

PROCEEDINGS OF THE STEELE COUNTY BOARD OF COMMISSIONERS

SPECIAL SESSION

May 10, 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 10, 2016 with Commissioners Huntington, Glynn, Schultz, Ebeling and Brady present. Also present were County Attorney Dan McIntosh, County Sheriff Lon Thiele, Planning & Zoning Director Dale Oolman, County Engineer Anita Benson, County Treasurer Cathy Piepho, County Administrator Laura Elvebak and County Auditor Laura Ihrke.

Call to Order and Pledge of Allegiance.

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

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

- A. Approve the Minutes of April 26, 2016.
- B. Approve the Bills.
- C. Approve the following Personnel Report:

New Hires/Reclassifications/Promotions. 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>
Jarvis Groth	Maintenance Technician	B22/4	05/02/16
Caleb Buck	Road Deputy	B25/1	05/09/16

Resignations/Retirements/Terminations:

<i>Name</i>	<i>Position</i>	<i>Department</i>	<i>End Date</i>
Jennifer Pfeifer	Asst. Jail Administrator	Detention Center	05/20/16

Anniversaries:

<i>Name</i>	<i>Position-Dept</i>	<i>Step</i>	<i>Anniv. Date</i>
Chet Macht	Deputy – Sheriff’s Dept.	3	05/03/16
Michael Nelson	Building Official	9	05/03/16
Lynn Holthus	Bldg & Grounds Dept. Head	10	05/07/16
Kevin Kozel	Corporal – Detention Ctr.	3	05/15/16
Michael Smith	Deputy – Sheriff’s Dept.	3	05/21/16
Steven Schulz	Correctional Officer – Det. Ctr.	3	05/27/16
Marcus Twaddle	Correctional Officer – Det. Ctr.	3	05/29/16

- D. Approve Election Services Agreement with Seachange print Innovations to provide Election Services for the Period- June 1, 2016 to May 31, 2020.
- E. Accept Public Safety Policy Committee Minutes.
- F. Accept Community Services Committee Meeting Minutes.
- G. Accept Probation Services Dashboard.
- H. Approve the Tobacco Licenses for– Finch’s Pub in Hope, MN and Medford Municipal Liquor.

Commissioner Huntington offered the following **Resolution** seconded by Commissioner Schultz

**RESOLUTION ESTABLISHING AN
ABSENTEE BALLOT BOARD**

WHEREAS, Steele County is required by Minnesota Statute 203B.121, Subd. 1 to establish an Absentee Ballot Board; and

WHEREAS, this board will bring uniformity in the processing of accepting or rejecting returned absentee ballots in Steele County; and

WHEREAS, the Absentee Ballot Board would consist of a sufficient number of election judges as provided in sections 204B.19 to 204B.22 or deputy county auditors trained in the processing and counting of absentee ballots:

THEREFORE, BE IT RESOLVED THAT, the Steele County Board of Commissioners hereby establishes an Absentee Ballot Board that would consist of a sufficient number of election judges as provided in Sections 204B.19 to 204B.22 or deputy auditors to perform the task.

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 Glynn, seconded by Commissioner Brady to approve Interim Use Permit #2016-02 for Novell Energy Solutions to construct and operate a 3.4 MW Solar Energy System on 37 acres located in

the North 837 feet of the NW 1/4, Section 7-107-21, Meriden Township on property currently owned by Phillip and Sigrid Brase with conditions per the Planning Commission and to approve the Findings of Fact. Ayes all.

Commissioner Huntington offered the following **Resolution** seconded by Commissioner Schultz

**REAPPOINTING ANITA BENSON AS THE STEELE COUNTY HIGHWAY ENGINEER
FOR A FOUR-YEAR TERM FOR THE PERIOD FROM
MAY 1, 2016 THROUGH APRIL 30, 2020**

WHEREAS, Minnesota Statute §163.07, subdivision 1, requires the appointment of a County Highway Engineer, and

WHEREAS, Minnesota Statute §163.07, subdivision 2, provides for the first such appointment to be for a term of one-year only with reappointments to be for a term of four years, to be made in the month of May in the year during which the term expires.

NOW THEREFORE BE IT RESOLVED by the Board of County Commissioners in and for the County of Steele, Minnesota, that Anita Benson be and hereby is reappointed to the position of Steele County Highway Engineer effective May 1, 2016, through April 30, 2020.

Upon the vote being taken, four Commissioners voted in favor thereof Commissioner Brady voting against. A copy of the Resolution is on file in the Auditor's office.

Motion by Commissioner Glynn, seconded by Commissioner Huntington to proceed with Option #1 as provided for the TRANE Project for controls upgrade at the Detention Center per the March 3, 2016 Change Order for Controls quote. Ayes all.

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

WHEREAS, the County of Steele desires to improve efficiencies through 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 governmental agencies have appropriate access to court records and documents, and,

WHEREAS, the Steele County Sheriff's Office and Detention Center desires to be subscribed to Minnesota Court Data Services Program.

NOW, THEREFORE, BE IT RESOLVED that the Steele County Board of Commissioners approves and authorizes Lon Thiele, Steele County Sheriff, and Paul Prissel, Detention Center Lieutenant, to sign the Master Subscriber Agreement for Minnesota Court Data Services for Governmental Agencies.

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 Schultz offered the following Resolution seconded by Commissioner Huntington

Proclamation for Public works

WHEREAS, Public Works services provided by Steele County, City of Medford, City of Owatonna, City of Blooming Prairie, City of Ellendale, the thirteen Townships within Steele County, and those contractors working within are all an integral part of our citizens' everyday lives; and

WHEREAS, the support of an understanding and informed citizenry is vital to the efficient operation of public works systems and operations such as streets, highways, and bridges, sewer and water systems, solid waste and recycling programs, parks, and buildings and grounds; and

WHEREAS, the health, safety, economic vitality, and comfort of this community greatly depend on these facilities and services every day; and

WHEREAS, the quality and effectiveness of these services, as well as their planning, design, construction, and maintenance of public infrastructure and facilities, is vitally dependent upon the efforts and skills of the public works teams; and

WHEREAS, the efficiency of qualified and dedicated personnel who staff Public Works Departments is materially influenced by the public's attitude and understanding of the importance of the work they perform; now

THEREFORE; we, the Steele County Board of Commissioners, do hereby proclaim the week of May 17-23, 2015 as "National Public Works Week" in Steele County, and we call upon all citizens and civic organizations to acquaint themselves with the issues involved in providing for our public works and to recognize the contributions which public works teams make every day to our health, safety, comfort, and quality of life, not only this week but throughout the year.

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 Brady, seconded by Commissioner Huntington to authorize the advertising of bids for the above ground fuel tanks and to set the bid opening at 11:00 a.m. on June 9, 2016.

Motion by Commissioner Glynn, seconded by Commissioner Brady to approve moving forward with Evergreen Land Services for title work for the old highway department site. All Nay's.

Motion by Commissioner Glynn, seconded by Commissioner Huntington to approve moving forward with the quote from Stonebrooke. Ayes all.

Commissioner Reports:

Commissioner Glynn reported on his attendance at the Steele County Water Planning Committee and the Joint Fair Board meeting.

Commissioner Huntington reported on her attendance at the Drug Court Graduation, Criminal Justice Committee, SCCL Board, SCHA and Joint Fair Board meeting.

Commissioner Brady reported on his meeting with the representative of Go Rail and his attendance at the SE MN Water Resources Board and Joint Fair Board meeting.

Commissioner Schultz reported on his attendance at the South Central Human Relations, Drug Court, Joint Fair Board, Steele County Historical Society, 911 Joint Powers Board and the SEMCAC meeting.

Commissioner Ebeling reported on his attendance at the Drug Court Graduation, 911 Joint Powers, SCCL Board and the Joint Fair Board.

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

LISTING OF BILLS

5/10/2016

A'viands, LLC	10,942.27
Advanced Correctional Healthcare, Inc.	8,358.15
American Solutions for Business	3,800.82
Anoka County Secure	5,572.00
Applied Concepts, Inc.	5,011.60
City of Owatonna	43,129.46
Computer Professionals Unlimited, Inc.	4,219.72
Evergreen Land Services	3,895.65
Innovative Office Solutions, LLC	2,567.32
Integra Telecom	3,063.12
Jardine Logan & O'Brien	4,909.83
Kronos Incorporated	2,340.00
Kwik Trip, Inc.	3,708.16
Loken Excavating & Drainage	12,342.06
Marco, Inc.	3,013.79
Medford Sand & Gravel, LLC	43,342.36
MN Pollution Control Agency	67,449.49
Olmsted County Community Svcs	11,655.00
Olson Excavating, LLC	10,440.00
Owatonna Public Utilities	27,867.09
Rod Anderson & Sons	8,036.00
Short Elliott Hendrickson, Inc.	4,399.38
Steele County Central Services	3,467.00
Steele County Treasurer	13,286.48
Stonebrooke Engineering, Inc.	8,317.55
Turnkey Corrections	10,697.90
Wolff & Son's Inc.	2,795.00
WSB & Associates, Inc.	3,104.50
Ziegler, Inc.	188,740.00
175 Warrants under \$2,000	<u>67,284.85</u>
Total:	\$592,756.55

Motion by Commissioner Glynn, seconded by Commissioner Huntington to adjourn the Call of the Chair at 6:15 p.m. Ayes all.

CHAIRMAN

ATTEST: _____
AUDITOR

