

August 15, 2023
Cottonwood County Board of Commissioners
Regular Meeting
Minutes

The Cottonwood County Board of Commissioners met in regular session on Tuesday, August 15, 2023, 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, Tom Appel, Norm Holmen, Kevin Stevens, County Coordinator Kelly Thongvivong, Auditor/Treasurer Donna Torkelson, Kathy Marsh, Tom Suppes, Alex Schutlz, David Grev, Gale Bondhus, Nick Anderson, Ron Schramel, Brad Prins, Klay Walinga, Scott Veenker, Tiffany Lamb, Linda Fransen, Pam Gahler, and Joel Alvstad. Commissioner Donna Gravley was absent.

Chairman Anderson 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 vote to approve the minutes of the August 1, 2023, regular meeting. Motion by Holmen, second by Stevens, unanimous vote to approve the minutes of the August 8, special meeting.

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Tom Suppes, MCIT Risk Management Consultant, met with the board to review the 2023 Member Report. The Member Report is a summary of information regarding claims, coverage enhancements, and resources available to members.

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Alex Schultz, Planning & Zoning Technician, met with the board to present four Conditional Use Permits. Schultz presented a Conditional Use Permit applied for by Amanda Nolte to build a deck and a gazebo, in shoreland, in Lakeside Township, Section 30. Motion by Holmen, second by Stevens, unanimous vote to approve the Conditional Use Permit applied for by Amanda Nolte to build a deck and a gazebo, in shoreland, in Lakeside Township with the following conditions: (1) Be compliant with Cottonwood County Zoning Ordinance #28; (2) Shall obtain all necessary Federal, State, and Local permits; (3) Erosion control measures taken; (4) Have a refuse container onsite or to remove onsite refuse as needed.

Schultz presented a Conditional Use Permit applied for by Mike Frank for a garage addition, in shoreland, in Great Bend Township, Section 29. Motion by Stevens, second by Appel, unanimous vote to approve the Conditional Use Permit applied for by Mike Frank for a garage addition, in shoreland, in Great Bend Township with the following conditions: (1) Be compliant with Cottonwood County Zoning Ordinance #28; (2) Shall obtain all necessary Federal, State, and Local permits; (3) Erosion control measures taken; (4) Have a refuse container onsite or to remove onsite refuse as needed.

Schultz presented a Conditional Use Permit applied for by Duininck, Inc. for a temporary asphalt plant in Great Bend Township, Section 29. Motion by Holmen, second by Appel, unanimous vote to approve the Conditional Use Permit applied for by Duininck, Inc. for a temporary asphalt plant in Great Bend Township with the following conditions: (1) Be compliant with Cottonwood County Zoning Ordinance #28 and #36; (2) Shall obtain all necessary Federal, State, and Local permits; (3) Expiration on November 30, 2023; (4) Have a refuse container onsite or to remove onsite refuse as needed; (5) Hours of operation from 6:00 a.m. to 9:00 p.m.; (6)

Coordination with local Road Authority on hauling routes; (7) Proper signage displayed on hauling routes.

Schultz presented a Conditional Use Permit applied for by Mary Lou Walinga to continue gravel operations for another 5 years in Great Bend Township, Section 16. After discussion, motion by Stevens, second by Holmen, unanimous vote to approve the Conditional Use Permit applied for by Mary Lou Walinga to continue gravel operations for another 5 years in Great Bend Township with the following conditions: (1) Be compliant with Cottonwood County Zoning Ordinance #28 and #36; (2) Shall obtain all necessary Federal, State, and Local permits; (3) Reclamation Plan to strike "to try" and replace with "establish cover which is feasible;" (4) Have a refuse container onsite or to remove onsite refuse as needed; and a \$5,000 reclamation bond in the form of a check, as has been past practice, pending legal counsel interpretation of Ordinance #36, Subdivision 12.

Schultz then led discussion regarding a Letter of Map Revision (LMOR) for the Des Moines River and Perkins Creek revised floodway and the conflict with the future County Road 15 bridge improvement. After much discussion, Schultz was to get more information and bring back to the board.

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Ron Schramel, Attorney, and Brad Prins, Mayor of Jeffers, met with the board regarding tax forfeiture property 21.417.0370. Schramel stated that the owner was allowed to enter into a repurchase contract with the condition that the property would be cleaned up by August 2. Schramel stated that the City of Jeffers is requesting the County Board terminate the contract based on non-compliance. Motion by Appel, second by Stevens, unanimous vote to terminate the contract with John Hoscheid for parcel number 21.417.0370 due to non-compliance of contract.

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Gale Bondhus, County Assessor, and David Grev, met with the board regarding a Commercial Tax Abatement applied for by Scooter's Coffee and asked that the board set a public hearing date. Motion by Stevens, second by Holmen, unanimous vote to accept the New Commercial Construction Tax Abatement application from Scooter's Coffee and set the public hearing date for September 5, 2023, at 9:02 a.m.

Bondhus informed the board that Carly Pohlman and Nathan Wildermuth, Appraiser-Trainees, have become accredited Minnesota assessors and asked that they be promoted to Appraiser – CMA. Motion by Holmen, second by Stevens, unanimous vote to promote Carly Pohlman to Appraiser – CMA on Range 14, Step 2 (\$24.92) and promote Nathan Wildermuth to Appraiser – CMA on Range 14, Step Minimum (\$23.83) retro-active to July 12, 2023.

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Linda Fransen and Pam Gahler, Cottonwood County Historical Society, met with the board to review the year-end report, give their 2024 budget request, and ask for IT support for possibly getting new computers.

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Kelly Thongvivong, County Coordinator, met with the board to discuss several items.

Motion by Holmen, second by Appel, unanimous vote to move Daniel Gardiner, part-time Jailer/Dispatcher, to permanent part-time status effective August

24, 2023.

Motion by Stevens, second by Holmen, unanimous vote to hire Katie Arneson as Deputy Recorder on Range 10, Step Minimum (\$20.40) after successful completion of all hiring requirements.

Motion by Holmen, second by Appel, unanimous vote to increase rental rates 5% for 2024 as follows: DVHHS (Human Services) - \$101,532.94; DVHHS (Public Health) – \$41,507.80; SWCD - \$24,072.00; and United Community Action - \$11,214.00.

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Motion by Holmen, second by Stevens, unanimous vote to approve August warrants as follows:

County Revenue Fund	\$ 18,506.49
County Building Fund	\$ 5,200.00
Ditch Fund	\$ 16,110.87
Taxes and Penalties Fund	\$ 214.97
Road and Bridge Fund	\$ 41,905.32
Landfill Enterprise Fund	<u>\$ 24,982.91</u>
	\$106,920.56

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Commissioner Holmen gave an update on the Primewest lawsuit with the Department of Health.

Kelly Thongvivong, County Coordinator, presented on behalf of the County Sheriff, an Emergency Vehicle Application Letter for the County Coroner. Motion by Stevens, second by Appel, unanimous vote to allow the Board Chair and Sheriff to sign the Emergency Vehicle Application Letter.

Chairman Anderson stated that the board will need to set more meeting dates to discuss budgets. Motion by Stevens, second by Holmen, unanimous vote to set extra meeting dates as follows: Special Meeting - Tuesday, August 22 at 8:00 a.m., Special Meeting - Tuesday, August 29 following the 8:00 public hearing, Work Session – Thursday, August 31 at 10:00 a.m., and the September 5 Regular Board Meeting will be considered an all-day meeting.

Commissioner Appel led discussion regarding Commercial Tax Abatements.

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There being no further business, the meeting adjourned at 11:37 a.m.

Donna Torkelson, Auditor/Treasurer

Larry Anderson, Board Chair

Kelly Thongvivong, County Coordinator