

July 20, 2021
Cottonwood County Board of Commissioners
Regular Meeting
Minutes

The Cottonwood County Board of Commissioners met in regular session on Tuesday, July 20, 2021 at 9:00 a.m. at the Cottonwood County Courthouse in Windom, MN. Present in person or via teleconference for all or portions of the meeting were: Commissioners Tom Appel, Donna Gravley, Norm Holmen, Larry Anderson, Kevin Stevens; County Attorney Nick Anderson, County Coordinator Kelly Thongvivong, Auditor/Treasurer Donna Torkelson, Kathy Marsh, Steve Nasby, Becky Buchholz, Nick Klisch, Jason Purrington, Jason Rupp, Tim Evers, Jonathon Loose, and Joel Alvstad.

Chairman Appel called the meeting to order. Motion by Gravley, second by Stevens, unanimous roll call vote to approve the agenda. Motion by Holmen, second by Anderson, unanimous roll call vote to approve the minutes of the July 6, 2021, regular meeting.

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Steve Nasby, Windom City Administrator, informed the board that the Minnesota Legislature passed a special law for the City of Windom relating to their 1-22 TIF District (Cemstone Redevelopment Area). The special law extended the five-year rule to enter in to agreements and extended the duration of the district. Motion by Stevens, second by Holmen, unanimous roll call vote to approve resolution 21-07-20 Approving Law of Minnesota 2021, 1st Special Session, Chapter 14, Article 9, Section 12, Relating to the Cemstone Tax Increment Financing District. (Resolution is on file in the County Coordinator's office.)

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

Auditor/Treasurer Donna Torkelson presented a Petition for Redetermination of Benefits for JD #3. After discussion, motion by Gravley, second by Anderson, unanimous vote to accept the Petition for a Redetermination of Benefits for JD #3. Auditor/Treasurer Torkelson will check availability and prices of viewers and bring back to the board.

Chairman Appel appointed Commissioners of Districts 4 and 5 to Jackson-Cottonwood JD #16. Chairman Appel appointed Commissioners of Districts 1, 3, and 5 to Cottonwood-Jackson JD #54.

Torkelson asked that a date be set for a meeting with Brown County for joint JD #24 to set landowner meetings and hearing date. The tentative date of August 3 at 8:30 a.m. was set.

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

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Donna Torkelson, Auditor/Treasurer, informed the board that one demo bid was received for tax forfeiture property 09-021-0300. A bid was received from Lohrenz Excavating in the amount of \$12,500. Motion by Anderson, second by Gravley, unanimous vote to accept the demo bid from Lohrenz Excavating in the amount of \$12,500 for tax forfeiture property 09-021-0300.

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Chairman Appel, on behalf of Alex Schultz, Planning and Zoning Technician, brought forward two requests for Conditional Use Permits. Appel asked for approval of a Conditional Use Permit applied for by Gavin Mattison for a Shop/House (Shouse) within Shoreland in Highwater Township. Motion by Anderson, second by Holmen, unanimous roll call vote to approve the Conditional Use Permit from Gavin Mattison for a Shop/House (Shouse) within Shoreland in Highwater Township, Section 9 with the following conditions: (1) shall be in compliance with the Cottonwood County Zoning Ordinance #28; (2) shall obtain all necessary Federal, State, and Local Permits and Fees; (3) shall keep a waste receptacle on site during construction; and (4) erosion control measures will be taken.

Appel also presented a Conditional Use Permit for approval from the Cottonwood County Highway Department for mining, extracting, excavating, screening, and crushing of virgin and recycled material in Dale Township. Motion by Stevens, second by Gravley, unanimous roll call vote to approve the Conditional Use Permit from the Cottonwood County Highway Department for mining, extracting, excavating, screening, and crushing of virgin and recycled material in Dale Township, Section 5 with conditions: (1) shall be in compliance with the Cottonwood County Zoning Ordinance #28 and Ordinance #36; and (2) shall obtain all necessary Federal, State, and Local Permits and Fees.

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Becky Buchholz, SWCD Program Technician, led discussion with the board on the SSTS Enforcement Program. Buchholz reviewed when the ordinance was updated, how the process works, and that there is currently a backlog needing legal action.

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Nick Klisch, Public Works Director, presented two quotes for a truck tire changer as follows: Windom Auto Value – Benco rotary HD tire changer - \$13,986.00 and Hanco Corp. – Corghi truck tire changer - \$16,350.00. Klisch stated that he would also like to sell the current S-34 truck tire changer and C211 automatic wheel balancer. Motion by Stevens, second by Anderson, unanimous vote to accept the low bid from Windom Auto Value for the Benco rotary HD tire changer in the amount of \$13,986.00 and allow the Public Works Department to sell the current S-34 truck tire changer and C211 automatic wheel balancer.

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Jason Purrington, Sheriff, presented a quote for the purchase of portable radios for the Sheriff's Department and Emergency Management. Motion by Gravley, second by Holmen, unanimous roll call vote to accept the quote from Alpha Wireless in the amount of \$56,384.64 for the purchase of 13 APX6000 portable radios for the Sheriff's Department and Emergency Management.

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Kelly Thongvivong, County Coordinator, met with the board to discuss a few items. Motion by Holmen, second by Stevens, unanimous roll call vote to move Casey Schofield-Mork, Assistant County Attorney, to permanent full-time status effective August 2, 2021.

Thongvivong informed the board that the lease agreements for DVHHS and SWCD are coming up for renewal and asked about the rental rates. No action was

taken and this should be brought back to a future meeting.

Motion by Anderson, second by Gravley, unanimous vote to accept the retirement resignation from Glenn Johnson, Director of Information Systems, effective September 10, 2021 with appropriate payout of benefits.

Motion by Gravley, second by Stevens, unanimous vote to post internally and advertise externally for the position of Director of Information Systems.

Motion by Holmen, second by Anderson, unanimous vote to approve the termination of Melvin Lewis, Solid Waste Technician, effective July 14, 2021, with appropriate payout of benefits.

Motion by Holmen, second by Stevens, unanimous vote to hire Dave Deinhart and Bret Seidel as Solid Waste Technicians at Range 10, Step C (\$20.21) of the 2021 wage matrix and dependent upon successful completion of all hiring requirements.

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Jonathon Loose, Wold Architects & Engineering, presented the Jail Needs Assessment Study and answered questions that the board had.

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Chairman Appel informed the board that budget discussions will be starting soon. The board agreed that, like last year, the liaisons will meet with their respective departments and present to the board except for the Sheriff's Department and Public Works who will schedule a time with the board. The Auditor/Treasurer stated that budget sheets should be out by the end of the week.

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

County Revenue Fund	\$ 19,297.82
Ditch Fund	\$ 22,724.66
Taxes and Penalties Fund	\$ 173.40
Road & Bridge Fund	\$ 55,476.35
Waste Abatement/SCORE	\$ 11,988.11
Landfill Enterprise Fund	<u>\$ 13,907.25</u>
	\$123,567.59

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Commissioner Holmen gave an update on the Region 8 meeting he attended that included a Lidar discussion.

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There being no further business, the meeting adjourned at 11:35 a.m.

Donna Torkelson, Auditor/Treasurer

Thomas D. Appel, Board Chair

Kelly Thongvivong, County Coordinator