

April 16, 2024
Cottonwood County Board of Commissioners
Regular Meeting
Minutes

The Cottonwood County Board of Commissioners met in regular session on Tuesday, April 16, 2024, at 9:00 a.m. at the Cottonwood County Courthouse in Windom, MN. Present for all or portions of the meeting, in person or via MSTeams, were: Commissioners Norm Holmen, Larry Anderson, Tom Appel, Donna Gravley, Kevin Stevens; County Coordinator Kelly Thongvivong, Auditor/Treasurer Carolyn Rempel, Kathy Marsh, Rod Hamilton, Alex Schultz, Tiffany Lamb, David Grev, Kyle Pillatzki, Mitchell Chmielewski, Kim Peterson, Kathy Greiner, Elizabeth Hoffman, Levi Blanchard, Kari Hanson, and Joel Alvstad.

Chairman Holmen called the meeting to order. The Pledge of Allegiance was recited. Motion by Gravley, second by Appel, unanimous vote to approve the agenda as amended. Motion by Appel, second by Stevens, unanimous vote to approve the minutes of the April 2, 2024, regular meeting.

* * * *

Kim Peterson and Kathy Greiner, Rebuilding Together Minnesota, met with the board to discuss how Rebuilding Together Minnesota has helped citizens of Cottonwood County and how they would utilize the Statewide Affordable Housing Aid funds and answered questions that the board had.

* * * *

Rod Hamilton, Mountain Lake EDA, met with the board to request funds from the Statewide Affordable Housing Aid funds the county has received. Hamilton explained that the Mountain Lake EDA is working with a private developer to build a 12 unit apartment complex in downtown Mountain Lake and is also applying for a grant from the Minnesota Housing Finance Agency. No action was taken.

* * * *

Alex Schultz, Planning & Zoning Technician, met with the board to discuss a few items. Schultz stated that the City of Mountain Lake has applied for a \$20,000 grant from the Aquatic Invasive Species (AIS) funds for operation and maintenance of the Weed Harvester. Motion by Gravley, second by Appel, unanimous vote to approve the AIS grant request of \$20,000 applied for by the City of Mountain Lake for the operation and maintenance of the Weed Harvester.

Schultz presented a Conditional Use Permit applied for by Central Specialties, Inc. to set a temporary asphalt plant in Delton Township, Section 8. Motion by Appel, second by Stevens, unanimous vote to approve the Conditional Use Permit submitted by Central Specialties, Inc., for a temporary asphalt plant in Delton Township 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 fees; (3) Asphalt plant permit expiration date of November 30, 2024; (4) A waste disposal on site during construction; (5) Come to an agreement with local Road Authority of road maintenance plan; and (6) Hours of operation will be 6 a.m. to 9 p.m.

* * * *

Kelly Thongvivong, County Coordinator, met with the board to discuss a few items. Thongvivong and Commissioner Anderson led discussion on the office hours of the Veteran Services Office. Motion by Anderson, second by Gravley, unanimous

vote to change the office hours for the Veterans Service Office to Monday thru Thursday from 7:00 a.m. to 5:30 p.m. beginning April 22, 2024.

Thongvivong stated that the Veterans Service Officer would like to discontinue his cell phone reimbursement. Motion by Gravley, second by Anderson, unanimous vote to discontinue the cell phone reimbursement for the Veterans Service Officer position.

Thongvivong and Commissioner Appel gave a short update on the Courthouse Window meeting that was held on April 2, 2024. Appel stated that two small grants, \$10,000 each have been received, and Dr. Jared Schmidt will be submitting a large grant application this spring. Thongvivong asked if the board would like to make another payment to Dr. Schmidt. Motion by Appel, second by Anderson, unanimous vote to approve payment to Dr. Jared Schmidt in the amount of \$595 for continued work that he has done on the grant application process for the Courthouse windows.

Thongvivong reviewed the necessary paperwork needed for bond issuance for the new Cottonwood County Public Works facility. Motion by Appel, second by Stevens, unanimous vote to approve the Municipal Advisory Service Agreement by and between Cottonwood County and Northland Securities, Inc.

Motion by Stevens, second by Anderson, unanimous roll call vote to adopt resolution 24-04-16 Approving a Notice of Sale for the Issuance of \$10,000,000 General Obligation Capital Improvement Plan Bonds, Series 2024A. (Resolution is on file in the County Coordinator's office.)

Thongvivong updated the board on the seasonal hires for 2024. The following people were offered seasonal positions: 2nd year hires: Barb Hepp and Bode Determan, and 1st year hires: Vaughn Vo-Verhage, Nicholas Bottelberghe, Noah Armstrong, Jacob VanNorman, Carter Alle, Owen Dahna, and Isaac Simonson.

* * * *

Elizabeth Hoffman and Levi Blanchard, Plum Creek Library System, met with the board to give a review of 2023, the goals for 2024, and their funding request for 2025. Hoffman stated the funding request is to maintain the yearly appropriation plus an additional \$3,250 for expanded services.

* * * *

Tiffany Lamb, EDA Director, met with the board asking for the County's sponsorship of a MnDOT Carbon Reduction Program Grant application. Lamb explained that the City of Windom will submit the application and agrees to be responsible for the 20% match if the grant is awarded. Motion by Appel, second by Stevens, unanimous roll call vote to adopt resolution 24-04-16A Resolution Approving Sponsorship of Grant Application to be Submitted by the City of Windom in the MnDOT Carbon Reduction Program. (Resolution is on file in the County Coordinator's office.)

* * * *

Motion by Gravley, second by Anderson, unanimous vote to approve April warrants as follows:

County Revenue Fund	\$ 65,478.60
County Building Fund	\$ 5,138.12
Ditch Fund	\$ 10,585.11

Taxes and Penalties Fund	\$ 14,739.01
Road and Bridge Fund	\$ 23,168.77
Landfill Enterprise Fund	<u>\$ 3,754.59</u>
	\$122,864.20

* * * *

Motion by Appel, second by Gravley, unanimous vote to allow the County Coordinator to sign the Rule 15c2-12 Certificate for the \$10,000,000 General Obligation Capital Improvement Plan Bonds, Series 2024A.

* * * *

Commissioner Holmen gave an update on the Department Head meeting that was held on April 10th.

Commissioner Gravley gave an update on the UCAP transit bus. Gravley stated that the bus that was ordered in 2019 was received in November of 2023 and sent back to the vendor because of issues. The bus has not been returned.

Gravley stated that she has been taking pictures of parks for Explore Minnesota and noticed that Dutch Charlie Park does not have a sign.

Gravley also informed the board that she is getting a quote for blinds for the Attorney’s office front window.

Commissioner Holmen led further discussion on the Statewide Affordable Housing Aid and the presentations that have been heard. Motion by Holmen, second by Anderson, to split the 2023 Statewide Affordable Housing Aid funds as follows: UCAP - \$38,000, Rebuilding Together MN - \$30,448, and Mountain Lake EDA - \$20,000 contingent on Mountain Lake EDA receiving the MN Housing Finance Agency Grant. Voting Aye – Anderson. Voting Nay – Appel, Stevens, Gravley, and Holmen. Motion failed.

Motion by Gravley, second by Stevens, unanimous vote to split the 2023 Statewide Affordable Housing Aid funds as follows: UCAP - \$38,000, Rebuilding Together MN - \$25,448, and Mountain Lake EDA - \$25,000 contingent on Mountain Lake EDA receiving the MN Housing Finance Agency Grant.

Motion by Appel, second by Gravley, unanimous roll call vote to approve resolution 24-04-16B Resolution Authorizing Funds Toward the City of Mountain Lake Workforce Housing Development Program Project, contingent upon Mountain Lake EDA receiving the grant from Minnesota Housing Finance Agency.

* * * *

There being no further business, the meeting adjourned at 11:47 a.m.

Carolyn Rempel, Auditor/Treasurer

Norman Holmen, Board Chair

Kelly Thongvivong, County Coordinator