

March 17, 2020
Cottonwood County Board of Commissioners
Regular Meeting
Minutes

The Cottonwood County Board of Commissioners met in regular session on Tuesday, March 17, 2020 at 9:00 a.m. at the Cottonwood County Courthouse in Windom, MN. Present for all or portions of the meeting were: Commissioners Kevin Stevens, Tom Appel, Donna Gravley, Norm Holmen, Larry Anderson; County Attorney Nick Anderson, County Coordinator Kelly Thongvivong, Auditor/Treasurer Donna Torkelson, Kathy Marsh, Gale Bondhus, Glenn Johnson, Paul Johnson, Nick Klisch, Alex Schultz, Jason Purrington, Sheila Pierson, Honorable Christina Wietzema, Kathy Kretsch, Mark Schenk, Stan Klassen, Cody Klassen, John Crawford, Tim Ketzenberg, Andy Nickel and Rahn Larson.

Chairman Stevens called the meeting to order. The Pledge of Allegiance was recited. Motion by Anderson, second by Holmen, unanimous vote to approve the agenda as amended. Motion by Gravley, second by Appel, unanimous vote to approve the minutes of the March 3, 2020 meeting.

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

Motion by Holmen, second by Gravley, unanimous vote to approve the 2020 Ditch Levy Assessment for Judicial Ditch #350 Cedar Creek.

Commissioner Anderson gave an update on the meeting that was held on March 16th with the landowners of JD#25. Anderson also stated that a quote was received from Clifton Larson Allen (CLA) and asked Auditor/Treasurer Torkelson to explain the quote. Torkelson stated that CLA estimated the audit of JD #25 to be approximately 55 to 90 hours at a cost of \$6,510 to \$10,720. Motion by Gravley, second by Anderson, unanimous vote to move ahead with the audit of JD #25 with Clifton Larson Allen and pay the audit expenses from the County's General Fund.

Commissioner Gravley led discussion regarding branch 3E of JD #3. Gravley, along with Andy Nickel, informed the board of the water problems that are being had on branch 3E and what repairs can be done to fix the issue.

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

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Glenn Johnson, IS Director, met with the board to continue discussion from the March 3rd meeting regarding the future location of the AS400. After discussion, motion by Holmen, second by Anderson, unanimous vote to move forward with the process of CPT hosting the AS400. Johnson stated that it will take 1 to 2 months for CPT to get things in place for hosting, so in the interim the current AS400 machine will be moved to the Assessor's office.

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John Crawford, KLJ Engineering, met with the board to give an update on the TH60/Windom Corridor Study. Crawford stated that the study is mid-way and anticipated completion is November 2020. Crawford state that TH 60 is a principal arterial within the study limits that carries up to 13,500 vehicles per day. Crawford also stated that they have gotten community input from three different activities.

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Nick Klisch, Public Works Director, met with the board to consider bids for the Jeffers Highway Shop addition. Bids were as follows: Ag Builders - \$393,640.00, Matt Langland Construction - \$405,050.00, Welp Construction - \$397,541.00, Salonek Concrete and Construction, Inc. - \$433,975.00, Morton Buildings - \$543,960.00. Motion by Gravley, second by Holmen, unanimous vote to accept the low bid from Ag Builders in the amount of \$393,640.00 for the Jeffers Highway Shop addition.

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Alex Schultz, Planning and Zoning Technician, met with the board to get approval for a Conditional Use Permit. Schultz presented a Conditional Use application from Central Specialties, Inc. to build a temporary Hot Mix/Asphalt Plant in Delton Township. After discussion, motion by Appel, second by Anderson, unanimous vote to approve the Conditional Use Permit from Central Specialties, Inc. to build a temporary Hot Mix/Asphalt Plant in Delton Township with the following conditions: (1) be compliant with Cottonwood County Zoning Ordinance #28 and #36; (2) obtain all necessary Federal/State/Local permits and fees; (3) during construction have a form of waste collection onsite, (4) follow the MnDOT signage rules and regulations as well as routes approved by road authority; (5) maintain erosion controls during operation, (6) address 100 year storm plan, and (7) agreement with Highwater Ethanol regarding water testing.

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Commissioner Appel led follow up discussion regarding the Watonwan One Watershed One Plan Implementation Structure. Motion by Appel, second by Gravley, unanimous vote to approve GBERBA as the fiscal host and reporting agency for the Watonwan One Watershed One Plan.

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Paul Johnson, Emergency Management Director, met with the board to discuss a few items. Johnson presented the Cottonwood County All Hazard Mitigation Plan for approval. Motion by Gravley, second by Appel, unanimous roll call vote to adopt resolution 20-03-17 as follows:

RESOLUTION 20-03-17

**ADOPTION OF THE
COTTONWOOD COUNTY ALL-HAZARD MITIGATION PLAN**

WHEREAS, Cottonwood County has participated in the 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 County 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 businesses; and

WHEREAS, the Cottonwood County Plan includes a risk assessment including past hazards, hazards that threaten the County, an estimate of structures at risk, a general description of land uses and development trends; and

WHEREAS, the Cottonwood County Plan includes a mitigation strategy including goals and objectives and an action plan identifying specific mitigation projects and costs; and

WHEREAS, the Cottonwood County Plan includes a maintenance or implementation process including plan updates, integration of the plan into other planning documents and how Cottonwood

County will maintain public participation and coordination; and

WHEREAS, the Plan has been shared with the Minnesota Division of Homeland Security and Emergency Management and the Federal Emergency Management Agency for review and comment; and

WHEREAS, the Cottonwood County All-Hazard Mitigation Plan will make the county and participating jurisdictions eligible to receive FEMA hazard mitigation assistance grants; and

WHEREAS, this is a multi-jurisdictional Plan and cities that participated in the planning process may choose to also adopt the County Plan.

NOW THEREFORE BE IT RESOLVED that Cottonwood County supports the hazard mitigation planning effort and wishes to adopt the Cottonwood County All-Hazard Mitigation Plan.

This Resolution was declared duly passed and adopted and was signed by the Cottonwood County Board Chairperson and attested to by the Cottonwood County Auditor/Treasurer this 17th day of March, 2020.

S/Kevin Stevens, Board Chairman

S/Donna Torkelson, Auditor/Treasurer

Johnson also presented a resolution that declares a state of emergency for the COVID-19 event. Motion by Holmen, second by Appel, unanimous roll call vote to adopt resolution 20-03-17A as follows:

RESOLUTION 20-03-17A
Declaring a State of Emergency

WHEREAS, Novel Coronavirus Disease 2019, commonly known as COVID-19, a respiratory disease that can result in serious illness or death, is caused by the SARS-CoV-2 virus, which is a new strain of coronavirus that had not previously been identified in humans and can spread from person to person; and

WHEREAS, the CDC has identified the potential public health threat posed by COVID-19, and has advised that person-to-person spread of COVID-19 will continue to occur; and

WHEREAS, on March 13, 2020 President Donald Trump declared the COVID-19 outbreak in the United States constitutes a National Emergency; and

WHEREAS, on March 13th, 2020 Governor Tim Walz declared a Peacetime State of Emergency to authorize any and all necessary resources to be used in support of the COVID-19 response; and

WHEREAS, the National Center for Disease Control and Prevention and the Minnesota Department of Public Health recommend that any individual with confirmed COVID-19 should remain under home isolation precautions until the risk of secondary transmission to others is thought to be low; and

WHEREAS, the necessary resources to respond to and recover from this pandemic will exceed those resources available within the county, and additional resources will be needed from state and federal resources;

WHEREAS, the Cottonwood County Department of Emergency Management requests the Cottonwood County Board of Commissioners to declare Cottonwood County in a STATE OF EMERGENCY for the COVID-19 event of 2020;

NOW, THEREFORE, BE IT RESOLVED, that the Cottonwood County Board of Commissioners declares Cottonwood County in a State of Emergency for conditions resulting from the COVID-19 event of 2020. This State of Emergency will remain in effect for 30 days, and may be extended if necessary.

Adopted by the Cottonwood County Board of Commissioners this 17th day of March 2020.

S/Kevin Stevens, Board Chairman

S/Donna Torkelson, Auditor/Treasurer

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Chairman Stevens led discussion regarding COVID-19 and county services. After much discussion, motion by Anderson, second by Appel, to approve closing County offices to the public effective the close of the business day on March 17, 2020 through March 27, 2020. Voting Aye – Appel, Holmen, Anderson, and Stevens. Voting Nay – Gravley. Motion passed.

Motion by Gravley, second by Appel, unanimous vote to set a tentative meeting date of 9:00 a.m. on Friday, March 27, 2020, to re-assess the closure of county offices.

Discussion was held regarding a sick leave policy for county employees that would need to use sick leave due to COVID-19 but do not have an accumulation of time built up. Motion by Gravley, second by Anderson, unanimous vote to approve Policy No. 198 "Utilization of Paid Leave During a Public Health Emergency."

Discussion was also had regarding the possibility of employees working from home if it becomes necessary. Board consensus is to leave the decision of employees working from home to the discretion of each Department Head.

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Kelly Thongvivong, County Coordinator, informed the board that the position of IS Technician was offered and declined. The position will be put on hold temporarily.

Motion by Gravley, second by Appel, unanimous vote to terminate Kristen Gabler, full-time Jailer/Dispatcher, effective March 17, 2020 with appropriate pay out of benefits.

Motion by Holmen, second by Anderson, unanimous vote to post and advertise for a full-time Jailer/Dispatcher.

Thongvivong informed the board that she has been contacted by SWWC regarding their office rental lease that expires on October 31, 2020. SWWC has expressed interest in a long term lease. Consensus of the board is to let SWWC know that we are willing to extend the lease for one year. Commissioner Appel stated that the rental rate should be re-evaluated also.

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Motion by Gravley, second by Holmen, unanimous vote to approve March warrants as follows:

County Revenue Fund	\$134,654.07
Long Term Capital Outlay	\$ 361.42
County Building Fund	\$ 12,868.51
Ditch Fund	\$ 5,501.68
Road & Bridge Fund	\$ 53,952.00
Waste Abatement/SCORE	\$ 871.38
Landfill Enterprise Fund	<u>\$ 21,557.40</u>
	\$229,766.46

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There being no further business, the meeting adjourned at 11:51 a.m.

Donna Torkelson, Auditor/Treasurer

Kevin Stevens, Board Chair

Kelly Thongvivong, County Coordinator