

PROCEEDINGS OF THE STEELE COUNTY BOARD OF COMMISSIONERS

SPECIAL SESSION

December 15, 2015

STATE OF MINNESOTA)
) ss
 COUNTY OF STEELE)

The Steele County Board of Commissioners met in Special Session at 7:00 p.m. on December 15, 2015 with Commissioners Huntington Glynn, Schultz, Brady and Ebeling present. Also present were County Attorney Dan McIntosh, County Engineer Anita Benson, County Treasurer Cathy Piepho, County Assessor Bill Effertz, Jail Administrator Ron Hammann, Planning & Zoning Director Dale Oolman, County Recorder Rick Kvien, County Administrator Laura Elvebak and County Auditor Laura Ihrke.

Call to Order Pledge of Allegiance.

Motion by Commissioner Ebeling, seconded by Commissioner Glynn to approve the agenda. Ayes all.

Motion by Commissioner Schultz, seconded by Commissioner Brady to approve the minutes of November 24, 2015. Ayes all.

Motion by Commissioner Ebeling, seconded by Commissioner Glynn to approve the personnel actions. Four Commissioners voting in favor thereof, Commissioner Brady voting against.

New Hires/Transfers/promotion

Josh Andrist	Mechanic – Hwy. Dept.	B24/4	12/07/15
Anita Benson	Public Works Division Director	E83/Stipend	12/16/15
Jacob Miller	Road Deputy – Sheriff’s Dept.	27/Start	12/21/15

Resignations/Retirements:

Shari Luedtke	Correctional Officer Detention Center	12/10/15
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Anniversaries:

<i>Name</i>	<i>Position-Dept</i>	<i>Step</i>	<i>Anniv. Date</i>
Stefan Gantert	Assistant Engineer – Hwy/Eng.	12	12/1/15
Jesse Steneman	Correctional Officer – Det. Ctr.	2	12/2/15
Shawn Jore	Correctional Officer – Det. Ctr.	2	12/11/15
Mindy Lee	Correctional Officer – Det. Ctr.	2	12/22/15

Motion by Commissioner Glynn, seconded by Commissioner Schultz to approve Conditional Use Permit #400 for Brian Waage in Section 33-105-20 with conditions per the Planning Commission and to accept the Findings of Fact. Ayes all.

Motion by Commissioner Glynn, seconded by Commissioner Ebeling to approve Conditional Use Permit #401 for Dan Niles in Section 09-105-20 with conditions per the Planning Commission and to accept the Findings of Fact. Ayes all.

Motion by Commissioner Brady, seconded by Commissioner Schultz to approve the Tobacco license for Casey’s Retail Company –Medford and Body Art Establishment Licenses for Kat’s Tat’s for Katie Bissell and Thee Dragons Lair for Alan Kettner. Ayes all.

Commissioner Glynn offered the following **Resolution** seconded by Commissioner Brady

Petty Cash Funds

BE IT RESOLVED, that the following amounts be appropriated for Petty Cash to the following listed departments as custodians of these funds in Steele County for 2016:

Treasurer	500.00
Auditor	50.00
Recorder	200.00
LEC-Records	25.00
Sheriff Advance	500.00
Sheriff-Civil	50.00
Detention Center	2,000.00 (base amt. varies daily)

Public Health	25.00
Four Seasons	70.00
Road & Bridge	50.00
Landfill	<u>500.00</u>
Total	3,970.00

Upon the vote being taken, five Commissioners voting in favor thereof, none absent and not voting. A copy of the Resolution is on file in the Auditor's office.

Motion by Commissioner Ebeling, seconded by Commissioner Schultz to approve certifying the EAW for Southern Minnesota Construction expansion and authorize publication and the Planning and Zoning Director to sign. Ayes all.

Commissioner Ebeling offered the following **Resolution** seconded by Commissioner Glynn

COUNTY COMMISSIONER SALARY AND PER DIEMS

WHEREAS, Minnesota Statute §375.055, Subd. 1, requires the County Board of Commissioners to set salaries and per diem payments for its members prior to January 1 of the effective year.

BE IT RESOLVED that the salary rate for the position of Steele County Commissioner be set at \$21,886 per year, effective for 2016

BE IT FURTHER RESOLVED that the Steele County Commissioner's per diem be set as follows: A County Commissioners may collect one per diem of \$70 for each day spent performing the official duties pertaining to county business as per resolution appointing commissioners to boards and committees. Regularly scheduled county board meetings are exempt from per diems.

BE IT FURTHER RESOLVED that except as provided herein nothing in this section shall limit the right of a county commissioner to collect and retain any fees, per diem payment, or any mileage or expense allowance, or reimbursement of expenses in attending meetings or in the conduct of the business of a board, commission or committee of Steele County government on which the commissioner serves, which the commissioner is now authorized by any other law to collect and retain in addition to the stated annual salary.

Upon the vote being taken, five Commissioners voting in favor thereof, none absent and not voting. A copy of the Resolution is on file in the Auditor's office.

Motion by Commissioner Brady, seconded by Commissioner Ebeling to approve a 2.5% cost of living adjustment for eligible non-unit employees and elected department heads, effective 01/01/2016. Ayes all.

Motion by Commissioner Schultz, seconded by Commissioner Glynn to approve the Ditch Inspector hourly wage rate at \$21.00 for 2016. Ayes all.

Motion by Commissioner Ebeling, seconded by Commissioner Schultz to approve the request for Brad Busho for unpaid Educational Leave. Ayes all.

Public Hearing for Solar Energy Ordinance was opened at 7:15 p.m.

Planning & Zoning Director Dale Oolman reviewed the Ordinance with those in attendance.

The hearing was then open to questions from those in attendance.

Motion by Commissioner Glynn, seconded by Commissioner Schultz to close the Public Hearing at 7:38 p.m. Ayes all.

Commissioner Glynn offered a **Resolution** seconded by Commissioner Schultz

**RESOLUTION
AMENDING THE STEELE COUNTY ZONING ORDINANCE #22
BY
ADDING SECTION 1528 - SOLAR ENERGY SYSTEMS**

WHEREAS the Steele County Zoning Ordinance was adopted on November 9th, 1993 and filed with the Steele County Recorder as Document # 239700; and,

WHEREAS Minnesota Statute 394.25 allows for amendments to the Zoning Ordinance following a recommendation by the planning commission; and,

WHEREAS the Planning Commission held a public hearing on November 2nd, 2015 and forwarded its recommendation to the Steele County Board of Commissioners.

NOW THEREFORE BE IT RESOLVED: that the Steele County Board of Commissioners amends the Steele County Zoning Ordinance by adding Section 1528.

Section 1528 (Solar Energy Systems) of the Steele County Zoning Ordinance establishes standards for the construction and operation of solar energy systems. (SES). This includes defining categories of SES, establishing permitting requirements, establishing setbacks and establishing design standards.

Upon the vote being taken, five Commissioners voting in favor thereof, none absent and not voting. A copy of the Resolution is on file in the Auditor's office.

Motion by Commissioner Brady, seconded by Commissioner Ebeling to approve the proposal from Innovative Office for a total of \$3,811.65 to purchase new office furniture for the Treasurer's Office. Ayes all.

Motion by Commissioner Ebeling, seconded by Commissioner Glynn to approve the intercom system for the maintenance loading dock area of the Administration building to allow vendors and others to gain access. Ayes all.

Motion by Commissioner Ebeling, seconded by Commissioner Brady to approve a Data Sharing Policy which will allow those that utilize Criminal Justice Information System data to use Office 365. Ayes all.

Motion by Commissioner Schultz, seconded by Commissioner Brady to approve the 2016-2017 Feedlot Work Plan and authorize the Chair to sign. Ayes all.

Motion by Commissioner Ebeling, seconded by Commissioner Glynn to approve the renewal of the 3 year Fidar Contract for the Steele County Recorder. Ayes all.

Motion by Commissioner Glynn, seconded by Commissioner Brady to approve the Local Option Disaster Abatement (M.S. 273.1233) for the property located at 4293 97th Avenue NW (13-030-1200) in Deerfield Township owned by Raymond Krippner for the 2015 tax year in the amount of \$448.07. Ayes all.

Commissioner Glynn offered the following **Resolution** seconded by Commissioner Brady

WHEREAS, the County of Steele desires to improve efficiencies though participating in a more efficient court process with the Minnesota Judicial Branch; and,

WHEREAS, as the Minnesota Judicial Branch moves towards a more efficient court process, the eCourtMN initiative is committed to ensuring that non-court government agencies have appropriate access to court records and documents; and,

WHEREAS, the Steele County desires to subscribed to Minnesota Court Data Services Program.

NOW, THEREFORE, BE IT RESOLVED that the Steele County Board of Commissioners approves and authorizes Tim Schammel, Steel County Probation Services Director to sign the Master Subscriber Agreement for Minnesota Court Data Services for Governmental Agencies.

Upon the vote being taken, five Commissioners voting in favor thereof, none absent and not voting. A copy of the Resolution is on file in the Auditor's office.

Motion by Commissioner Ebeling, seconded by Commissioner Schultz to approve the purchase of 60 mattresses for the male medium and D-seg areas. Ayes all.

Motion by Commissioner Schultz, seconded by Commissioner Glynn to approve the purchase of three radios for the Steele County Detention Center. Ayes all.

Motion by Commissioner Ebeling, seconded by Commissioner Glynn to approve the quote from Flooring Frenzy for carpet for the Administration area of the Steele County Detention Center and the training room. Ayes all.

Motion by Commissioner Schultz, seconded by Commissioner Glynn to approve the amendment to add an additional \$90,000 should the DOC have the need to house additional inmates at the SCDC. Ayes all.

Motion by Commissioner Ebeling, seconded by Commissioner Brady to approve the Emergency Management Grant from the Minnesota Department of Public Safety in the amount of \$24,186. Ayes all.

Motion by Commissioner Glynn, seconded by Commissioner Ebeling to reject the bid for the Quonset removal located at 1123 44th Ave SE to Kath Moving and Transfer in the amount of \$377.00. Ayes all.

Motion by Commissioner Ebeling, seconded by Commissioner Glynn to approve the following 2016 Highway Department Equipment Investments chassis for one tandem axle plow truck - \$91,638.99; box & snow equipment for one tandem axle plow - \$112,790.65; a motor grader in the amount of \$188,740 and a ½ ton pick-up truck (engineering) in the amount of \$30,672. Ayes all.

Motion by Commissioner Glynn, seconded by Commissioner Schultz to approve Professional Services Contract with Dunham for a non-to-exceed fee of \$29,000 for commissioning services needed for the Public Works Building Project. Ayes all.

Motion by Commissioner Glynn, seconded by Commissioner Ebeling to approve the contract amendment in the amount of \$3,000 to complete Phase II Cultural Resources Assessment as a component of the Environmental Assessment for the Public Works Building Project. Ayes all.

Motion by Commissioner Schultz, seconded by Commissioner Brady to approve the quote from L & M Boiler Systems, Inc. in the amount of \$7,000 to repair the Burnham boiler unit in the Administration Building. Ayes all.

Motion by Commissioner Glynn, seconded by Commissioner Ebeling to approve the 2016 Membership Renewal for the U.S. Highway 14 Partnership in the amount of \$2,500.00. Ayes all.

Motion by Commissioner Brady, seconded by Commissioner Glynn to approve the request to carry over the current van donations account balance of \$1,840 in the Veteran Services Office to the 2016 budget year. Ayes all.

Motion by Commissioner Ebeling, seconded by Commissioner Glynn to approve awarding CliftonLarsonAllen the bid to perform Audit Services for the years 2015-2017. Ayes all.

Commissioner Glynn offered the following **Resolution** seconded by Commissioner Brady

WHEREAS, Minnesota Statutes 275.065 requires the County Board to adopt a final property tax levy, and

WHEREAS, Minnesota Statutes 275.065 requires the County Board to conduct a public hearing prior to the adopting of its final property tax levy, and

WHEREAS, the budget requests, revenue projections, levy data and needs of Steele County have been duly considered, and

NOW THEREFORE BE IT RESOLVED, the Steele County Board of Commissioners approves the following 2016 tax levy totaling \$22,439,153. The 2016 tax levy and budget are detailed as follows:

	<u>Tax Levy</u>	<u>Budget</u>
General Government	\$ 18,379,945	\$ 25,383,468
Road & Bridge	3,121,516	15,650,113
Ditch Fund	-	300,000
Bixby Sewer District	-	35,486
Bonded Debt	2,470,288	2,470,288
Capital Construction	-	2,200,000
Community Wellness	-	326,956
Four Seasons	-	874,375
Landfill	-	2,223,020
Clean Water Partnership	-	274,441
Other Trust Funds	<u>-</u>	<u>330</u>
SUBTOTAL	23,971,749	49,738,447
Public Library (excluding cities of Owatonna and Blooming Prairie)	<u>191,500</u>	<u>191,500</u>
TOTAL TAX LEVY	24,163,249	
Less: County Aid	<u>(1,724,096)</u>	TOTAL

CERTIFIED

TOTAL CERTIFIED TAX LEVY \$ 22,439,153 BUDGET \$ 49,929,947

BE IT FURTHER RESOLVED, the Minnesota State Statutes allow less than 105% of the current principal and interest due, provided sufficient funds have been accumulated for the applicable debt payments and because sufficient funds have been accumulated for the applicable debt payments and because sufficient funds are available, the debt service levy will be reduced as indicated in the table below:

	<u>Scheduled Levy</u>	<u>Proposed Levy</u>
2015A G.O. Refunding of Jail & Road Bonds Series 2005 & 2009	\$ 2,049,377	\$ 1,951,788
2007 G.O. Refunding Bonds - Capital Improvement, Series 2007A	<u>544,425</u>	<u>518,500</u>
Totals	<u>\$ 2,593,802</u>	<u>\$ 2,470,288</u>

Upon the vote being taken, five Commissioners voting in favor thereof, none absent and not voting.

A copy of the Resolution is on file in the Auditor’s office.

Commissioner Reports:

- Commissioner Schultz reported on his attendance at the Intergovernmental meeting, 911 Joint Powers, Fair board and SEMCAC meeting.
- Commissioner Glynn reported on his attendance at the Intergovernmental meeting, County Ditch #27 Landowner meeting, SEMREX, Blooming Prairie Holidazzle, AMC and Blooming Prairie City Council meeting.
- Commissioner Ebeling reported on his attendance at the Intergovernmental meeting, 911 Joint Powers, AMC and Emergency Communications Board meeting.
- Commissioner Brady reported on his attendance at the AMC meetings and Intergovernmental meeting.
- Commissioner Huntington reported on her attendance at the SCHA meeting, AMC – her Appointment as the Health & Human Service Chair and MNPrairie meeting.

Motion by Commissioner Ebeling, seconded by Commissioner Glynn to approve the listing of bills.

Ayes all.

LISTING OF BILLS
12/18/2015

30 th Place, LLC	18,279.00
A`viands, LLC	14,283.54
Advanced Correctional Healthcare, Inc.	8,120.64
Ag Power Enterprises, Inc.	30,517.71
Anoka County Human Services	5,890.00
APG Media of Southern MN, LLC	3,010.91
Christine Bluhm	2,143.75
Borneke Construction, Inc.	274,407.50
Businessware Solutions Corporation	2,147.43
Central Valley Cooperative	6,786.95
Clark Equipment Co.	2,523.50
Computer Professionals Unlimited, Inc.	4,186.72
Dakota County Financial Svc.	7,843.00
Flooring Frenzy & More	2,111.07
Four Seasons Centre	4,083.75
Hansen Excavation, Inc.	3,675.00
Harlands Tire & Auto Center	2,349.26
John Hosfield	3,656.00
Integra Telecom	2,744.68
JR’s Advanced Recyclers, Inc.	5,685.03
JJD Companies	16,400.00
Kwik Trip, Inc.	3,514.84
Leo A. Hoffmann Center, Inc.	8,392.50
Local Government Information Systems	23,929.50

Loken Excavating & Drainage	2,086.84
MVTL Laboratories, Inc.	6,275.30
Oertel Architects	33,183.00
Olmsted County Community Svcs.	8,910.00
Olympic Fire Protection Corp.	3,900.00
Owatonna Groundsmasters, Inc.	2,636.73
Owatonna Heating & Cooling, Inc.	4,010.61
Owatonna Public Utilities	13,590.97
R & R Specialties of Wisconsin, Inc.	2,885.22
Reliance Telephone, Inc.	5,456.00
Sanco Equipment, LLC	2,092.93
Schultz Excavating	14,025.00
Steele County Central Services	6,944.51
Steele County Highway Dept.	23,101.31
Steele County Revenue	3,250.42
Steele County Soil & Water Conservation Dist.	8,200.00
Steele County Treasurer	32,128.66
Stonebrooke Engineering, Inc.	72,794.52
Taser International	3,268.64
Trane U.S. Inc.	2,834.00
Tri-M Graphics	2,643.61
Turnkey Corrections	13,888.95
Vanguard Appraisals, Inc.	20,064.00
Waste Management of WI-MN	104,687.56
WSB & Associates, Inc.	5,778.50
229 Warrants under \$2,000	<u>87,139.68</u>
TOTAL:	\$942,459.24

Motion by Commissioner Glynn, seconded by Commissioner Brady to adjourn to the call of the Chair at 8:25 p.m. Ayes all.

CHAIRMAN

ATTEST: _____
AUDITOR