

June 7, 2022  
Cottonwood County Board of Commissioners  
Regular Meeting  
Minutes

The Cottonwood County Board of Commissioners met in regular session on Tuesday, June 7, 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 Coordinator Kelly Thongvivong, Auditor/Treasurer Donna Torkelson, Kathy Marsh, Jim Hartshorn, Gale Bondhus, David Grev, Nick Klisch, Alex Schultz, Kelly Smith, Louisa Novack, Luke Ewald, Joe Caruso, Christy Brusven, Alain Waire, Scott O’Konek, James Hansen, and Joel Alvstad.

Chairman Gravley called the meeting to order. The Pledge of Allegiance was recited. Motion by Holmen, second by Appel, unanimous vote to approve the agenda as amended. Motion by Stevens, second by Appel, unanimous roll call vote to approve the minutes of the May 17, 2022, regular meeting.

\* \* \* \*

Donna Torkelson, Auditor/Treasurer, met with the board to discuss tax forfeiture properties and values. Torkelson presented a list of the properties for tax forfeiture. After discussion, further review of some of the properties is needed, so the topic should be brought back to the June 21 meeting.

\* \* \* \*

A public hearing was held regarding the residential property tax abatement applied for by Edward and Jonlee Brown for the construction of a single-family home on parcel number 07-012-0101. No opposition to the abatement was heard prior to or at the hearing. Motion by Holmen, second by Stevens, unanimous roll call vote to approve resolution 22-06-07 “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 Robin Quincey, Trustee of the Robin D. Quincey Separate Property Trust, for a new, single-family home and that a date for a public hearing needs to be set. Motion by Anderson, second by Appel, unanimous roll call vote to approve resolution 22-06-07A “Resolution Calling for a Public Hearing on Proposed Tax Abatement for new Residential Project.” (Resolution is on file in the County Coordinator’s office.)

\* \* \* \*

Joe Caruso, Summit Carbon Solutions, met with the board and gave a presentation updating the board on the pipeline project. Caruso updated the board on the open houses that were held in April and stated there would be another round of open houses in June. Caruso also explained the three phases of the project – capture, transportation, and sequestering.

\* \* \* \*

Louisa Novack met with the board to discuss getting her house removed from tax forfeiture. After discussion, Chairman Gravley stated that a decision will be made at the June 21 board meeting.

\* \* \* \*

Luke Ewald, DVHHS, met with the board to get approval for a worksite garden at the DVHHS building on 4<sup>th</sup> Street. Ewald stated the worksite garden would be used for the wellness incentive program and that raised garden beds would be used. Funding for the program would be from SHIP (Statewide Health Improvement Partnership). Motion by Stevens, second by Anderson, unanimous vote to allow the Windom DVHHS Human Services office to have a worksite garden for a wellness incentive program on the southwest patio using raised garden beds.

\* \* \* \*

Kelly Smith, IS Director, met with the board to get approval for purchasing new servers. Motion by Anderson, second by Stevens, unanimous vote to approve the state quote from SHI for the purchase of three new servers in the amount of \$32,622.00.

\* \* \* \*

Alex Schultz, Planning and Zoning Technician, met with the board to get approval for a Conditional Use Permit applied for by Robin D. Quincey for a residence in shoreland in Westbrook Township, Section 26. Motion by Anderson, second by Holmen, unanimous vote to approve the Conditional Use Permit submitted by Robin D. Quincey for a residence in shoreland with the following conditions: (1) Be compliant with Cottonwood County Zoning Ordinance #28; (2) Shall obtain all necessary Federal, State, and/or County permits and fees; (3) Keep a waste receptacle on site during construction; and (4) Soil erosion control measures are taken.

Schultz presented for approval a Conditional Use Permit applied for by Duininck, Inc. for the operation of a portable hot-mix asphalt plant in Amboy Township, Section 1. Motion by Holmen, second by Anderson, unanimous vote to approve the Conditional Use Permit applied for by Duininck, Inc. for the operation of a portable hot-mix asphalt plant with the following condition: (1) Be compliant with Cottonwood County Zoning Ordinances #28 and #36; (2) Shall obtain all necessary Federal/State Local permits and fees; (3) During construction have a form of waste collection; (4) Follow the MnDOT signage rules and regulations as well as truck routes approved by road authority; (5) Maintain erosion controls during operation; (6) Permit shall expire on November 30, 2022; (7) Truck traffic be restricted to between quarry and Highway 71; and (8) Road restored to its original condition from the start of operations of the asphalt plant.

\* \* \* \*

Nick Klisch, Public Works Director, met with the board to discuss a few items. Klisch presented two bids for Project 017-600-002. Project 017-600-002 will re-shape and gravel 390<sup>th</sup> Street from County Road 6 to CSAH 5 and half a mile of 360<sup>th</sup> Avenue north. Bids are as follows: M.R. Paving and Excavating, Inc. - \$202,475.00 and Central Specialties, Inc. - \$251,551.00. Motion by Anderson, second by Stevens, unanimous vote to award Project 017-600-002 to M.R. Paving and Excavating, Inc. in the amount of \$202,475 contingent on additional DNR funding, or if no additional funding, the amount of gravel will be decreased.

Klisch reviewed the 2023 resurfacing projects that are planned. Klisch stated that with the projects planned, there will be some available funds for additional work. Klisch asked for approval to develop plans and engineering for a portion of CSAH 9. Motion by Holmen, second by Appel, unanimous vote to allow the Engineer to

develop plans and engineering to pave CSAH 9 from TH60 to CSAH 44.

Commissioner Appel and Klisch led the board in discussion regarding the Mountain Lake sunflower. Appel stated that he wanted to make the Commissioners aware that the Downtown Beautification Committee in Mountain Lake had a sunflower painted on an intersection in town and the painting has come under scrutiny.

\* \* \* \*

Gale Bondhus, County Assessor, and David Grev, Deputy Assessor, met with the board to get approval to purchase a vehicle. After discussion, the board asked Bondhus and Grev to come back to the board to get approval for a vehicle purchase when they have a second quote.

\* \* \* \*

Kelly Thongvivong, County Coordinator, met with the board to discuss a few items. Motion by Anderson, second by Holmen, unanimous vote to allow Brandon Rivera to transfer from part-time to full-time Jailer/Dispatcher effective June 6, 2022.

Motion by Stevens, second by Appel, unanimous vote to approve the hire of Abby Polk (1<sup>st</sup> year) and Alexander Altman (1<sup>st</sup> year) as seasonal highway maintenance employees pending successful completion of all hiring requirements.

Motion by Anderson, second by Holmen, unanimous vote to offer, and hire if accepted, the 2<sup>nd</sup> candidate as Heavy Equipment Operator on Range 10, Step E (\$22.08/hour) after successful completion of all hiring requirements.

Motion by Stevens, second by Anderson, unanimous vote to accept the resignation from Wayne Maras, Appraiser, effective June 14, 2022, with appropriate payout of benefits.

Motion by Stevens, second by Holmen, unanimous vote to offer, and hire if accepted, the Appraiser position to Nathan Wildermuth pending successful completion of all hiring requirements. Thongvivong stated that applications from the position that was advertised for in April were used since it is within a 6-month period per county policy.

Thongvivong informed the board that the Assessor's office is in need of some extra help over the course of the next 3 to 4 months due to a leave of absence, resignation, and a new employee. Motion by Appel, second by Stevens, unanimous vote to approve the Professional Service Agreement between Cottonwood County and Alan Coners as presented. Coners will be hired at a rate of \$50/hour for up to 10 hours per week for appraisal services through September 30, 2022.

Motion by Appel, second by Holmen, unanimous vote to approve the Workforce Innovation and Opportunity Act Joint Powers Agreement for the period of July 1, 2022, to June 30, 2026.

Personnel Policy Numbers 180– 311 were reviewed.

\* \* \* \*

Commissioner Holmen gave an update on DVHHS regarding Primewest. Chairman Gravley appointed the following people to the Broadband Committee: Norm Holmen, Larry Anderson, Riley Espenson, Rob Anderson, Dean Nelson, and Kathy Batalden-Smith.

Commissioner Anderson led a short discuss on JD#29 and a repair that is needed.

Commissioner Appel led a short discussion on Enterprise and the leasing of vehicles, non-compliant septic systems, and insurance for SWCD employees. Appel gave some follow-up comments on the Summit Carbon Solutions presentation. Appel also gave an update on the Rural Energy Board, vinyl chloride at the Landfill, and Explore SWMN and Southern MN Tourism.

\* \* \* \*

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

County Revenue Fund	\$ 20,868.22
Long Term Capital Outlay	\$ 1,438.49
Ditch Fund	\$ 1,080.00
Road and Bridge Fund	\$ 88,756.86
Waste Abatement/Score Fund	\$ 5,535.21
Landfill Enterprise Fund	<u>\$ 46,044.66</u>
	\$163,723.44

\* \* \* \*

There being no further business, the meeting adjourned at 12:33 p.m.

\_\_\_\_\_  
Donna Torkelson, Auditor/Treasurer

\_\_\_\_\_  
Donna L. Gravley, Board Chair

\_\_\_\_\_  
Kelly Thongvivong, County Coordinator