 5 for, 0 against, 0 absent, and 0 abstaining.

S/Norman Holmen, Board Chairman

Motion by Anderson, second by Stevens, unanimous vote to hire Macy Simonson, Kristen Gabler, Theodore Cromwell, and Touhoua Lee as part-time Jailer/Dispatchers dependent upon successful completion of all hiring requirements.

Motion by Stevens, second by Appel, unanimous vote to accept the retirement resignation from Sherry Sevcik, full-time Deputy Auditor/Treasurer, effective December 2, 2019, with appropriate payout of benefits.

Motion by Gravley, second by Stevens, unanimous vote to reimburse Jared Schmidt \$800 for time spent on re-applying for the Courthouse Window grant upon receipt of grant documentation.

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Chairman Holmen appointed Larry Anderson and Donna Gravley to the 2020 Community Census Committee.

Chairman Holmen appointed Larry Anderson to the Cottonwood County Turning 150 Years Committee.

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

County Revenue Fund	\$ 28,605.29
County Revenue Fund	\$ 3,351.00
Road and Bridge Fund	\$198,388.87
Waste Abatement/Score Fund	\$ 511.00
Landfill Enterprise Fund	<u>\$ 2,642.34</u>
	\$233,498.50

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Commissioner Holmen gave an update on a CPT meeting he attended. Holmen also stated that he will be attending a PrimeWest meeting on October 3.

Commissioner Appel updated the board on the Jeffers Highway Shop addition. Appel also led discussion on two ISG proposals: (1) Windom Highway Shop Location Site Analysis. Motion by Gravley, second by Stevens, unanimous vote to enter into agreement with ISG to perform a scope of work for up to three site locations at \$2,500 per site for the Windom Highway Shop. (2) Auditor/Treasurer Remodel. Consensus is to put this on hold and invite representatives from the Minnesota Historical Society to view what is proposed for the remodel.

Commissioner Appel led a short discussion on the 1W1P meeting that was held in St. James on September 30.

Commissioner Stevens informed the board that the Highway 60 group that was started 54 years ago has dissolved.

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There being no further business, the meeting was adjourned at 11:52 a.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