

May 3, 2022
Cottonwood County Board of Commissioners
Regular Meeting
Minutes

The Cottonwood County Board of Commissioners met in regular session on Tuesday, May 3, 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, Christopher Konechne, and Joel Alvstad.

Chairman Gravley called the meeting to order. The Pledge of Allegiance was recited. Motion by Anderson, second by Stevens, unanimous vote to approve the agenda as amended. Motion by Holmen, second by Stevens, unanimous roll call vote to approve the minutes of the April 19, 2022, regular meeting.

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A public hearing was held in regard to the residential property tax abatement applied for by Preferred Choice Homes, LLC for the construction of a single family home on parcel number 25.320.1100 (1901 Bud Road). No opposition to the abatement was heard prior to or at the hearing. Motion by Stevens, second by Appel, unanimous roll call vote to approve the Preferred Choice Homes, LLC, Home Initiative – New Construction application (1901 Bud Road) and resolution 22-05-03A “Resolution Approving Tax Abatement for Certain Property Pursuant to Minn. Stat. 469.1813.” (Resolution is on file in the County Coordinator’s office.)

A public hearing was held in regard to the residential property tax abatement applied for by Preferred Choice Homes, LLC for the construction of a single family home on parcel number 25.320.1200 (1903 Bud Road). No opposition to the abatement was heard prior to or at the hearing. Motion by Holmen, second by Appel, unanimous roll call vote to approve the Preferred Choice Homes, LLC, Home Initiative – New Construction application (1903 Bud Road) and resolution 22-05-03B “Resolution Approving Tax Abatement for Certain Property Pursuant to Minn. Stat. 469.1813.” (Resolution is on file in the County Coordinator’s office.)

Jim Hartshorn, Interim Windom EDA Director, stated that he has received a Home Initiative application from Cody and Samantha Oeltjenbruns for a new, single family home and that a date for a public hearing needs to be set. Hartshorn and Gale Bondhus, County Assessor, stated that all requirements have been met except the septic permit. Motion by Holmen, second by Stevens, unanimous roll call vote to approve resolution 22-05-03C “Resolution Calling for a Public Hearing on Proposed Tax Abatement for new Residential Project.” (Resolution is on file in the County Coordinator’s office.)

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Christopher Konechne, Finley Engineering Company, met with the board to discuss a broadband feasibility study. Konechne described the what the process would be and that it would take three to four months. Konechne also stated that it he would recommend that the board appoint a Local Stakeholder Team consisting of two commissioners and two others from the county. Motion by Anderson, second by Holmen, unanimous vote to move forward with Finley Engineering Company for a

Broadband Feasibility Study in the amount of \$49,500 and pay for the study with ARPA funds.

Chairman Gravley appointed Commissioner Anderson and Commissioner Holmen to the Broadband Local Stakeholder Team. Gravley asked Commissioner Anderson to bring two more names to the next meeting.

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Nick Klisch, Public Works Director, met with the board to discuss a few items. Klisch presented bids for Project 017-070-0012 – Highway Safety Improvement Project as follows: JAAK, LLC - \$387,779.00, NTTK, Inc. - \$414,178.06, and Safety Signs - \$452,490.50. Motion by Anderson, second by Stevens, unanimous vote to accept the low bid from JAAK, LLC in the amount of \$387,779.00 for Project 017-070-0012, contingent upon MnDOT OCR clearance and MnDOT AC Agreement amendment.

Klisch also presented a MnDOT Detour Agreement for the Trunk Highway No. 71 Unofficial Detour. Klisch stated that while the TH71 bridge preplacement was happening, many vehicles used CSAH 12 as an unofficial detour and the County incurred additional maintenance costs. MnDOT has agreed to reimburse Cottonwood County \$6,444.40 for these costs. Motion by Holmen, second by Appel, unanimous roll call vote to adopt the resolution agreeing to enter into MnDOT Agreement No. 1050343. (Resolution is on file in the County Coordinator’s office.)

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Donna Torkelson, Auditor/Treasurer, met with the board to discuss a few items. Torkelson asked the board to authorize a mail, absentee, and UOCAVA ballot board consisting of the County Auditor office staff. Motion by Anderson, second by Stevens, unanimous roll call vote to adopt resolution 22-05-03. (Resolution is on file in the County Coordinator’s office.)

Torkelson reviewed the 2021 budget final numbers for expenses and revenues.

Torkelson informed the board that she received an amended Counties Providing Technology (CPT) Joint Powers Agreement (JPA) for signature. Commissioner Appel stated that only amendment to the JPA was the listing of participating counties in section 2.3. Motion by Appel, second by Holmen, unanimous vote to approve Chairman Gravley signing the amended CPT Joint Powers Agreement.

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Kelly Thongvivong, County Coordinator, met with the board to discuss a few items. Motion by Anderson, second by Appel, unanimous vote to move David Deinhart, Solid Waste Technician, to permanent full-time status as of May 16, 2022.

Motion by Stevens, second by Holmen, unanimous vote to accept the resignation from Touhoua Lee, full-time Jailer/Dispatcher, effective May 8, 2022, with appropriate payout of benefits.

Motion by Anderson, second by Appel, unanimous vote to approve posting internally and advertise, if necessary, for a full-time Jailer/Dispatcher.

Motion by Holmen, second by Anderson, unanimous vote to promote Carly Pohlman, Deputy Auditor/Treasurer, to Appraiser effective May 23, 2022, and be moved from Range 10B (\$20.21) to Range 12A (\$21.92).

Motion by Holmen, second by Anderson, unanimous vote to post and advertise, simultaneously, for a full-time Deputy Auditor/Treasurer.

Thongvivong informed the board that Further was acquired by Health Equity and will no longer offer the VEBA option. Thongvivong stated that SWWC and the MHC will be moving to WEX. Motion by Holmen, second by Anderson, unanimous vote to allow the County Coordinator to sign the contact form and return to the Minnesota Health Consortium (MHC) so that the transition between Further and WEX can begin.

Thongvivong then presented Personnel Policy Numbers 001 – 136 for review.

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Commissioner Appel presented a Purchase Agreement Amendment for property 08.022.0100. Motion by Appel, second by Stevens, unanimous vote to allow the Board Chair to sign the Purchase Agreement Amendment.

Motion by Stevens, second by Anderson, unanimous vote to pay a per diem to the Commissioners attending the Midcontinent Independent System Operator (MISO) meeting held on Friday, April 29, 2022.

Holmen informed the board that Commissioner Appel, County Coordinator Thongvivong and himself met with Jim Schmidt and Engan Associate Representatives regarding the Courthouse Windows on May 2. Motion by Appel, second by Holmen, unanimous vote to approve the Architect Agreement with Engan Associates for the Courthouse Window Assessment in the amount of \$10,000 contingent on the County Attorney’s review of the contract. The \$10,000 MN Historical Society Grant that was awarded to Cottonwood County will pay for the assessment.

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

County Revenue Fund	\$ 13,790.99
County Building Fund	\$ 640.00
Road and Bridge Fund	\$ 52,156.24
Waste Abatement/Score Fund	\$ 802.95
Landfill Enterprise Fund	<u>\$ 8,889.59</u>
	\$ 76,279.77

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There being no further business, the meeting adjourned at 11:59 a.m.

Donna Torkelson, Auditor/Treasurer

Donna L. Gravley, Board Chair

Kelly Thongvivong, County Coordinator