

April 19, 2022  
Cottonwood County Board of Commissioners  
Regular Meeting  
Minutes

The Cottonwood County Board of Commissioners met in regular session on Tuesday, April 19, 2022, at 9:00 a.m. at the Cottonwood County Courthouse in Windom, MN. Present for all or portions of the meeting were: Commissioners Larry Anderson, Norman Holmen, Donna Gravley, Kevin Stevens, Tom Appel, County Attorney Nick Anderson, County Coordinator Kelly Thongvivong, Auditor/Treasurer Donna Torkelson, Kathy Marsh, Jim Hartshorn, Gale Bondhus, David Grev, Brad Hutchison, Nick Klisch, David Bucklin, Scott Reimer, Troy Rasmussen, Rob Anderson, and Joel Alvstad.

Chairman Gravley called the meeting to order. The Pledge of Allegiance was recited. Motion by Holmen, second by Stevens, unanimous vote to approve the agenda as amended. Motion by Anderson, second by Holmen, unanimous roll call vote to approve the minutes of the April 5, 2022, regular meeting as amended.

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Donna Torkelson, Auditor/Treasurer, presented two options for the redistricting of Commissioner Districts. Plan 1 – moves Great Bend Township to District 4 and moves Germantown Township to District 1. Plan 2 - moves Great Bend Township to District 4 and moves Dale Township to District 1. Chairman Gravley then opened the public hearing. Hearing no comments, Gravley closed the public hearing. Motion by Holmen, second by Anderson, unanimous roll call vote to adopt Resolution for Adoption of County Commissioner Districts – Plan 1.

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Brad Hutchison met with the board to have further discussion on Big Bend Wind and Red Rock Solar.

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Nick Klisch, Public Works Director, met with the board to discuss a few items. Klisch presented a MnDOT Agreement CSAH 2 Federal Funding. Klisch stated that the agreement is needed to allocate federal funds to Cottonwood County to accommodate 2022 construction with 2023 funds. Motion by Anderson, second by Holmen, unanimous roll call vote to adopt resolution 22-04-19B authorizing the Board Chair and County Engineer to sign the MnDOT – CSAH 2 Federal Funding agreement. (Resolution is on file in the County Coordinator’s office.)

Klisch presented bids for Project 017-602-027 – resurfacing of CSAH 2 from TH60 in Bingham Lake to CSAH 10 (Brown County line). Bids were as follows: Duininck, Inc. - \$2,925,347.30; Knife River – \$3,386,516.92; Minnesota Paving & Materials - \$3,465,421.77; and Central Specialties, Inc. - \$3,659,532.63. Motion by Holmen, second by Appel, unanimous vote to accept the low bid from Duininck, Inc. in the amount of \$2,925,347.30 for Project 017-602-027 and contingent upon MnDOT approval.

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Jim Hartshorn, Interim Windom EDA Director, informed the board that two Home Initiative – New Construction applications have been received from Preferred Choice Homes for new, single family homes. Hartshorn stated that all requirements to date have been met so public hearing dates need to be set. Motion by Stevens, second by Appel, unanimous roll call vote to adopt resolution 22-04-19C “Resolution

Calling for a Public Hearing on Proposed Tax Abatement for new Residential Project” (1901 Bud Road - Resolution is on file in the County Coordinator’s office.)

Motion by Holmen, second by Appel, unanimous roll call vote to adopt resolution 22-04-19D “Resolution Calling for a Public Hearing on Proposed Tax Abatement for new Residential Project” (1903 Bud Road - Resolution is on file in the County Coordinator’s office.)

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Commissioner Appel informed the board that the Windom Planning and Zoning Committee approved the conditional use permit and variance for the new Public Works site, with conditions, and will go before the Windom City Council for approval on April 19. Appel also stated that May 2 has been set for the start of additional vinyl chloride borings.

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Commissioner Gravley asked the board to approve Donna Stresemann, Assistant Solid Waste Administrator, be allowed to also attend the 2022 Waste Expo. Motion by Stevens, second by Anderson, unanimous vote to allow the Assistant Solid Waste Administrator to attend the 2022 Waste Expo in Las Vegas, NV, May 9 – 11.

Gravley informed the board that the zoom link for the Public Utilities Commission transmission line meeting will be given out when received. Gravley also gave an update on the Department Head meeting and it was requested that the personnel policies be reviewed. After much discussion, it was decided that 5 to 10 policies will be reviewed at each Commissioner Meeting.

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David Bucklin, SWCD District Technician, presented a MN Wetlands Bank Mitigation application for approval. Bucklin stated that the wetland delineation was approved two years ago. Motion by Stevens, second by Holmen, unanimous vote (Commissioner Appel absent) to approve the MN Wetlands Conservation Act Application submitted by the Economic Development Authority of Windom and CBC DT, LLC.

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Scott Reimer and Troy Rasmussen of Federated Broadband gave a presentation to the board regarding broadband. Reimer stated that if the County was interested in pursuing broadband county wide, the first step would be to do a feasibility study.

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Motion by Anderson, second by Stevens, unanimous vote (Commissioner Appel absent) to recess as the County Board and to convene as the Ditch Authority.

Commissioner Anderson asked the board to review the letter drafted by John Kolb regarding the culvert on Highway 30. Motion by Anderson, second by Holmen, unanimous vote (Commissioner Appel absent) to allow Chairman Gravley to sign the letter from the Ditch Authority to MnDOT regarding the County Ditch #42 crossing at Trunk Highway 30.

Anderson then brought forward a County Ditch #35 - Petition to Repair for approval. After much discussion, motion by Holmen, second by Stevens, unanimous vote (Commissioner Appel absent) to approve the CD#35 Petition to Repair application and allow Commissioner Anderson to hire an Engineer.

Commissioner Holmen brought forward a draft ditch bonding policy. After discussion and on the recommendation of the County Attorney, it was decided to wait on this policy until a later date.

Motion by Holmen, second by Anderson, unanimous vote (Commissioner Appel absent) to adjourn as the Ditch Authority and to reconvene as the County Board.

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Motion by Anderson, second by Stevens, unanimous vote (Commissioner Appel absent) to move Dave Grev to permanent full-time status as Deputy Assessor effective April 25, 2022.

Motion by Holmen, second by Stevens, unanimous vote (Commissioner Appel absent) to approve the seasonal hire of Tiffany Vande Kieft (2nd year), Tyler Zieske (3rd year), Dylan Serreyn (2nd year), Parker Alvstad (1st year), Sam Doorenbos (1st year), Zach Squires (1st year), and Joshua Hedman (1st year) pending successful completion of all hiring requirements.

Motion by Stevens, second by Anderson, unanimous vote (Commissioner Appel absent) to accept the resignation from Doug Jones, Heavy Equipment Operator, effective April 12, 2022, with appropriate payout of benefits.

Discussion was held regarding the vacant Heavy Equipment Mechanic position and the Accounting Assistant position. Motion by Anderson, second by Stevens, unanimous vote to approve advertising for the three vacant positions of Heavy Equipment Mechanic (40 hours), Heavy Equipment Operator (40 hours), and Accounting Assistant (32 to 40 hours).

Motion by Holmen, second by Anderson, unanimous roll call vote to adopt resolution 22-04-19A "In support of the Windom TH60 Corridor Study Implementation Plan." (Resolution is on file in the County Coordinator's office.)

Motion by Holmen, second by Anderson, unanimous vote to close the meeting at 11:32 a.m. based on attorney/client privilege to discuss Daniel G. Kamin Windom LLC v. County of Cottonwood, Court file Nos. 17-CV-20-232 and 17-CV-21-38. Individuals present for the closed session were Norm Holmen, Donna Gravley, Larry Anderson, Kevin Stevens, Tom Appel, Nick Anderson, Kelly Thongvivong, Donna Torkelson, Kathy Marsh, Gale Bondhus, and David Grev.

Motion by Appel, second by Stevens, unanimous vote to open the meeting at 11:39 a.m.

Motion by Stevens, second by Holmen, unanimous vote to accept the offer from Daniel G. Kamin Windom LLC for their tax settlement.

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Motion by Holmen, second by Stevens, unanimous roll call vote to approve April warrants, as follows:

County Revenue Fund	\$ 81,120.48
Long Term Capital Outlay	\$ 3,970.99
County Building Fund	\$ 5,733.64
Ditch Fund	\$ 3,341.79
Taxes and Penalties Fund	\$ 16,363.86
Road and Bridge Fund	\$ 36,422.47
Waste Abatement/Score Fund	\$ 329.00

Landfill Enterprise Fund	<u>\$ 15,405.32</u>
	\$162,687.55

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Chairman Gravley led discussion regarding a County Ditch Inspector. After much discussion, the County Coordinator was directed to put a job description together for this position.

Gravley also led a short discussion regarding internal vs. external applicants for open positions.

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There being no further business, the meeting adjourned at 12:31 p.m.

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Donna Torkelson, Auditor/Treasurer

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Donna L. Gravley, Board Chair

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Kelly Thongvivong, County Coordinator