

Notice & Agenda

Swift County Board of Commissioners

Tuesday, June 4, 2019

9:00 AM

LEC Meeting Room – 301 14th St N, Benson, MN

If you need any type of accommodation to participate in this meeting, please contact the County Administrator at 320-314-8399 at least 48 hours prior to the meeting. Times are only estimates and items may be taken out of order.

<u>Time</u>	<u>Reference</u>	<u>Item</u>
9:00 a.m.		Call to Order and Roll Call
9:01 a.m.		Approve Agenda
9:02 a.m.		Consent Agenda
	1-2	(1) Minutes from the May 21, 2019 Regular Meeting
	3	(2) Consider Approval of tobacco licenses for the following businesses: Holloway Hideout, Dollar General #17229 and Dooley's Petroleum dba Handi-Stop of Kerkhoven
9:04 a.m.		Consider Approval of Commissioner warrants and review Auditor warrants reviewed
9:05 a.m.		Commissioner and Board reports
9:25 a.m.		County Administrator report
9:30 a.m.		Citizens Comments
9:45 a.m.		Scott Collins, Environmental Services
	4-7	Consider approval of Environmental Services 2018 MPCA County Feedlot Officer (CFO) Annual Report.
	8-10	Consider approval of a Conditional Use Permit #5605 requested by Marie Commerford for aggregate processing.
10:00 a.m.		Michael Johnson, Parks, Drainage & Wetlands Discussion on Lateral E of JD #19
10:20 a.m.		Kelsey Baker, Administrator
	11	Consider approval of the appointment of a County Assessor at the 3-year step and additional week of PTO
10:25 a.m.		Other Business
10:30 a.m.		Adjournment

SWIFT COUNTY BOARD MINUTES

May 21, 2019

Chairman Hendrickx called the meeting to order at 9:01 AM with all members present. Also present: County Administrator Kelsey Baker, County Attorney Danielle Olson, Terri Orr, other county employees and members of the public.

Chairman Hendrickx asked if there were any changes or additions to the agenda. Chairman Hendrickx moved Andy Sander up on the agenda right after citizens comments. There were no other changes or additions requested.

05-21-19-01 Commissioner E. Pederson moved and Commissioner Fox seconded to approve the agenda as amended. Motion carried unanimously.

05-21-19-02 Commissioner Rudningen moved and Commissioner P. Peterson seconded to approve the Consent Agenda: (1) Minutes from the May 07, 2019 Regular Meeting, (2) Approval of liquor licenses for the following businesses: Brink's Beer Joint & Grill and Brinks 104 Club, (3) Approval of tobacco licenses for the following businesses: Brink's Beer Joint & Grill, Brinks 104 Club, DeGraff Municipal Liquor Store, Don's Food Pride and Casey's General Store 3268, (4) Approval to allow the Chair to sign a Joint Powers Agreement for the district wide striping project SP 088-070-056, (5) Approval of Sponsorship for Swift County 4-H Project Award. Motion carried unanimously.

05-21-19-03 Commissioner Fox moved and Commissioner E. Pederson seconded to approve the Commissioner warrants as follows: Revenue, \$76,496.92; Solid Waste, \$43,425.54; Road and Bridge, \$52,824.93; Human Services, \$112.32; Capital Projects Fund, \$16,273.07; County Ditches Fund, \$3,041.33; County Health Insurance, \$23.96; which includes the following bills over \$2,000: Chamberlain Oil Company, \$2,122.36; Counties Providing Technology, \$6,321.00; Kandiyohi County Sheriffs Dept., \$14,378.28; L.G. Everist Inc., \$3,517.25; Life Insurance Company of North America, \$2,022.44; MN Pollution Control, \$13,288.93; Nolan Baker Ford Sales, \$31,397.10; Northside Automotive Supply, \$2,445.99; Pemberton Sorlie Rufer & Kershner PLLP, \$7,896.50; Pflipsen Trucking LLC, \$14,495.38; Soil Conservation Office, \$13,750.00; Swift County Human Services, \$5,006.85; Tostenson Septic LLC, \$3,570.00; Waste Management of Northern Minnesota, \$13,092.29; Wold Architects & Engineers, \$16,273.07; Ziegler Inc., \$6,485.09. Motion carried unanimously.

Board and Committee Reports were given as follows: Commissioner P. Peterson reported on the Policy Committee, Prairie Five Community Action Council, Ditch Hearing, Countryside Public Health and Drainage DB meeting. Commissioner E. Pederson reported on Soil and Water Conservation District, Ditch Hearing and Computers Professional Technology. Commissioner Hendrickx reported on AMC Futures, Revolving Loan Fund, Southern Prairie, Ditch #18 Hearing for Shakopee Dam, RDC meeting, Woodland Centers, County Assessor Interview and Community Perspective Committee. Commissioner Fox reported on Pomme de Terre River Association, Revolving Loan Fund, Well-being Committee, Restorative Practice, Ditch #18 Hearing for Shakopee Dam, Woodland Centers, Chippewa River Watershed and Hospital Finance. Commissioner Rudningen reported on the Labor Relations Committee, Prairie Lakes Youth Program and Community Perspective Committee.

Administrator Baker reported on the FEMA meeting, Funding request for MN Scenic By-Way, new Swift County Employees, Drainage DB meeting and Community Perspective Committee.

Chairman Hendrickx asked for citizen's comments. Grant Herfindahl and Vicki Olson voiced their appreciation and concerns on the Community Perspective Committee and concerns about the serious farm crisis occurring. Gwen Dale voiced her concerns on the Agenda and time limit given to the citizens comments. Mark Hughes wants to see financial support to the local papers and was concerned about the farm crisis. There were no other citizen's comments.

County Engineer Andy Sander requested approval to continue the wage increase for the interim Maintenance Supervisor during the transition phase of the new hire through July 31, 2019.

05-21-19-04 Commissioner Fox moved and Commissioner Rudningen seconded to continue the wage increase for the interim Maintenance Supervisor during the transition phase of the new hire through July 31, 2019. A brief discussion was held. Motion carried unanimously.

Risk Management Consultant Paul Hajduk discussed the 2019 MCIT Swift County Report.

A Discussion on Lateral E of JD #19 was held. Dave Fremling, Randy Brandt and Carla Roberts voiced their concerns with this issue. Chair Hendrickx addressed the issue to fix the tile and get to the bottom of

the underlying issues to correct the situation.

The meeting recessed at 10:48 AM.

The meeting reconvened at 10:57 AM.

Restorative Practices Coordinator Shelly Lottman updated the board on the yearly report.

Human Services Director Catie Lee and Fiscal Supervisor Gary Jensen updated the board on the Financial Summary and Human Services update.

05-21-19-05 Commissioner P. Peterson moved and Commissioner Rudningen seconded to adjourn. Motion carried unanimously.

Meeting adjourned at 11:18 AM.

WITNESSED:

Gary Hendrickx, Chair

ATTEST:

Kelsey Baker, County Administrator

DRAFT

Click here to enter text.

Request for Board Action

BOARD MEETING DATE:
June 4 2019

Commissioner's Report

Department Information

ORIGINATING DEPARTMENT: Auditor	REQUESTOR: Marlene Molden/Kim Saterbak	REQUESTOR PHONE: 320-843-4069
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Agenda Item Details

BRIEF DESCRIPTION OF YOUR REQUEST: Approval of tobacco licenses for the following businesses: Holloway Hideout, Dollar General #17229 and Dooley's Petroleum dba Handi-Stop of Kerkhoven	
AGENDA YOU ARE REQUESTING TIME ON: Consent Agenda	ARE YOU SEEKING APPROVAL OF A CONTRACT? No
IS THIS MANDATED? Yes	EXPLANATION OF MANDATE: Tobacco licenses are required to be reviewed by the Board of Commissioners.
BACKGROUND/JUSTIFICATION: Yearly renewal of tobacco license.	
PREVIOUS ACTION ON REQUEST / OTHER PARTIES INVOLVED?	The license has been reviewed by the County Attorney and County Sherriff. Both have signed off on the license. No violations of their license have been reported.

Budget Information

FUNDING: n/a

Review/Recommendation

COUNTY ATTORNEY: Danielle Olson	COUNTY ADMINISTRATOR: Kelsey Baker
RECOMMENDATIONS: Approval	RECOMMENDATIONS:
COMMENTS: None	COMMENTS: None



Request for Board Action

BOARD MEETING DATE:
June 4, 2019

Commissioner's Report

Department Information

ORIGINATING DEPARTMENT: Environmental Services	REQUESTOR: Scott Collins	REQUESTOR PHONE: 320-843-2356
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Agenda Item Details

BRIEF DESCRIPTION OF YOUR REQUEST: Consider approval of Environmental Services' 2018 MPCA County Feedlot Officer (CFO) Annual Report	
AGENDA YOU ARE REQUESTING TIME ON: Click here to enter text.	ARE YOU SEEKING APPROVAL OF A CONTRACT? No
IS THIS MANDATED? No	EXPLANATION OF MANDATE: Click here to enter text.
BACKGROUND/JUSTIFICATION: Final MPCA Annual Report for 2018 used to acquire Feedlot performance credit for the NRBG Grant..	
PREVIOUS ACTION ON REQUEST / OTHER PARTIES INVOLVED?	

Budget Information

FUNDING:

Review/Recommendation

COUNTY ATTORNEY: Danielle Olson	COUNTY ADMINISTRATOR: Kelsey Baker
RECOMMENDATIONS: Click here to enter text.	RECOMMENDATIONS: Click here to enter text.
COMMENTS: Click here to enter text.	COMMENTS: Click here to enter text.

Board Action

Motions ___ P. Peterson ___ G. Hendrickx ___ E. Pederson ___ J. Fox ___ E. Rudningen	
Action	Vote

2018 County Feedlot Officer (CFO) Annual Report

(Data for the Period: January 1, 2018 - December 31, 2018)

Revised May 2018

County: Swift
 Phone: 320-843-2356

Contact Person: Barry Bouwman, Scott Collins
 E-Mail Address: scott.collins@co.swift.mn.us

Signature: _____ (Date) _____
 (Signature of County Board Commissioner)

All data must be entered in accordance with the Annual CFO Report Guidance Document.

Except where identified, this report only addresses non-CAFO/NPDES/SDS sites required by 7020 to be registered.

STAFFING LEVEL											
1	FTEs - (Full Time Equivalents) supplied by the CFO(s):						0.4				
2	FTEs supplied by other county staff, including administrative and support staff assigned to the feedlot program:						0.3				
3	FTEs supplied through contract with other local government units:						0				
4	Total Number of FTE positions that supported county program:						0.7				
REGISTRATION <i>(Report your current numbers - base grant numbers are displayed for reference)</i>						Base	Current				
5	Feedlots in shoreland with 10 - 49 AU:						102	2			
6	Feedlots with 50 - 299 AU:						31	106			
7	Non-CAFO/NPDES/SDS ≥ 300 AU:						---	28			
8	CAFOs without NPDES or SDS permits 300-999 AU ("Gap Sites")						19	---			
9	Feedlots with NPDES or SDS permits:						152	22			
10	Total - Feedlots required to be registered:						152	158			
11	Total - Feedlots Eligible for Funding (FROM AGENCY BASE GRANT AWARD NUMBER)						157	157			
Feedlot Sites Inspected						Minimum number of FEEDLOT SITES required to register that must be inspected (7%):					
12	Number of FEEDLOT SITES that received a compliance, construction, desktop N&P, or in-field land app inspection (count in-field land app inspections as 1/2 of an inspection)						11	19			
INSPECTION REPORTING											
Types of Inspections (at sites required to be registered)		10 - 49 AU		50 - 299 AU		300 or more AU					
Only count first instance of each type of inspection per feedlot		(in shoreland)		(except where noted)		(Non-CAFO/NPDES/SDS)					
13	Compliance inspections	0	9			3					
13.1)	How many included the optional P review					0					
14	Construction inspections			1		1					
14.1)	How many received a 2nd construction inspection										
15	Desktop N&P records inspection (P review as part of a compliance inspection should be reported in 13.1)			1	100+ AU & in DWSSMA	4					
16	In-field land application inspection					1					
17	Complaint initiated inspections (any non-CAFO/NPDES/SDS)					1					
18	Routine or follow-up stockpile only inspection					0					
Other Inspection Related Info											
19	CAFO/NPDES/SDS sites inspected at the MPCA's request						1				
20	Number of feedlots inspected within shoreland, a DWSSMA, or a TMDL area.						0				
21	Number of sites inspected found to be non-compliant with water quality discharge standards.						0				
22	Number of sites inspected with 100+ AU found to be non-compliant with N and/or P requirements.						0				
INSPECTION Performance Credits (Summarized from entries above)							Total	Not PC eligible	PC eligible	PC	PC Total
NOTE: Inspections assumed to satisfy the 7% minimum are not PC eligible											
23	Compliance inspections	<i>min. # of compliance inspections: 6</i>					12	11	1	1.5	1.5
24	Construction inspections						2	0	2	1	2
25	Desktop N&P records inspections						5	0	5	1.5	7.5
26	In-field land application inspections						1	0	1	0.5	0.5
27	Compliance inspections that include optional P review								0	0.5	0
28	Number of facilities that received 2 or more construction inspections.								0	0.5	0
29	CAFO/NPDES/SDS sites inspected at the MPCA's request								1	0.5	0.5
30	Complaint initiated inspections (any non-CAFO/NPDES/SDS) (only count 1 per feedlot):								1	0.5	0.5
31	Routine or follow-up stockpile only inspection. (only count 1 per feedlot)								0	0.25	0

Additional Performance Credit Calculations and Supplemental Information

Describe below the progress made in meeting your program year work plan inspection goals. You must provide quantitative results for each compliance inspection and land application goal listed in your work plan.

In the 2018 Inspection season a main focus was to choose sites for inspection that did not have up to date MMP's and manure application records in the files. Four sites were identified needing MMP's and Centrol Crop Consulting was contacted by the facilities and MMP's were completed and manure application records reviewed with desktop N & P inspections. These sites were also inspected for compliance to work toward the goal of having all registered sites both facility and record keeping compliant. Swift County also assisted a dairy operation with four sites to update their manure records and bring their MMP up to date. Our current strategy is to work with a producer first with site compliance and look over how an operation is planning land applications. If there are not recent soil tests available with records then information and materials are given out and a records inspection scheduled for a later date. For operations over 300 AU's we will continue to have operators either put together a completed MMP with current records or update old MMP's that need additional information and bring land app records up to date. The Swift County water plan has money set aside to assist a producer that qualifies to do a MMP. Reviewing soil tests for high phosphorus levels in fields is also part of land application review and working with producers to be aware of rates and setbacks to protect water features. A priority in 2018 was also to inspect sites from 300- 499 AU's and 6 of them were completed this year.

PERMITTING		Number	PC	PC Total
32	30-day construction or expansion notifications received:	0	---	---
33	Interim Permits Issued or Modified:	0	2	0
34	Construction Short-Form Permits Issued or Modified at Sites \geq 300 AU:	0	1	0
35	Public meetings held for construction or expansion to \geq 500 AU:	1	---	---
ENVIRONMENTAL REVIEW (EAW)		Number	PC	PC Total
36	EAW petitions received:	0	---	---
37	EAWs prepared by county:	0	4	0
EMERGENCY RESPONSE		Number	PC	PC Total
38	Events where emergency response was conducted: (on-site visit)	0	2	0
ENFORCEMENT ACTIONS		Number	PC	PC Total
39	Letters of Warning (LOW) issued:	1	---	---
40	Notices of Violation (NOV) issued:	0	---	---
41	Court actions commenced:	0	---	---
FEEDLOT SITE SCHEDULED COMPLIANCE (Achieved in current reporting year)		Number	PC	PC Total
42	Feedlots where a partial environmental upgrade was achieved:	0	---	---
43	Feedlots where a complete environmental upgrade was achieved:	1	6	6
LAND APPLICATION SCHEDULED COMPLIANCE (Achieved in current reporting year)		Number	PC	PC Total
44	Feedlots 100+ AU where N records requirements were returned to compliance:	4	---	---
45	Feedlots 300+ AU (or 100+ DWSMA) where N&P requirements were returned to compliance:	4	---	---
46	Feedlots 100+ AU where in-field inspection non-compliance was resolved:	1	---	---

OWNER ASSISTANCE AND OUTREACH		Number	PC	PC Total
47	Sites visited to provide assistance	2	---	---
48	Workshops/trainings hosted/sponsored by the CFO:	1	2	2
	48.1) Total number of feedlot owners attending these events	33	---	---
49	CFO presentations at informational or producer group events: (per event)	1	1	1
50	Number of mailings to feedlot owners:	1	---	---
51	Feedlot articles placed in newspapers:	0	---	---
Describe your workshops, trainings, newsletters, mailings, articles, or other assistance and outreach activities.				
Date	Description			
7/25/2018	Producer Meeting in Benson. Centrol Crop Consultant representatives there to discuss MMP's & Records.			
CFO TRAINING AND MENTORING		Number	PC	PC Total
52	CFO - training hours: (Enter total training hours earned - list events below)	24.5	---	---
53	Hours mentoring New CFOs (describe on a separate sheet):	18	0.25	4.5
List the training events attended.				
Date	Description			Hours
1/17/2018	WebEx year end reporting/checklist update			0.5
1/31/2018	WebEx/New inspection checklist			1
2/21/2018	WebEx- CFO Toolbox updates/registration data entry			0.75
3/21/2018	WebEx- Registration update			0.75
3/27,28,29/18	MACFO Conference			12.25
6/12/2018	Regional Meeting/Detroit Lakes			4.5
7/24/2018	Map Tool Training			0.75
11/8/2018	Regional Meeting/Waite Park			4
OTHER PROGRAM ACTIVITIES		Number	PC	PC Total
54	Feedlots where a MinnFARM was conducted (list sites below):	0	1	0
55	Notifications received claiming air quality exemptions:	3	---	---
56	Meetings with other local government and producer groups:	1	---	---
57	Feedlot ordinance revisions likely, in progress, or completed? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	If Yes describe below		
MinnFARM completed by CFO		Describe other county program activities not identified elsewhere.		
registration no.	Site Name	This year Swift County assisted Danny Tucket from Big Stone County with feedlot officer training involving in the field inspections, in office reviews of permitting, MMP's, and records. Danny also attended and helped with the Swift County Producer Meeting on 7/25/18 where a workshop was held with Centrol Crop consulting to work with producers on doing MMP's and yearly record keeping of manure applications.		
TOTAL PERFORMANCE CREDITS				26.00



Request for Board Action

BOARD MEETING DATE:
June 4, 2019

Commissioner's Report

Department Information

ORIGINATING DEPARTMENT: Environmental Services	REQUESTOR: Scott Collins	REQUESTOR PHONE: 320-843-2356
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Agenda Item Details

BRIEF DESCRIPTION OF YOUR REQUEST: Consider approval of a Conditional Use Permit #5605 requested by Marie Commerford for aggregate processing.	
AGENDA YOU ARE REQUESTING TIME ON: Click here to enter text.	ARE YOU SEEKING APPROVAL OF A CONTRACT? No
IS THIS MANDATED? No	EXPLANATION OF MANDATE: Click here to enter text.
BACKGROUND/JUSTIFICATION: Required Conditional Use Permit per subsection 3.3 Code of Ordinances, Agricultural District I. Allowable use with Conditional Use Permit.	
PREVIOUS ACTION ON REQUEST / OTHER PARTIES INVOLVED?	

Budget Information

FUNDING:

Review/Recommendation

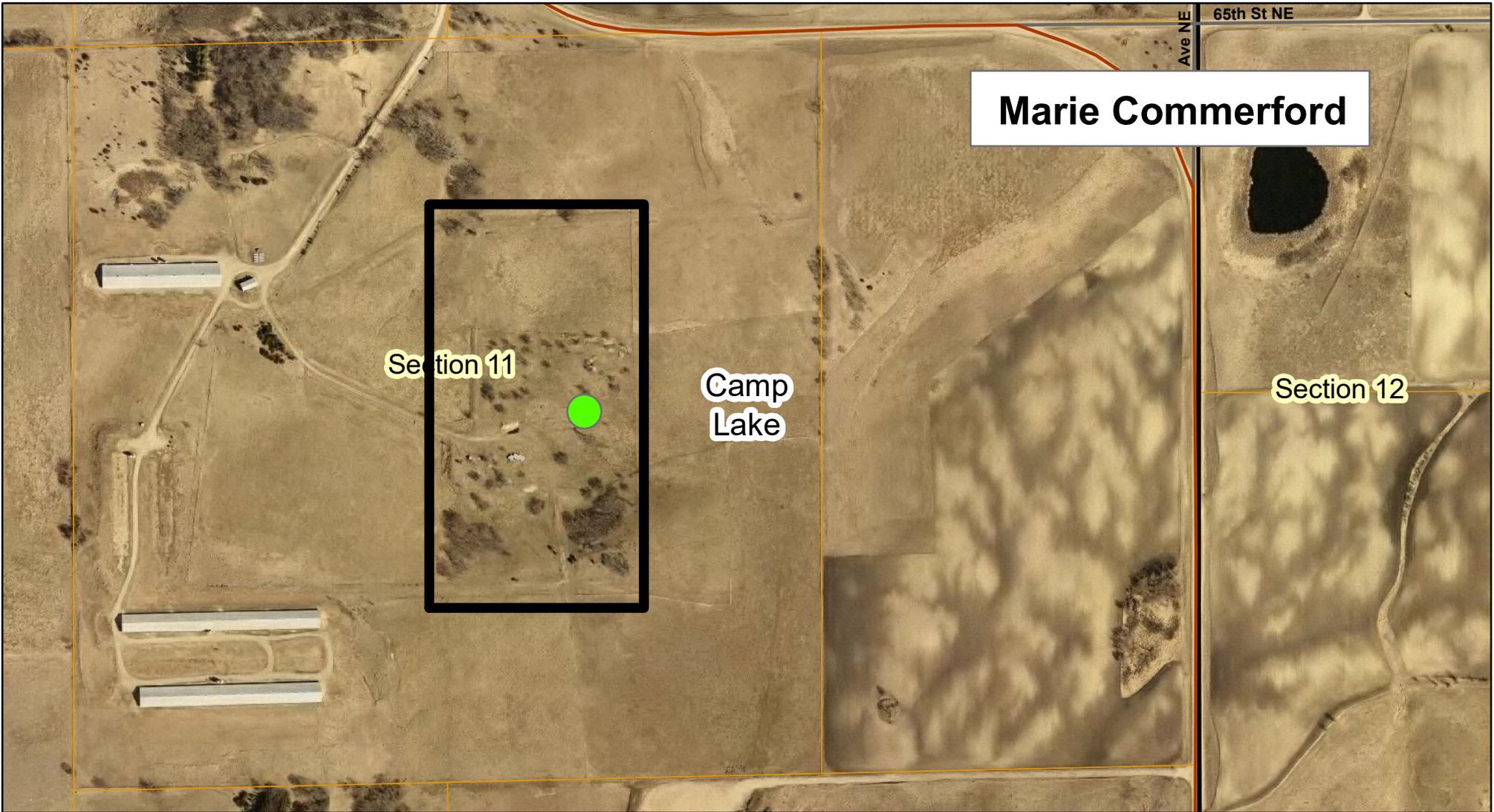
COUNTY ATTORNEY: Danielle Olson	COUNTY ADMINISTRATOR: Kelsey Baker
RECOMMENDATIONS: Click here to enter text.	RECOMMENDATIONS: Click here to enter text.
COMMENTS: Click here to enter text.	COMMENTS: Click here to enter text.

Board Action

Motions ___ E. Rudningen ___ G. Hendrickx ___ E. Pederson ___ J. Fox ___ P. Peterson	
Action	Vote

Proposed Special Conditions
Marie Commerford
Conditional Use Permit #5605

1. The permit holder shall comply with all applicable governmental laws, rules and regulations as they may apply to the project.
2. All complaints, problems or concerns regarding public health, safety and welfare must be addressed by property owner within 30 days of presentations of the complaint. Copies of all complaints and responses addressed to him shall be submitted to Swift County Environmental Services.
3. Surface water drainage in the area cannot be disturbed.
4. Compliance with the preceding conditions shall be the responsibility of the property owner. Failure to comply with these conditions shall be cause for revoking this permit until conditions are corrected.
5. Roads that are damaged due the activities of the Conditional Use Permit will be repaired by the owner or operator to their pre-existing condition.
6. This Conditional Use Permit #5605 shall expire one year from the date of issuance if the permit is not utilized.
7. Granting of the conditional use permit shall be for the plans submitted with the initial application only.
8. The applicant will be responsible for signage and will follow Swift County rules and regulations
9. Violations of any of the above-stated conditions may result in revocation of the conditional use permit.



Marie Commerford

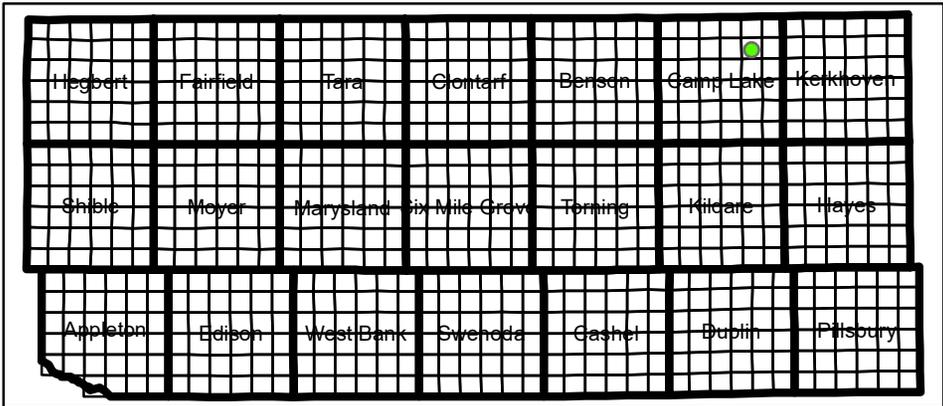
Section 11

Camp Lake

Section 12

Ave NE

65th St NE



Project: Aggregate Processing
 Owner: Marie Commerford
 Legal: SW 1/4 of the NE 1/4 & the NW 1/4 of the SE 1/4 of Section 11, Twp-122, R-38, Camp Lake Township, Swift County, MN.





Request for Board Action

BOARD MEETING DATE:
June 4, 2019

Commissioner's Report

Department Information

ORIGINATING DEPARTMENT: Administration	REQUESTOR: Kelsey Baker	REQUESTOR PHONE: 320-314-8399
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Agenda Item Details

BRIEF DESCRIPTION OF YOUR REQUEST: Request approval of the appointment of a County Assessor at the 3-year step and one week of PTO available for immediate use	
AGENDA YOU ARE REQUESTING TIME ON: Regular Agenda	ARE YOU SEEKING APPROVAL OF A CONTRACT? No
IS THIS MANDATED? No	EXPLANATION OF MANDATE: n/a
BACKGROUND/JUSTIFICATION: The County interviewed this candidate for the County Assessor position. The candidate that the staff have offered the position to has six years of Appraisal experience in county government and working with the current technology. Recognizing this experience, we are recommending board approval to hire this individual at the 3-year step and approve the upfront PTO.	
PREVIOUS ACTION ON REQUEST / OTHER PARTIES INVOLVED?	Personnel Committee

Budget Information

FUNDING: Funding for this position is included in the 2019 County Assessor Budget

Review/Recommendation

COUNTY ATTORNEY: Danielle Olson	COUNTY ADMINISTRATOR: Kelsey Baker
RECOMMENDATIONS: Not submitted for review	RECOMMENDATIONS: Approve
COMMENTS: n/a	COMMENTS: None