

June 6, 2017  
Cottonwood County Board of Commissioners  
Regular Meeting  
Minutes

The Cottonwood County Board of Commissioners met in regular session on Tuesday, June 6, 2017 at 9:00 a.m. at the Cottonwood County Courthouse in Windom, MN. Present for all or portions of the meeting were: Commissioners Tom Appel, Donna Gravley, Jim Schmidt, Kevin Stevens, Norm Holmen; County Coordinator Kelly Thongvivong, County Attorney Nick Anderson, Auditor/Treasurer Jan Johnson, Kathy Marsh, Jared Morrill, Kay Gross, Kathy Kretsch, Gale Bondhus, Robert Goede, Roger Risser, and Rahn Larson.

Chairman Appel called the meeting to order. The Pledge of Allegiance was recited. Motion by Gravley, second by Holmen, unanimous vote to approve the agenda as amended. Motion by Holmen, second by Stevens, unanimous vote to approve the minutes of the May 16, 2017, regular meeting. Motion by Stevens, second by Schmidt, unanimous vote to approve the minutes of the May 16, 2017, special meeting

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Auditor/Treasurer Jan Johnson met with the board to discuss the yearly tax forfeiture procedures. Motion by Gravley, second by Holmen, unanimous roll call vote to accept the public sale list, the private sale list, to set the minimum value on all properties at \$100 and to adopt resolution as follows:

**Resolution 17-06-06  
NOTICE OF PUBLIC/PRIVATE SALE OF TAX-FORFEITED LANDS**

**NOTICE IS HEREBY GIVEN THAT** the parcels of land described in List of Tax-Forfeited Land #18 (public/private) contained herein shall be sold to the highest bidder at public/private sale. The sales will be governed by the provisions of M.S. 282.01 and by the resolution of the Cottonwood County Board of Commissioners authorizing such sale. The resolution reads as follows:

**BE IT RESOLVED**, that all parcels of the tax-forfeited land listed on list of Tax-Forfeited Land #18 be classified as non-conservation land; that the basic sale price of each parcel on List of Tax-Forfeited Land #18, that is on file with the Clerk of the County Board, be approved and authorization for a public/private sale of this land be granted, pursuant to M.S.282.01; that the public sale will be held at 10:00 A.M., September 13<sup>th</sup>, 2017 by the Cottonwood County Auditor at the County Courthouse for not less than the basic sale price; and that all sales shall be full payment or on the terms set forth on List of Tax-Forfeited Land #18.

**BE IT FURTHER RESOLVED** that the conditions and terms of the public/private sale shall be described in the list contained here-in and approved by the Cottonwood County Board of Commissioners.

Information about the sale of tax-forfeited land in Cottonwood County can be obtained at the office of the Cottonwood County Auditor/Treasurer Cottonwood County Courthouse 900 3<sup>rd</sup> Ave, Windom, MN 56101. Telephone (507) 831-1905.

Given under my hand and official seal at Windom, MN, this 6th day of June, 2017.

S/Jan Johnson, Cottonwood County Auditor/Treasurer

Motion by Holmen, second by Gravley, unanimous vote to set rental amounts for properties in tax forfeiture at \$500 per month.

Motion by Holmen, second by Stevens, unanimous vote to allow the Auditor/Treasurer to obtain quotes for the tear down on three tax-forfeiture properties.

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

Motion by Holmen, second by Schmidt, unanimous vote to accept the petition from the City of Mountain Lake for partial abandonment of Branch F in County Ditch 21 and to set the public hearing date for Tuesday, July 18, 2017, at 10:00 a.m.

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

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Kathleen Kretsch, County Recorder, presented two quotes for a new copier for the Recorder’s office. Quotes are as follows: Advance Systems, Inc. – Canon Copier - \$6,048.00; Century Business Products – Kyocera Copier - \$4,791.50. Motion by Gravley, second by Stevens, unanimous vote to accept quote from Century Business Products for a Kyocera Copier in the amount of \$4,791.50.

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Jared Morrill, Planning & Zoning Technician, and Kay Gross, SWCD District Administrator, met with the board to get approval for an addendum to the 2017 Cottonwood County Comprehensive Local Water Management Plan. Gross informed the board that Soil and Water Conservation Districts (SWCD’s) and local water planning authorities (county and watershed districts), are required to develop, adopt, and submit to each local water management authority within its boundary a summary of watercourses for inclusion in the local water management authority’s plan by July 1, 2017. Motion by Stevens, second by Schmidt, unanimous vote to approve the Other Waters Maps addendum to the 2017 Cottonwood County Comprehensive Local Water Management Plan.

Gross also gave a buffer update. Gross informed the board that to receive Riparian Aid for fiscal year 2018 (beginning July 1, 2017) the board will have to decide by June 28, 2017, if they will take over jurisdiction on enforcement of buffers within the county.

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Gale Bondhus, County Assessor, met with the board to give a summary of the parcels that had valuation appeals to the 2017 Boards of Appeal and Equalization. Bondhus also presented information on the parcels that will have County Assessor recommendations for valuation changes at the June 20, 2017 County Board of Equalization meeting.

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Kelly Thongvivong, County Coordinator, met with the board to discuss a few items. Thongvivong informed the board that Karla Ambrose was granted her CMAS designation on May 16, 2017, and requests that Ambrose be promoted to Senior Appraiser. Motion by Gravley, second by Stevens, unanimous vote to promote Karla Ambrose to Senior Appraiser and move her to Range 13, Step G (\$24.51) on the 2017 wage matrix effective May 16, 2017.

Motion by Stevens, second by Holmen, unanimous vote to approve Public

Works Department seasonal hires of Adam Farag (1 year) effective May 24, 2017, and Gage Dronen (1 year) effective June 1, 2017. Both Farag and Dronen have successfully completed all hiring requirements.

Thongvivong, on behalf of the County Sheriff, is requesting an increase of \$2,000 to the Sheriff’s Department credit card. Thongvivong stated the credit card is used for training, hotel, equipment, and uniforms. Motion by Holmen, second by Stevens, unanimous vote to increase the Sheriff’s Department credit card \$2,000 (total of \$4,000) and increase the county’s credit limit by \$2,000.

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Robert Goede, MCIT Risk Management Consultant, met with the board to review the Member Report. The Member Report is a summary of information regarding coverage, claims, finance and resources available to the member.

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Motion by Holmen, second by Schmidt, unanimous vote to approve June warrants as follows:

County Revenue Fund	\$ 65,875.46
Long Term Capital Outlay	\$ 558.00
County Building Fund	\$ 1,322.00
Taxes and Penalties Fund	\$ 225.00
County Revenue Fund	\$ 1,779.34
Road and Bridge Fund	\$ 43,707.67
Waste Abatement/Score Fund	\$ 5,652.39
Landfill Enterprise	<u>\$ 47,280.76</u>
	\$166,400.62

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Kelly Thongvivong, County Coordinator, wanted to confirm with the board who would be attending the AMC District 8 meeting in Redwood Falls on Thursday, June 8<sup>th</sup>. Attending the meeting will be Thongvivong and five Commissioners.

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Roger Risser, Interim County Engineer, met with the board to discuss a few items. Motion by Holmen, second by Gravley, unanimous vote to approve and allow the Board Chairman to sign the contract with PCI Roads, LLC for the concrete overlay project on CSAH 1 from Mountain Lake to State Highway 30.

Commissioner Appel asked for clarification on the county paying for curb and gutter in Mountain Lake on the CSAH 1 project. Risser stated that the curb and gutter would be paid for out of Municipal State Aid funds.

Risser informed the board that MnDOT is in the process of renewing all their Master Partnership Contracts. This allows MnDOT to share equipment, provide Materials Lab Services, and share personnel (if needed), and the County to share same with MnDOT (if needed). Motion by Stevens, second by Schmidt, unanimous roll call vote to approve the MnDOT Master Partnership Contract Renewal and resolution:

**Resolution 17-06-06A  
MnDOT MASTER PARTNERSHIP CONTRACT  
RESOLUTION**

Whereas, The Minnesota Department of Transportation wishes to cooperate closely with local units of government to coordinate the delivery of transportation services and maximize the efficient delivery of such services at all levels of government; and

Whereas, MnDOT and local governments are authorized by Minnesota Statutes sections 471.59, 174.02, and 161.20, to undertake collaborative efforts for the design, construction, maintenance and operation of state and local roads; and

Whereas: the parties wish to be able to respond quickly and efficiently to such opportunities for collaboration, and have determined that having the ability to write "work orders" against a master contract would provide the greatest speed and flexibility in responding to identified needs.

Therefore, be it resolved:

1. That the County of Cottonwood enter into a Master Partnership Contract with the Minnesota Department of Transportation, a copy of which was before the Board.
2. That the proper County officers are authorized to execute such contract, and any amendments thereto.
3. That the County Engineer is authorized to negotiate work order contracts pursuant to the Master Contract, which work order contracts may provide for payment to or from MnDOT, and that the County Engineer may execute such work order contracts on behalf of the County of Cottonwood without further approval by this Board.

Approved this 6<sup>th</sup> day of June, 2017.

S/Thomas Appel, Board Chairman

S/Kelly Thongvivong, County Coordinator

Commissioners Holmen and Appel informed the board that they have been contacted by residents on County Road 29 and County Road 8 (gravel roads) regarding the increase in usage because of the CSAH 1 detour. Consensus of the board is to spray the roads with sodium chloride where there are building sites.

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Commissioner Appel stated that the board would have to decide by August 1 if the Wheelage Tax is to be increased to \$20 or remain at \$10.

Commissioner Holmen informed the board that he attended the Public Drainage Workshop in New Ulm on May 25 and that he and Commissioner Appel attended the Apex meeting in Comfrey regarding a wind tower farm on May 19. Holmen asked that the board approve a per diem for these meetings. Motion by Stevens, second by Gravley, unanimous vote to approve a per diem to Commissioners attending the Public Drainage Workshop in New Ulm on May 25 and/or the Apex meeting in Comfrey on May 19.

Commissioner Gravley gave a Plum Creek building update.

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There being no further business, the meeting was adjourned at 11:19 a.m.

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Jan Johnson, Auditor/Treasurer

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Thomas D. Appel, Board Chairman

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Kelly Thongvivong, County Coordinator