

PROCEEDINGS OF THE STEELE COUNTY BOARD OF COMMISSIONERS

SPECIAL SESSION

May 24, 2016

STATE OF MINNESOTA)

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COUNTY OF STEELE)

The Steele County Board of Commissioners met in Special Session at 5:30 p.m. on May 24, 2016 with Commissioners Glynn, Schultz, Ebeling, Brady and Huntington present. Also present were County Engineer Anita Benson, County Sheriff Lon Thiele, Planning & Zoning Director Dale Oolman, County Administrator Laura Elvebak and County Auditor Laura Ihrke.

Call to Order and Pledge of Allegiance.

Motion by Commissioner Huntington, seconded by Commissioner Brady to approve the agenda. Ayes all.

Motion by Commissioner Schultz, seconded by Commissioner Brady to approve the following consent agenda items. Ayes all.

- A. Approve the Minutes of May 10, 2016.
- B. Approve the Bills.
- C. Approve the following Personnel Report:

New Hires/Promotions/Reappointments. Positions previously approved by Board. Individuals and start dates submitted for approval:

<i>Name</i>	<i>Position</i>	<i>Rating/Step</i>	<i>Start Date</i>
Brandon Nelson	Maintenance Technician	B22/4	05/16/16
Ethan Cousins	Assistant IT Director	C45/1	05/28/16

- D. Approve the Purchase of Audio/Video for Assessor Conference Room from Streamline Communications in the amount of \$2,698.38 with the funds to come from the Compliance Fund.
- E. Approve contracting with Dennis Distad to organize and index ditch files at the rate of \$35 per hour.
- F. Approve Tobacco Licenses for Nielsen's Gopher Stop North in Ellendale, Casey's Retail Company in Ellendale, Casey's Retail Company in Medford and Anhorn Gas & Tire in Medford.
- G. Approve the 3.2 Malt Liquor License for Holy Trinity Church and to waive the fee.
- H. Accept Assessor Valuation Notice Outsourcing Information document.
- I. Accept April Building Permits.
- J. Acceptance of Public Works Policy Committee Minutes.
- K. Accept Land Use and Records Committee Minutes.
- L. Accept Internal Central Services Policy Committee Minutes.
- M. Accept the Budget Performance Report for Quarter 1, 2016.
- N. Approve the Professional Services Contract with Stonebrooke Engineering for SAP 74-599-31 engineering services in a not to exceed amount of \$30,993 for Clinton Falls Township Bridge 74516.
- O. Authorize Advertising for Bids for the 2016 Bituminous Maintenance Overlay Project CP 74-016-06 and set the bid opening for June 16, 2016 at 10:00 a.m. in the County Boardroom.

Motion by Commissioner Brady, seconded by Commissioner Glynn to authorize the creation of a Community Corrections Director job description and provide to Fox Lawson to allow for the classification of the position. Ayes all.

Motion by Commissioner Huntington, seconded by Commissioner Schultz to authorize the Planning & Zoning Director to contract with Matt Davidson to perform septic inspections soils verifications and plan review until we have a certified Septic Inspector on staff. Ayes all.

Motion by Commissioner Glynn, seconded by Commissioner Brady to approve the formation of a Joint City-County Transportation Committee to have quarterly meetings with the City of Owatonna and Steele County representatives to discuss transportation projects, issues and challenges and to add to the list of standing committees. Ayes all.

Motion by Commissioner Schultz, seconded by Commissioner Glynn to award the following Bids for the Public Works Facility Project – Phase I contingent on HSEM/FEMA funding obligation. Ayes all.

1. Site Clearing, Grading, excavation and Utilities – Dirt Merchant Inc.	\$773,440
2. Asphalt Paving – Ulland Brothers	\$309,402
3. Concrete 7 Masonry – Josephs Company	\$230,800
4. Vehicle Fueling System – Pump & Meter	\$226,035
5. Pre-engineered Building – Greystone Construction	\$241,450
6. Electrical – AGI Electric	\$71,108

The Public Hearing for an Economic Development Authority was opened at 5:45 p.m.

County Administrator Laura Elvebak reviewed with the Board and those in attendance the process for the creation of an Economic Development Authority and reviewed the background and notes from the committee established to investigate the possibility of creating an EDA.

The meeting was then open to those in attendance to ask questions.

Motion by Commissioner Huntington, seconded by Commissioner Schultz to close the public hearing at 6:27 p.m. Ayes all.

Commissioner Glynn offered the following Resolution, seconded by Commissioner Schultz

RESOLUTION ENABLING THE CREATION OF AN ECONOMIC DEVELOPMENT AUTHORITY IN THE STEELE COUNTY, MINNESOTA

BE IT RESOLVED by the Board of Commissioners for Steele County, Minnesota as follows:

Recitals. Steele County is authorized by Minnesota Statutes, Chapter 469 (the Act) and specifically Section 469.1082, to establish an Economic Development Authority (EDA) to coordinate and administer economic development and redevelopment plans and programs of Steele County. The Steele County Board of Commissioners received and accepted a report from the Economic Development Authority Study Committee regarding the establishment of an EDA as required by statute. The Steele County Board of Commissioners also caused notice of public hearing on the establishment of an Economic Development Authority to be published in the official newspaper of Steele County once a week for two consecutive weeks prior to the scheduled public hearing date and, pursuant to such notice a public hearing on the proposal has been held by the County Board on the date hereof, at which hearing all persons desiring to present their oral or written comments on the proposal were given the opportunity to do so.

Establishment of Economic Development Authority. Pursuant to the Economic Development Authority Act, the Board hereby establishes an economic development authority for Steele County to be known as the Steele County Economic Development Authority (the "EDA"). The EDA shall be governed by an Authority Board (board of commissioners) thereof consisting of nine (9) members, all of whom shall be residents of Steele County and two (2) would be members of the Steele County Board of Commissioners. Each Authority Board member who is a member of the County Board shall cease to be an Authority Board member effective at such time as he or she is no longer a member of the County Board, and an Authority Board member shall be appointed from the Steele County Board pursuant to the Economic Development Authority Act to serve the remainder of the applicable term so vacated.

One member, from each City within Steele County, shall be appointed by the Steele County Board of Commissioners following a recommendation from the City Council of such city.

One member, representing the Steele County townships, shall be appointed by the Steele County Board of Commissioners following a recommendation from the Steele County Township Association.

One member, representing the Housing and Redevelopment Authority shall be appointed by the Steele County Board of Commissioners.

One member, representing the area of labor force issues shall be appointed by the Steele County Board of Commissioners.

Powers. The EDA shall have all powers given to an economic development authority pursuant to the Economic Development Authority Act, as the same may be amended or supplemented.

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

Motion by Commissioner Huntington, seconded by Commissioner Brady to approve the Professional Services Contract for the Public Works Phase I with Special Inspections. Ayes all.

Commissioner Huntington offered the following Resolution, seconded by Commissioner Glynn

Resolution to support One Watershed, One Plan Efforts in the Cannon River, Cedar River, Zumbro River, and Le Sueur River Watersheds

WHEREAS, the Minnesota Board of Soil and Water Resources has developed policies for coordination and development of comprehensive watershed management plans, also known as One Watershed, One Plan, consistent with Minnesota Statutes, Chapter 103B.801, Comprehensive Watershed Management Planning Program; and

WHEREAS, Minnesota Statutes, Chapter 103B.301, Comprehensive Local Water Management Act, authorizes Minnesota Counties to develop and implement a local water management plan; and

WHEREAS, Minnesota Statutes, Chapter 103D.401, Watershed Management Plan, authorizes Minnesota Watershed Districts to develop and implement a watershed management plan; and

WHEREAS, Minnesota Statutes, Chapter 103C.331, subdivision 11, Comprehensive Plan, authorizes Minnesota Soil and Water Conservation Districts to develop and implement a comprehensive plan; and

WHEREAS, the counties, soil and water conservation districts, and watershed districts within the Cannon River (#54), Cedar River (#33), Zumbro River (#30), and Le Sueur River (#26) Watersheds, as delineated in the attached One Watershed, One Plan Suggested Boundary Map, will be developing comprehensive watershed management plans for their respective areas over the next several years.

NOW, THEREFORE, BE IT RESOLVED, that Steele County recognizes and supports watershed-scale planning efforts consistent with Minnesota Statutes, Chapter 103B.801, also known as One Watershed, One Plan; and

BE IT FURTHER RESOLVED that Steele County welcomes the opportunity to collaborate with the counties, soil and water conservation districts, and watershed districts within the Cannon River, Cedar River, Zumbro River, and Le Sueur Watersheds for watershed-scale planning efforts currently and in the future; and

BE IT FURTHER RESOLVED that the Steele County Board of Commissioners also supports any planning grant applications to the Board of Water and Soil Resources to develop comprehensive watershed management plans and anticipates entering into a Memorandum of Agreement with the counties, soil and water conservation districts, and watershed districts within the Cannon River, Cedar River, Zumbro River, and/or Le Sueur River Watersheds, to collaborate on this effort, pending selection as a recipient of a planning grant.

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

Commissioner Reports:

Commissioner Glynn reported on his attendance at the PTD 8 meeting, the joint meeting with Waseca and CCSA meeting.

Commissioner Huntington reported on her attendance at the PTD 8 meeting and MnPrairie and will be attending the Drug Court Graduation.

Commissioner Brady reported on his attendance at the Soil & Water District meeting, Cannon River Watershed meeting, PTD 8 meeting, Highway staff meeting and South Central Human Relations Center.

Commissioner Schultz reported on his attendance at the South Central Human Relations Center.

Commissioner Ebeling reported that he would be attending the Drug Court Graduation.

Motion by Commissioner Schultz, seconded by Commissioner Brady to approve the following listing of bills. Ayes all.

LISTING OF BILLS

5/24/2016

30 th Place, LLC	18,427.64
A'viands, LLC	5,387.81
APG Media of Southern Minnesota, LLC	2,187.84
Briggs & Morgan, PA	5,948.50
Clifton Larson Allen, LLP	4,800.00
Dakota County Financial, Svc.	15,871.57
Election Systems & Software, Inc.	15,756.39
ESRI, Inc.	6,200.00
Everbridge, Inc.	24,400.00
H & H Excavating, Inc.	10,200.00
Gary Hertog PSY. D. LP.	3,600.00
Hildi, Inc.	4,300.00
Kronos Incorporated	2,340.00
Leo Hoffmann Center, Inc.	14,880.00
Malo Roofing, Inc.	26,602.15
Marco, Inc.	8,832.93
Mayo Clinic	2,451.00
Motorola Solutions, Inc.	11,045.15
Oertel Architects	51,030.23
RDO Equipment Co. Inc.	16,069.20
Schultz Excavating	3,118.73
Southern MN Construction Co. Inc.	23,806.61
Steele County Highway Dept.	6,360.74

Steele County Treasurer	9,476.25
Stonebrooke Engineering, Inc.	3,076.79
Streamline Communications, LLC	3,045.96
Turnkey Corrections	12,679.74
Unique Software Corporation	4,480.00
Waste Management of Southern MN	53,562.89
145 Warrants under \$2,000	<u>73,333.50</u>
Total:	\$443,272.37

Motion by Commissioner Huntington, seconded by Commissioner Brady to adjourn to the Call of the Chair at 6:45 p.m. Ayes all.

CHAIRMAN

ATTEST: _____
 AUDITOR