

July 7, 2015
Cottonwood County Board of Commissioners
Regular Meeting
Minutes

The Cottonwood County Board of Commissioners met in regular session on Tuesday, July 7, 2015 at 9:00 a.m. at the Cottonwood County Courthouse in Windom, MN. Present for all or portions of the meeting in person were: Commissioners Kevin Stevens, Norm Holmen, Jim Schmidt, Donna Gravley, County Coordinator Kelly Thongvivong; Auditor/Treasurer Jan Johnson; County Attorney Nick Anderson; Glenn Johnson, Jared Morrill, Shanna Kent, Dustin Anderson, Isabelle Race, Gale Bondhus, Sue Amundson, Alan Coners, Donna Stresemann, Kyle Pillatzki, Kim Hall, Jim Jorgensen, Andrew Harrison, Hannon Ford, Wes Kroecker. Absent was Commissioner Tom Appel.

Motion by Schmidt, second by Gravley, unanimous vote to approve the agenda as amended. Motion by Schmidt, second by Stevens, unanimous vote to approve the minutes of the June 16, 2015 meeting. Motion by Stevens, second by Schmidt, unanimous vote to approve the minutes of the June 16, 2015 Board of Appeal and Equalization meeting. Motion by Stevens, second by Gravley, unanimous vote to approve the minutes of the June 23, 2015 work session.

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

Shanna Kent, Hydraulics Engineer for MnDOT, led discussion regarding the relocation of CD #27 and JD #2 to the North of the TH60 highway expansion. Motion by Gravley, second by Schmidt, unanimous vote to negotiate a Master Partnership Agreement, up to \$250,000, for the relocation of CD #27 and JD #2 along the TH60 expansion.

Motion by Stevens, second by Schmidt, unanimous vote to appoint Commissioner Norm Holmen as the Local Government Project Manager for the TH60 expansion (phase 3) between Mountain Lake and Windom.

Motion by Gravley, second by Stevens, unanimous vote to advertise for quotes for the relocation of CD #27 and JD #2 along the TH60 expansion after a Master Partnership Agreement has been signed.

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

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Glenn Johnson, Director of Information Systems, met with the board to discuss a few items. Motion by Gravley, second by Schmidt, unanimous vote to approve the quote from Johnson Controls in the amount of \$1,600 for a controller software upgrade for the units at the Law Enforcement Center and N71 Office Building.

Motion by Schmidt, second by Stevens, unanimous vote to approve the state quote from SHI in the amount of \$9,702 for the purchase of a subscription license for Microsoft Windows Azure.

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Andrew Harrison, Director of Business Development, Schneider Corp., met with the board to give a presentation on the different GIS data layers (watershed, drainage/ditch, feedlot, septic system, etc.) that can be added to our present program. Harrison would like to get further information from the county to be able to calculate a quote.

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Jared Morrill, Planning & Zoning Technician, met with the board to get approval for two Conditional Use Permits. Morrill presented a Conditional Use Permit request from Duininck, Inc. for a Temporary Operation of an Asphalt Plant in Dale Township. Motion by Gravley, second by Schmidt, unanimous vote to approve the Conditional Use Permit request from Duininck, Inc. for a Temporary Operation of an Asphalt Plant in Dale Township with the following conditions: (1) shall be in compliance with the Cottonwood County Ordinances #28 and #36; (2) shall obtain all necessary local, state, and federal permits; (3) permit shall terminate on November 30, 2016; and (4) shall have a porta-potty onsite during operation.

Morrill presented a Conditional Use Permit request from Duininck, Inc. for Mining, Processing, and Stockpiling of Gravel, Granular Materials, and Recycled Road Surfacing Products in Dale Township. Motion by Stevens, second by Schmidt, unanimous vote to approve the Conditional Use Permit request from Duininck, Inc. for Mining, Processing, and Stockpiling of Gravel, Granular Materials, and Recycled Road Surfacing Products in Dale Township with the following conditions: (1) shall be in compliance with the Cottonwood County Ordinances #28 and #36 (Mining, Extraction and Excavation); (2) shall obtain all necessary local, state, and federal permits; (3) have any erosion controls onsite as needed; and (4) shall have an initial \$5,000 reclamation bond for 5 acres mined and additional \$1,000 bond per additional acre.

Motion by Gravley, second by Schmidt, unanimous vote to approve the plat for Prairie Hill Cemetery in Section 20 of Storden Township.

Morrill updated the board regarding the training for the Board of Adjustment, Planning Commission, and the Commissioners. Morrill stated that Scott Anderson from Anderson and Squires would charge \$1,200 for 4 hours of training. Consensus of the board is for Morrill to proceed setting up the training and inviting surrounding counties.

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Hannon Ford, Attorney, met with the board to discuss his concerns on SSTS Ordinance #38, Section 18 - Property Transfer, and how this effects estate planning. Ford would like to see the wording changed in this section. Motion by Schmidt, second by Gravley, unanimous vote to request the Planning and Zoning Commission look at what should trigger a septic inspection.

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Donna Stresemann, Assistant Solid Waste Administrator, met with the board to discuss the Landfill hours. Stresemann provided documentation to the board as to what has been brought in and during what times of the day. Stresemann would like to see the Landfill open at 8 a.m. and close at 4 p.m. with last loads brought in by 3:30 p.m. Further discussion was tabled until the next meeting.

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Kyle Pillatzki, Assistant County Engineer/Solid Waste Administrator, met with the board to discuss a few items. Pillatzki gave a summary of his attendance at the Solid Waste Expo that was held the beginning of June.

Pillatzki provided quotes for the purchase of a track loader for the landfill. Quotes received were as follows: American State Equipment Co. \$268,176; Ziegler Cat \$231,228.66. Motion by Schmidt, second by Stevens, unanimous vote to accept quote #137895-1 from Ziegler Cat for a 963K Track Loader in the amount of \$343,978.66 less trade-in of \$112,750 for a total price of \$231,228.66.

Motion by Schmidt, second by Gravley, unanimous vote to approve to advertise the Request for Bids for County Wide Recycling Services as presented with the deadline for submittal of August 3, 2015.

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Kim Hall, Emergency Management Director, met with the board to get approval for the Hazard Mitigation Assistance Agreement Resolution and Letter of Commitment. Motion by Stevens, second by Gravley, unanimous roll call vote (Commissioner Appel absent) to adopt resolution as follows:

**Resolution 15-07-07
RESOLUTION AUTHORIZING PARTICIPATION IN PLANNING PROCESS
AND EXECUTION OF AGREEMENT**

WHEREAS, the County of Cottonwood is participating in a hazard mitigation planning process as established under the Disaster Mitigation Act of 2000; and

WHEREAS, the Act establishes a framework for the development of a multi- jurisdictional hazard mitigation plan; and

WHEREAS, the Act as part of the planning process requires public involvement and local coordination among neighboring local units of government and business; and

WHEREAS, the county will lead the planning effort with the assistance of consultants and State of Minnesota mitigation staff.

WHEREAS, the county will provide staff and resources from departments related to mitigation, will facilitate participation of jurisdiction within the county, and provide quarterly reporting on plan progress.

WHEREAS, the plan must include a risk assessment including past hazards, hazards that threaten the county. maps of hazards, an estimate of structures at risk, estimate of potential dollar losses for each hazard, a general description of land uses and future development trends; and

WHEREAS, the plan must include a mitigation strategy including goals and objectives and an action plan identifying specific mitigation projects and costs; and

WHEREAS, the plan must include a maintenance or implementation process including plan updates, integration of plan into other planning documents and how the county will maintain public participation and coordination; and

WHEREAS, the draft plan will be shared with the State of Minnesota and the Federal Emergency Management Agency (FEMA) for coordination of state and federal review and comment on the draft; and

WHEREAS, approval of the all hazard mitigation plan will make the county eligible to receive Hazard Mitigation Assistance grants as they become available; and

NOW THEREFORE, Be it resolved that Cottonwood County will enter into an agreement with the Division of Homeland Security and Emergency Management in the Minnesota Department of Public Safety for the program entitled Hazard Mitigation Assistance (HMA) for the update of the Cottonwood County Hazard Mitigation plan.

The Cottonwood County Board Chairman is hereby authorized to execute and sign such agreements and any amendments hereto as are necessary to implement the plan on behalf of Cottonwood County.

I certify that the above resolution was adopted by the Board of Commissioners of Cottonwood County on Tuesday, July 7, 2015.

DATED: July 7, 2015

S/Norm Holmen, Board Chair

S/Jan Johnson, Auditor/Treasurer

Motion by Gravley, second by Schmidt, unanimous vote to approve the Letter of Commitment of Funds with an amount not to exceed \$10,000 of in-kind matching funds.

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Jan Johnson, Auditor/Treasurer, informed the board that only one quote was received for each tax forfeiture property and the quotes were from Lohrenz Excavating, Inc. Motion by Schmidt, second by Stevens, unanimous vote to accept the quotes from Lohrenz Excavating, Inc. as follows:

435 1 st Avenue, Westbrook	\$24,500
108 Whited Street, Jeffers	\$14,750
505 10 th Street, Mt. Lake	\$ 4,750
1609 6 th Avenue, Mt. Lake	\$ 8,750
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Kelly Thongvivong, County Coordinator, met with the board to present a few items. Motion by Gravley, second by Schmidt, unanimous vote to move Wade Pfeiffer to permanent full-time status as a Heavy Equipment Operator effective July 12, 2015 after successful completion of his 6-month probationary period.

Motion by Stevens, second by Schmidt, unanimous vote to accept Derick Determan's resignation as a part-time Jailer/Dispatcher effective June 24, 2015 with appropriate payout of benefits.

Motion by Gravley, second by Stevens, unanimous vote to accept Dustin Miller's resignation as a Deputy Sheriff effective July 17, 2015 with appropriate payout of benefits.

Motion by Schmidt, second by Gravley, unanimous vote to approve the transfer of Jayd Soderholm, Deputy Sheriff, to the position of Drug Task Force/Investigator at a wage of \$28.9639, effective July 13, 2015.

Motion by Stevens, second by Schmidt, unanimous vote to advertise publicly for two full-time Deputy Sheriffs.

Motion by Gravley, second by Stevens, unanimous vote to approve payment for the purchase of license tabs for the unmarked squad car.

Motion by Schmidt, second by Stevens, unanimous vote to approve the purchase of license tabs for the undercover car when car is ready.

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Motion by Schmidt, second by Stevens, unanimous vote to approve July warrants as follows:

County Revenue Fund	\$ 55,640.15
County Building Fund	\$ 1,879.25
Ditch Fund	\$ 6,120.58
County Revenue Fund	\$ 1,062.12
Road and Bridge Fund	\$ 11,978.22
Waste Abatement/SCORE	\$ 6,780.30
Landfill Enterprise	<u>\$ 25,945.13</u>
	\$109,405.75

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Commissioner Gravley informed the board that the County Engineer would like to have a work session to discuss the forming of a public works department. The County Coordinator should contact everyone involved to find a date to meet.

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There being no further business, the meeting was adjourned at 12:43 pm.

Jan Johnson, Auditor/Treasurer

Norman Holmen, Board Chairman

Kelly Thongvong, County Coordinator