

July 7, 2020
Cottonwood County Board of Commissioners
Regular Meeting
Minutes

The Cottonwood County Board of Commissioners met in regular session on Tuesday, July 7, 2020 at 9:00 a.m. at the Law Enforcement Center in Windom, MN. Present in person or via teleconference for all or portions of the meeting were: Commissioners Kevin Stevens, Tom Appel, Donna Gravley, Norm Holmen, Larry Anderson; County Attorney Nick Anderson, County Coordinator Kelly Thongvivong, Auditor/Treasurer Donna Torkelson, Kathy Marsh, Gale Bondhus, Paul Johnson, Craig Myers, Nick Klisch, Jed Rhubee, Kyle Pillatzki, Alex Schultz, Nancy Macgregor, and Joel Alvstad.

Chairman Stevens called the meeting to order. The Pledge of Allegiance was recited. Motion by Anderson, second by Holmen, unanimous roll call vote to approve the agenda as amended. Motion by Gravley, second by Appel, unanimous roll call vote to approve the minutes of the June 16, 2020 regular meeting, June 16, 2020 Board of Appeal and Equalization meeting, and June 23, 2020 special meeting.

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Donna Torkelson, Auditor/Treasurer, met with the board to discuss a few items. Torkelson presented the list of tax forfeited lands and asked that a minimum bid be set for each property. Motion by Anderson, second by Holmen, unanimous roll call vote to set the minimum bid for tax forfeiture properties at \$100, except for parcel 22.161.0470. Motion by Gravley, second by Appel, unanimous roll call vote to set the minimum bid for tax forfeiture property, parcel 22.161.0470, at \$2,500. Motion by Holmen, second by Appel, unanimous roll call vote to adopt resolution 20-07-07 as follows:

Resolution 20-07-07

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 #21 (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 #21 be classified as non-conservation land; that the basic sale price of each parcel on List of Tax-Forfeited Land #21, that is on file with the Clerk of the County Board, be approved and authorization for a public sale of this land be granted, pursuant to M.S.282.01; that the sale will be held at 10:00 A.M., Friday, October 9th, 2020 by the Cottonwood County Auditor/Treasurer at the Cottonwood County Law Enforcement Center 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 #21.

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 7th day of July, 2020.

S/Donna Torkelson, Auditor/Treasurer

Motion by Appel, second by Gravley, unanimous roll call vote to allow the Auditor/Treasurer to advertise for bids for the removal of structures on seven tax forfeiture properties.

Torkelson also presented a revised Counties Providing Technology Joint Powers Agreement for approval. Motion by Appel, second by Holmen, unanimous roll call vote to approve the Counties Providing Technology Joint Powers Agreement.

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Alex Schultz, Planning and Zoning Technician, met with the board to get approval for two Conditional Use Permits. Motion by Holmen, second by Appel, unanimous roll call vote to approve the Conditional Use Permit request from Lee and Linda Loewen for the expansion of a dwelling within shoreland in Midway Township, Section 11, with the following conditions: (1) be compliant with Cottonwood County Zoning Ordinance #28; (2) shall obtain all necessary Federal/State/County permits and fees; (3) during construction have a form of waste collection; and (4) maintain erosion controls during operation.

Motion by Anderson, second by Gravley, unanimous roll call vote to approve the Conditional Use Permit request from Tyson Anderson for an expansion of feedlot up to 1200 animal units in Storden Township, Section 17, with the following conditions: (1) be compliant with Cottonwood County Zoning Ordinance #28; (2) shall obtain all necessary Federal/State/County permits and fees; (3) during construction have a form of waste collection; and (4) approval to be up to 1,200 animal units.

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Nick Klisch, Public Works Director, met with the board to discuss a few items. Klisch presented bids for the replacement of Bridge 89505, Project 017-603-020 as follows: Midwest Contracting, LLC - \$180,025.00, Mathiowetz Construction, Co. - \$187,331.50, R&G Construction - \$204,232.40, and Riley Bros. Construction, Inc., - \$210,777.00. Motion by Holmen, second by Appel, unanimous roll call vote to accept low bid from Midwest Contracting, LLC., in the amount of \$180,025.00 for Project 017-603-020.

Klisch led discussion regarding the landfill borrowing funds from the Road and Bridge Fund for Cell 8 construction in the amount of \$600,000. Klisch stated that the disbursement would be made August 1, 2020 with payments made every 6 months for a term of 5 years. Klisch also stated that in lieu of interest the Highway Department would receive 40,000 tons of gravel material from the landfill free of royalties. Motion by Gravley, second by Anderson, unanimous roll call vote to approve the landfill borrowing \$600,000 from the Road and Bridge fund on a five year note with the Highway Department receiving 40,000 tons of gravel from the landfill in lieu of interest.

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Kelly Thongvivong, County Coordinator, met with the board to discuss a few items. Motion by Holmen, second by Anderson, unanimous roll call vote to hire Levi Brummer as Heavy Equipment Operator based out of the Jeffers Shop, on Range 10, Step A (\$18.54) contingent on successful completion of all hiring requirements.

Motion by Appel, second by Gravley, unanimous roll call vote to hire Sarah Lanier and another applicant as Appraisers on Range 12, Step A (\$20.71)

contingent on successful completion of all hiring requirements.

Motion by Holmen, second by Anderson, unanimous roll call vote to hire Craig Borsgard as a temporary, part-time custodian, at the first year seasonal wage (\$12.20) contingent on successful completion of all hiring requirements.

Thongvivong presented a revised IS Technician job description and a recommendation to move the position from Range 12 to Range 14. Motion by Holmen, second by Anderson, unanimous roll call vote to approve the revised IS Technician job description and place on Range 14.

Motion by Holmen, second by Gravley, unanimous roll call vote to post internally and advertise for an IS Technician.

Motion by Gravley, second by Appel, unanimous roll call vote to accept the resignation from Isaak Paulson, part-time jailer/dispatcher, effective July 1, 2020 with appropriate payout of benefits.

Motion by Appel, second by Holmen, unanimous roll call vote to accept the resignation from Tessla Crowell, full-time jailer/dispatcher, effective July 14, 2020 with appropriate payout of benefits.

Motion by Anderson, second by Gravley, unanimous roll call vote to terminate Patrick Gordon, Solid Waste Technician, effective June 24, 2020 with appropriate payout of benefits.

Motion by Holmen, second by Anderson, unanimous roll call vote to post internally and advertise for a Solid Waste Technician.

Thongvivong informed the board that the PRO policy has been posted for 30 days and no comments were received. Motion by Appel, second by Anderson, unanimous vote to adopt the revised Phased Retirement Option (PRO) Benefits Agreement as presented to include both VEBA and HSA plans.

Thongvivong informed the board that she was contacted by the Windom EDA Director regarding a Letter of Support for the Federal EDA Grant application for housing that was discussed at a recent joint government meeting. Motion by Holmen, second by Appel, unanimous vote to approve the Letter of Support on behalf of Cottonwood County for the Federal EDA grant application for housing (South Cottonwood Lake Redevelopment Project).

Motion by Anderson, second by Gravley, unanimous vote to hire an applicant for the part-time Landfill Scale Operator on Range 7, Step A (\$16.01) contingent on successful completion of all hiring requirements.

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Paul Johnson, Emergency Management Director, met with the Board to discuss COVID-19 matters and the CARES funding. Johnson presented a Cottonwood County Phase 2 Opening Plan. After much discussion, motion by Anderson, second by Holmen, unanimous roll call vote to adopt the Cottonwood County Phase 2 Opening Plan.

Johnson stated that Cottonwood County can apply for \$1,432,007 in Coronavirus Relief Funds through the CARES Act. These funds can be spent on necessary expenditures incurred due to the public health emergency with respect to COVID-19. Commissioner Appel informed the board that a joint government meeting has been set for July 14th for the eligible entities that can receive funds to discuss how each is going to spend the monies.

After much discussion, a COVID-19 special meeting was set for July 16, 2020 at 9:00 a.m. in the Commissioner’s Room.

Motion by Holmen, second by Appel, unanimous roll call vote to approve applying for the Coronavirus Relief Funding.

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Motion by Gravley, second by Holmen, unanimous roll call vote to approve July warrants as follows:

County Revenue Fund	\$ 31,594.32
County Building Fund	\$110,849.60
Ditch Fund	\$ 1,803.30
Taxes and Penalties Fund	\$ 402.50
Road & Bridge Fund	\$421,242.59
Waste Abatement/SCORE	\$ 3,190.00
Landfill Enterprise Fund	<u>\$ 31,843.84</u>
	\$600,926.15

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Commissioner Appel asked about the budget process and a timeline. The Auditor/Treasurer stated that information would be sent to Department Heads and Commissioners by the end of the month. With this information, a work session was then planned for August 11, at 9:00 a.m. at the Law Enforcement Center. Possible items to be discussed are: budget, CARES funding, salary schedule, and buildings.

Appel also led discussion on buildings and the boards thoughts on a possible building purchase to be used for DVHHS. After much discussion, consensus of the board is to have a closed session at the July 21st meeting.

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There being no further business, the meeting adjourned at 12:07 p.m.

Donna Torkelson, Auditor/Treasurer

Kevin Stevens, Board Chair

Kelly Thongvivong, County Coordinator