

JANUARY 2, 2024 MEETING MINUTES OF THE CITY COUNCIL

A meeting of the Cottonwood City Council was held on Tuesday, January 2, 2024, 7:00 pm, in the Cottonwood City Office with Corey Moseng, Shawn Myers, Joel Dahl, Shannon Geihl, and Mike Horner present. Also, present was City Administrator, Teather Bliss; Public Works Supervisor, Allen Olsen; and Lyon County Sheriff Eric Wallen.

Mayor Corey Moseng called the meeting to order and led in the Flag Pledge.

A motion by Joel Dahl to appoint Shawn Myer as Vice President of the City Council for 2024. Seconded by Shannin Geihl. Carried.

1. CITY COUNCIL COMMITTEES

- Public Works Committee (*formerly Water, Sewer, Parks & Rec, Solid Waste, and Streets committees*): **Mike Horner & Joel Dahl**
- Public Safety Committee (*formerly Fire, Ambulance, Law Enforcement, & Liquor committees*): **Joel Dahl & Shannon Geihl**
- Planning & Zoning: **Shawn Myers & Corey Moseng**
- Personnel: **Corey Moseng & Mike Horner**
- Finance Committee: **Corey Moseng & Mike Horner**
- Cottonwood Lake Committee: **Joel Dahl & Shawn Myers**
- Ad Hoc (*to be formed, as needed, temporarily for a special project or task*)
 - City Emergency Preparedness Plan: **Joel Dahl & Shannon Geihl**
Proposed to be comprised of two city council members, the City Administrator, Public Works Supervisor, Lakeview School representative, LCSO representative, Emergency Management Coordinator, and members of the Cottonwood Fire & Ambulance Departments.

2. ECONOMIC DEVELOPMENT AUTHORITY: **Corey Moseng & Shannon Geihl**

A seven-person board comprised of two members of the city council and four business owners of the community.

3. REVOLVING LOAN FUND COMMITTEE: **Mike Horner**

A four-person committee comprised of one member of the city council and three community members.

4. HOUSING & REDEVELOPMENT AUTHORITY: **Shawn Myers**

A five-person board, governed by the US Department of Housing and Urban Development, comprised of one member of the city council and four other members of the community.

5. COTTONWOOD FIREMENS' RELIEF ASSOCIATION: **Shawn Myers**

424A.04 VOLUNTEER RELIEF ASSOCIATIONS; BOARD OF TRUSTEES.

Subdivision 1. Membership.

- (a) *A relief association that is directly associated with a municipal fire department must be managed by a board of trustees consisting of nine members. Six trustees must be elected from the membership of the relief association and three trustees must be drawn from the officials of the municipalities served by the fire department to which the relief association is directly associated. The bylaws of a relief association which provides a monthly benefit service pension may provide that one of the six trustees elected from the relief association membership may be a retired member receiving a monthly pension who is elected by the*

membership of the relief association. The three municipal trustees must be one elected municipal official and one elected or appointed municipal official who are designated as municipal representatives by the municipal governing board annually and the chief of the municipal fire department.

A motion by Mike Horner to approve the 2024 board and committee designations as presented. Seconded by Shawn Myers. Carried.

MARSHALL INDEPENDENT | *Official City Newspaper*

331A.04 Designation of A Newspaper for Official Publications

Subdivision 4. General circulation in locality. *When no qualified newspaper has its known office of issue or a secondary office located within the political subdivision, then a qualified newspaper of general circulation there shall be designated.*

Due to the changes the Tri-County News has gone through in the past two years such as the company sale to an out of state production, closing all local offices, no staff attendance at meetings, and publication deadline changes that make it hard to publish anything unexpected, it is recommended to change the official newspaper for the City of Cottonwood to the Marshall Independent.

FIRST INDEPENDENT BANK & BREMER BANK OF MARSHALL | *Official City Depositories*

118A.02 Depositories; Investing: Sales, Proceeds, Immunity.

Subdivision 1. Designation; delegation.

(a) *The governing body of each government entity shall designate, as a depository of its funds, one or more financial institutions.*

(b) *The governing body may authorize the treasurer or chief financial officer to:*

(1) *designate depositories of the funds;*

(2) *make investments of funds under sections [118A.01](#) to [118A.06](#) or other applicable law; or*

(3) *both designate depositories and make investments as provided in this subdivision*

BOLTON & MENK | *Official City Engineering Firm*

Contracted service and not required for annual approval per Minnesota Statute

KINNER & COMPANY LTD | *Official City Auditing Firm*

Contracted service and not required for annual approval per Minnesota Statute

JOHN NILGES, PUBLIC WORKS DEPARTMENT | *Official Deputy Weed Inspector*

Employee of the Public Works Department that works with Mayor & Administration to enforce the City Grass and Weed Ordinances

DALE LOUWAGIE & JEREMY DIEKEN | *Official Emergency Management Coordinators*

Members of the Cottonwood Fire Department that are contacted regarding an emergency or public safety concern and works in coordination with the City Administrator, City Department Heads, and other Agencies to address the issue.

2024 OFFICIAL AUTHORIZATIONS TO CITY ADMINISTRATOR

118A.02 Depositories; Investing: Sales, Proceeds, Immunity.

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AUTHORIZATION OF THE CITY ADMINISTRATOR TO HANDLE THE FOLLOWING:

1. Pay Regular City Bills Upon Receipt Prior to City Council Meeting
2. Handle Idle Investments and Funds
3. Pay Set Bond Principal and Interest

A motion by Joel Dahl to approve the 2024 designations as presented. Seconded by Mike Horner. Carried.

Council reviewed the meeting minutes from the November 21, 2023 meeting.

A motion by Shawn Myers to approve the November 21, 2023 meeting minutes. Seconded by Shannon Geihl.

Council reviewed the meeting minutes from the December 12, 2023 meeting.

A motion by Joel Dahl to approve the December 12, 2023 meeting minutes. Seconded by Mike Horner. Carried.

Council reviewed the meeting minutes from the December 28, 2023 meeting.

A motion by Joel Dahl to approve the December 28, 2023 meeting minutes. Seconded by Shawn Myers. Carried.

Council reviewed the following consent agenda items:

Resolution 2024_0102 Fire Department Donation - \$9,000 Dean Wyffels & Adm

Resolution 2024_0102A Ambulance Donation - \$200 Senior Citizen Center

Resolution 2024_0102B Ambulance Donation - \$250 Rustic Acres

Resolution 2024_0102C Ambulance Donation - \$50 Patricia Timmerman

A motion by Shawn Myers to approve the consent agenda. Seconded by Shannon Geihl. Carried.

Sheriff Wallen presented the annual Lyon County Sheriff's Reports to the city council.

Allen Olsen updated the Council on the Public Works Department. Updates include the MPCA Pond Permit, Rubin has placed ground blankets at the ponds so that the project can be started as soon as possible, some trees were removed from the Northwood ditch, and a valve by English Lutheran needs to be replaced this spring.

Bliss presented information to the city council regarding goals, missions, and values for the Cottonwood City Council to look over in 2024.

Council reviewed the December Meeting Minutes of the Cottonwood Ambulance.

Council considered the members up for reappointment on the Cottonwood Ambulance leadership who's terms are to expire January 31, 2027.

A motion by Shannon Geihl to approve Shelly Meyer as supply manager. Seconded by Shawn Myers. Carried.

A motion by Joel Dahl to approve Shelly Meyers as secretary. Seconded by Shawn Myers. Carried.

A motion by Shawn Myers to approve Sara Hubbard as Assistant Director. Seconded by Shannon Geihl. Carried.

Council reviewed the EDA Report for 2023.

MAIN STREET PROJECT | The demolition and site clean up of the six lots on Main Street took place in 2023. Planning with Bolton & Menk has continued to install new water & sewer lines to the lots.

In December, Bolton & Menk completed their survey of the lots to ensure that the lot lines were close to what they should be, and the new legal descriptions will be written to convert the six lots into three.

Sale prices will be factored to include all costs associated with the project.

FORMER DENTAL BUILDING | The building has been determined to best fit the needs of the city as the future City Office. The transfer of the building from the EDA to the City will need to take place at the first of 2024.

PLANS FOR 2024 | Continue the sale and development of the Main Street Lots. Work in conjunction with the City to develop a Tax Abatement Plan for business development. Work in conjunction with the City to update the Comprehensive Plan of the City and plan for future Housing Development.

Council reviewed the RLF & SCDP Report for 2023.

SMALL CITIES DEVELOPMENT | The 2019 SCDP Loan Project has concluded. All open SCDP loans are from the 2019 Project and total \$23,318 in notes outstanding.

\$68,344 in funds are currently available for housing and business project loans.

Below shows a reconciliation by year for auditing purposes.

YEAR	DD TOTAL	TOTAL PD BY SCDP 202-0-300	TOTAL TRANS FROM GF TO SCDP 33130	DSI ANNUAL REPORT	DISCREPENCY	NOTES
2020	\$44,958.00	\$44,958.00	\$44,958.00	\$21,958.00	\$23,000.00	State FY Oct 1 to Sept 30 – discrepancy from City FY being a CY
2021	\$96,707.00	\$96,707.00	\$96,707.00	\$60,596.00	\$36,111.00	
2022	\$157,762.40	\$157,762.40	\$157,762.40	\$175,612.40	\$(17,850.00)	
2023	\$114,872.60	\$114,872.60	\$114,872.60	\$154,037.61	\$(39,165.01)	
2024	\$ -	\$ -	\$ -	\$2,095.99	\$(2,095.99)	
TOTALS	\$414,300.00	\$414,300.00	\$414,300.00	\$414,300.00	\$0	

REVOLVING LOAN FUND | Three notes outstanding at the end of 2023 total \$117,572.

\$354,383.00 total Revolving Loan Funds currently available for business loans.

PLANS FOR 2024 | Work in conjunction with the EDA to provide financing for incoming and existing businesses.

Council reviewed a sump pump permit for Shawn Myers.

A motion by Mike Horner to approve the sump pump permit for Shawn Myers. Seconded by Joel Dahl. Carried. Abstained by Shawn Myers.

January 16, 2024 meeting will be the water & sewer rates and schedule of fees public hearing.

Council reviewed the bills for \$19,022.50

A motion by Shawn Myers to approve the bill payment totaling \$19,022.50. Seconded by Joel Dahl. Carried.

A motion by Shawn Myers to adjourn the city council meeting. Seconded by Shannon Geihl. Carried at 755pm.