

December 1, 2020  
Cottonwood County Board of Commissioners  
Regular Meeting  
Minutes

The Cottonwood County Board of Commissioners met in regular session on Tuesday, December 1, 2020 at 4:30 p.m. at the Cottonwood County 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, Norm Holmen, Larry Anderson, Donna Gravley; County Attorney Nick Anderson, County Coordinator Kelly Thongvivong, Auditor/Treasurer Donna Torkelson, Kathy Marsh, Nick Klisch, Alex Schultz, Gale Bondhus, Don Kalash, Andrew Lorentz, Mike Adrian, Kathy Peterson, and Joel Alvstad.

Chairman Stevens called the meeting to order. The Pledge of Allegiance was recited. Motion by Anderson, second by Appel, unanimous roll call vote to approve the agenda. Motion by Holmen, second by Gravley, unanimous roll call vote to approve the minutes of the November 17, 2020 regular meeting and the November 24, 2020 special meeting.

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Alex Schultz, Planning and Zoning Technician, met with the board to discuss a few items. Motion by Anderson, second by Holmen, unanimous roll call vote to approve the Conditional Use Permit for James Davidson to build a garage within shoreland in Rose Hill Township, Section 13, with the following conditions: (1) be compliant with Cottonwood County Zoning Ordinance #28; (2) shall obtain all necessary Federal/State/Local permits and fees; (3) have a waste container on site during construction; and (4) erosion control measures should be taken.

Motion by Gravley, second by Appel, unanimous roll call vote to approve the Conditional Use Permit for Certified Care Planner, LLC to operate a car dealership in Amboy Township, Section 1, with the following conditions: (1) be compliant with Cottonwood County Zoning Ordinance #28; (2) shall obtain all necessary Federal/State/Local permits and fees; (3) have MnDOT approval of the advertisement sign.

Schultz then led discussion regarding a petition for an Environmental Assessment Worksheet (EAW) that he received in regards to the Conditional Use Permit for a gravel pit in Amboy Township that was approved for W. Lorentz Construction on August 18, 2020. After much discussion, motion by Holmen, second by Anderson, unanimous roll call vote to deny the EAW because the project is exempt from an EAW due to final governmental approval and a resolution and findings of fact will be presented at the December 15, 2020 board meeting to further delineate the basis for the denial.

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Nick Klisch, Public Works Director, met with the board to discuss a few items. Klisch stated that Project 017-603-020 – CSAH 3 Bridge Replacement is complete and would like approval for final payment. Motion by Gravley, second by Appel, unanimous roll call vote to approve final payment of \$9,661.16 to Midwest Contracting for Project 017-603-020 – CSAH 3 Bridge Replacement.

Klisch informed the board that the CSAH 7 shoulder widening, resurfacing, and curve realignment project will impact 0.34 acres of wetland. As a result the County must purchase wetland bank credits at a 2:1 ratio. The purchase of the

wetland credits will be an expense of \$22,140.12. Motion by Anderson, second by Holmen, unanimous roll call vote to authorize the County Engineer to execute a purchase agreement for the purchase of wetland banking credits as required to meet permitting requirements for Project 017-607-021 – CSAH 7.

Klisch informed the board that he has yet to be notified regarding the grant application for improvements to CSAH 2. Klisch stated that he will notify the board when he receives notification.

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Kelly Thongvivong, County Coordinator, met with the board to discuss a few items. Thongvivong presented a revised Engineering Technician job description. Nick Klisch, Public Works Director, stated that the revision to the job description was the removal of the some of the minimum certification requirements due to the redundancy of certifications in the Public Works Department. After much discussion, no action was taken. The revised Engineering Technician job description and the proposed promotion of Todd Thurmer should be brought back to the December 15 board meeting for further discussion.

Motion by Anderson, second by Gravley, unanimous roll call vote to set holiday hours for county offices as follows: County offices will close at 12:00 p.m. on December 24, 2020 (Christmas Eve) and 3:00 p.m. on December 31, 2020 (New Year’s Eve); and to pay employees on December 24, 2020 as December 25, 2020 is a holiday.

Thongvivong, on behalf of Kay Gross, SWCD District Administrator, presented the GBERBA Joint Powers Agreement for approval. Motion by Appel, second by Gravley, unanimous roll call vote to approve the Greater Blue Earth River Basin Alliance Joint Powers Agreement and allow the Board Chair to sign.

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Motion by Holmen, second by Anderson, unanimous roll call vote to approve December warrants as follows:

County Revenue Fund	\$ 86,029.97
County Building Fund	\$ 80.00
Ditch Fund	\$ 35,174.52
Road & Bridge Fund	\$ 92,770.24
Waste Abatement/SCORE	\$ 5,622.23
Landfill Enterprise Fund	<u>\$ 5,172.92</u>
	\$224,849.88

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Commissioner Holmen informed the board of a couple of ditch projects he is dealing with and asked for the board’s input.

Commissioner Appel informed the board that he would be attending the December 3 County Administrator budget virtual meeting, the December 7<sup>th</sup> AMC virtual conference, but would not be able to attend the December 11 MCIT virtual meeting, and would like to know if other Commissioners would be attending. Appel also stated he has started looking at the Commissioner Assignments for 2021 and stated he is thinking of removing the Intergovernmental Relations Board. Research has been done on what this board is and no one is sure as to its purpose.

Commissioner Stevens gave an update on the 2019 Audit and asked if the board would like Amy Thomas, State Auditor, to give a presentation. Consensus of the board is for Amy Thomas to give a presentation sometime during the beginning of the new year.

Commissioner Gravley stated that the Jail Inspection Report was sent to all the Commissioners but she would like the Jail Administrator to attend a board meeting and review the report.

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At 6:02 p.m., the Truth in Taxation meeting was held. A few members of the public were there to ask questions. Chairman Stevens stated that the final 2021 budget and 2021 levy will be set at the December 15 meeting.

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There being no further business, the meeting adjourned at 6:26 p.m.

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Donna Torkelson, Auditor/Treasurer

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Kevin Stevens, Board Chair

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Kelly Thongvivong, County Coordinator