

**STEVENS COUNTY
BOARD OF COMMISSIONERS
Regular Meeting
Official Proceedings
Tuesday, September 1, 2020
9:00 a.m.**

The regular meeting of the Stevens County Board of Commissioners was called to order at 9:00 a.m., Tuesday, September 1, 2020, by Chair Bob Kopitzke. Members in attendance were Wiese, Ennen, Kopitzke, Wohlers, and Staples.

The Pledge of Allegiance was recited.

Commissioner Ennen moved to approve the Agenda with one addition and Jessica Kirwin will present HRA Levy. Commissioner Wiese seconded the motion with all members voting aye, motion carried.

Commissioner Wohlers moved to approve minutes of the 8/18/2020 regular meeting. Commissioner Staples seconded the motion with all members voting aye, motion carried.

The Chair opened the meeting for public comment.

Having none, Stephanie Buss Auditor/Treasurer presented the Auditor's Warrants for the 8/16/2020, and 8/26/2020 time periods for review. Buss fielded questions. Buss also noted there were no bids on tax forfeiture sale held on 8/31/20.

Bill Kleindl Environmental Service Director presented a resolution to adopt The Pomme de Terre Watershed Management Plan for approval.

Commissioner Ennen moved the following resolution:

**Resolution 200901-29
To Adopt and Implement The Pomme de Terre River
Comprehensive Watershed Management Plan**

Whereas, Stevens County is a member of the Pomme de Terre River Association Joint Powers Board (PDT JPB); and

Whereas, Stevens County has been an active participant in the development of the Pomme de Terre River Comprehensive Watershed Management Plan (Plan); and

Whereas, Stevens County recommended the PDT JPB submit the Plan for State approval on January 7, 2020; and

Whereas, the PDT JPB submitted the Plan for State approval on June 18, 2020; and

Whereas, the Board of Water and Soil Resources (BWSR) approved the Plan on August 26, 2020 according to Minnesota Statutes 103B.101, subdivision 14;

Now, Therefore, Be it Resolved, the Stevens County Board of Commissioners hereby adopts and will begin implementation of the Plan for the area of the county identified within the Plan and serve as a substitute for the county local water management plan as per 103B for the duration of the state approved plan.

Commissioner Wiese seconded the motion with all members voting aye, motion carried.

Kleindl requested planning commission reappointment for approval. Jeff Boyles five-year term is up for reappointment and would continue serving as a representative on the committee. Commissioner Staples moved to reappoint Jeff Boyle to a five-year term on the Planning Commission. Commissioner Wiese seconded the motion with all members voting aye, motion carried.

Kleindl requested to set the first and second reading of Planning and Zoning Ordinance. Proposed dates are October 6 and October 20 at 10:00 a.m. by order of Chair.

Jan Gomer Human Resources Coordinator requested the approval to hire Molly Kenyon as DD Social Worker. Commissioner Staples motioned to hire Molly Kenyon as DD Social Worker at Grade 19, Step 11, with additional vacation and sick bank starting on September 14, 2020. Commissioner Wohlers seconded the motion with all members voting aye, motion carried.

Gomer requested the approval to change IT job description. Commissioner Staples motioned to change IT Systems Tech working hours from 35 hours per week to a 40 hours per week. Commissioner Ennen seconded the motion with all members voting aye, motion carried.

Jessica Kirwin HRA Assistant Director presented agency's 2021 Budget Levy for approval. Kirwin fielded questions from Commissioners.

Commissioner Wohlers moved the following resolution:

RESOLUTION NO. 200901-30
RESOLUTION APPROVING SPECIAL BENEFIT TAX LEVY OF HOUSING AND
REDEVELOPMENT AUTHORITY OF STEVENS COUNTY, MINNESOTA
PURSUANT TO MINNESOTA STATUTES, SECTION 469.033, SUBD. 6, AND
APPROVING A BUDGET FOR FISCAL YEAR 2021.

WHEREAS, the Housing and Redevelopment Authority of Stevens County, Minnesota (the "Authority") was created by action of the Board of Commissioners of Stevens County (the "County") pursuant to Minnesota Statutes, Section 469.004; and

WHEREAS, pursuant to such action on the part of the County and Minnesota Statutes, Section 469.001 to 469.047 (the "Act"), the Authority was granted all of the same functions, rights, powers, duties, privileges, immunities and limitations as are provided for housing and redevelopment authorities created for cities under the Act; and

WHEREAS, Section 469.033, subd. 6, of the Act permits the Authority to levy and collect a special benefit tax of up to 0.0185% of taxable market value upon all taxable property, both real and personal, within the Authority's area of operation; and

WHEREAS, proceeds of the tax may be expended for the purposes of Sections 469.001 to 469.047 of the Act, including, without limitation, to pay certain administrative costs of the Authority; and

WHEREAS, the Authority has requested that the Board of Commissioners of the County approve the levy of such a special benefit tax in the amount not exceeding 0.0185% of taxable market value within the Authority's area of operation contained within the County; and

WHEREAS, the Board of Commissioners of the County has considered such request by the Authority and has determined that consenting to such a special benefit tax levy by the Authority is in the best interests of the County and its residents; and

WHEREAS, the Authority is also required pursuant to section 469.033, subd. 6, of the Act to, in accordance with the levy of a special benefit tax, formulate and file a budget in accordance with the budget procedure of the County in the same manner as required of executive departments of the County and the amount of the tax levy for the following year shall be based upon that budget and approved by the County; and

WHEREAS, the Authority has presented to the Board of Commissioners of the County a copy of a proposed budget for its operations for fiscal year 2021.

NOW, THEREFORE, be it resolved by the Board of Commissioners of Stevens County as follows:

Section 1. That the budget for fiscal year 2021 for the operations of the Authority as presented for consideration by the Board of Commissioners of the County is hereby in all respects approved.

Section 2. That the levy of special benefit tax pursuant to Minnesota Statutes, Section 469.033, subd. 6, is hereby consented to with respect to taxes payable in calendar year 2021 in the amount of Three hundred thousand, ninety-three Dollars (\$300,093.00) which amount does not exceed 0.0185% of taxable market value of taxable property within the Authority's area of operation within the County.

Commissioner Wiese seconded the motion with all members voting aye, motion carried.

Rebecca Young County Coordinator gave a CARES ACT update on the Business and Internal/External Committees.

Young gave an Operational update.

Chair Kopitzke called Public Hearing for Petition for outlet CD1 to order at 9:30 a.m.

Scott Erickson Ditch Inspector reviewed the three petitions for outlets to CD1. Petitions are from Paul Daly, Betty Marlow, and Rita Sponholtz-Bruer. Erickson presented a map outlining drainage into system for all petitions. Erickson noted that petitioners will be responsible for all cost related fees for the petition hearing. Erickson fielded questions from the commissioners.

Commissioner Staples motioned to approve Findings and Fact for Betty Marlow for outlet fee of \$210 for CD1, \$60 per acre for 14 benefitting acres. Commissioner Ennen seconded the motion with all members voting aye, motion carried.

Commissioner Staples motioned to approve Findings and Fact for Paul Daly for outlet fee of \$420 for CD1, \$60 per acre for 28 benefitting acres. Commissioner Ennen seconded the motion with all members voting aye, motion carried.

Commissioner Staples motioned to approve Findings and Fact for Rita Spohnholtz-Bruer for outlet fee of \$390 for CD1, \$60 per acre for 26 benefitting acres. Commissioner Wiese seconded the motion with all members voting aye, motion carried.

Rebecca Young County Coordinator presented the 2021 Preliminary Levy for discussion.

Commissioners were provided an opportunity to update on assigned committee activities.

Chair Kopitzke recessed meeting at 10:04 a.m. until 1:00 p.m. at highway garage.

Chair Kopitzke reconvened meeting to order at 1:03 p.m.

County Engineer Todd Larson presented a five-year work plan for approval. Larson fielded questions by commissioners. Commissioner Ennen motioned to adopt the five-year road and bridge plan. Commissioner Wiese seconded the motion with all members voting aye, motion carried.

Larson present a five-year plan for equipment purchases for approval. Larson fielded questions. Commissioner Wohlers motioned to adopt a five-year equipment purchase plan. Commissioner Ennen seconded the motion with all members voting aye, motion carried.

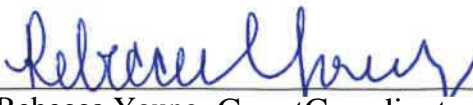
Larson presented policies for discussion and review. Larson gave an overview on the policies. Larson fielded questions from the commissioners. Commissioner Staples motioned to approve Access Policy as presented. Commissioner Wohlers seconded the motion with all members voting aye, motion carried.

Commissioner Ennen motioned to approve Private Road Plowing and Blading Policy as presented. Commissioner Weise seconded the motion with all members voting aye, motion carried.

Rebecca Young and Todd Larson gave a highway facility update.

Larson gave an update on highway fall projects.

Having no further business, the meeting was adjourned at 10:39 a.m. on a motion by Staples, second by Wohlers and all members voting aye.


Rebecca Young, CountCoordinator


Bob Kopitzke, Chair