

JANUARY 7, 2025, MEETING MINUTES OF THE CITY COUNCIL

A meeting of the Cottonwood City Council was held on Tuesday, January 7, 2025, 7pm, in the Fire Hall with Corey Moseng, Shawn Myers, Shannon Geihl, Mike Horner, and Joel Dahl present. Also, present was City Administrator, Teather Bliss; Administrative Assistant Katie Ewing; and Sheriff's Department, Sherriff Wallen. Absent was Public Works Supervisor, Allen Olsen.

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

Official Oaths of Office was done by City Administrator, Teather Bliss for the following: Mayor: Corey Moseng; Council: Shannon Geihl and Mike Horner.

A motion by Mike Horner to appoint Shawn Myers as Vice President of the City Council for 2025. Seconded by Joel Dahl. Carried.

**CITY COUNCIL COMMITTEES**

- Public Works Committee: **Mike Horner & Joel Dahl**
- Public Safety Committee: **Joel Dahl & Shannon Geihl**
- Planning & Zoning: **Shawn Myers & Corey Moseng**
- Personnel: **Corey Moseng & Mike Horner**
- Finance Committee: **Corey Moseng & Mike Horner**
- Cottonwood Lake Committee: **Joel Dahl & Shawn Myers**
- Ad Hoc (*to be formed, as needed, temporarily for a special project or task*)

City Emergency Preparedness Plan: **Joel Dahl & Shannon Geihl**

*Proposed to be comprised of two city council members, the City Administrator, Public Works Supervisor, Lakeview School representative, LCSO representative, Emergency Management Coordinator, and members of the Cottonwood Fire & Ambulance Departments.*

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

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

**REVOLVING LOAN FUND COMMITTEE: Mike Horner**

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

**HOUSING & REDEVELOPMENT AUTHORITY: Shawn Myers**

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

**COTTONWOOD FIREMENS' RELIEF ASSOCIATION: Corey Moseng & Teather Bliss**

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

**Subdivision 1. Membership.**

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

A motion by Joel Dahl to approve the 2025 board and committee designations as presented. Seconded by Shannon Geihl. Carried.

**MARSHALL INDEPENDENT** | *Official City Newspaper*

**331A.04 Designation of A Newspaper for Official Publications**

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

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

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

**Subdivision 1. Designation; delegation.**

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

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

(1) *designate depositories of the funds;*

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

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

**BOLTON & MENK** | *Official City Engineering Firm*

*Contracted service and not required for annual approval per Minnesota Statute*

**KINNER & COMPANY LTD** | *Official City Auditing Firm*

*Contracted service and not required for annual approval per Minnesota Statute*

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

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

**JEREMY DIEKEN** | *Official Emergency Management Coordinator*

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

## **2025 OFFICIAL AUTHORIZATIONS TO CITY ADMINISTRATOR**

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

**Subdivision 1. Designation; delegation.**

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

(1) *designate depositories of the funds;*

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

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

### **AUTHORIZATION OF THE CITY ADMINISTRATOR TO HANDLE THE FOLLOWING:**

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

A motion by Shawn Myers to approve the 2025 designations as presented. Seconded by Mike Horner. Carried.

The council reviewed the minutes from the December 17, 2024, meeting.

A motion by Shannon Geihl to approve the minutes from the December 17, 2024, meeting. Seconded by Shawn Myers. Carried.

A motion by Joel Dahl to close the Regular Meeting. Seconded by Mike Horner. Carried at 7:05pm.

A motion by Shawn Myers to open the Public Hearing— 2025 SCHEDULE OF FEES & UTILITY RATES. Seconded by Shannon Geihl. Carried at 7:05pm.

The fee schedule was discussed for 2025.

- LOCAL BUSINESS – CHANGE FROM \$50 TO \$25 FOR NPO MATCHING

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**ADMIN RATES**

- SUMP PUMPS, FOOD TRUCKS, AND CANNABIS LICENSES ADDED.

- SPECIAL EVENT PERMIT ADDED – THIS WILL APPLY TO COMING HOME DAYS, CANNABIS EVENTS, ANY OTHER EVENT HELD IN PUBLIC PARKS OR STREETS.

STAFF & EQUIPMENT RATES – PRICES THAT CHANGED WERE IN ACCORDANCE WITH THE FEMA EQUIPMENT SCHEDULE.

**FINES AND PENALTIES**

- SUMP PUMP VIOLATIONS – INCREASED TO \$100 PER MONTH.

- REMOVED APPEAL HEARING FEE PER CITY ATTORNEY

**PAGE 3 | PLANNING & ZONING RATES GIVEN ITS OWN CATEGORY.**

LAND USE RATES ARE ALL THE STANDARD RATES OUTSIDE OF VARIANCES.

- PLANNED UNIT DEVELOPMENT (PUD) INCREASED FROM \$150 TO \$500. THIS FEE ONLY APPLIES TO A NON-SHORELAND PUD – A SHORELAND PUD WILL BE \$1,000 AS IT REQUIRES MORE COMPLIANCE GOES THROUGH A VARIANCE TYPE PROCESS.

- AMENDMENTS TO ZONING ORDINANCES – INCREASED FROM \$100 TO \$500 TO ACCOUNT FOR ALL OF THE LEGAL FEES, HEARINGS, AND MAILINGS REQUIRED FOR SUCH REQUEST.

NON-SHORELAND VARIANCE RATES. VARIANCES REMAINED THE SAME RATE

BUT ARE NOW BROKEN INTO DIFFERENT CATEGORIES: ZONING DISTRICT VARIANCE, STRUCTURE OR PERFORMANCE STANDARD VARIANCE, IMPERVIOUS SURFACE VARIANCE.

- CONDITIONAL USE INCREASED FROM \$100.00 TO \$300.00 IN MATCHING VARIANCES AS THE PROCESS IS THE SAME.

SHORELAND ALTERATION RATES. ALL VARIANCES AND ALTERATIONS THAT OCCUR ON A PROPERTY WITHIN THE 1,000 FOOT BUFFER OF THE LAKE.

- SHORELAND ALTERATION INCREASED FROM \$300 TO \$500

- NEW ADDITIONS TO THE FEE SCHEDULE ARE THE SAME AS PAST ALTERATIONS, JUST DEFINED BETTER IN THE FEE SCHEDULE & AT AN INCREASED RATE OF \$500: VEGETATION & LAND ALTERATION, STRUCTURAL & PERFORMANCE STANDARD VARIANCE, IMPERVIOUS SURFACE VARIANCE, CONDITIONAL USE.

- PLANNED UNIT DEVELOPMENTS (PUD) WITHIN THE 1,000 BUFFER IS \$1,000 BECAUSE OF THE ADDED COMPLIANCE AND VARIANCE PROCESS.

PLANNING & ZONING PENALTIES – IT IS NOTED THAT SHORELAND AND VARIANCE VIOLATIONS ARE IN ADDITION TO THE PROPERTY OWNER OR CONTRACTOR VIOLATION.

- PROPERTY OWNER VIOLATIONS RAISED TO \$300 TO MATCH NONSHORELAND VARIANCE RATES PLUS DOUBLE THE APPLICATION FEE.

o LANGUAGE OPTIONS TO ADD IS “UP TO....”

- CONTRACTOR ZONING VIOLATIONS NEW FEE OF \$1500 PER DAY PER OCCURRENCE

- VARIANCE VIOLATION NEW FEE OF \$500 PER DAY PER OCCURRENCE

- SHORELAND ALTERATION VIOLATION NEW FEE OF UP TO \$2500 PER DAY

PER OCCURRENCE.

**PAGE 4 | WATER AND SEWER RATES**

**BASE RATES**

- RATES INCREASED BASED ON BUDGETARY NEEDS.
- REMOVAL OF SEWER ONLY RATE

NEW CONNECTIONS RATES BASED ON 1996 RESOLUTION FROM CITY COUNCIL.

**PAGE 5 | EMERGENCY SERVICES RATES**

**FIRE CALLS**

- LTZ, ADDITIONAL HOURS, CRP BURNS & ADDED ACRES BILLABLE COSTS THAT HAVE NEVER BEEN INCLUDED ON THE FEE SCHEDULE
- FOAM PRICE INCREASE BASED ON CURRENT PURCHASE PRICE
- TOWNSHIP RATE PER SECTION ADDED TO THE SCHEDULE

**AMBULANCE CALLS**

- MISSING STAND BY RATE - \$50/PER HOUR

**PAGE 6 | EMERGENCY SERVICES PAY RATES**

**AMBULANCE WAGES**

- WAGE & ATTENDANCE REPORTING PAY RATE ADDED
- NEW TRANSFER PAY FOR MEDICS AND EMTS

PUBLIC SAFETY WAGE – ADDED EMERGENCY SERVICES COORDINATOR TO OWN LINE AWAY FROM FIRE WAGES.

A motion by Mike Horner to open the Regular meeting. Seconded by Shannon Geihl. Carried at 7:25pm.

Sheriff Wallen presented the Department Report for 2023 and 2024 to compare; along with the weekly average hours put in by the Sheriff's Department in Cottonwood.

Bliss presented the Ambulance Service Report:

Consideration to Approve Derek Naab as Vehicle Custodian – Term to expire January 31, 2028.

A motion by Shannon Geihl to approve Derek Naab as the Vehicle Custodian. Seconded by Shawn Myers. Carried.

The council reviewed the consent agenda:

RESOLUTION 2025\_0107 FIRE DEPT DONATION – VANDELANOTTE \$1,000

**RESOLUTION NO. 2025\_0107**

**A RESOLUTION ACCEPTING A DONATION TO THE COTTONWOOD FIRE DEPARTMENT**

**WHEREAS**, the City of Cottonwood is generally authorized to accept donations of real and personal property pursuant to Minnesota Statutes Section 465.03 for the benefit of its citizens, and is specifically authorized to accept gifts.

**WHEREAS**, *Mark and Jane Vandelanotte* has offered to contribute the amount of *One Thousand Dollars* to the Cottonwood Fire Department.

**WHEREAS**, the terms or conditions apply to the donations, if any, are as follows; *no conditions apply*.

**WHEREAS**, all such donations have been contributed to the city for the benefit of its citizens, as allowed by law; and

**WHEREAS**, the City Council finds that it is appropriate to accept the donations offered.  
**NOW THEREFORE**, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF COTTONWOOD, MINNESOTA AS FOLLOWS:

1. The donations described above are accepted and shall be used to establish and/or operate services either alone or in cooperation with others, as allowed by law.
2. The city clerk is hereby directed to issue receipts to each donor acknowledging the city's receipt of the donor's donation.

RESOLUTION 2025\_0107A AMBULANCE DONATION – VANDELANOTTE \$1,000

**RESOLUTION NO. 2025\_0107A**  
**A RESOLUTION ACCEPTING A DONATION TO THE**  
**COTTONWOOD AMBULANCE SERVICE**

**WHEREAS**, the City of Cottonwood is generally authorized to accept donations of real and personal property pursuant to Minnesota Statutes Section 465.03 for the benefit of its citizens, and is specifically authorized to accept gifts.

**WHEREAS**, *Mark and Jane Vandelanotte* has offered to contribute the amount of *One Thousand Dollars* to the Cottonwood Ambulance Service.

**WHEREAS**, the terms or conditions apply to the donations, if any, are as follows; *no conditions apply*.

**WHEREAS**, all such donations have been contributed to the city for the benefit of its citizens, as allowed by law; and

**WHEREAS**, the City Council finds that it is appropriate to accept the donations offered.  
**NOW THEREFORE**, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF COTTONWOOD, MINNESOTA AS FOLLOWS:

1. The donations described above are accepted and shall be used to establish and/or operate services either alone or in cooperation with others, as allowed by law.
2. The city clerk is hereby directed to issue receipts to each donor acknowledging the city's receipt of the donor's donation.

RESOLUTION 2025\_0107B AMBULANCE DONATION – WYFFELS \$2,000

**RESOLUTION NO. 2025\_0107B**  
**A RESOLUTION ACCEPTING A DONATION TO THE**  
**COTTONWOOD AMBULANCE SERVICE**

**WHEREAS**, the City of Cottonwood is generally authorized to accept donations of real and personal property pursuant to Minnesota Statutes Section 465.03 for the benefit of its citizens, and is specifically authorized to accept gifts.

**WHEREAS**, *Dean Wyffels* has offered to contribute the amount of *Two Thousand Dollars* to the Cottonwood Ambulance Service.

**WHEREAS**, the terms or conditions apply to the donations, if any, are as follows; *no conditions apply*.

**WHEREAS**, all such donations have been contributed to the city for the benefit of its citizens, as allowed by law; and

**WHEREAS**, the City Council finds that it is appropriate to accept the donations offered.  
**NOW THEREFORE**, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF COTTONWOOD, MINNESOTA AS FOLLOWS:

1. The donations described above are accepted and shall be used to establish and/or operate services either alone or in cooperation with others, as allowed by law.
2. The city clerk is hereby directed to issue receipts to each donor acknowledging the city's receipt of the donor's donation.

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

Bliss presented the administration report:

End of Year Pledged Collateral.

A motion by Shawn Myers to close the Public Hearing- 2025 SCHEDULE OF FEES & UTILITY RATES. Seconded by Shannon Geihl. **Carried at...**

The council reviewed the following:

Resolution 2025\_0107D Adoption of the 2025 Schedule of Fees

**RESOLUTION NO. 2025\_0107D**

**A RESOLUTION ADOPTING THE 2025 SCHEDULE OF FEES FOR SERVICES PROVIDED BY DEPARTMENTS OF THE CITY OF COTTONWOOD**

**WHEREAS**, the City Council of Cottonwood is the official governing body of the City of Cottonwood, Minnesota; and

**WHEREAS**, the City Council has full authority over the financial affairs of the City; and

**WHEREAS**, the City Council has been provided with a proposed schedule of fees for services provided by departments of the City of Cottonwood; and

**WHEREAS**, the City Council is empowered to approve a schedule of fees for services provided by departments of the City; and

**WHEREAS**, the City Council has reviewed the schedule of fees for services provided by departments of the City; and

**WHEREAS**, the City Council finds that it is appropriate to approve the schedule of fees.

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

1. That the proposed schedule of fees for services provided by departments of the City, which is attached hereto and incorporated herein, is hereby adopted.
2. That the proposed schedule of fees will be effective at adoption of this resolution.

A motion by Joel Dahl to approve Resolution 2025\_0107D Adoption of the 2025 Schedule of Fees with corrected changes. Seconded at Shawn Myers. Carried.

Resolution 2025\_0107C Utility Rate Increase

**RESOLUTION NO. 2025\_0107C**

**A RESOLUTION APPROVING THE RATE INCREASE OF THE COTTONWOOD WATER AND SEWER UTILITIES**

**WHEREAS**, the City of Cottonwood is generally authorized to make all necessary rules and regulations for the protection, maintenance, operation, extension, and improvement thereof and

for the sale of its utility products pursuant to Minnesota Statutes Section 412 for the benefit of its citizens and is specifically authorized to set utility rates.

**WHEREAS**, the City of Cottonwood has incurred increased costs relative to the operation of its water and sanitary sewer utility system, including but not limited to general operation and maintenance expenditures as well as additional debt payments in relation to system improvements

**WHEREAS**, additional money is needed to maintain a positive cash flow in the Water and Sewer

Enterprise Funds, including funding the depreciation accounts, and the increasing monthly costs.

**WHEREAS**, The City Council deems it necessary to increase the current water and sewer rates for utility customers.

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

1. The rates for the water utility system shall be set at a base of \$13.00 and a usage of \$6.50 per thousand gallons.
2. The rates for the sewer utility system shall be set at a base of \$20.50 and a usage of \$8.50 per thousand gallons.
3. The rates shall take effect February 01, 2025 to be billed in accordance with the January 2025 utility usage.

A motion by Shawn Myers to approve Resolution 2025\_0107C Utility Rate Increase. Seconded by Mike Horner. Carried.

The discussion of unmetered usages came up.

A motion by Mike Horner to approve an unmetered usage charge to the fee schedule. Seconded by Shawn Myers. Carried.

The council reviewed the I&I Inspections on 104 & 106 West Main and Waiver Requests.

A motion by Joel Dahl to approve I&I Inspections on 104 & 106 West Main and Waiver Requests. Seconded by Shawn Myers. Carried.

Resolution 2025\_0107E State Bonding Request

**RESOLUTION NO. 2025\_0107E**

**A RESOLUTION AUTHORIZING A 2025 CAPITAL BUDGET REQUEST TO THE STATE OF MINNESOTA FOR AN INFRASTRUCTURE PROJECT.**

WHEREAS, under the provisions contained in Minnesota Statutes 16A.86, Subd. 3a (6) sets out the process by which local governments and political subdivisions may request state appropriations for capital improvement projects. The Governor and Legislature will consider these bonding requests in the 2025 session; and,

WHEREAS, the City of Cottonwood proposes a infrastructure project and has a identified a substantial need for State financial assistance in addition to funding from the City which meets or exceeds the state funding; and,

WHEREAS, the City of Cottonwood has the legal authority to apply for Capital Budget assistance, and has the financial, technical, and managerial capacity to ensure proper construction, operation and maintenance of the project for its design life.

NOW, THEREFORE, BE IT RESOLVED that the City of Cottonwood is authorized to submit the necessary 2025 Capital Budget application and information to the Minnesota Management and Budget Office.

A motion by Mike Horner to approve Resolution 2025\_0107E State Bonding Request. Seconded by Shannon Geihl. Carried.

The council reviewed the bills totaling \$27,307.99.

A motion by Mike Horner to approve bills for \$27,307.99. Seconded by Shawn Myers. Carried.

Date to remember MLK- January 20<sup>th</sup>, 2025, the office will be closed.

A motion by Shawn Myers to adjourn the meeting. Seconded by Shannon Geihl. Carried at 8:23pm.