

October 4, 2022  
Cottonwood County Board of Commissioners  
Regular Meeting  
Minutes

The Cottonwood County Board of Commissioners met in regular session on Tuesday, October 4, 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, Nick Klisch, Steve Nasby, Jesse Harmon, Gale Bondhus, Dave Grev, Paul Johnson, Alex Schultz, Mike Meeks, 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 Appel, unanimous vote to approve the minutes of the September 20, 2022, regular meeting.

\* \* \* \*

Donna Torkelson, Auditor/Treasurer, met with the board to discuss a few items. Torkelson stated that the DNR has placed values on the 10 tax forfeiture parcels in Ann and Westbrook Township. Motion by Anderson, second by Holmen, unanimous vote to approve the change in values on the tax forfeiture properties in Ann and Westbrook Townships as presented.

Torkelson stated that a resolution needs to be approved changing the tax forfeiture sale date to December 9, 2022. Motion by Holmen, second by Stevens, unanimous roll call vote to adopt resolution 22-10-04C “Notice of Public/Private Sale of Tax-Forfeited Lands.” (Resolution is on file in the County Coordinator’s office.)

Torkelson stated that only one bid was received for the demo of a trailer home on tax forfeited parcel 22.413.0393 and clean up of tax forfeited parcel 25.352.0450. The bid received was from Lisandro DeHoyos for \$6,000 and \$7,500 respectively. Motion by Appel, second by Anderson, unanimous vote to accept the bid from Lisandro DeHoyos for the demo and clean-up of two tax forfeited parcels.

Torkelson informed the board that there is \$50,000 that Cottonwood County could apply for through the Local Assistance and Tribal Consistency Fund. Motion by Anderson, second by Appel, unanimous vote to allow the Auditor/Treasurer to apply for funds from the Local Assistance and Tribal Consistency Fund.

\* \* \* \*

Jesse Harmon, Brown-Nicollet Community Health Board, presented a 2023 contract to provide Environmental Health Services in Cottonwood County. Harmon stated that the contract will have a 3% increase. Motion by Holmen, second by Appel, unanimous vote to approve the 2023 Cottonwood County – Brown Nicollet Community Health contract in the amount of \$16,445.

\* \* \* \*

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 25.320.1400. No opposition to the abatement was heard prior to or at the hearing. Motion by Stevens, second by Holmen, unanimous roll call vote to approve the Home Initiative – New Construction application and resolution 22-10-04B “Resolution Approving Tax Abatement for Certain Property Pursuant to Minn Stat. 469.1813.” (Resolution is on file in the County Coordinator’s office

\* \* \* \*

Nick Anderson, County Attorney, met with the board to get approval for the purchase of a copier for the Attorney’s office. Anderson presented one quote from Gordon Flesch. After discussion, the board directed Anderson to get a second quote and bring back to the board.

\* \* \* \*

Paul Johnson, Emergency Management Director, met with the board to get approval to purchase two new AED’s and equipment from Cardio Partners. Johnson stated that the present AED’s at the Law Enforcement Center were purchased in 2004. Johnson also stated that the LEC only needs one AED in the building and the second would go in the Chief Deputy’s vehicle. Motion by Anderson, second by Stevens, unanimous vote to purchase two AED’s and equipment from Cardio Partners in the amount of \$2,234.

\* \* \* \*

Nick Klisch, Public Works Director, met with the board to discuss a few items. Motion by Stevens, second by Appel, unanimous roll call to adopt resolution 22-10-04A “Resolution Requesting the Release of Disaster Assistance Account (DACA) funds.” (Resolution is on file in the County Coordinator’s office.)

Klisch presented four bids for Project 017-592-001 in Great Bend Township. Klisch stated that all bids came in much higher than the engineer’s estimate. Motion by Holmen, second by Anderson, unanimous vote to reject all bids for Project 017-592-001 due to the lack of township funding.

\* \* \* \*

Alex Schultz, Planning and Zoning Technician, met with the board to get approval for a Conditional Use Permit applied for by Elmendorf Hutterian Brethren to process concrete in Mountain Lake Township, Section 25. Motion by Holmen, second by Appel, unanimous vote to approve the Conditional Use Permit submitted by Elmendorf Hutterian Brethren to process concrete with the following conditions: (1) be compliant with Cottonwood County Zoning Ordinance #28 and #36; (2) shall obtain all necessary Federal/State/Local permits and fee; (3) keep a waste receptacle on site during construction; (4) limited to material processing of Elmendorf Hutterian Brethren owned property; (5) hours of operation 7 a.m. to 7 p.m.; (6) permit expires December 1, 2022.

Schultz presented a Conditional Use Permit applied for by Neuhof Brethren to make modifications on the 2016 site plan in Mountain Lake Township in Section 16. Motion by Appel, second by Holmen, unanimous vote to approve the Conditional Use Permit applied for by Neuhof Brethren with the following conditions: (1) be compliant with Cottonwood County Zoning Ordinance #28; (2) shall obtain all necessary Federal/State/Local permits and fees; (3) during construction have a form of waste collection; (4) five buildings to be constructed no more than 54 feet by 216 feet; (5) community building to be constructed no more than 220 feet by 140 feet; (6) hobby shop to be constructed no more than 40 feet by 50 feet; (7) sixty feet expansion on existing dwelling; (8) wastewater system remain in compliance; (9) all residential dwellings contain patios.

\* \* \* \*

Donna Gravley led further discussion on the legal secretary position that was last discussed in July. Consensus of the board is to re-offer the legal secretary

position to the candidate at \$21.44 per hour (step D) on the 2022 matrix.

\* \* \* \*

Kelly Thongvivong, County Coordinator, met with the board to discuss a few items. Motion by Anderson, second by Appel, unanimous roll call vote to adopt resolution 22-10-04 "Resolution Recommending the Appointment of Shelley Sweetman and Gary Schimbeno to the Red Rock Rural Water System Board of Commissioners." (Resolution is on file in the County Coordinator's office.)

Motion by Stevens, second by Gravley, unanimous vote to hire Nikolas Samuelson as Heavy Equipment Mechanic on Range 12, Step I (\$27.77) on the 2022 matrix, pending successful completion of all hiring requirements.

Thongvivong presented a revised Ditch Inspector job description for approval. Motion by Holmen, second by Anderson, unanimous vote to approve the Ditch Inspector job description as presented.

Motion by Anderson, second by Holmen, unanimous vote to advertise for the Ditch Inspector position.

Personnel Policies #410 through #495 were reviewed.

\* \* \* \*

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

County Revenue Fund	\$ 84,151.38
Long Term Capital Outlay	\$ 456.00
County Building Fund	\$100,905.73
Road and Bridge Fund	\$ 83,161.65
Waste Abatement/Score Fund	\$ 11,082.00
Landfill Enterprise Fund	<u>\$ 3,695.82</u>
	\$283,452.58

\* \* \* \*

Commissioner Holmen gave an update on a few meetings he had attended within the past week.

Commissioner Anderson gave an update on the Broadband Feasibility Study and MRC.

Commissioner Stevens asked that a per diem be paid to those Commissioners attending the Landfill meeting with MCPA on September 14<sup>th</sup>. Motion by Anderson, second by Stevens, unanimous vote to pay a per diem to Commissioners attending the Landfill/MPCA meeting on September 14, 2022.

Commissioner Appel gave an update on Southwest Regional Waste Commission meeting, an upcoming meeting the Energy Board and Public Utilities Commission will have on December 13<sup>th</sup>, and an update on a final hearing for Des Moines 1W1P.

Commissioner Gravley stated that A.C.E. Appreciation Day will be held on October 15<sup>th</sup> and asked if another Commissioner would be able to attend.

\* \* \* \*

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

The Auditor/Treasurer informed the authority that a petition was received from Clinton Engen, etal to remove property 03.027.0100 from County Ditch #35. After

much discussion, motion by Anderson, second by Stevens, unanimous vote to accept the Petition for Removal of Property from CD #35 submitted by Clinton Engen, etal.

Motion by Holmen, second by Stevens, unanimous vote to set the public hearing for Removal of Property from CD #35 for Tuesday, November 1, 2022, at 9:05 a.m. in the Commissioner’s Room of the Courthouse.

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

\* \* \* \*

Motion by Appel, second by Stevens, unanimous vote to close the meeting at 11:42 a.m. to discuss strategy for upcoming labor negotiations. Present for the closed session were: Norm Holmen, Donna Gravley, Kelly Thongvivong, Larry Anderson, Kevin Stevens, and Tom Appel.

Motion by Holmen, second by Stevens, unanimous vote to open the closed session at 12:15 p.m.

\* \* \* \*

There being no further business, the meeting adjourned at 12:15 p.m.

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

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

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