

PROCEEDINGS OF THE STEELE COUNTY BOARD OF COMMISSIONERS

SPECIAL SESSION

April 11, 2017

STATE OF MINNESOTA)  
 ) ss  
 COUNTY OF STEELE )

The Steele County Board of Commissioners met in Special Session at 5:00 p.m. on April 11, 2017 with Commissioners Gnemi, Glynn, Brady, Abbe and Krueger present. Also present were County Attorney Christy Hormann, County Treasurer Catherine Piepho, County Engineer Anita Benson, Human Resources Director Julie Johnson, County Sheriff Lon Thiele, Probation Services Director Tim Schammel, Environmental Director Scott Golberg, Planning & Zoning Director Dale Oolman, Jail Administrator Jodi Bushey, County Administrator Laura Elvebak and County Auditor Laura Ihrke.

Call to Order and Pledge of Allegiance.

Motion by Commissioner Krueger, seconded by Commissioner Gnemi to approve the agenda with additions. Ayes all.

Motion by Commissioner Gnemi seconded by Commissioner Glynn to place on file the correspondence recognizing April as Records and Information Management Month and recognition of the week of April 4-10 as Public Health Week. Ayes all.

Motion by Commissioner Glynn, seconded by Commissioner Gnemi to approve the following consent agenda items. Ayes all.

- A. Approve the Minutes of March 28, 2017.
- B. Approve the Bills.
- C. Approve the following personnel actions:

**New Hires/Promotions:**

<i>Name</i>	<i>Position-Dept</i>	<i>Step</i>	<i>Start Date</i>
Cynthia Fowler (Promotion)	Program Coordinator-Det. Ctr.	1	04/03/17
Linda Skala (Promotion)	Corporal-Det. Ctr.	2	04/15/17
Abbey Paukert	RN-Public Health	7	04/24/17

**Resignations/Retirements/Terminations:**

<i>Name</i>	<i>Position</i>	<i>Department</i>	<i>End Date</i>
Krystal Plut	Probation Officer	Community Corr	03/28/17
Paul Johnson	Correctional Officer	Detention Center	04/14/17

**Anniversaries:**

<i>Name</i>	<i>Position-Dept</i>	<i>Step</i>	<i>Anniv. Date</i>
Sean Grivette	Correctional Officer-Det. Ctr.	2	04/01/17
Matthew Gwin	Correctional Officer-Det. Ctr.	10	04/03/17
Benjamin Wilson	Correctional Officer	3	04/13/17
Chad Forystek	Sergeant-Sheriff's Office	10	04/13/17
Sean Benz	Asst. Director-Park & Rec	6	04/09/17
Joyce Prusha	Corporal	9	04/15/17
Trent Cottingham	Maint. Supervisor-Hwy	11	04/25/17
Marta Grieman	Project Engineer	2	04/25/17
James Cole	Asst County Attorney I	9	04/30/17

- D. Accept as information to continue to maintain the structure of items to go through committee prior to board meetings.
- E. Accept Community Services Minutes.
- F. Accept Internal Central Services Minutes.

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

**WHEREAS**, the nation's 3,069 counties serving more than 300 million Americans provide essential services to create healthy, safe and vibrant; and

**WHEREAS**, counties move America forward by providing health care, administering justice, keeping communities safe, creating economic opportunities and much more; and

**WHEREAS**, Steele County and all counties take pride in our responsibility to protect and enhance the health, welfare and safety of its residents in efficient and cost-effective ways; and

**WHEREAS**, through National Association of Counties President Bryan Desloge's "Brilliant Ideas at Work" initiative, NACo is encouraging counties to focus on the most innovative programs and services that strengthen communities; and

**WHEREAS**, in order to remain healthy, vibrant and safe, America's counties provide public health, justice, safety, infrastructure, transportation, technology, environmental stewardship and economic services that play a key role in everything from residents' daily commutes to emergency response; and

**WHEREAS**, each year since 1991 the National Association of Counties has encouraged counties across the country to actively promote their own programs and services to the public they serve;

**NOW, THEREFORE, BE IT RESOLVED**, THAT THE STEELE COUNTY BOARD OF COMMISSIONERS do hereby proclaim April 2017 as National County Government Month.

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

Motion by Commissioner Glynn seconded by Commissioner Gnemi to approve the On-Sale Liquor License and Dance Permit for the Monterey Ballroom. Ayes all.

Motion by Commissioner Glynn seconded by Commissioner Krueger to approve renewal of CUP #250 to the Monterey Ballroom located in Section 33 of Owatonna Township with six conditions per the Planning Commission and to accept the Findings of Fact. Ayes all.

Motion by Commissioner Glynn seconded by Commissioner Gnemi approve the On-Sale Liquor License for Spurgy's Bar and Grill. Ayes all.

The Public Hearing for the Revised Steele County Fee Schedule was called to order at 5:15 p.m.

County Administrator Laura Elvebak reviewed the changes to the Fee Schedule.

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

Motion by Commissioner Glynn, seconded by Commissioner Gnemi to close the hearing at 5:20 p.m. Ayes all.

Motion by Commissioner Glynn, seconded by Commissioner Abbe to adopt the 2017 Fee Schedule. Ayes all.

Motion by Commissioner Abbe seconded by Commissioner Gnemi to eliminate the positions of Highway Department Maintenance Manager and Maintenance Supervisor as of May 31, 2017 and authorize Human Resources Director Julie Johnson and County Engineer Anita Benson to create one new position encompassing the two positions being eliminated and bring back to the Board for final approval of the job description and pay structure. Upon the vote being taken, four Commissioners voting in favor, Commissioner Brady abstaining.

CEO Executive Leota Lind and CFO Scott Schufman gave an update of the South Country Health Alliance year-end financial status.

Motion by Commissioner Glynn seconded by Commissioner Gnemi to approve the request to backfill the Program Assistant position in the Detention Center due to a promotion in the department. Ayes all.

Motion by Commissioner Gnemi seconded by Commissioner Abbe to approve the request to backfill an Adult Probation Officer position due to a resignation and recruit an Intake Officer position in the Community Corrections Department. Ayes all.

Motion by Commissioner Glynn seconded by Commissioner Gnemi to approve the recruitment of a part-time Environmental Intern position for 2017 seasonal work. Ayes all.

Motion by Commissioner Abbe seconded by Commissioner Gnemi to authorize advertising for Bids on SAP 74-599-032 and set the Bid opening for May 11, 2017 at 10:00 a.m. in the County Boardroom.

Upon the vote being taken, four Commissioners voting in favor, Commissioner Brady abstaining.

Motion by Commissioner Krueger seconded by Commissioner Gnemi to approve the Change Orders for the Public Works Building Project Phase 1. Ayes all.

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

**ACCEPTANCE OF DONATION FOR PUBLIC HEALTH**

**WHEREAS**, Minnesota Statute §465.03 allows counties to accept grants and donations of real or personal property for the benefit of its citizens;

**WHEREAS**, said donations must be accepted via resolution of the County Board of Commissioners by a two-thirds majority of its members; and

**WHEREAS**, the Board of Commissioners finds that it is appropriate to accept the donation offered;

**NOW THEREFORE BE IT RESOLVED** by the Board of County Commissioners in and for the County of Steele, Minnesota, that it accepts, with sincere appreciation, the donations of:

- Medical Supplies from Anonymous Community Member
- Nutrition Education Materials from Learning Zone Xpress

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

**Commissioners Reports:**

Commissioner Abbe reported on his attendance at a Special Board meeting, 911 Joint Powers Board, Capital Improvement Plan work session, Landfill tour and a CD22 meeting.

Commissioner Krueger reported on his attendance at SCHA Joint Powers, Special Board meeting, Capital Improvement Plan work session, Town Hall meeting with State Senator and State Representative, CD22 and SCCL meeting.

Commissioner Glynn reported on his attendance at a Public Works meeting, Internal Central Services, Capital Improvement Plan work session, Fair Board meeting and CD22 meeting.

Commissioner Gnemi reported on his attendance at a Drug Court ceremony, Capital Improvement Plan Board work session, CD22 meeting, SEMCAC and SCCL Board meeting.

Commissioner Brady reported on his attendance at a Drug Court ceremony, Planning & Zoning meeting, Public Works meeting, Extension Steering meeting, Internal Central Services meeting, 911 Joint Powers Board, Capital Improvement Plan work session, Rice County Solid Waste and CD 22 Ditch meeting,

Motion by Commissioner Gnemi seconded by Commissioner Krueger to go into Closed Session at 6:28 p.m. for Minn. Stat. §13D.05, Subd. 3 to evaluate the performance of an individual who is subject to its authority.

Motion by Commissioner Krueger, seconded by Commissioner Gnemi to come out of closed session at 8:34 p.m. Ayes all.

Motion by Commissioner Abbe, seconded by Commissioner Glynn to approve the following listing of bills. Ayes all.

**LISTING OF BILLS**

04/11/2017

30 <sup>th</sup> Place LLC	19,605.71
A'viands, LLC	4,758.76
Advanced Correctional Healthcare Inc	7,360.97
Ancom Communications Inc	11,080.08
Board of Water & Soil Resources	22,765.00
Bureau of Criminal Apprehension	6,780.00
Compass Minerals America	5,513.80
Computer Professionals Unlimited Inc	4,594.00
Information Systems Corp	2,955.00
Innovative Office Solutions LLC	2,037.33
Integra Telecom	2,843.96
MEI Total Elevator Solutions	60,073.53
Metro Sales Inc	12,832.77
MN Dept of Transportation	25,671.28
Owatonna Public Utilities	27,741.73
Reichel Insulation LLC	23,911.25
Thomson Reuters - West	2,009.32

152 Warrants under \$2,000

54,189.52

**Total:**

**\$296,724.01**

Motion by Commissioner Glynn, seconded by Commissioner Gnemi to adjourn the Call of the Chair at 8:35 p.m. Ayes all.

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CHAIRMAN

ATTEST: \_\_\_\_\_  
AUDITOR