February 4, 2020

Official Proceedings of the Norman County Board of Commissioners

Chairman Hall called the meeting to order at 9:15 a.m. with the Pledge of Allegiance. All commissioners were present.

Chairman Hall asked if there were any additions or deletions to the agenda. A/T Hanson noted that the 9:45 a.m. Pictometry Discussion had been stricken from the agenda. Donna also noted that Garry Johanson had added a 4th item to his agenda, that being 2019 EMPG Grant Agreement approval. Commissioner Jacobson made a motion to adopt the agenda with changes. Commissioner Redland seconded the motion and all voted in favor.

Commissioner Bommersbach made a motion to approve the minutes of the January 16th meeting as submitted. Commissioner Jacobson seconded the motion and all voted in favor.

A/T Hanson then addressed the Affidavit for Duplicate of Lost Warrant for Wade Pederson, stating that warrant 500571, dated October 11, 2018 in the amount of $134.00 had been lost or never delivered. Commissioner Gunderson made a motion to approve the Affidavit of Lost Warrant, waive the bond and reissue the check to Wade Pederson. Commissioner Redland seconded the motion and all voted in favor.

A/T Hanson then addressed the Affidavit for Duplicate of Lost Warrant for Peter Jacobson, stating that warrant 502749, dated April 11, 2019, in the amount of $149.84 had not been delivered to Mr. Jacobson. Commissioner Jacobson made a motion to approve the Affidavit of Lost Warrant, waive the bond and reissue the check to Peter Jacobson. Commissioner Bommersbach seconded the motion and all voted in favor.

Chairman Hall then addressed miscellaneous correspondence received. The first item being a “Thank You” received from RSVP of the Red River Valley for the support from Norman County. The second item was a letter from MCIT announcing an opening on the board and inviting Auditors, Auditor-Treasurers or County Commissioners to apply for the open director position. Chairman Hall also addressed a letter from the MN Viewer’s Association and the NW Regional Development Commission.

At 9:25 a.m. Kelly Kappes, Custodian, addressed the board with his concerns regarding being able to take a day or two off, or what if something happens and he needs to leave without notice, how does that leave the county with no backup of someone with a boiler’s license and no one to clean snow or clean the building. Mr. Kappes stated that he had come to the board with this issue last year, and HR had advertised for someone, but he was not aware that anyone had even responded to the ad, and he had not been notified that anyone had been approved for such a time when he would like to take a day off. Discussion followed and the consensus of the board was that Mr. Kappes should meet with Galen Carveau, HR, again along with the staffing committee to re-advertise and hopefully get someone who could be called in on such an occasion.

At 9:40 a.m. the Commissioners reviewed the county ditches in their districts and set the 2020 ditch levies as recorded by A/T Hanson. Commissioner Jacobson made a motion to approve the 2020 county ditch levies as recorded by A/T Hanson. Commissioner Gunderson seconded the motion and all voted in favor.

A/T Hanson then brought before the board a resolution for Establishing an Absentee Ballot, Mail Ballot and UOCAVA Board. After some discussion, Commissioner Redland made a motion to adopt CR 02-04-2020-1 a Resolution for Establishing an Absentee Ballot, Mail Ballot and UOCAVA Board. Commissioner Gunderson seconded the motion and on roll call vote the resolution was adopted unanimously. A copy of this resolution is on file in the Auditor-Treasurer’s Office.

At 9:52 a.m. Chairman Hall called for a short break.

At 10:03 a.m. Chairman Hall called the meeting back to order with Keith Berndt, Highway Engineer, presenting his agenda. The first item was further discussion regarding the amendment to the Personnel Policy with regard to the Commercial Driver’s License Drug & Alcohol Policy that was addressed at previous meetings. Commissioner Bommersbach made a motion to adopt CR 02-04-2020-2 a Resolution to Amend the Norman County Personnel Policy. Commissioner Redland seconded the motion and on roll call vote CR 02-04-2020-2 was adopted unanimously. This will be amendment #3 to the Norman County Personnel Policy. A copy of this resolution is on file in the Auditor-Treasurer’s Office.

Mr. Berndt then brought discussion forward on planned 2020 projects as well as briefly discussing 2021 projects. Bridge projects discussed were the CSAH 18 bridge project in Anthony Township, a CSAH 20 bridge on the McDonaldsville/Winchester line, and a Fossum Township bridge on 205th Avenue. 2020 Road projects discussed were CSAH 25 from the Red River to the Wild Rice River with bituminous overlay, CSAH 46 at Hendrum with mill and overlay, CH 106 on the west side of Hendrum for repairs, CSAH 50 and CSAH 51 in the Halstad area for mill and overlay, along with the Halstad City Safe Routes to Schools sidewalks and crosswalks project, and CSAH 34 from CSAH 19 to CSAH 7 in the Strand/Sundal area with bituminous overlay.

Engineer Berndt was happy to inform the commissioners that Norman County looked to receive approximately an 8% increase in State Aid monies for 2020

In addition, Engineer Berndt discussed the bids received for S.A.P. 054-594-001 for Park St and 2nd St NW in Ada. This was rebid after bids were rejected last year. Mr. Berndt was pleased with the number of bids received this year and the lower bids received and recommended that the county approve the Local Road Improvement Project for the City of Ada, in which the county acts as a pass through for the project. Commissioner Bommersbach made a motion to approve the
lowest responsible bidder on S.A.P. 054-594-001 of Gladen Construction at $598,466.15. Commissioner Jacobson seconded the motion and all voted in favor.

At 10:27 a.m. Garry Johanson, ESO, was in to address the board with his agenda items. Before he began, Commissioner Redland inquired about the setback on Kevin Paulsrud’s bin site on the East side of Hwy 75, north of Halstad. Mr. Redland was concerned with regard to the amount of snow that collects in that area and blocks the highway when we have bad weather. Mr. Johanson stated that he was familiar with the bin site in question, and stated it should be 140’ from the center of the road. He will go out and check on this, stating that he didn’t know when the bins were put there, but he did not recall having issued a permit for the site, so probably more than 7 years ago.

Mr. Johanson then gave the board members a 2019 Recap of the Planning & Zoning Dept stating there were 36 building permits issued of which 3 were new homes, 10 septic permits issued, and 3 conditional use permits of which 2 were for gravel pits. A recap of the Solid Waste program noted the new Landfill Permit was finally received in May of 2019 after working towards this for a number of years. He also highlighted the HHW program noting that Glen Visser had gotten his building built in 2019 and opened for collection purposes in September and he will be handling the HHW collection in the future. Glen plans to be open every Saturday late April or early May through September for HHW collection. Garry also recapped the Emergency Management Program stating the 2019 spring flood event is still being worked on with FEMA and HSEM. He also noted he hopes to finish the Hazard Mitigation Plan by summer of 2020, and emphasized that there will be a meeting at the Ada Event Center on February 24th from 2-4 p.m. to work toward finishing this. Mr. Johanson also noted his work with the AMEM Board, as President this year and legislative work in progress.

Mr. Johanson also talked about 2020 projects with regard to permitting for Protein Sources CUP in association with a hog operation that may come into Lockhart Twp and Riverview Dairy buildings and SSTS, both projects are in the process of submitting environmental assessment worksheets with the State of Minnesota. Plans for the HHW to be a continued success going forward. Finalizing the Hazard Mitigation Plan and forge ahead with funding bills for AMEM. He hopes to conduct ALICE training at the courthouse this year.

Garry also discussed the retirement of two individuals from the Planning Commission which is creating two vacancies. He hopes to have some volunteers for these positions at the next board meeting.

The last item on Mr. Johanson’s agenda was the 2019 EMPG Grant Agreement with the State of Minnesota, Department of Public Safety in the amount of $15,535. After some discussion, Commissioner Jacobson made a motion to accept the 2019 Emergency Management Performance Grant in the amount of $15,535 with a county match of $15,535. Commissioner Redland seconded the motion and all voted in favor.

At 11:00 a.m. James Brue, County Attorney, addressed the board with a Quit Claim Deed prepared for the previously advertised property in Gary, MN, which the board had accepted the minimum bid at the last meeting from Donald Schuster in the amount of $800. Chairman Hall and A/T Hanson signed the document and A/T Hanson will get the deed processed.

Additionally, James noted that they have had several applicants for the Crime Victim Advocate position and he and Mr. Cariveau will be reviewing the applications with hopes of setting interviews for next week.

At this time Commissioner Jacobson inquired of Mr. Brue as to whether James was up to speed on the One Watershed/One Plan process. After some discussion, Mr. Brue asked Mr. Jacobson to set up a meeting with WRWD to catch him up with the process and the plan for the future.

Chairman Hall asked if the board members had the opportunity to review the bills, Commissioner Gunderson made a motion to approve the bills as presented:

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<th>Revenue</th>
<th>Road &amp; Bridge</th>
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<th>County Homes</th>
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Commissioner Bommersbach seconded the motion and all voted in favor.

At 11:15 a.m. Kim Myers and Sarah Kjono, NMHP, entered the meeting. Ms. Myers presented information to the board regarding the New Federal Tobacco-21 Law and what it means for State, Local and Tribal governments. Kim noted that as of December 20, 2019, Congress changed the Tobacco Control Act to prohibit retailers from selling tobacco products to anyone under the age of 21, stating this law was effective immediately. Ms. Myers also talked a bit about flavored tobacco that are targeting younger individuals and stated that as of February 6, 2020, there would be no more flavored tobacco on the shelves, other than menthol. Kim has been doing presentations on “vaping” for 5th and 6th grade students as well as high school students to stress that “vaping” has too many unknowns as far as health risks. She also noted the City of Ada will be looking at their Tobacco Policy at their meeting tonight, and she highly encourages the county to look at their Tobacco Policy in the near future.

At 11:32 a.m. seeing there was no further business before the board, Chairman Hall adjourned the meeting.

Lee Ann Hall, Chairman
Donna J. Hanson, Auditor-Treasurer