

June 21, 2022
Cottonwood County Board of Commissioners
Regular Meeting
Minutes

The Cottonwood County Board of Commissioners met in regular session on Tuesday, June 21, 2022, at 5:00 p.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 Thongvong, Auditor/Treasurer Donna Torkelson, Kathy Marsh, Jim Hartshorn, Gale Bondhus, David Grev, Ron Schramel, Jim Hartshorn, Louisa Novack, Simone Bolin, and Rahn Larson.

Chairman Gravley called the meeting to order. The Pledge of Allegiance was recited. Motion by Anderson, second by Holmen, unanimous vote to approve the agenda. Motion by Appel, second by Stevens, unanimous roll call vote to approve the minutes of the June 7, 2022, regular meeting.

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Ron Schramel, Attorney for Red Rock Rural Water Systems, met with the board to get approval of a resolution providing for the issuance, sale, and delivery of General Obligation Water Revenue Bonds in the amount of \$3,926,000 and \$905,000. Motion by Stevens, second by Anderson, unanimous roll call vote to approve resolution 22-06-21 and the documents regarding the issuance, sale, and delivery of General Obligation Water Revenue Bonds provided from Fryberger Bond Counsel.

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Donna Torkelson, Auditor/Treasurer, met with the board to discuss tax forfeiture properties and values. Torkelson presented an updated list of the properties for tax forfeiture. A short discussion was held regarding the four parcels in Ann Township (03.036.0300, 03.036.0400, 03.036.0500, and 03.036.1000). Consensus of the board is to wait to sell these properties until further research can be done so that no parcel would be landlocked. A short discussion was also held on parcel 25.352.0450 and the request from Louisa Novack to remove her property from the tax forfeiture list. Consensus of the board is to leave property 25.352.0450 on the tax forfeiture list.

Motion by Stevens, second by Holmen, unanimous vote to set the minimum bids for parcels on the List of Tax-Forfeited Land #23 at \$100 except parcel 25.352.0450 to be set at \$1,000.

Motion by Anderson, second by Appel, unanimous roll call vote to approve Resolution 22-06-21A "Notice of Public/Private Sale of Tax-Forfeited Lands."

Motion by Holmen, second by Stevens, unanimous vote to allow the Auditor/Treasurer to advertise for bids for the clean-up and/or removal of buildings on tax forfeiture parcels, if needed.

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A public hearing was held regarding the residential property tax abatement applied for by Robin D. Quincey, as Trustee of Robin D. Quincey Separate Property Trust, for the construction of a single-family home on parcel number 18.026.0303. 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 22-06-21B "Resolution Approving Tax Abatement for Certain Property Pursuant to Minn.

Stat. 469.1813.” (Resolution is on file in the County Coordinator’s office.)

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Kelly Thongvivong, County Coordinator, met with the board to discuss a few items. Thongvivong led discussion regarding the temporary, part-time custodial position and asked how the board wanted to proceed. Thongvivong reminded the board that Craig Borsgard has been in this temporary position since July of 2020. Motion by Anderson, second by Holmen, unanimous vote to make Craig Borsgard a permanent, part-time Buildings and Grounds Worker effective June 20, 2022.

Motion by Anderson, second by Stevens, unanimous vote to move Craig Borsgard onto the 2022 wage matrix at Range 8, Step A (\$17.79/hour) effective June 20, 2022.

Thongvivong informed the board that two individuals were interviewed for the Deputy Auditor/Treasurer position. The interview committee recommends the hire of one of the applicants. Motion by Appel, second by Stevens, unanimous vote to hire the recommended applicant on Range 10, Step H (\$24.13) on the 2022 wage matrix with the understanding that they will only receive a COLA, if granted, not a step for 2023, and will be allowed up to 120 hours of unpaid time to be used within first year. Tentative start date would be July 7, 2022.

Commissioner Appel led discussion regarding the non-compliant septic systems. Appel stated that Becky Buchholz recently contacted him as to what is being done regarding enforcement of these systems. After discussion, Appel will talk with Buchholz and have her find out what other counties are doing.

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

County Revenue Fund	\$ 20,746.07
Ditch Fund	\$ 3,759.50
Road and Bridge Fund	\$ 30,153.65
Waste Abatement/Score Fund	\$ 14,033.23
Landfill Enterprise Fund	\$ 5,673.27
	<u>\$ 74,365.72</u>

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Coordinator Thongvivong updated the board on the pay study. Thongvivong stated that Robert Bjorklund will be giving a presentation at the July 5 board meeting.

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Commissioner Stevens updated the board on the Law Library meeting. Stevens stated that there is a small section at the Windom Library that has law materials and asked for assistance from other board members in contacting the Westbrook Librarian and the Mountain Lake Librarian if they would be interested in a small law section in their libraries.

Commissioner Appel gave an update on Explore Minnesota and stated that information is needed from all the towns in Cottonwood County for their website. Commissioners Appel, Holmen, and Anderson should contact City Administrators to assist in getting this information.

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Motion by Appel, second by Stevens, unanimous vote to recess the regular board meeting at 6:00 pm for the Board of Appeal and Equalization meeting.

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The board resumed it's regular meeting at 7:03 p.m. A short discussion on buildings was had.

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There being no further business, the meeting adjourned at 7:05 p.m.

Donna Torkelson, Auditor/Treasurer

Donna L. Gravley, Board Chair

Kelly Thongvivong, County Coordinator