

## JANUARY 4, 2022 MEETING MINUTES OF THE CITY COUNCIL

A meeting of the Cottonwood City Council was held on Tuesday, January 4, 2022, 7:00 pm, in the Cottonwood Fire Hall with Corey Moseng, Joel Dahl, Shannon Geihl, Mike Horner, and Shawn Myers present. Also, present Public Works Supervisor, Randy Fenger; and Sheriff, Eric Wallen. Present via zoom was Clerk-Administrator, Teather Bliss.

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

Council reviewed the 2022 appointments listed as follows:

### **CITY COUNCIL VICE PRESIDENT: Shawn Myers**

*Presides over council and other duties in the absence of the mayor.*

### **CITY COUNCIL COMMITTEES**

- Public Works Committee (*formerly Water, Sewer, Parks & Rec, Solid Waste, and Streets committees*): **Shawn Myers & Mike Horner**
- 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**
- Economic Development: **Corey Moseng & Shannon Geihl**
- Revolving Loan & SCDP: **Mike Horner**
- Housing & Redevelopment Authority Board: **Shawn Myers**
- Finance Committee: **Corey Moseng & Mike Horner**
- Ad Hoc (*to be formed, as needed, temporarily for a special project or task*)
  - Senior Citizen Center Facility: **Joel Dahl & Mike Horner**
  - Cottonwood Lake Initiative: **Joel Dahl & Shawn Myers**

### **DEPUTY WEED INSPECTOR: Allen Olsen**

*Works with Mayor & Administration to enforce the City Grass and Weed Ordinance*

### **EMERGENCY SERVICES DIRECTOR: Dale Louwagie**

*Upon an emergency or public safety concern the Emergency Services Director is contacted and works in coordination with the City Administrator, City Department Heads, and other Agencies to address the issue.*

Motion by Shawn Myers to approve the 2022 appointments. Seconded by Mike Horner. Carried.

Motion by Shawn Myers to close the regular meeting. Seconded by Shannon Geihl. Carried.

Motion by Shawn Myers to open the public hearing on Council Pay and 2022 Fee Schedule. Seconded by Joel Dahl. Carried.

Bliss presented Ordinance 2022\_01 which would provide for a pay change for the City Council that would be effective January 1, 2023. The pay would change to a salary base for meetings with a \$50 rate of any special meeting scheduled. Per diem and mileage still applies to out-of-town meetings attended.

Bliss presented the new fee schedule for 2022 that would make following changes to the community center deposit charges and adding a few new items to the schedule.

A motion by Shawn Myers to close the public hearing. Seconded by Shannon Geihl. Carried.

A motion by Joel Dahl to open the regular meeting. Seconded by Mike Horner. Carried at 7:28pm.

Council reviewed the consent agenda consisting of designating tri-county news as the official paper, designating First Independent Bank and Bremer Bank as official depositories, authorizing Administrator to pay regular city bills, authorizing Administrator to handle idle investments, and authorizing Administrator to pay bonds.

A motion by Mike Horner to approve the designations and authorizations. Seconded by Shawn Myers. Carried.

Council reviewed Resolutions 2022\_0104, 2022\_0104A, 2022\_0104B, 2022\_0104C, and 2022\_0104D.

A motion by Shannon Geihl to approve Resolution 2022\_0104 Donation to the Cottonwood Ambulance Service for \$100 from Mr. and Mrs. Myron Geistfeld. Seconded by Joel Dahl. Carried.

A motion by Shawn Myers to approve Resolution 2022\_0104B 2023 Combined Polling Place. Seconded by Mike Horner. Carried.

A motion by Joel Dahl to approve Resolution 2022\_0104C Donation to Cottonwood Ambulance Service for \$200 from Hanley Falls Senior Center and Resolution 2022\_0104D Donation to Cottonwood Ambulance Service for \$1,000 in memory of Hugh Curtler. Seconded by Shannon Geihl. Carried.

Bliss presented information on the audit firm selection. Clifton Larson Allen proposed \$29,400 for the first year with an alternative option for consulting. Kinner and Company proposed

Sheriff Wallen presented the monthly incident report. Sheriff Wallen asked about Railway Street and if the city has any more details on the street and if it is a designated street.

A motion by Shawn Myers to adjourn the meeting. Seconded by Shannon Geihl. Carried at 8:30pm.

## JANUARY 18, 2022 MEETING MINUTES OF THE CITY COUNCIL

A meeting of the Cottonwood City Council was held on Tuesday, January 18, 2022, 7:00 pm, in the Cottonwood Fire Hall with Corey Moseng, Joel Dahl, Shannon Geihl, and Shawn Myers present. Also, present Public Works Supervisor, Randy Fenger; and Sheriff, Eric Wallen. Absent from the meeting is Mike Horner.

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

Council reviewed the December 21, 2021 meeting minutes of the Cottonwood City Council.

A motion by Shannon Geihl to approve the December 21, 2021 meeting minutes. Seconded by Joel Dahl. Carried.

Bliss presented Council with follow up information on the Request for Proposal selection process that included reference checks from other cities on Kinner & Co. The following information and recommendations were presented:

**KINNER & CO REFERENCE CHECK** | Is there anything that you love, like, dislike about the way they conduct the audit or present financial statements to the Council? Do they conduct the audit in a timely manner with little to no extensions needed? Are they helpful when you need to call throughout the year with questions? Do they do a thorough onsite audit?

**CITY OF CANBY – REBECCA SCHRUPP, ADMINISTRATOR** | I like working with them. I like how Nathan presents the Council with the audit. Most have no idea what they are looking at. I think he does a good job of explaining it. We have had to have some extensions for our audit, but they do a good job. I wouldn't say the council explanation is crazy in depth but does go over the audit. He would answer questions if anyone has them.

**CITY OF LAKE BENTON – EILEEN CHRISTENSEN, ADMINISTRATOR** | Kinner and Company is a great firm to work with. They assist me with questions I have during the year and complete the audit in a timely manner. I e-mail all the files to them to review and then they come do an onsite visit in February/March. They are so wonderful to work with and the City of Lake Benton is very happy with their completed audits. Cottonwood will be very happy to work with them as the City of Lake Benton has for so many years.

**CITY OF RUSSELL – MARIE GRANT, CLERK** | We have only had them do the 2020 audit. We were pleased with how they handled it. If I call with questions, they are very prompt in answering. We needed one extension last year. The person doing our audit work had a family member get cancer and needed extra time at home. They preferred she finish our audit because she was close to be done with it. They did a much more thorough audit then the other auditor did.

**ACTION RECOMMENDED** | Selection of Kinner & Company for auditing services of years 2021, 2022, and 2023. Cost for auditing fiscal year 2021 will be \$17,000 and increasing \$500 over the years to follow. In addition to the selection of Kinner & Company for auditing services, recommendation is also to select CLA for accounting and consulting services in order to assist the Cottonwood Administration in the transition from auditing services, to mentor the Deputy Clerk in Governmental Accounting when questions arise, and aid the City Administrator with work paper creation, maintenance, and financial issues that might arise over the coming few years. This service from CLA will range from \$100-\$300 per hour depending on the staff position provided.

Council members Myers and Dahl did want a little more information on why utilizing both companies would be needed? Bliss explained that most audit firms like to only prepare and

present the financial statements with as little adjustments and entries as possible, bringing CLA on with the City would allow for CLA to handle all of the adjustments and entries that will most likely come with the transition into Banyon as well as help prepare work papers that Kinner & Co will need moving forward. This will also provide staff the opportunity to learn from a large, seasoned firm on government accounting so in the future staff will be comfortable taking care of these adjustments, entries, and work papers.

A motion by Shawn Myers to approve the action recommendation from the Administrator. Seconded by Joel Dahl. Carried.

Bliss presented Council with follow up information on the Minnesota Basic Code process and comparisons of American Legal Publishing and Mike Cable recommendations on current ordinances to move into Title 17. The recommendations are as follows:

**MIKE CABLE RECOMMENDATIONS |**

Ordinance 80-1 Platting Land  
Ordinance 80-2 Extending Corporate Limits  
Ordinance 83-4 Extending Corporate Limits  
Ordinance 91-1 Extending Corporate Limits  
Ordinance 94-4 Extending Corporate Limits  
Ordinance 99-2 Extending Corporate Limits  
Ordinance 01-2 Extending Corporate Limits  
Ordinance 01-3 Extending Corporate Limits  
Ordinance 11-4 Annexing Property  
Ordinance 10-7 Floodplains  
Ordinance 09-1 Personnel Policy  
Ordinance 90-1 Revolving Loan Fund  
Ordinance 94-1 EDA  
Ordinance 17-1 MN Energy Franchise  
Ordinance 04-2 Electric Franchise  
All Zoning Ordinances

**AMERICAL LEGAL PUBLISHING  
RECOMMENDATIONS |**

Ordinance 18-2 Winter Parking  
~~Ordinance 10-5 Snowmobiles~~  
Ordinance 10-3 Golf Carts  
Ordinance 20-02 Golf Carts  
Ordinance 10-4 ATV  
Ordinance 20-03 ATV  
Ordinance 18-3 Liquor in Parks  
Ordinance 20-01 Tobacco Sales  
Ordinance 16-2 Pools  
Only Zoning Ordinances 80-1, 98-1, 99-1, 14-1, 18-1

**ALL 2021-2022 ORDINANCES**

**OVERALL RECOMMENDATION |**

All Platting, Corporate Extensions, Property Annexation, Floodplains, Personnel Policy, RLF, EDA, Ambulance Service, Winter Parking, Golf Carts, ATVs, Public Liquor, Franchises, Tobacco Sales, Pools, Fire Department, 2022 Council Wage Increase, All Zoning Ordinances

MBC Chapter 151 is Zoning – Cottonwood Ordinances do cover the same. Leaving Chapter 151 out of the adoption would allow for the City to completely update and fine tailor the Zoning Ordinances then incorporate them into the MBC.

A motion by Joel Dahl to move forward with the Minnesota Basic Code adoption process. Seconded by Shawn Myers. Carried.

Sheriff Wallen presented the monthly incident report for the Sheriff's Office. One complaint on winter parking did come to Sheriff Wallen.

Randy Fenger presented an update on the Public Works Department that included snow removal and quality flow calibrating the main lift station flow meter to measure for 920 gallons per minute.

Bliss presented the Council with training opportunities for Council members that is provided through the League of Minnesota Cities online. If anyone is interested in the online learning courses to let Bliss know and she will get them signed up.

Council reviewed the plumbing permit application for ET Heating effective April 01, 2022 and valid for one year.

A motion by Joel Dahl to approve ET Heating's permit. Seconded by Shannon Geihl. Carried.

Council reviewed the plumbing permit application for Jeseritz Construction effective April 01, 2022 and valid for one year.

A motion by Shannon Geihl to approve Jeseritz Construction's permit. Seconded by Shawn Myers. Carried.

Council reviewed the waste hauler permit application for Southwest Sanitation effective April 01, 2022 and valid for one year.

A motion by Shawn Myers to approve Southwest Sanitation's permit. Seconded by Joel Dahl. Carried.

Council reviewed the waste hauler permit application for Olson Sanitation effective April 01, 2022 and valid for one year.

A motion by Shawn Myers to approve Olson Sanitation's permit. Seconded by Shannon Geihl. Carried.

Council reviewed the waste hauler permit application for West Central Sanitation effective April 01, 2022 and valid for one year.

A motion by Shawn Myers to approve West Central Sanitation's permit. Seconded by Joel Dahl. Carried.

Council reviewed the tobacco license permit application for Cottonwood Coop effective April 01, 2022 and valid for one year.

A motion by Shannon Geihl to approve the tobacco permit for the Cottonwood Coop. Seconded by Shawn Myers. Carried.

Council reviewed the drawdown for Small Cities totaling \$12,750.00.

A motion by Joel Dahl to approve the \$12,750 drawdown. Seconded by Shawn Myers. Carried.

Council reviewed Resolution 2022\_0118 Change of City Council Meeting Schedule

**RESOLUTION NO. 2022\_0118**  
**A RESOLUTION ADOPTIONING THE CHANGE OF**  
**THE COTTONWOOD CITY COUNCIL REGULAR MEETING SCHEDULE**

**WHEREAS**, Minnesota Statute § 412.191 subdivision 2 governs that meetings held by statutory city councils are established by the city council.

**WHEREAS**, the City Council of the City of Cottonwood has established the First Tuesday of every month as its regular meeting date; and

**WHEREAS**, the City Council of the City of Cottonwood has established the Third Tuesday of every month as reserved for an as needed but not regular second monthly meeting date; and

**WHEREAS**, the City Council of the City of Cottonwood has established the meeting time to be 7:00 P.M.; and

**WHEREAS**, the City Council of the City of Cottonwood has established the meeting place to be 100 West 2<sup>nd</sup> Street, the Cottonwood Fire Hall.

**NOW THEREFORE**, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF COTTONWOOD, MINNESOTA AS FOLLOWS:

1. The meeting dates, time, and place are hereby accepted, established, and to be published for public notice to take effect March 1, 2022.
2. The city clerk is hereby directed to publish this resolution in the designated city paper as a legal notice as to receive an affidavit of publication.

Passed by the City Council of Cottonwood, Minnesota this eighteenth day of January 2022.

A motion by Shannon Geihl to approve Resolution 2022\_0118 Change of City Council Meeting Schedule. Seconded by Shawn Myers. Carried.

Council reviewed the wage increase recommendations proceeding the performance reviews of all staff at the first of the year. The recommendations are based solely on performance due to the economic and real-world factors that are driving the cost of living, inflation, and consumer price index to 40-year highs.

**TEATHER BLISS** | CURRENT RATE OF PAY \$25.25. PROPOSED \$26.50 (5%)  
**AMY LOUWAGIE** | CURRENT RATE OF PAY \$20.00. PROPOSED \$21.50 (7.5%)  
**RANDY FENGER** | CURRENT RATE OF PAY \$27.30. PROPOSED \$28.75 (5%)  
**ALLEN OLSEN** | CURRENT RATE OF PAY \$24.72. PROPOSED \$26.00 (5%)  
**JOHN NILGES** | CURRENT RATE OF PAY \$22.12. PROPOSED \$23.25 (5%)

Councilmember Dahl discussed the current state of the economy and how the City needs to retain employees by making sure the City is competitive and fair.

Therefore, a motion by Joel Dahl was made to set wage increases for Teather Bliss, Randy Fenger, Allen Olsen, and John Nilges at 5.9% in line with the current Cost of Living Adjustment and to approve the wage recommendation of 7.5% for Amy Louwagie. Seconded by Shawn Myers. Carried.

Council reviewed building permit 2021\_32 that was tabled from December 7<sup>th</sup>.

A motion by Shawn Myers to approve permit 2021\_32. Seconded by Joel Dahl. Carried.

Council discussed the zoning violation that occurred in 2021 at 275 Northwood Drive. Due to the project needing a variance due to overage of impervious surface, the owners were sent a certified letter informing them of the violation. Research into how to handle a project completed outside of a variance was done and presented to Council. The need for a public hearing is not necessary and the Council can still require the cost of the permits be paid.

A motion by Shawn Myers to charge the owners of 275 Northwood Drive with a \$50.00 building permit, \$50.00 permit fine, and \$300.00 variance application fee. Seconded by Joel Dahl. Carried.

Bliss presented information to Council on a place on the agenda for Council to request tasks or bring up things they see around town at the meeting. With the items that come in from Council through my email, text messages, and phone calls – no matter what I am in the middle of I will find myself dropping everything to address the Council requests that come in and unfortunately it is a hinder on my productivity some days when I get multiple members sending me items. My thought is to have you all bring the items up at the meeting under the new topic location so that I and Randy can both be present to document the requests or items to look into for Council. The goal would then be to take the list and fit them into our daily/weekly schedules as well as see if staff could help address some of the requests. We would then issue a response to the request once it is completed and/or at the next council meeting.

Discussion also took place that if Council does want to send an email, to also include Amy on the email with the full understanding that we most likely will not get to it right away.

Council reviewed the monthly bills for payment \$1,493.94 General Fund, \$3,473.96 Water Fund, \$3,334.32 Sewer Fund totaling \$8,302.22

A motion by Joel Dahl to approve payment of bills. Seconded by Shawn Myers. Carried. Abstain by Shannon Geihl.

Council reviewed the proposed date for the Local Board of Appeal and Equalization set on April 19, 2022 at 7:00pm.

A motion by Shawn Myers to adjourn the meeting. Seconded by Shannon Geihl. Carried at 8:00pm.

## FEBRUARY 7, 2022, MEETING MINUTES OF THE CITY COUNCIL

A meeting of the Cottonwood City Council was held on Monday, February 7, 2022, 7:00 pm, in the Cottonwood Fire Hall with Corey Moseng, Joel Dahl, Shannon Geihl, Mike Horner, and Shawn Myers present. Also, present was Clerk-Administrator, Teather Bliss; Public Works Supervisor, Randy Fenger; and LCSO Sergeant, Steve Louwagie. Members of the public present were Josh and Vanessa Stensrud.

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

Council reviewed the Minutes from the January 4, 2022, Meeting of the Cottonwood City Council.

A motion by Shawn Myers to approve the January 4, 2022, Meeting Minutes. Seconded by Shannon Geihl. Carried.

Council reviewed the Minutes from the January 18, 2022, Meeting of the Cottonwood City Council.

A motion by Joel Dahl to approve the January 18, 2022, Meeting Minutes. Seconded by Shawn Myers. Carried. Abstain by Mike Horner.

Council reviewed the consent agenda consisting of Resolution 2022\_0207 Donation to the Cottonwood Ambulance in Memory of Elizabeth Olson and Resolution 2022\_0207A Donation to the Cottonwood Ambulance from Dean and Karen Berg.

A motion by Shannon Geihl to approve the consent agenda. Seconded by Mike Horner. Carried.

Item VIII.B.i. Building Permit 2022\_01 Stensrud at 30 Northwood Drive was moved to VII.F after the Ambulance Department Update.

Sergeant Louwagie presented the Lyon County Sheriff's Office monthly report.

Randy Fenger presented information on the Public Works Department. The skid loader broke down so repairs were done by Sterling Equipment that would be a larger bill. Watermain break at the corner of Barstad and Main will be repaired live on Tuesday, could not get valves to shut off. The pump in the woodchips lift station that was sent off for repair was deemed impossible for rebuild therefore the request is to purchase another pump that would be put on the shelf in case of a break down in the future for woodchips and vermilion lifts.

A motion by Joel Dahl to purchase the pump. Seconded by Shawn Myers. Carried.

Bliss presented final 2021 totals for tax collection in the amount of \$810,208.08 which includes general levy, debt levy, TIF, and special assessments.

Council reviewed the updated pledged collateral and asked Bliss to check into why the total collateral does not cover what our total available balance is as of 2021.

Bliss presented information to the City Council on the ongoing work she is doing with the DNR and Lyon County Soil and Water on cleaning up Cottonwood Lake. The goal is to clear the blue



green algae blooms and sediment to create a healthier lake. The group will continue to meet and work with different groups on potential projects as well as funding opportunities.

Bliss updated the Council on the board meeting of the Minnesota Association of Small Cities (MAOSC) where topics such as transportation funding and Local Government Aid were discussed for the 2022 legislative sessions. Bliss also attended a virtual meeting with the MAOSC Board and Governor Walz where larger topics such as infrastructure, Local Government Aid, and transportation were also discussed.

Bliss presented the cash balance report to the City Council for the end of 2021 and beginning of 2022 totaling \$430,863.29 for the General Fund, Debt Service, TIF, Water, and Sewer.

No updates for the Fire Department.

No updates for the Ambulance Service.

Bliss presented Building Permit 2022\_01 for Josh & Vanessa Stensrud. Currently a permit is issued for Josh and Vanessa that is set to expire in April. Due to increased material costs, the project had been put on hold with hopes that material prices would come down. Since the material prices have not changed and a permit extension request would only add 60 days to the current permit, a new permit has been applied for that will change the structure size to 2,400 square feet that is an increase in square footage of 672. All other design information from the current permit is the same as well as the two parcels combined together to make one.

A motion by Joel Dahl to approve building permit 2022\_01 with no additional cost for the permit. Seconded by Shawn Myers. Carried.

Council reviewed the Special Alcohol permit request for Gunnink and Gunnink Schaeffer Oil customer appreciation dinner on February 23, 2022.

A motion by Shannon Geihl to approve the special alcohol permit for Gunnink and Gunnink Schaeffer Oil. Seconded by Joel Dahl. Carried.

Council reviewed the 2022-2023 Waste Hauler permit for West Central Sanitation.

A motion by Mike Horner to approve the 2022-2023 Waste Hauler permit for West Central Sanitation. Seconded by Shawn Myers. Carried.

Council reviewed the 2022-2023 Plumbing Permit for GarAnimal Plumbing.

A motion by Shawn Myers to approve the 2022-2023 Plumbing Permit for GarAnimal Plumbing. Seconded by Shannon Geihl. Carried.

Bliss presented EDA Bylaws for Council approval. Minor changes from the old and new by-laws occurred in the following areas:

Article 2, Section 1 – added the 2011 amendment to the by law language

Article 2, Section 4 – added the city clerk as another recipient for member absentee notification

Article 5, Section 2 – added pursuant to MS 469.097

Article 5, Section 5 – moved from Article 6

Article 6, Section 4 – former language “the affairs of the Authority shall be limited to promoting the growth and development of commercial and industrial concerns in the City of Cottonwood.”

New language “The affairs of the Authority shall be to promote growth, development, and prosperity in the City of Cottonwood.”

A motion by Joel Dahl to approve the EDA Bylaws. Seconded by Shawn Myers. Carried.

Council reviewed the final notice for the Local Board of Appeals and Equalization Hearing that will take place April 19, 2022 at 7pm in the Cottonwood Community Center.

Council member Joel Dahl wondered if the EDA & RLF Minutes can be included in the Council packets.

Council reviewed the monthly bills for payment totaling \$18,981.33

A motion by Mike Horner to pay the monthly bills. Seconded by Shawn Myers. Carried.

A motion by Shawn Myers to adjourn the meeting. Seconded by Shannon Geihl. Carried at 8:15pm.

## MARCH 1, 2022, MEETING MINUTES OF THE CITY COUNCIL

A meeting of the Cottonwood City Council was held on Tuesday, March 1, 2022, 7:00 pm, in the Cottonwood Fire Hall with Joel Dahl, Shannon Geihl, Mike Horner, and Shawn Myers present. Also, present was Clerk-Administrator, Teather Bliss; and Lyon County Sheriff, Eric Wallen. Corey Moseng was absent.

Vice Mayor Shawn Myers called the meeting to order and led in the Flag Pledge.

Council reviewed the February 7, 2022 meeting minutes.

A motion by Joel Dahl to approve the February 7, 2022 meeting minutes. Seconded by Mike Horner. Carried.

Council reviewed the consent agenda consisting of Resolution 2022\_0301C Donation to the Cottonwood Ambulance in the amount of \$300 from Lynn and Hugh Curtler, Resolution 2022\_0301D Donation to the Cottonwood Ambulance in the amount of \$1,000 from Sharon and Brad Matthys, Resolution 2022\_0301E Donation to the Cottonwood Ambulance in the amount of \$750 from First Independent Bank.

A motion by Mike Horner to approve the consent agenda. Seconded by Shannon Geihl. Carried.

Sheriff Wallen presented the monthly incident report from the Lyon County Sheriff's Office.

Sheriff Wallen also informed the City Council that a new campaign was being done to help women escape situations at bars. There will be posters placed in bathrooms across Lyon County so that women know what to do incase they are in a bad situation and need help.

Bliss presented the City Council with an update on both the Public Works Department and the Administration Office. Bliss updated the Council that Randy was attending the Rural Water Conference in St. Cloud. There was some issues with the SCADA System – since installation in 2011, nothing has been done to update the system so it may be something to look at with the infrastructure project. Also, a pump has went down on Northwood Drive – the pump was new in 2019 and since has had issues, it is now looking at another \$4,358 worth of repairs. Council expressed the need to get preventative maintenance schedules together as well as figure out the cause of the pump failure in Northwood Lift Station.

Bliss presented the City Council with an updated pledged collateral sheet, financial statements, and the 2021 end of year investments. Bliss also presented information to Council on the clean-up of Cottonwood Lake including a letter of support for Dr. Jeff Strock with the University of Minnesota who is working on writing a grant for a control system in the ditch to help reduce the nitrogen and phosphorus within the ditch before it gets to the lake.

Council reviewed the January meeting minutes of the Cottonwood Fire Department.

Council reviewed the special permit for alcohol for Addy Schaefer.

A motion by Shannon Geihl to approve the special permit. Seconded by Mike Horner. Carried.

Council reviewed the engagement letter from Kinner & Co for the 2021 audit.

A motion from Mike Horner to approve the audit engagement letter. Seconded by Joel Dahl. Carried.

Bliss presented Resolution 2022\_0301 ARPA Funds that was recommended by City Attorney, Mike Cable. The resolution is to establish the unrestricted use of the ARPA Funds, the resolution was also recommended by the League of Minnesota Cities.

A motion by Joel Dahl to approve Resolution 2022\_0301. Seconded by Shannon Geihl. Carried.

Bliss presented Resolution 2022\_0301A Property Donation of Docks, the resolution stems from the conversation the City had at insurance renewal time when we reviewed the prices of each item the City ensures. It was determined that there was never a formal acceptance of the docks or agreement between the City and Sportsman Club on the maintenance of the docks.

Council member Dahl noticed that one of the docks were missing from the resolution, the second small dock at the Barstad landing.

A motion by Shannon Geihl to approve Resolution 2022\_0301A with the addition of the dock. Seconded by Mike Horner. Carried.

Bliss presented Resolution 2022\_0301B the naming of Barstad Road, the resolution is a formality as the current naming of Barstad Road is an ordinance that will be repealed with the adoption of the Minnesota Basic Code. As we work through some of the Minnesota Basic Code process, more items like this will need to be made into resolutions and policies.

A motion by Shannon Geihl to approve Resolution 2022\_0301B. Seconded by Joel Dahl. Carried.

Bliss presented Resolution 2022\_0301F Reestablishing Polling Place which has to be done due to the finalization of the statewide redistricting.

A motion by Mike Horner to approve Resolution 2022\_0301F. Seconded by Shannon Geihl. Carried.

Bliss presented utility permit 2022\_01U for Frontier Communications to bore utilities to a private residence, the permit would be to bore under the alleyway behind the Community Center.

A motion by Mike Horner to approve permit 2022\_01U. Seconded by Joel Dahl.

Bliss presented building permit 2022\_02 for a prefabricated storage shed at 49 Jalym Drive. Seconded by Shannon Geihl. Carried.

Bliss presented informational items on the upcoming Minnesota Basic Code adoption public hearing and the special meeting set for March 8<sup>th</sup> to review the PER.

Council reviewed the monthly bills at a total of \$14,388.97

A motion by Joel Dahl to approve the monthly bills. Seconded by Mike Horner. Carried.

A motion by Shannon Geihl to adjourn the meeting. Seconded by Joel Dahl. Carried at 8:30pm.

## MARCH 8, 2022, MEETING MINUTES OF THE CITY COUNCIL

A special meeting of the Cottonwood City Council was held on Tuesday, March 8, 2022, 7:00 pm, in the Cottonwood Fire Hall with Corey Moseng, Joel Dahl, Shannon Geihl, Mike Horner, and Shawn Myers present. Also, present was Clerk-Administrator, Teather Bliss; Public Works Supervisor, Randy Fenger; and City Engineer, Kent Louwagie.

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

Kent Louwagie presented the Preliminary Engineering Report (PER) for the Cottonwood Infrastructure Improvement Plans as well as the purpose of the meeting for state placement on the Minnesota Public Facilities Authority (PFA) clean water and drinking water project priority lists (PPL). Within the PER was information pertaining to project scope, planning, facility history, project need, proposed improvements, estimated cost, funding sources, and implementation schedule.

The project would consist of three different phases that are highlighted in the included Appendix of the PER. The improvements target sanitary sewer, watermain, and storm sewer. The streets portion is only that which pertains to the locations of sewer, water, and storm sewer improvements.

Three types of improvement means were placed in the PER which consisted of open trench construction, trenchless construction, and do nothing. These means of construction highlight which type is favored and the recommendation of the engineers but all three have to be presented in the PER.

The estimated cost of the project is \$18,033,310.00. The funding source for these costs would come from applying to the Minnesota Public Facilities Authority (PFA) under the Drinking Water Revolving Fund (DWRf) and the Clean Water Revolving Fund (CWRf)

COST ESTIMATE	
STREET & STORM	\$11,432,550.00
WATERMAIN	\$1,494,230.00
SANITARY SEWER	\$5,076,530.00
<b>TOTAL COST</b>	<b>\$18,033,310.00</b>

FUNDING BREAKDOWN	
CWRf-Sewer & Streets	\$12,250,240.00
DWRf-Water & Streets	\$5,477,830.00
City – Storm Sewers	\$305,240.00
<b>TOTAL FUNDING</b>	<b>\$18,033,310.00</b>

The potential for hooking onto Lincoln Pipestone Rural Water (LPRW) was discussed, the hopes for further discussion would be a presentation from LPRW at the April 5 meeting to coincide with the public hearing on the approved PER.

Bliss and Louwagie discussed the different avenues that we would continue to watch for the potential to insert grant funding when possible such as the bonding bill, Minnesota Water Infrastructure Fund (WIF), and Minnesota Department of Employment and Economic Development (DEED).

Council reviewed Resolution 2022\_0308 Resolution to Adopt Preliminary Engineering Report

**RESOLUTION NO. 2022\_0308**  
**RESOLUTION TO ADOPT THE INFRASTRUCTURE IMPROVEMENTS**  
**PRELIMINARY ENGINEERING REPORT FOR THE**  
**CITY OF COTTONWOOD, LYON COUNTY, MINNESOTA**

**WHEREAS**, The City Council of the City of Cottonwood recognizes the need to update its Wastewater System and has identified deficiencies of its existing system, and

**WHEREAS**, Bolton & Menk, Inc. has been retained as Consulting Engineers to prepare a Facility Plan for the purpose of submitting such plan to the Minnesota Pollution Control Agency, and

**NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF COTTONWOOD, MINNESOTA AS FOLLOWS:**

1. The City Council does hereby adopt the “Infrastructure Improvements - Preliminary Engineering Report” prepared by Bolton & Menk, Inc., and dated February 22, 2022.
2. The City Council does hereby direct the Facility Plan be submitted to the Minnesota Pollution Control Agency for review and approval.
3. A public hearing shall be held on such proposed improvement on the 5<sup>th</sup> day of April, 2022, in the council chambers of the Cottonwood Fire Hall, located at 100 West 2<sup>nd</sup> Street, at 7:30 p.m. and the clerk shall publish notice of such hearing and improvement as required by law.

Adopted by the City Council of Cottonwood, Minnesota this eighth day of March, 2022.

A Motion was made By Shawn Myers to Pass Resolution No. 2022\_0308 Resolution To Adopt The Infrastructure Improvements Preliminary Engineering Report For The City Of Cottonwood, Lyon County, Minnesota. Seconded by Mike Horner. Carried.

A motion by Shawn Myers to adjourn the meeting. Seconded by Shannon Geihl. Carried at 8:00pm.

## APRIL 19, 2022, MEETING MINUTES OF THE CITY COUNCIL

A meeting of the Cottonwood City Council was held on Tuesday, April 19, 2022, 7:00 pm, in the Cottonwood Fire Hall with Corey Moseng, Joel Dahl, Shannon Geihl, Mike Horner, and Shawn Myers present. Also, present was Clerk-Administrator, Teather Bliss; Public Works Supervisor; Randy Fenger; Lyon County Assessor, Mark Buysse; Lyon County Appraiser, Spencer Henle; Ambulance Director, Dane Meyer; and Lyon County Sheriff's Deputy, Benson Her. Present from the public was Josh Stensrud.

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

A motion by Shawn Myers to close the regular council meeting. Seconded by Shannon Geihl. Carried.

A motion by Joel Dahl to open the public hearing on Local Board of Appeals and Equalization. Seconded by Mike Horner.

Lyon County Assessor, Mark Buysse, presented the 2022 preliminary estimated market values for Cottonwood. Total 2022 preliminary estimated market value is \$88,065,900 for Cottonwood which is an increase of \$5,175,700. From October 1, 2020 to September 30, 2021 there were 16 sales in Cottonwood that make up the valuations for the 2022 estimated market values. These values are for taxes payable in 2023.

No individuals from the community attended the meeting about their preliminary estimated market value.

Council member Dahl asked if the market value increases would have any effect on the funding opportunities for the Cottonwood Lake clean up – Mark did not believe so.

Bliss asked if shoreland properties let part of their shore return to natural vegetation, would there be an increase to the property value – Mark stated that the sales of those lots would have to reflect a higher sale or lower sale than the values to determine if that is a factor.

Lastly Mark Buysse presented recommendations to the City Council on four properties in town.

### **22-106012-0 – Trevor & Lori Robbins**

A review of the property was performed on April 12, 2022. It was found the house on this parcel has recently undergone extensive remodeling that had not been accounted for. The Assessor's Office is proposing to change the condition of the house from very good to excellent, and the grade from 4+5 to 4+10. The updated value for the 2022 assessment, pay 2023 is proposed to be \$179,400. **Recommendation to increase the 2022 proposed estimated market value from \$147,000 to \$176,400. An increase of \$29,400.**

A motion by Mike Horner to approve the recommendation. Seconded by Joel Dahl. Carried.



**22-112027-0 – Wiley & Crista Post**

A review of the property was performed on April 12, 2022. It was found the house on this parcel has recently undergone extensive remodeling that had not been accounted for. The Assessor's Office is proposing to change the condition of the house from normal to above normal. The updated value for the 2022 assessment, pay 2023 is proposed to be \$130,900.

**Recommendation to increase the 2022 proposed estimated market value from \$116,300 to \$130,900. An increase of \$14,600.**

A motion by Shawn Myers to approve the recommendation. Seconded by Shannon Geihl. Carried with a dissent from Joel Dahl.

**22-110027-0 – Scena Dethlefs**

A review of the property was performed on April 12, 2022. It was found the house on this parcel has recently undergone remodeling that had not been accounted for. The Assessor's Office is proposing to change the condition of the house from normal to above normal. The updated value for the 2022 assessment, pay 2023 is proposed to be \$77,300. **Recommendation to increase the 2022 proposed estimated market value from \$60,900 to \$77,300. An increase of \$16,400.**

A motion by Shawn Myers to approve the recommendation. Seconded by Mike Horner. Carried with a dissent from Joel Dahl. Council member Dahl explained his disagreement with the new property owners having to take the brunt of the value increases – Mark Buysse explained that aside from building permits, sales are the only other time the assessor's office is able to get into the home for a County appraisal. At times it can be 20 years between times the County assessor has been within the dwelling. The new owners of the properties are aware of the potential increases.

Council member Dahl requested a rescind on his motion for the current property and the one prior.

A new motion by Shawn Myers to approve the Scena Dethlefs recommendation. Seconded by Mike Horner. Carried.

A new motion by Shawn Myers to approve the recommendation of Wiley & Crista Post property. Seconded by Shannon Geihl. Carried.

**22-142001-2 Robert & Shelly Danielson**

A review of the property was performed on April 13, 2022. It was found that a new machine shed was built in 2020 that had not been accounted for. The Assessor's Office is proposing to change the property record card to reflect the new construction of the machine shed. The updated value for the 2022 assessment, pay 2023 is proposed to be \$244,400. **Recommendation to increase the 2022 proposed estimated market value from \$215,200 to \$244,400. An increase of \$29,200.**

A motion by Joel Dahl to approve the recommendations. Seconded by Shannon Geihl. Carried.

A motion by Shannon Geihl to close the public hearing. Seconded by Joel Dahl. Carried.

A motion by Shawn Myers to open the regular city council meeting. Seconded by Mike Horner. Carried at 7:36pm

Mark Buysse presented the new assessor contract to the Council for approval.

A motion by Mike Horner to approve the new contract. Seconded by Shawn Myers. Carried.

Sheriff's Deputy Ben Her presented the monthly incident report.

Randy updated the City Council on the lift station issues at Shoreview with an electrical panel down and the community center had a gas leak within the unit on the west side of the kitchen which Bisbee fixed.

Randy also brought up if there can be a change to the sump pump permits to take them out of the sewer by April 1<sup>st</sup> instead of April 15<sup>th</sup>.

Bliss stated it would be something we would have to look at in ordinances before a decision can be made.

Council discussed the position of a building official and code enforcer; the job description currently is still in need of work and as it stands not something that needs to be talked about more. Extensive talk took place over different aspects of the position, if it could be full time or part time, is there a contractor that could fill in now, etc.

Council decided to put a special work session on the schedule for June to discuss the Building Code.

Council reviewed the tobacco license renewal for Dollar General.

A motion by Shawn Myers to approve the license renewal. Seconded by Mike Horner. Carried.

Council reviewed the renewal for LeRoy's liquor licensing for On-Sale, Off-Sale, and Sunday Sale.

A motion by Shawn Myers to approve the license renewal. Seconded by Shannon Geihl. Carried.

Council reviewed a request from the City Administrator for the purchase of a new trash receptacle for veteran park. \$1500 was received from the Cottonwood Area Community Foundation and \$633 would come from the parks budget where trash receptacles are budgeted for in 2022. In order to maintain the ADA and loss control standards, \$20,000 in rubber would need to be purchased for the new park equipment at City Park. Finally, Bliss asked to purchase two new fireproof file cabinets for the City Office so that all pertinent and critical documents can be secured – these are also set in the 2022 administration budget.

A motion by Shawn Myers to approve the requests from the City Administrator. Seconded by Joel Dahl. Carried.

A motion by Shannon Geihl to approve Dan Louwagie for the HRA Board with term to expire 02/17/2027. Seconded by Joel Dahl. Carried.

Bliss presented a request for utility bill adjustment to Lindsay Court, during the months of January and February the city detected continuous leaks within the property. Rick Christians worked closely with the City to get the leaks repaired and has asked that we reduce the cost of the sewer as all of the leaks did not enter the sewer system.

A motion by Shawn Myers to approve the requested adjustment amount of \$2,604.20 to the sewer only. Seconded by Joel Dahl. Carried.

Council reviewed the dates for clean up day, May 13<sup>th</sup> and 14<sup>th</sup>.

A motion by Joel Dahl to approve the expenditures for clean up day. Seconded by Shawn Myers. Carried.

A motion by Shawn Myers to approve the Vallers Township Fire Contract. Seconded by Mike Horner. Carried.

Bliss presented the following information to the City Council regarding the potential splash pad project in Cottonwood:

Over the past few years I have researched and communicated with other communities on Splash Pads – it is the path most cities are starting to take. The cost for construction can be anywhere from \$150,000 to \$800,000 depending on extravagance. The league does recognize splash pads in their loss & control standards, there is not much about them other than they treat them such as a playground amenity. In my research I have found a Minnesota based company called Life Floor – it is the first NSF certified splash pad surface. It is slip resistant, impact absorbent, chemical resistant, UV stable, cleanable, and impermeable. I have been in contact with a representative that has provided cost analysis and renderings for Cottonwood at no cost. I have also priced and researched a re-circulating pump system that is not conserves water and energy, it also chlorinates and utilizes a UV cleaning system. Since putting the feeler on Facebook, 15 people have volunteered to head a community group to fundraise for a splash pad. The Community Foundation has also motioned to support a project fund for a splash pad that would create a place donation can go while the efforts to raise money take place. Finally, the construction and upfront costs would be zero to the City. This only happens if the committee raises the funds for this project. A target goal of \$500,000 will be established for the committee, this would take care of the Life Floor, splash pad amenities, re-circulating system, new bath house, and seating areas. Of course, the City responsibility will be the location at the Lake Park, the annual maintenance, and insurance of the splash pad once in operation – which is quite minimal and insurance comparable to our parks.

The council discussed the splash pad and that it is something that we would need for the community and that they are open to a committee coming before Council with a proposal.

Bliss presented the Council with information from the EDA & Revolving Loan Committee. The projects for the 2019 SCDP Program are beginning to enter the repayment schedules of the City. Building demolition of Main Street is still in progress, the City did receive \$100,000 from the County that would go towards the demolition of the buildings. The EDA is also having issues with the contractor that did the asbestos removal. The invoicing came in double what was quoted and it has now been turned over to the City Attorney.

Finally Bliss is working with the Southwest Initiative Foundation and an interested party that would turn the Patel Building into a daycare center. SWIF will cover the \$6,000 for Engan to do preliminary designing and reporting. SWIF will also work with the interested party to find grants and funding sources for the project.

Council reviewed building permit 2022\_06 for the addition of a roof over the front porch of 50 East Park Street as well as replacing the shingles on the roof with steel. Due to the work starting prior to the permit being issued Council discussed enforcement of the fine for violating the zoning ordinances.

A motion by Shawn Myers to add a \$250 fine to the building permit with the permit being approved upon fine payment. Seconded by Joel Dahl. Carried with abstain from Shannon Geihl.

Josh Stensrud presented a modification to his building permit from 60 x 40 to 64 x 40. The only other question was that the permit predated the ordinance restricting height to 18 feet, the permit has a height to peak of 19 feet with the square footage changes going to 19.8 feet.

A motion by Joel Dahl to approve the modifications and not require a variance. Seconded by Shawn Myers. Carried.

Bliss updated Council that she will be out of the office on April 29<sup>th</sup> and will be attending the League Conference in Duluth from June 22-24.

A motion by Shawn Myers to adjourn the meeting. Seconded by Shannon Geihl. Carried at 9:30pm.

A motion by Joel Dahl to re-open the City Council Meeting. Seconded by Shawn Myers. Carried.

Corey Moseng presented information to the Council on the performance of Bliss for Quarter One, tasks were set in which they were exceeded. Within the performance review every quarter would be a 1% increase of pay if the tasks were met. New goals have been set for Quarter Two.

A motion by Shawn Myers to approve the planned increases with meeting of goals. Seconded by Joel Dahl. Carried.

A motion by Shawn Myers to adjourn the meeting. Seconded by Shannon Geihl. Carried at 9:32pm.

## MAY 3, 2022 MEETING MINUTES OF THE CITY COUNCIL

A meeting of the Cottonwood City Council was held on Tuesday, May 3, 2022, 7:00 pm, in the Cottonwood Fire Hall with Joel Dahl, Shannon Geihl, Mike Horner, and Corey Moseng present. Also, present were Clerk-Administrator, Teather Bliss; Public Works Supervisor, Randy Fenger; Ambulance Director, Dane Meyer; Assistant Ambulance Director, LeeAnne Boehne; and Sheriff Eric Wallen. Present from the community were Mark & Lori Radke and David & Missi Loe. Absent from the meeting was Shawn Myers.

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

A motion by Joel Dahl to approve the March 1, 2022 minutes. Seconded by Mike Horner. Carried.

A motion by Mike Horner to approve the April 19, 2022 minutes. Seconded by Shannon Geihl. Carried.

Dane Meyer and LeeAnne Boehne presented information to the Council on a replacement ambulance for 920 which is a 2010 that was purchased in 2012 and currently has 28,000 miles. The Ambulance is located in Fergus Falls at the Premier Specialty dealer and Dane would plan on going to look at it soon. It is a 2012 F350 4WD air ride suspension with 105,000 miles (engine was replaced at 30,000 miles). Garvin is looking for a new first responder truck and are able to pay \$30,000 for our current truck which is the same price we would receive on trade-in. The purchase price for the 2012 F350 is \$120,000. There is no present rust and additional costs to the ambulance would be roughly \$3,000 for graphics and cot mounting.

Councilmember Dahl stated that during the meeting with the ambulance committee, he was worried about the engine at first but clarification from Dane makes him more comfortable that everything is fine with the engine.

Council recommended that Dane look at the truck and return to the Council with a recommendation.

Dane & LeeAnne also updated the Council on the \$62,000 received from the County for second LUCAS and both monitors.

David & Missi Loe were present to discuss accessing their property through the City lot located on Tom Christy Lane.

Council stated that the work and agreement would have to be done to the satisfaction of the City Engineer and City Attorney.

Council directed Bliss to verify the Petition for Annexation with Mike Cable and then proceed with publishing a public hearing on Thursday, May 24 at 7:00pm.

Sheriff Wallen presented the monthly Sheriff's Office report – updated Council that Prom went well.

Public Works Supervisor, Randy Fenger, presented information to Council on the Public Works Department that included the Shoreview Lift Station issues and costs for repairs on the street sweeper.

The new pump for the Shoreview Lift Station would cost \$8,975 in which Bliss stated that the funds for the pump have yet to be located within the budget.

Council directed Randy to get creative with the financing of the pumps or find the replacement costs within the budget.

Fenger also presented information on the street sweeper to the Council and the repairs that need to be done.

Bliss stated that in the past year the City has spent \$7,299.55 on repairing the street sweeper but are only depreciating \$2,500 a year with the depreciation ending in 2033.

MacQueen was able to get a lease quote for a 2022 Elgin Pelican at 6 annual payments of \$39,594. Bliss's concern is that we are going to get into another vac truck situation where we spend money fixing for it to ultimately break down shortly after to force the City to purchase a brand new vac truck.

Bliss stated that she would like to see some of the funds we are using on streets – to be put towards the lease on a street sweeper for this year.

Council advised for Fenger and Bliss to get together and come up with a financial plan.

Mayor Moseng asked Fenger how many times the City sweeps in a year and why it would be necessary to sweep on a Thursday around garbage cans?

Fenger stated that they sweep probably 20 times in a year and the only time sweeping is done on Thursdays is when rain is in the forecast for Friday.

Bliss presented information on financials to the Council.

Council reviewed April meeting minutes for the Cottonwood Fire Department.

Dane and LeeAnne formally requested approval to proceed with the ordering of the second LUCAS device.

A motion by Joel Dahl to approve the ordering of the second LUCAS. Seconded by Shannon Geihl. Carried.

Dane and LeeAnne updated council that six high school students have signed up for EMT courses this summer with the program paid for through the state.

Council reviewed the SCDP Drawdown for \$8,037.00.

A motion by Mike Horner to approve the drawdown. Seconded by Shannon Geihl. Carried.

Council reviewed a building permit for shingling.

A motion by Joel Dahl to approve the permit. Seconded by Shannon Geihl. Carried.

Council reviewed the monthly bills totaling \$17,458.58.

A motion by Mike Horner to approve the monthly bills. Seconded by Joel Dahl. Carried.

Mark and Lori Radke were present to discuss the tarring of their driveway in conjunction with the tarring of Tom Christy Lane.

A motion by Shannon Geihl to adjourn the meeting. Seconded by Mike Horner. Carried at 8:49pm.



## MAY 24, 2022 MEETING MINUTES OF THE CITY COUNCIL

A meeting of the Cottonwood City Council was held on Tuesday, May 24, 2022, 7:00 pm, in the Cottonwood Fire Hall with Joel Dahl, Shannon Geihl, Mike Horner, Shawn Myers, and Corey Moseng present. Also present was Clerk-Administrator, Teather Bliss. Present for the Construction Easement was Paul Geihl.

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

A motion by Shawn Myers to close the regular city council meeting. Seconded by Shannon Geihl. Carried.

A motion by Joel Dahl to open the public hearing. Seconded by Mike Horner. Carried.

Bliss presented information on the petition of annexation from the Loe Family Farm LLC. No other discussion took place.

A motion by Shannon Geihl to close the public hearing. Seconded by Shawn Myers. Carried.

A motion by Shawn Myers to open the regular city council meeting. Seconded by Mike Horner. Carried at 7:05pm.

Bliss presented the Temporary Construction Easement Agreement to the City Council for approval to execute the document. The document includes recommendations from City Engineer, Kent Louwagie, and was thoroughly reviewed by City Attorney, Mike Cable.

A motion by Shaw Myers to approve the execution of the Temporary Construction Easement Agreement by the City Administrator and Mayor. Seconded by Mike Horner. Carried.

Bliss presented information that would be included within the Ordinance to Annex the Loe Property in regard to the compliance of Minnesota Statute 414.036 which requires cash payment to the township with respect to the property taxes payable after the annexation. The cash payments must be in equal payments over no less than two years but no more than eight years.

Based on the market value rates and valuations, Bliss presented a total payable amount due to Lucas Township in the amount of \$19.70. The proposed repayment to Lucas Township would be \$10.00 in the first year and \$10.00 in the second year.

Council reviewed the draft Ordinance 2022\_03 for the Annexation of the Loe Property.

Bliss requested the setting of the hearing for Tuesday, June 28, 2022 at 7pm.

Paul Geihl discussed with the Council on the potential to purchase the small piece of property that is located next to his home on Lake Street. The property is owned by the EDA.

Council directed Geihl to talk with Bliss on getting it before the EDA.

A motion by Shawn Myers to adjourn the meeting. Seconded by Shannon Geihl. Carried at 7:15pm.

## JUNE 7, 2022 MEETING MINUTES OF THE CITY COUNCIL

A meeting of the Cottonwood City Council was held on Tuesday, June 7, 2022, 7:00 pm, in the Cottonwood Fire Hall with Joel Dahl, Shannon Geihl, Mike Horner, Shawn Myers, and Corey Moseng present. Also, present were Clerk-Administrator, Teather Bliss; Public Works Supervisor, Randy Fenger; Ambulance Director, Dane Meyer; Ambulance Assistant Director, LeeAnne Boehne; and Sheriff Eric Wallen.

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

A motion by Shawn Myers to approve the May 3, 2022 minutes. Seconded by Joel Dahl. Carried.

A motion by Mike Horner to approve the May 24, 2022 minutes. Seconded by Shannon Geihl. Carried.

Council reviewed the consent agenda consisting of Resolution 2022\_0607 Donation to the Cottonwood Ambulance from the Lakeview Boosters for \$20,000.

A motion by Mike Horner to approve the consent agenda. Seconded by Shannon Geihl. Carried.

Sheriff Wallen presented the monthly Sheriff's Office report.

Public Works Supervisor, Randy Fenger, presented information to Council on the Public Works Department that included the repairs to Woodchips Lift Station, hydraulic hose broke on the payload, Prairie Street storm sewer, and updates on streets.

Cost for the repairs to the Woodchips Lift Station would cost \$5,441.38 from the damages that took place during the May 11<sup>th</sup> storms.

A motion by Mike Horner to approve the repairs for the cost of \$5,441.38. Seconded by Shawn Myers. Carried.

Fenger updated that the street paving was complete and crack filing of Northwood and Shoreview would take place on June 15<sup>th</sup>.

Fenger updated that the storm sewer tile on Prairie Street and was causing flooding issues at LeRoy Neuman's and Jason Fischer.

Council member Shawn Myers asked Fenger about the process of street sweeping and why it would be done on Thursdays when garbage cans are in the roads and when there is snow in the forecast.

Fenger stated that sweeping only happens on Thursdays if there is rain in the forecast for Friday, so the streets do not flood from storm sewers being plugged and if sweeping was done when it snowed it was not in the forecast.

Mayor Corey Moseng asked that as the public works department is out and about, that grass clippings in the roads and on sidewalks be reported back to the City Office.

Council member Joel Dahl asked about boulevard trees and what the city's responsibility is when it comes to the boulevard trees.

Fenger stated that the boulevard trees are the responsibility of the homeowner.

Bliss stated that with the new ordinances, there could be a change in the responsibility of the boulevard trees with the Minnesota Basic Code. Bliss would do some reading and update the Council when information is found.

Bliss presented information on financials to the Council.

Bliss presented information to the City Council on the storm damage from May 30, 2022 including the City Shop roof, Senior Center roof and interior, mass tree damage in the parks, and residential damage that the Assessor is compiling information on for possible property tax credits.

Council member Joel Dahl addressed the Council on how disappointed he is with the lack of emergency response by the county and being without an Emergency Manager is a problem for the County. Dahl brought up the idea with the Council to send a letter to the County expressing the City of Cottonwood's disappointment. All other council members agree to sending a letter.

A motion by Shawn Myers to send a letter to the County about the disappointment in Emergency Management that would be signed by all council members. Seconded by Joel Dahl. Carried.

Bliss presented information to the City Council on summer hours for the office in which many cities do. It would allow for the office to close at noon on Friday.

Council did not see an issue with the office closing if the phone is forwarded and answered. Council would also be interested in the amount of foot traffic and phone traffic on Fridays.

Council reviewed May meeting minutes for the Cottonwood Fire Department.

Council reviewed May meeting minutes for the Cottonwood Ambulance Service.

Director Meyer presented updated information on the replacement of the ambulance with a 2012 diesel with four-wheel drive and air suspension. The new ambulance is in good condition, Premier Specialties will replace and balance the tires, mount the cots, perform an inspection, and provide a one-year warranty with the purchase. It will also cost an additional \$5,000 to remove and replace the graphics. The ambulance crew approved the sell of the old ambulance to Garvin for \$30,000 and the purchase of the new rig.

Council reviewed the SCDP Drawdown #13 for \$3,813.40

A motion by Mike Horner to approve the SCDP Drawdown #13. Seconded by Joel Dahl. Carried.

Council reviewed Resolution 2022\_0607A that would extend the emergency declaration until July 7, 2022.

A motion by Joel Dahl to approve Resolution 2022\_0607A. Seconded by Shawn Myers. Carried.

A motion by Joel Dahl to approve the Stanley Township Fire Contract. Seconded by Shannon Geihl. Carried.

Council discussed the splash pad project and wanting to see plans, cost, maintenance costs, and startup costs.

Council reviewed the following building permits: 2022\_10 Shingling for Pat Lange, 2022\_11 Shingling for Slettens, 2022\_12 Shingling at Swan Lake Church, 2022\_13 Shingling for Craig Norland, and 2022\_14 Shingling for Ardyce Louwagie.

A motion by Mike Horner to approve all building permits presented. Seconded by Shawn Myers. Carried.

Bliss presented information to the City Council on the upcoming public hearing for June 28 on annexation.

Council reviewed the bills totaling \$10,015.91. \$4,712.70 General Fund, \$3,496.76 Water Fund, and \$1,809.45 Sewer Fund.

A motion by Shawn Myers to pay the bills. Seconded by Joel Dahl. Carried.

A motion by Shawn Myers to adjourn the meeting. Seconded by Shannon Geihl. Carried at 8:30pm.

## JUNE 28, 2022 SPECIAL MEETING MINUTES OF THE CITY COUNCIL

A special meeting of the Cottonwood City Council was held on Tuesday, June 28, 2022, 7:00 pm, in the Cottonwood Fire Hall with Shannon Geihl, Mike Horner, Shawn Myers, and Corey Moseng present. Also, present were Clerk-Administrator, Teather Bliss; and Contractor, Paul Geihl. Absent was Joel Dahl.

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

A motion by Shawn Myers to close the regular city council meeting. Seconded by Shannon Geihl. Carried.

A motion by Mike Horner to open the public hearing. Seconded by Shannon Geihl. Carried.

Bliss presented information on Ordinance 2022\_03 which would annex the Loe Property. All required mailings were sent out and no members of the public were present nor did anyone present in writing an opposition of the annexation.

The next steps of the annexation will be to publish the ordinance for 30 days and then once an affidavit of publication is received, the documentation will be sent to the state for approval.

A motion by Shannon Geihl to close the public hearing. Seconded by Mike Horner. Carried.

A motion by Shawn Myers to open the regular city council meeting. Seconded by Mike Horner. Carried at 7:05pm.

Bliss presented the contract and payment to the City Council for the Coming Home Days Firework Show on July 8, 2022 in the amount of \$5,000.00.

A motion by Shawn Myers to approve the fireworks show and payment. Seconded by Shannon Geihl. Carried.

Bliss presented the City Council with the official parade route for the Coming Home Days Parade on July 9, 2022. Per the new ordinances, parades do require permitting therefore a permit has been made for approval.

A motion by Mike Horner to approve the parade route. Seconded by Shawn Myers. Carried.

Bliss presented Resolution 2022\_0628 and application for the Lakeview Boosters to conduct Bingo on July 8, 2022 in the Community Center.

A motion by Mike Horner to approve Resolution 2022\_0628 and application for bingo. Seconded by Shawn Myers. Carried.

Council reviewed the following building permits: 2022\_15 Shingling for Mitch McKay, 2022\_16 Fence Replacement for Peper, 2022\_17 Shingling for Rothschild, 2022\_18 Roofing for Jim Munson, 2022\_19 Shingling for Elaine Meyer, and 2022\_20 Shingling for Barb Anderson.

A motion by Mike Horner to approve all building permits presented. Seconded by Shawn Myers. Carried.

Council reviewed a request for special permit for alcohol for an event being held July 2, 2022.

A motion by Shannon Geihl to approve the special permit for alcohol. Seconded by Mike Horner. Carried.

Council reviewed the letter to the County Board on Emergency Management.

Bliss presented information to the Council on the County ARPA Funds that have been set aside for cities. Cottonwood has been designated \$200,000 by the County in which the funds can be requested. The Splash Pad Committee would like to be able to go and request some of the funds for the project.

The council was not prepared to approve any request for the funds until more information was received from the County on the designated funds.

Council discussed to move the July 5, 2022 meeting to July 12, 2022.

A motion by Shawn Myers to adjourn the meeting. Seconded by Shannon Geihl. Carried at 7:30pm.

## JULY 12, 2022 MEETING MINUTES OF THE CITY COUNCIL

A meeting of the Cottonwood City Council was held on Tuesday, July 12, 2022, 7:00 pm, in the Cottonwood Fire Hall with Joel Dahl, Shannon Geihl, Mike Horner, and Shawn Myers present. Also, present were Clerk-Administrator, Teather Bliss; Public Works Supervisor, Randy Fenger; and Sheriff's Sergeant Adam Connor. Also present were members of the splash pad committee and Community Foundation Ann Orren, Tam French, and Jeff Mauland.

Vice President Shawn Myers called the meeting to order and led in the Flag Pledge.

Council reviewed the consent agenda consisting of Resolution 2022\_0712 Appointing Election Judges for the 2022 Primary and General Elections.

A motion by Joel Dahl to approve the consent agenda. Seconded by Mike Horner. Carried.

Presentation from the splash pad committee and Community Foundation showed the Council plans for the splash pad, cost updates, and to request an update on where the City Council stands on the splash pad topic. Jeff Mauland also presented that North Star will be matching \$100,000 in private donations for the project.

The City Council discussed the plans and presented costs, the Council also discussed the need for the splash pad and their support for the efforts to get one going in Cottonwood. The Council also discussed the need to plan for the budget with the project and getting the city engineer involved.

The splash pad committee let the Council know that they meet the 1<sup>st</sup> and 3<sup>rd</sup> Mondays and that they would like members of the council to attend.

Sergeant Connor presented the monthly Sheriff's Office report. Also presented was the approved APRA funds to the synced paging for severe weather throughout the County.

Public Works Supervisor, Randy Fenger, presented information to Council on the Public Works Department that included the repairs to the main well, storm sewer repairs on Prairie Street, and updates on streets.

Cost for the repairs to the well would cost \$5,755.00.

A motion by Joel Dahl to approve the repairs for the cost of \$5,755.00. Seconded by Mike Horner. Carried.

Fenger updated that the crack filing of Northwood and Shoreview was complete.

Costs to repair the Prairie Street storm sewer \$500.00.

A motion by Mike Horner to approve the storm sewer repairs for the cost of \$500.00. Seconded by Shannon Geihl. Carried.

Bliss presented updated collateral information to the City Council.

Bliss presented updated information on the Main Street Project. Jeseritz will be planning to demolition the buildings in late August, early September. Bliss is still working with John

Murphy as he has changed plans for some of the lots. The EDA will continue to work with Murphy on the project to come up with a solution that works for everyone.

Bliss updated the council on the post office situation. Not much more will be known until the postal inspectors comes to look at the building to determine if it is suitable for them to return.

Council reviewed June meeting minutes for the Cottonwood Fire Department.

Council reviewed a list of new members to approve to the Cottonwood Fire Department.

A motion by Shannon Geihl to approve Josh Stensrud, Ben Bossuyt, and Grant Moorse to the Cottonwood Fire Department. Seconded by Joel Dahl. Carried.

Council reviewed the SCDP Drawdown #14 for \$8,500.00

A motion by Mike Horner to approve the SCDP Drawdown #14. Seconded by Joel Dahl. Carried.

Bliss presented information the Lindsay Court Emergency Plan to the City Council.

Council member Mike Horner wanted to know what the City's plan is to ensure the Community Center is unlocked.

Bliss informed the Council that there have been a few instances this year where the sirens have gone off and the Community Center was not unlocked. The Sheriff's Department does unlock the community center when they are in town, and I unlock it before leaving town if there is a chance for severe weather.

Fenger stated that Dale Louwagie is the Emergency Manager, questioning if he should be responsible.

Bliss stated that Louwagie lives outside of town and would have a similar response time to the Sheriff's Department. Therefore, in town individuals would need to be designated to ensuring the Community Center would be unlocked.

No solution was made and the Lindsay Court Emergency Plan was tabled until the August 2nd Meeting.

Bliss presented a quote from Ferguson Waterworks totaling \$17,209.00 that would turn the meter system into an AMI system with an antenna placed on the water tower that would read the City continuously and report directly to the City Office. ARPA funds have not been utilized yet and this would be one place the funds could go towards. Ferguson is also going to give the City a \$3,000 credit back on the invoice for the belt clip.

A motion by Shannon Geihl to approve the AMI system to be purchased with the ARPA Funds totaling \$14,209.00. Seconded by Joel Dahl. Opposed by Mike Horner. Carried.

Council reviewed a special request for alcohol for an event taking place August 28, 2022.



A motion by Shannon Geihl to approve special request for alcohol. Seconded by Mike Horner. Carried.

Bliss presented information on the CEO Program that has formed within the Lakeview School System. The program will aide students with mentoring and on hands experience within the business community and give credit towards college.

Bliss recommended becoming an Investor and Friend of CEO by contributing \$1,000 per year for three years plus an additional \$500 one time donation as well as offering the Community Center as a host site for meetings.

A motion by Shannon Geihl to approve the \$500.00 donation for 2022, \$1,000 donation per year for 2023-2025, and being a host site for meetings. Seconded by Joel Dahl. Carried.

Bliss presented information to the Council for the closing of front street for National Night Out on August 2, 2022.

A motion by Mike Horner to approve the Front Street blocking for National Night Out. Seconded by Shannon Geihl. Carried.

Bliss presented a quote and information to the City Council on a survey of Idso's 2<sup>nd</sup> Addition by Bolton & Menk. The survey is needed for accurate mapping and location of City easements and utilities that are displayed inaccurately on the mapping the City currently has. The funds have been found within the General Fund, Water Fund, and Sewer Fund.

A motion by Mike Horner to approve the Bolton & Menk quote. Seconded by Joel Dahl. Carried.

Council reviewed the following building permits: 2022\_21 Shingling for Jarcho, 2022\_22 Shingling for Abby Lee, 2022\_23 Shingling & Gutters for Kim Boe, 2022\_24 Fencing for Robello, 2022\_25 Shingling for Dan Hoffman, and 2022\_26 Shingling for Andrew Praus.

A motion by Mike Horner to approve all building permits presented. Seconded by Shawn Myers. Abstained by Shannon Geihl. Carried.

Council member Mike Horner asked about sidewalk on Front Street. Citizen complaint about sidewalk came in last year and it still has not been fixed.

Bliss informed Fenger to get that on our immediate list.

Council member Shannon Geihl informed Fenger about a broken table in the community center that needs to be repairs.

Council reviewed the bills totaling \$32,474.90. \$11,218.79 General Fund, \$1,783.79 Water Fund, and \$16,820.11 Sewer Fund. Checks already cut - \$2,589.21 General Fund, \$135.00 Sewer Fund.

A motion by Joel Dahl to pay the bills. Seconded by Mike Horner. Carried.

A motion by Joel Dahl to adjourn the meeting. Seconded by Shannon Geihl. Carried at 9:00pm

## AUGUST 2, 2022 MEETING MINUTES OF THE CITY COUNCIL

A meeting of the Cottonwood City Council was held on Tuesday, August 2, 2022, 7:00 pm, in the Cottonwood Fire Hall with Joel Dahl, Shannon Geihl, Mike Horner, and Shawn Myers present. Also, present were Clerk-Administrator, Teather Bliss; Public Works Supervisor, Randy Fenger; City Engineer, Kent Louwagie; Ambulance Director, Dane Meyer; Assistant Ambulance Director, LeeAnn Boehne; and Sheriff's Sergeant Steve Louwagie. Also present was community members Elaine Meyer and Patrick Glimsdal as well as members of the splash pad committee and Community Foundation Ann Orren, Tam French, and Jeff Mauland.

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

A motion by Shawn Myers to approve the minutes from the June 7, 2022 Council meeting. Seconded by Shannon Geihl. Carried.

A motion by Mike Horner to approve the minutes from the June 28, 2022 Council meeting. Seconded by Shawn Myers. Carried.

A motion by Shannon Geihl to approve the minutes from the July 12, 2022 Council meeting. Seconded by Shawn Myers. Carried.

The splash pad committee presented more information on the splash pad including designs and features.

Bliss presented Ferguson's AMI propagation analysis that showed a 99.7% coverage rate of the system. Bliss also updated the council on the county designated ARPA funds of \$200,000 that are set aside for the city to request as per the County Administrator.

Council reviewed the Lindsay Mobile Home Court Emergency Plan.

A motion by Shannon Geihl to approve the Lindsay Mobile Home Court Emergency Plan. Seconded by Shawn Myers. Carried.

Sergeant Louwagie presented the monthly Sheriff's Office report.

Public Works Supervisor, Randy Fenger, presented information to Council on the Public Works Department. Randy presented a quote for \$850 from Quality Flow to inspect the main lift station.

A motion by Joel Dahl to approve the \$850 inspection from Quality Flow. Seconded by Shawn Myers. Carried.

Council discussed a bill received from Travis St. Pierre for the repairs of a fence surrounding the Lake Street retention pond. The fence was installed years prior by John Campion at the request of the city. Council member Myers asked if the city was made aware of the damages and Council member Horner asked why the city staff had not been maintaining city property.

A motion by Mike Horner to approve payment to St. Pierre for the repairs of the fence. Seconded by Joel Dahl. Carried.

Fenger presented roads that he wanted to have done next year. Council instructed Fenger to coordinate with Kent Louwagie on a plan for the roads.

Council member Myers addressed if there is a need for the public works department working on the Sunday after Coming Home Days and if it is necessary to add to overtime when the stage and portables were still in the roadway while the barricades that the city moved were out of the way.

Mayor Moseng asked for more information and an update on what would have caused the sanitary sewer backup that occurred at Larry and Bev Isaackson.

Kent Louwagie presented information to the council on the infrastructure project, currently the bonding bill was not passed through state legislation which means that the main funding source, PFA, would not be funded. Louwagie also discussed the formulation of an interim plan for the city infrastructure that could include smoke testing and flow metering devices.

Bliss presented updated collateral information to the City Council.

Bliss updated the council on the post office situation, the relocation of the food pantry to the Hot Looks building, the donation of newspaper books to Lyon County Historical Society, and updates on the main street project. Bliss provided information to the City Council on using the new GIS system that was created by Bolton & Menk.

A motion by Joel Dahl to donate the newspaper books to Lyon County Historical Society. Seconded by Mike Horner. Carried.

Council reviewed July meeting minutes for the Cottonwood Fire Department.

Council reviewed a list of new members to approve to the Cottonwood Fire Department.

A motion by Joel Dahl to approve Andrew Kolander and Eric Brunvold to the Cottonwood Fire Department. Seconded by Shawn Myers. Carried.

Dane Myer and LeeAnn Boehne updated the council on the new ambulance's arrival and offered to show them the new ambulance following the meeting. A request was also made for LeeAnn to be added to the Ambulance Fundraiser Account to sign checks.

A motion by Shawn Myers to add LeeAnn Boehne to the Ambulance Fundraiser Account. Seconded by Shannon Geihl. Carried.

Bliss updated the Council on the front street sidewalk that was brought up at the last meeting. SchmidtyBuilt quoted the replacement of the sidewalk at \$9,000 and the funds would come from the \$30,000 that is budget for sidewalk repairs.

A motion by Joel Dahl to approve the sidewalk repairs. Seconded by Shawn Myers. Carried.

Council reviewed the option to become a Lakeview Ad Partner for \$1,500 per year for three years. The funds would be divided among three departments as they will all benefit from the advertising.

A motion by Shawn Myers to become a Lakeview Ad Partner. Seconded by Mike Horner. Carried.

Council reviewed building permits 2022\_27, 2022\_28, and 2022\_29 for shingling.

A motion by Joel Dahl to approve the building permits. Seconded by Mike Horner. Abstained by Shannon Geihl. Carried.

Council reviewed building permit 2022\_30 for a steel roof.

A motion by Shawn Myers to approve the building permit. Seconded by Mike Horner. Carried.

Council reviewed the monthly bills.

A motion by Mike Horner to pay the bills. Seconded by Shawn Myers. Abstained by Shannon Geihl. Carried.

Elaine Meyer addressed the council because of water damage to her property and requested that the council review if there is anything that can be done by the city. Council stated that they would consult with the City Attorney on the matter.

Patrick Glimsdal addressed the council about a grass clipping notice that he and others received in the mail.

A motion by Shawn Myers to adjourn the meeting. Seconded by Shannon Geihl. Carried at 10:15pm

## SEPTEMBER 13, 2022 MEETING MINUTES OF THE CITY COUNCIL

A meeting of the Cottonwood City Council was held on Tuesday, September 13, 2022, 7:00 pm, in the Cottonwood Fire Hall with Joel Dahl, Shannon Geihl, Mike Horner, and Shawn Myers present. Also, present were Clerk-Administrator, Teather Bliss; Public Works Supervisor, Randy Fenger; City Engineer, Kent Louwagie; and Sheriff Eric Wallen. Also present was community members Joe Rains and Patrick Glimsdal.

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

Council reviewed the consent agenda.

A motion by Shawn Myers to approve Resolution 2022\_0913A Raffle for Lakeview Boosters. Seconded by Shannon Geihl.

Council discussed Rains property with Joe Rains present at the meeting. Joe addressed the council about wanting to file for a variance for keeping chickens in town.

Council discussed the matter at hand which is the second phase of the enforcement of city ordinances that would require Hoe to clean up his property.

Council member Dahl stated that he would be in favor of the next step with some amendments to the Resolution ordering the raze of the property. One amendment would be to remove the requirement of getting rid of the chickens pending the variance and public hearing for the chickens and the striking of requirement number 9 that covers chipped paint.

A motion by Shawn Myers to approve Resolution 2022\_0913 Order to Raze. Seconded by Shannon Geihl. Carried.

Council discussed the utility easement that was done on Rain's property and the work that needed to be done to restore the curb back to its original state.

A motion by Joel Dahl to perform the work. Seconded by Shannon Geihl. Carried.

Bliss updated the city council on the annexation of the Loe property and that the process was finalized.

Sheriff Wallen presented the monthly Sheriff's Office report.

Public Works Supervisor, Randy Fenger, presented information to Council on the generator for the well, smoke testing, sewer jetting, and hydrant flushing.

Kent Louwagie updated Council on the pavement plan and the purpose of the plan to categorize the process of maintaining the streets for the future. The pavement plan would entail a member of Bolton & Menk driving the streets of Cottonwood with a 360-degree camera to document the streets, curbs, and sidewalks of the city.

A motion by Mike Horner to proceed with the plan if the budget allows. Seconded by Shawn Myers. Carried.

Bliss updated the council on the library roof that was damaged during the May 30<sup>th</sup> storms, the senior center repairs, and the main street project.

Bliss presented a quote for the repair of the main roof of the library and the garage. The main roof of the library would be covered by insurance.

A motion by Joel Dahl to approve the repairs of the main roof and either see if the garage is covered or budget next year. Seconded by Shawn Myers. Carried.

Bliss presented information on the completion of the remediation of the senior center. The next recommended action by Bliss would be to repair the roof and sell the facility.

A motion by Joel Dahl to fix the roof of the senior center and sell the building. Seconded by Shawn Myers. Carried.

Bliss presented an invoice from Brian's Tree Service for the removal of a boulevard tree that fell at a residence during the May 30 storm. Per the new city ordinances, boulevard trees are the responsibility of the city. This bill along with the repairs to the sidewalks that were damaged by uprooted boulevard trees would be costs that FEMA disaster relief would cover. Bliss also stated that the sidewalk replacement policy is being looked at for revision because it only covers certain sidewalks in town when we could look at opening it up city wide.

A motion by Shawn Myers to pay Brian's Tree Service for the removal of the tree. Seconded by Mike Horner. Carried.

Bliss presented a Right of First Refusal from John Murphy for lots 25 and 26 on main street, Council requested that Bliss get some more information from Murphy. Bliss also updated the Council that Murphy acquired the Doug Winn property on Front Street and will be demolishing it for tenant parking.

Council reviewed the SCDP drawdown #15.

A motion by Mike Horner to approve drawdown #15. Seconded by Shawn Myers. Carried.

Council reviewed demolition permits 2022\_08 (Main Street), 2022\_31 (Pizza Ranch), 2022\_38 (FCE bins), and 2022\_42 (Winn House).

A motion by Mike Horner to approve the demolition permits. Seconded by Joel Dahl. Carried.

Council reviewed shingling permits 2022\_32, 2022\_33, 2022\_35, 2022\_36, 2022\_39, and 2022\_40.

A motion by Shawn Myers to approve the building permit. Seconded by Joel Dahl. Abstained by Shannon Geihl. Carried.

Council reviewed Building Permit 2022\_34 for the new construction of a home at the corner of Northwood Drive and Barstad Road.

A motion by Joel Dahl to approve permit 2022\_34. Seconded by Mike Horner. Carried.

Council reviewed the monthly bills totaling \$84,330.16.

A motion by Mike Horner to pay the bills. Seconded by Shawn Myers. Carried.

Council set a special meeting for September 27, 2022 for the preliminary tax levy and audit presentation.

The November 1, 2022 council meeting will be moved to November 3, 2022.

Council set December 20, 2022 as the date for the Truth in Taxation Hearing.

A motion by Shawn Myers to adjourn the meeting. Seconded by Shannon Geihl. Carried at 9:00pm

## SEPTEMBER 27, 2022 SPECIAL MEETING MINUTES OF THE CITY COUNCIL

A meeting of the Cottonwood City Council was held on Tuesday, September 27, 2022, 7:00 pm, in the Cottonwood Fire Hall with Joel Dahl, Mike Horner, and Shawn Myers present. Also, present were Clerk-Administrator, Teather Bliss; and Public Works Supervisor, Randy Fenger. Shannon Geihl was absent.

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

Rebecca Towne from Kinner & Co. presented the 2021 Financial Audit for the City of Cottonwood.

Bliss presented the 2023 Preliminary Tax Levy. The preliminary levy increase would be 12.43% from the 2022 final levy – with a net increase of 5.25% when taking the \$67,761 tax base increase from 2021 to 2022. The preliminary budget for the 2023 general fund is expenses totaling \$1,391,988.00.

The following information is what can be found on the 2023 Preliminary Levy:

General Fund Levy \$700,000.00  
EDA Special Levy \$15,000.00  
Principal & Interest on 2012 City Maintenance Shop Lease \$22,491.00  
Principal & Interest on 2016 Fire Hall/Ambulance Garage Lease \$55,356.00  
Principal & Interest on 2016 GO Improvement Bonds \$84,000.00  
**Total Proposed Certified Tax Levy \$876,847.00**

Capital projects being included in the 2023 preliminary budget are the upgrades to the HVAC system in the library, the continuation of street maintenance, the leasing of a street sweeper, ADA upgrades to parks, and project planning for parks.

A motion by Shawn Myers to approve the following preliminary levy resolution. Seconded by Joel Dahl. Carried.

### **RESOLUTION NO. 2022\_0927 ADOPTION OF 2021 PRELIMINARY TAX LEVY AND BUDGET**

BE IT RESOLVED, by the City Council of the City of Cottonwood, County of Lyon, Minnesota, that the following sums of money be levied for the current year, collectible in 2023, upon the taxable property in the City of Cottonwood, for the following purposes:

General Fund Levy \$700,000.00  
EDA Special Levy \$15,000.00  
Principal & Interest on 2012 City Maintenance Shop Lease \$22,491.00  
Principal & Interest on 2016 Fire Hall/Ambulance Garage Lease \$55,356.00  
Principal & Interest on 2016 GO Improvement Bonds \$84,000.00  
Total Proposed Certified Tax Levy \$876,847.00

BE IT RESOLVED, by the City Council of the City of Cottonwood, County of Lyon, Minnesota, that the attached document is hereby approved as the 2023 Preliminary Tax Levy and Budget of the City of Cottonwood.



IN WITNESS WHEREOF, the City of Cottonwood, Minnesota, by its City Council, has caused this Resolution to be executed on its behalf by the signatures of the Mayor and City Administrator and has caused this Resolution to be certified to the County Auditor of Lyon County, Minnesota, as of the date set forth below.

Adopted and passed by the City Council of Cottonwood, Minnesota this twenty-seventh day of September 2022.

A motion by Shawn Myers to adjourn the meeting. Seconded by Mike Horner. Carried at 8:11pm

## OCTOBER 4, 2022 MEETING MINUTES OF THE CITY COUNCIL

A meeting of the Cottonwood City Council was held on Tuesday, October 4, 2022, 7:00 pm, in the Cottonwood Fire Hall with Joel Dahl, Shannon Geihl, Mike Horner, and Shawn Myers present. Also, present was Clerk-Administrator, Teather Bliss and Lyon County Sheriff, Eric Wallen. Mayor, Corey Moseng was absent.

Vice President Shawn Myers called the meeting to order and led in the Flag Pledge.

A motion by Shannon Geihl to approve the minutes from the August 2, 2022 Council meeting. Seconded by Joel Dahl. Carried.

A motion by Joel Dahl to approve the minutes from the September 13, 2022 Council meeting. Seconded by Mike Horner. Carried.

A motion by Mike Horner to approve the minutes from the September 27, 2022 Council meeting. Seconded by Joel Dahl. Carried.

Bliss presented information on Joe Rains property. A few items remain for resolution on the property. Several positive comments from the public have been made on the progress of the property. The next steps for the council will be to either grant an extension to the Order to Raze or proceed with the attorney's abatement to the courts.

A motion by Joel Dahl to grant a twenty-day extension to the order with the City Administrator proceeding with the city attorney on the abatement process if the remaining items on the order are not completed within the twenty days. Seconded by Shannon Geihl. Carried.

Sheriff Wallen presented the monthly Sheriff's Office report.

Mike Horner presented the resignation of Randy Fenger as the Public Works Supervisor.

The recommendation from the personnel committee would be for Randy Fenger to take on the position of Foreman while keeping the same wage. The recommendation would also be to promote Allen Olsen to the position of Public Works Supervisor with an increase of pay to \$27.75.

A motion by Mike Horner to approve the recommendation of the personnel committee. Seconded by Shannon Geihl. Carried.

Council reviewed the monthly financials.

Council reviewed the SCDP Drawdown #16 totaling \$61,435.00

A motion by Mike Horner to approve Drawdown #16. Seconded by Joel Dahl. Carried.

Council reviewed Building Permit 41 for 224 square feet of sidewalk and concrete at 60 East Main Street.

A motion by Mike Horner to approve permit 41. Seconded by Joel Dahl. Carried. Abstained by Shannon Geihl.

Council reviewed Building Permit 43 for 192 square foot storage shed at 358 West Main Street.

A motion by Joel Dahl to approve permit 43. Seconded by Shannon Geihl. Carried.

Council reviewed Building Permit 44 for 484 square feet for a deck, storage shed, and porch overhang at 58 Lake Street.

A motion by Joel Dahl to approve permit 44. Seconded by Mike Horner. Carried. Abstained by Shannon Geihl.

Council reviewed Building Permit 45 for a 240 square foot storage shed at 750 West First St.

A motion by Mike Horner to approve permit 45. Seconded by Shannon Geihl. Carried.

Council reviewed Building Permit 46 for a 225 square foot garage addition at 32 East Cottonwood Street.

A motion by Shannon Geihl to approve permit 46. Seconded by Joel Dahl. Opposed by Mike Horner. Carried.

Council reviewed Building Permit 47 for 2,118 square feet of driveway addition at 287 Shoreview Drive.

A motion by Joel Dahl to approve permit 47. Seconded by Mike Horner. Carried.

Council member Joel Dahl asked about the email to Transmedic and if the information requested was ever received. Council also asked how well things have been going with Transmedic and requested that there be attendance by Transmedic at a meeting by the end of the year.

Council reviewed the monthly bills totaling \$4,269.44.

A motion by Joel Dahl to pay the bills. Seconded by Shannon Geihl. Carried.

Council discussed moving the October 18 Council meeting to October 20 or 25.

A motion by Joel Dahl to adjourn the meeting. Seconded by Shannon Geihl. Carried at 8:30pm

## NOVEMBER 3, 2022 MEETING MINUTES OF THE CITY COUNCIL

A meeting of the Cottonwood City Council was held on Tuesday, November 3, 2022, 7:00 pm, in the Cottonwood Fire Hall with Joel Dahl, Shannon Geihl, Mike Horner, and Shawn Myers present. Also, present were Clerk-Administrator, Teather Bliss; Public Works Supervisor, Allen Olsen; City Engineer, Kent Louwagie; and Sheriff Eric Wallen. Mayor Corey Moseng was absent.

Vice Mayor Shawn Myers called the meeting to order and led in the Flag Pledge.

A motion by Joel Dahl to approve the council meeting minutes from October 4, 2022. Seconded by Mike Horner. Carried.

A motion by Mike Horner to approve the consent agenda consisting of Resolution 2022\_1103 Raffle for Lakeview Boosters and Resolution 2022\_1103A Raffle for Lakeview Boosters. Seconded by Shannon Geihl.

Follow up report was provided to the City Council that Attorney Matt Gross has continued into the next step of the abatement process of the Rains Property by filing the petition with the District Courts.

Sheriff Wallen presented the monthly Sheriff's Office report.

Public Works Supervisor, Allen Olsen presented information to Council on the jetting of sewers, utility lines to the Loe property, the winterization of the Senior Center, and updates on the Northwood Lift Station controller issues.

The parts for the Northwood Generator are going to cost over \$500.00

Kent Louwagie updated Council on the smoke testing that was done, what the next steps will be for the placement of the meters in coordination with the smoke testing, and PCA updates for the approved facilities plan for the infrastructure project.

Bliss presented the following updates to the Council

LEAGUE INSURANCE CLAIMS | \$154,081.07 in total invoices for repairs, replacements, or professional services from the May 2022 storms. Check issued 11/1/2022 totaling \$83,452.75. \$500 deductible to be paid. Remainder is either May 13<sup>th</sup> claims or not approved for payment.

### May 30 Claims

- Shop: \$29,178.00 payment 11/1/22 – remaining open to pay will be the removal and replacement of insulation as invoices have not been provided from contractor. Insulation replacement still needs completed.
- Trees: \$42,300.00 payment 11/1/22 - \$5,000 unpaid boulevard trees not on covered property.
- Library: \$8,463.75 payment 11/1/22
- Senior Center: \$3,511.00 payment 11/1/22 – remaining open to pay will be the removal and replacement of insulation as invoices have not been provided from

contractor. Insulation replacement still needs completed. \$46,534.00 remaining open for League requested engineering review.

May 13 Claims- All Open

- City Park Playground Equipment: \$15,690.62
- WoodChips Lift Station: \$5,774.70

FEMA 4666DR | \$43,014.00 in total invoices for city staff, city equipment, contractor work, and property replacement.

- Category A Debris - \$9,728; \$5,000 uninsured tree removal, \$728 materials, \$4,000 city equipment usage
- Category B Emergency Response - \$6,154; \$1,485 Jeseritz Construction & Jeseritz Electric, \$2,359 city staff on May 30, \$2,310 city equipment usage
- Category C Sidewalks - \$4,818 SchmidtyBuilt repairs at Lee, Laleman, and Swanson
- Category G Parks & Property - \$22,314; \$15,691 playground equipment (if no insurance coverage), \$153.00 Lake Street retention pond, \$6,262 damaged or missing trash cans, \$208 broken Main Street US flag poles.

MAIN STREET PROJECT | Project closing done 11/2/22.

2022 DROUGHT UPDATE | DNR provided yearly summary of drought conditions and what it looks like for 2023.

Council reviewed the October Meeting Minutes of the Cottonwood Fire Department

Council reviewed the October Meeting Minutes of the Cottonwood Ambulance Service

Council reviewed the SCDP drawdown number 17 in the amount of \$1,842.00

Due to information being sought from the Administrator on the 2019 project, the Council tabled the payment authorization for Drawdown 17.

Bliss presented information to the City Council on research into chickens being allowed within City limits. Several cities were looked at and all reported no issues with allowing chickens.

Cities were different on their amount allowed, ranging from 2 – 12. Most had common requirements such as no roosters, permits for chickens, permits for coops/runs, etc.

A public hearing for this topic will be set in the first quarter of 2023.

Bliss presented a quote for the relocation of the HVAC system in the library. The quote from Cottonwood Coop is \$9,875.00 which will place a new return system on the main floor, utilize the current ductwork, and replace the AC unit. The only item not included is the price for electrical work which will be obtained from Jeseritz by next meeting.

Council member Dahl asked for clarification on if the price includes the removal of the existing unit from the cellar otherwise to get the price locked in, he would be in favor of moving forward with the bid.

A motion by Joel Dahl to approve the HVAC quote from the Cottonwood Coop in the amount of \$9,875.00. Seconded by Shannon Geihl. Carried.

Bliss presented a request from Rick Christians on returning the sewer rate back to a monthly set rate based on an agreement with the council from 2012 or he would like each individual trailer to be billed for utilities.

A spread sheet has been created to show the structure from 2012 applied to 2021 and 2022. Based on the set rate agreement and average usage, Lindsay Court would only see a \$211.20 savings adjustment to 2022. Furthermore, based on YTD 2022 usage – Lindsay Court would be on track for a set sewer rate of \$812.52, a potential rate that could create overpayment for sewer usage.

It is recommended that no action be taken at this time and further discussion take place with Rick Christians on what appears to be a water consumption problem rather than a sewer rate issue.

Bliss is working on updating the Sidewalk Replacement Program to include all sidewalks in Cottonwood rather than “heavy use.”

The council reviewed the Cottonwood Coop request for a special alcohol permit on December 15, 2022.

A motion by Joel Dahl to approve the special permit. Seconded by Mike Horner. Carried.

The council reviewed the request for a rezone at 333 Barstad Road from commercial use to residential use.

A motion by Mike Horner to set the Public hearing for December 6, 2022 at 7:05pm. Seconded by Joel Dahl. Carried.

The council reviewed non-impervious affected permits 48 to 50. A motion by Joel Dahl to approve permits 48 to 50. Seconded by Shannon Geihl. Carried.

The council reviewed non-impervious affected permit 51. A motion by Mike Horner to approve permit 51. Seconded by Joel Dahl. Carried. Abstained by Shannon Geihl.

The council reviewed building permit 52 for 83 East 4<sup>th</sup> Street. A motion by Joel Dahl to approve permit 52. Seconded by Mike Horner. Carried. Abstained by Shannon Geihl.

Council reviewed the monthly bills totaling \$62,911.89.

A motion by Mike Horner to pay the bills. Seconded by Shannon Geihl. Carried.

A motion by Shannon Geihl to adjourn the meeting. Seconded by Joel Dahl. Carried at 8:45pm

## NOVEMBER 15, 2022 MEETING MINUTES OF THE CITY COUNCIL

A meeting of the Cottonwood City Council was held on Tuesday, November 15, 2022, 7:00 pm, in the Cottonwood Fire Hall with Joel Dahl, Shannon Geihl, Mike Horner, Shawn Myers, and Corey Moseng present. Also, present were Clerk-Administrator, Teather Bliss; Public Works Supervisor, Allen Olsen; and Sheriff's Sergeant Steve Louwagie. Present from the public was Wayne Erbes, Rhonda Nelson, Jim Munson, Nikki Hagedorn, and Patrick Glimsdal.

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

The results from the 2022 General Election were canvassed at the meeting.

### **RESOLUTION 2022\_1115 RESOLUTION CANVASSING THE CITY ELECTION OF 2022 AND ANNOUNCING THE RESULTS.**

**WHEREAS**, A Meeting of the City Council of the City of Cottonwood, Minnesota, was held at Cottonwood Fire Hall in said City on November 15th, 2022 at 7:00 p.m. The following members of the Council were present: Mayor, Corey Moseng; Council member Mike Horner; Council member Shannon Geihl, Council member Shawn Myers, and Council member Joel Dahl.

**NOW THEREFORE**, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF COTTONWOOD, MINNESOTA IT IS FOUND AND DETERMINED THAT AT THE CITY ELECTION HELD ON NOVEMBER 8TH, 2022 AS FOLLOWS:

1. The following votes were cast for Mayor: Corey Moseng (444) \*Write Ins (28)

Corey Moseng was declared elected Mayor for a term of two (2) years.

2. The following votes were cast for City Council. (Two- Four Year Terms): Joel Dahl (426) Shawn Myers (402) \*Write Ins (17)

Joel Dahl and Shawn Myers were declared elected Council Members for a term of four (4) years;

3. Total number of persons who voted: 509

4. Total number of absentee ballots received: 40

5. Total number of persons registered at 7 AM on Election Day: 740

6. Total number of persons who registered on Election Day: 32

Passed by the City Council of Cottonwood, Minnesota this fifteenth day of November 2022.

A motion by Shannon Geihl to accept Resolution 2022\_1115 Canvassing the City Election of 2022 and Announcing the Results. Seconded by Mike Horner. Carried.

Bliss provided updates on the following items.

LIBRARY HVAC | The approved quote from Cottonwood Co-op does include the removal of the current system in the basement of the library.

INSURANCE CLAIMS | As of Thursday, all May 30<sup>th</sup> claims have been approved by League insurance. The Senior Center roof has been approved for the truss system and steel roof. Also needed is a quote for the replacement of the acoustic tiles, we do not have to do the work, but insurance will pay for the replacement whether it is done or not.

The claims from May 13<sup>th</sup> that involve the lift station and playground equipment are now the last for insurance to take care of. As of Monday, November 14, 2022, the playground equipment has

been approved for replacement by insurance. The final total is included with this memo and will need approval to place the order.

METERING AMI SYSTEM | Still waiting for components to come in.

The price for the replacement playground equipment that was damaged in the May storms totals \$17,379.12.

A motion by Shawn Myers to order the playground equipment approved by insurance. Seconded by Joel Dahl. Carried.

Sergeant Louwagie presented the monthly Sheriff's Office report.

Bliss presented the following updates to the Council on the Revolving Loan and SCDP Program

SPECIAL MEETING | A special meeting has been called for tomorrow, Wednesday the 16<sup>th</sup> to review a new loan application for Insurance Service Agency.

SCDP GRANT 2019 | In completing audit workpapers and balancing the YTD 2022 SCDP drawdowns and projects, several projects are either no more than 10% started with loan repayments already set from DSI or projects are completed with the office not having the original satisfied loans or other pertinent documentation. I have been in contact with DSI and they are looking into the questions that I have asked about the project.

We have also started payment/coupon books for all loans so that they can stay on top of when loan payments are due each month.

Council reviewed the following information for the Cottonwood Ambulance new member approval and increase in wages

MEMBER APPROVAL | Jeremy Dieken, Korysa Herrick, Jaci Hubbard, Aaron Lienemann, and Anna Bursven

2023 PAY INCREASE | The following changes are proposed by the Ambulance for 2023

- Per hour member pay for calls and training from \$15.00 to \$20.00
- Addition of Transfer Pay - \$25.00 per hour for EMTs and \$35.00 per hour for Paramedics
- Annual Director pay increase from \$500 to \$1,000
- Annual Assistant Director pay increase from \$300 to \$500
- Elimination of Training Officer position

A motion by Shawn Myers to approve the new members of the Ambulance Service.  
Seconded by Mike Horner.

A motion by Shannon Geihl to approve the pay increases for the Ambulance effective 2023.  
Seconded by Joel Dahl. Carried.

Bliss presented information to the City Council regarding a solution for winter parking in the Central Business District due to the loss of parking space in the lot behind the laundry mat.

The following interim ordinance was presented to the City Council for consideration as a resolution to the parking issue



**AN INTERIM ORDINANCE RELATING TO NO. §173.03  
AN ORDINANCE REGULATING PARKING IN THE CENTRAL BUSINESS DISTRICT  
CITY CODE OF THE CITY OF COTTONWOOD,  
COUNTY OF LYON, STATE OF MINNESOTA,  
RELATING TO ALTERNATE PARKING IN THE CENTRAL BUSINESS DISTRICT**

The City Council of the City of Cottonwood, County of Lyon, State of Minnesota, does ordain as follows:

That the City of Cottonwood Ordinance No. §173.03, be and hereby is amended to include Interim Ordinance §173.07 Alternate Parking in the Central Business District, as revised:

All property owners with off-street parking are required to utilize that parking option. Property owners with restricted central business district parking options will follow the interim parking schedule as follows: During the period from November 15<sup>th</sup> to April 15<sup>th</sup> of each calendar year all motor vehicles shall park overnight on the west side of West First Street between Main Street and Front Street; all motor vehicles shall be parked on the east side of West First Street between Main Street and Front Street during daytime hours. Day time hours shall run from 7 o'clock in the morning until 5 o'clock in the evening. This does not apply to the streets that are regulated by overnight parking.

Interim Ordinance passed by the City Council of the City of Cottonwood this 15<sup>th</sup> day of November 2022.

This interim ordinance shall be effective upon publication and shall terminate one year from date of passage.

Council discussed the interim ordinance and changing the language of "During the period from November 15<sup>th</sup> to April 15<sup>th</sup> of each calendar year..." to "During the period from November 15<sup>th</sup> to April 15<sup>th</sup> during a snow emergency..."

A request from meeting attendees was also that the daytime hours change from 7 o'clock to 8 o'clock.

A motion by Shawn Myers to approve the interim ordinance relating to alternate parking in the central business district with the changes suggested. Seconded by Shannon Geihl. Carried.

Bliss presented an email from Derek Dahl regarding the side of his business: "In several other cities where the city tore down buildings next to other existing buildings the city was responsible to fix the existing building back up. Does the city have any input as to whether they would pay for all or part of the side of my building? I don't want to push the subject, but it is my understanding the city is and would be responsible for the side of my building, based on what has happened in other towns."

Bliss presented information on the use of city vendor accounts for personal use by city employees. An issue has arose where an account has been locked up due to a personal charge and it is being requested that council make a motion declaring no personal charges on city accounts.

Information from the City's auditing firm was also obtained on the matter with the following response: "Office of the State Auditor has issued a Statement of Position that says personal use for credit card charges are not permitted- I would just say that a vendor charge account is essentially

the same thing as charging to a City credit card and that's a no- go!”

A motion by Shawn Myers that personal charges on city accounts is strictly prohibited. Seconded by Mike Horner. Carried.

Council member Horner also requested that a policy be created with repercussions for violations.

Council reviewed sump pump ordinances for Boe, Harney, Moseng, and Horner.

A motion by Shawn Myers to approve sump pump permits for Boe, Harney, and Moseng. Seconded by Mike Horner. Carried.

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

Council reviewed building permit 53 for a prefabricated storage shed.

A motion by Shawn Myers to approve building permit 53. Seconded by Joel Dahl. Carried. Abstained by Shannon Geihl.

A motion by Shawn Myers to adjourn the meeting. Seconded by Shannon Geihl. Carried at 8:00pm

## DECEMBER 6, 2022 MEETING MINUTES OF THE CITY COUNCIL

A meeting of the Cottonwood City Council was held on Tuesday, December 6 2022, 7:00 pm, in the Cottonwood Fire Hall with Joel Dahl, Mike Horner, and Shawn Myers present. Also, present were Clerk-Administrator, Teather Bliss; Public Works Supervisor, Allen Olsen; and Lyon County Sheriff's Sergeant, Adam Connor. Members of the public present were Tam French, Jill via Zoom, and Gretchen & Ron Noon via Zoom. Councilmember Shannon Geihl and Mayor Corey Moseng were absent.

Vice Mayor Shawn Myers called the meeting to order and led in the Flag Pledge.

A motion by Joel Dahl to approve the council meeting minutes from November 3, 2022. Seconded by Mike Horner. Carried.

A motion by Mike Horner to approve the council meeting minutes from November 15, 2022. Seconded by Joel Dahl. Carried.

A motion by Mike Horner to approve the consent agenda consisting of Resolution 2022\_1206 Donation of \$5,000 from Lakeview Booster Club to the Cottonwood Fire Department. Seconded by Joel Dahl.

A motion by Joel Dahl to close the regular council meeting. Seconded by Mike Horner. Carried

A motion by Mike Horner to open the public hearing. Seconded by Joel Dahl. Carried at 7:05pm.

The public hearing was called to hear a variance request for the property at 333 Barstad Road for a rezoning from commercial to residential. Ron & Gretchen Noon presented information on the reasons for requesting a rezoning.

Council members asked questions including what type of interest there has been in the property for commercial purpose and if the property would be properly surveyed whether the rezone request is granted or not.

Noon's stated that there had not been any commercial interest and the plan is to split the property into two parcels as well as getting it surveyed.

A motion by Joel Dahl to close the public hearing. Seconded by Mike Horner. Carried.

A motion by Mike Horner to open the regular council meeting. Seconded by Joel Dahl. Carried at 7:26pm.

Council discussed the rezone request.

A motion by Joel Dahl to approve the rezone request for 333 Barstad Road from commercial to residential.

The motion failed to gain a second to the motion and would be rediscussed at the December 20, 2022 council meeting.

Follow up report was provided to the City Council on the repairs of the Senior Citizen Center and Shop insulation. Bliss also updated the City Council on the large continual leak in Lindsay Court as well as the outstanding balance due to the city.

A motion by Mike Horner to shut the water off to Lindsay Court on December 13, 2022, if the

leak is not repaired and payment is not received. Seconded by Joel Dahl. Carried.

Lyon County Sheriff's Sergeant Adam Connor presented the monthly Sheriff's Office report.

Public Works Supervisor, Allen Olsen presented information to Council on the Northwood Lift Station, the PCA required multi-gas detector that is needed by the department, PCA required upgrades to the ponds, and issues at the Main Lift Station over the weekend.

Funds for the purchase of the multi-gas detector would come from the sewer fund budget.

A motion by Mike Horner to purchase the multi-gas detector totaling \$1,395. Seconded by Joel Dahl. Carried.

The PCA required upgrades for the ponds are going to cost a potential \$170,890 in which the funds from the county could be best utilized for the pond project.

A motion by Joel Dahl to approve the Administration to request the Lyon County ARPA funds to be used towards the pond upgrades. Seconded by Mike Horner. Carried.

Over the weekend the Main Lift Station had issues that required Quality Flow to come out for an inspection where they found the transducer cord severed and sucked into the pump where it was damaged. The cost for parts and field labor totaled \$3,799.00.

A motion by Mike Horner to pay the bill to Quality Flow for \$3,799.00. Seconded by Joel Dahl. Carried.

Council reviewed the financial reports of the City.

Bliss presented an update on the EDA – land located on Lake Street was approved for sale to Paul and Karen Geihl for \$1,000.00.

Council reviewed the November Meeting Minutes of the Cottonwood Fire Department

Council reviewed the November Meeting Minutes of the Cottonwood Ambulance Service

Council reviewed the SCDP drawdown number 18 in the amount of \$26,609.00

A motion by Mike Horner to pay SCDP drawdown 18. Seconded by Joel Dahl. Carried.

Council reviewed the sump pump permit for Murl and Sharnee Fischer.

A motion by Mike Horner to approve the sump pump permit. Seconded by Joel Dahl.

Council reviewed the special assessment from West Central Sanitation to be certified to Lyon County.

A motion by Mike Horner to approve Resolution 2022\_1206A Special Assessment Certification. Seconded by Joel Dahl. Carried.

Council reviewed the Minnesota Energy right-of-way utility permit for gas line installation for the Loe property.

A motion by Mike Horner to approve the ROW Permit. Seconded by Joel Dahl. Carried.

Council reviewed non-impervious affected permits 53 to 56. A motion by Joel Dahl to approve permits 53 to 56. Seconded by Mike Horner. Carried.

A motion by Mike Horner to adjourn the meeting. Seconded by Joel Dahl. Carried at 8:30pm

## DECEMBER 20, 2022 MEETING MINUTES OF THE CITY COUNCIL

A meeting of the Cottonwood City Council was held on Tuesday, December 20, 2022, 7:00 pm, in the Cottonwood Fire Hall with Joel Dahl, Shannon Geihl Mike Horner, Shawn Myers, and Corey Moseng present. Also, present were Clerk-Administrator, Teather Bliss; Public Works Supervisor, Allen Olsen; and Sheriff Eric Wallen. Members of the public present were Gretchen & Ron Noon via Zoom.

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

A motion by Shawn Myers to approve the consent agenda consisting of Resolution 2022\_1220 Donation of \$200 from Tom Meinders to the Cottonwood Fire Department and Resolution 2022\_1220A Donation of \$200 from Tom Meinders to the Cottonwood Ambulance Service. Seconded by Joel Dahl.

Sheriff Wallen presented the monthly Sheriff's Office report.

Council reviewed information for the setting of a public hearing for Ordinance 2023\_1 Naming of a Road and Address for the date of January 3, 2023.

Council reviewed the SCDP drawdown number 19 in the amount of \$14,652.00

A motion by Joel Dahl to pay SCDP drawdown 19. Seconded by Shawn Myers. Carried.

Council reviewed the 2022 Kinner & Co Audit Engagement Letter.

A motion by Shawn Myers to approve the audit engagement letter. Seconded by Joel Dahl. Carried.

A motion by Mike Horner to close the regular council meeting. Seconded by Shawn Myers. Carried

A motion by Shawn Myers to open the public hearing. Seconded by Joel Dahl. Carried at 7:05pm.

Bliss presented information on the final 2023 levy. The final levy is set at a 2.82% increase from 2022 and a decrease of 10.88% from the preliminary levy. The final general fund budgeted revenue totals \$1,330,842.00 and budgeted expenses totaling \$1,327,988.00 which includes the following budgeted lines:

\$35,000 for the relocation of the City Offices

\$76,000 for Public Works CIP and Street Sweeper Lease

\$150,000 for continued Street Maintenance and Repair

\$12,500 to repair Main Street Lights underwire

\$97,500 for Park CIP and Upgrades

\$30,000 for Repairs to the Library Garage and Basement Cleanup

A motion by Shawn Myers to close the public hearing. Seconded by Shannon Geihl. Carried.

A motion by Joel Dahl to open the regular council meeting. Seconded by Mike Horner. Carried at 7:28pm.

As a follow up item the Council discussed the rezone request that included weighing the Minnesota Statute standards of practical difficulties that include reasonable, uniqueness, and essential characteristics as well as other considerations that include economic factors, neighborhood opinion, conditions, and harmony with land use controls.

Council deliberated and weighed the request.

A motion by Joel Dahl to approve the following Resolution:

## **RESOLUTION NO. 2022\_1220E**

### **A RESOLUTION ADOPTING FINDINGS OF FACT AND REASONS FOR APPROVAL FOR VARIANCE APPLICATION OF GRETCHEN NOON AT 333 BARSTAD ROAD.**

#### **FACTS**

1. Gretchen Noon is the owner of a parcel of land located at 333 Barstad Road, Cottonwood, Minnesota 56229; and,
2. The subject property is legally described as; *Section-09 Twp-113 Range-40 1.25 Acres M or L PT of E2NE4*; and,
3. Gretchen Noon has applied to the city for a variance to rezone the land at 333 Barstad Road from commercial property to residential property as described in Exhibit B.
4. The proposal would vary from the Official Zoning Map in that it would change the zoning of the property from Commercial to Residential.
5. Following a public hearing on the application, the City Council of the City of Cottonwood reviewed the requested variance at its meeting on December 6, 2022.
6. Due to a failure to gain a second motion at the meeting on December 6, 2022, the City Council of the City of Cottonwood will review the application and has approved the variance at its meeting on December 20, 2022.

#### **APPLICABLE LAW**

7. Minnesota Statute Section 462.357, subdivision 6 provides:
  - a. Variances shall only be permitted (a) when they are in harmony with the general purposes and intent of the ordinance and (b) when the variances are consistent with the comprehensive plan.
  - b. Variances may be granted when the applicant for the variance establishes that there are practical difficulties in complying with the zoning ordinance. "Practical difficulties," as used in connection with the granting of a variance, means that (a) the property owner proposes to use the property in a reasonable manner not permitted by the zoning ordinance; (b) the plight of the landowner is due to circumstances unique to the property not created by the landowner; and (c) the variance, if granted, will not alter the essential character of the locality.
8. City Zoning Map requires the property to be utilized in a commercial manner.

#### **CONCLUSIONS OF LAW**

9. Harmony with the purposes and intent of the ordinance does not apply as the city does not have an ordinance specific to variances.
10. The property owner's reason of request based on commercial property tax cost cannot alone create practical difficulties that would result in a granted variance per Minnesota Statute Section 462.357 subdivision 6.
11. The requested variance is not consistent with the comprehensive plan because the property is designated as commercial in the City of Cottonwood's adopted Comprehensive Plan.

12. The property owner does propose to use the property in a reasonable manner because the rezone from commercial to residential is not an unreasonable request.
13. There are not unique circumstances to the property not created by the landowner because the property does not pose a unique purpose to keep the zoning as commercial.
14. The variance will maintain the essential character of the locality because of other residential property that abuts the opposite side of the city owned park.

**NOW THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF COTTONWOOD, MINNESOTA AS FOLLOWS:**

The application to issue a variance to allow Gretchen Noon the rezoning of 333 Barstad Road from commercial to residential to deviate from the Official Zoning Map is hereby approved.

Resolution 2022\_1220E was seconded by Mike Horner. Carried.

Shawn Myers opposed the rezone based on reason that the property has unique circumstances being located next to a large public park and the variance would not maintain the essential characteristics of the locality because of the abutting next to a large public park and swimming beach.

Council reviewed changes to the Snow Removal Policy that included additions to the determination of snow and ice removal as well as the removal of the priority list for routes.

A motion by Joel Dahl to approve the Snow Removal Policy. Seconded by Shannon Geihl. Carried.

Council reviewed Resolution 2022\_1220B Final Levy

**RESOLUTION NO. 2022\_1220B  
ADOPTION OF 2023 FINAL TAX LEVY**

BE IT RESOLVED, by the City Council of the City of Cottonwood, County of Lyon, Minnesota, that the following sums of money be levied for the current year, collectible in 2023, upon the taxable property in the City of Cottonwood, for the following purposes:

General Fund Levy	\$625,000.00
EDA Special Levy	\$15,000.00
Principal & Interest on 2012 City Maintenance Shop Lease	\$22,491.00
Principal & Interest on 2016 Fire Hall/Ambulance Garage Lease	\$55,356.00
Principal & Interest on 2016 GO Improvement Bonds	<u>\$84,000.00</u>
Total Proposed Certified Tax Levy	\$801,847.00

BE IT RESOLVED, by the City Council of the City of Cottonwood, County of Lyon, Minnesota, that the attached document is hereby approved as the 2023 Tax Levy of the City of Cottonwood.

IN WITNESS WHEREOF, the City of Cottonwood, Minnesota, by its City Council, has caused this Resolution to be executed on its behalf by the signatures of the Mayor and City Administrator and has caused this Resolution to be certified to the County Auditor of Lyon County, Minnesota, as of the date set forth below.

A motion by Mike Horner to approve Resolution 2022\_1220B. Seconded by Joel Dahl. Carried.

Council reviewed Resolution 2022\_1220C General Fund Budget Approval

**RESOLUTION NO. 2022\_1220C**  
**ADOPTION OF 2023 FINAL BUDGET SUMMARY**

BE IT RESOLVED, by the City Council of the City of Cottonwood, County of Lyon, Minnesota, that the information provided below is hereby approved as the 2023 Final General Fund Budget of the City of Cottonwood.

<b>2023 FINAL BUDGET SUMMARY</b>		
<b>DEPARTMENT</b>	<b>TWENTY TWO</b>	<b>TWENTY THREE</b>
<b>PROPERTY TAX LEVY</b>	\$ 575,000.00	\$ 625,000.00
<b>GENERAL FUND</b>	\$ 615,936.00	\$ 533,229.00
<b>DEBT SERVICES</b>	\$ 204,879.00	\$ 172,613.00
<b>GENERAL &amp; DEBT REVENUES</b>	<b>\$ 1,395,815.00</b>	<b>\$ 1,330,842.00</b>
<b>GENERAL ADMINISTRATION</b>	\$ 310,108.00	\$ 333,295.00
<b>PUBLIC SAFETY</b>	\$ 130,618.00	\$ 125,994.00
<b>PUBLIC WORKS</b>	\$ 617,421.00	\$ 503,800.00
<b>RECREATION</b>	\$ 127,825.00	\$ 192,286.00
<b>DEBT SERVICES - PRINCIPAL</b>	\$ 182,000.00	\$ 171,000.00
<b>DEBT SERVICES - INTEREST &amp; FEES</b>	\$ 63,061.00	\$ 58,030.00
<b>DEBT SERVICE FUND BALANCES</b>	-\$ 37,967.00	-\$ 56,417.00
<b>GENERAL &amp; DEBT EXPENSES</b>	<b>\$ 1,393,066.00</b>	<b>\$ 1,327,988.00</b>
<b>GENERAL PROFIT &amp; LOSS</b>	<b>\$ 2,749.00</b>	<b>\$ 2,854.00</b>

IN WITNESS WHEREOF, the City of Cottonwood, Minnesota, by its City Council, has caused this Resolution to be executed on its behalf by the signatures of the Mayor and City Administrator and has caused this Resolution to be certified to the County Auditor of Lyon County, Minnesota, as of the date set forth below.

A motion by Mike Horner to approve Resolution 2022\_1220C. Seconded by Shawn Myers. Carried.

Council reviewed the proprietary funds for the 2023 budget. A few item lines needed to be reviewed before approval at the January 3, 2023 Meeting.

Council reviewed the final bills for 2022.

Payments Made 12/7 – Total Payments \$50,975.04: \$37,838.63 GF | \$2,296.02 AMB | \$1,606.40 FD | \$3,592.19 WTR | \$5,641.80 SWR

Payments Made 12/20 – Total Payments \$14,934.79: \$9,352.95 GF | \$693.84 AMB | \$19.08 FD | \$783.40 WTR | \$4,085.90 SWR

A motion by Mike Horner to approve the bills. Seconded by Shawn Myers. Carried.

A motion by Shawn Myers to adjourn the meeting. Seconded by Shannon Geihl. Carried at 9:25pm