

PROCEEDINGS OF THE STEELE COUNTY BOARD OF COMMISSIONERS

SPECIAL SESSION

January 24, 2017

STATE OF MINNESOTA)  
 ) ss  
 COUNTY OF STEELE )

The Steele County Board of Commissioners met in Special Session at 5:30 p.m. on January 24, 2017 with Commissioners Brady, Abbe, Krueger, Gnemi and Glynn present. Also present were County Sheriff Lon Thiele, Human Resources Director Julie Johnson, County Attorney Dan McIntosh, County Treasurer Catherine Piepho, Community Corrections Director Tim Schammel, County Engineer Anita Benson, County Assessor Bill Effertz, County Administrator Laura Elvebak and County Auditor Laura Ihrke.

Call to Order and Pledge of Allegiance.

Motion by Commissioner Glynn, seconded by Commissioner Gnemi to remove items #6 & #8 from the consent agenda and to approve the agenda with corrections. Ayes all.

Motion by Commissioner Glynn, seconded by Commissioner Gnemi to approve the Listing of Bills with additions. Ayes all.

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

- A. Approve the Minutes of January 3, 2017.
- B. Approve the Minutes of January 13, 2017.
- C. Approve the following personnel actions:

**New Hires/Promotions:**

<i>Name</i>	<i>Position-Dept</i>	<i>Step</i>	<i>Start Date</i>
Kristy Bentley (promotion)	Public Health Nurse	2	11/14/16
Erin Cahoon	Registered Nurse	3	01/03/17
Mandy Langer	Registered Nurse	3	01/09/17
Ben Mueller	Network Support Specialist	1	01/09/17
Juanita Christenson (promotion)	Tech Clerk II-Civil Proc/Evid Tech	2	01/16/17
Brian Rinehart	Correctional Officer	1	01/17/17
Margaret Mechura	Public Health Nurse	3	01/17/17
Theresa Welna	Registered Nurse	3	01/23/17

**Resignations/Retirements/Terminations:**

<i>Name</i>	<i>Position</i>	<i>Department</i>	<i>End Date</i>
Juanita Christenson	Record Specialist	Sheriff Office	01/13/17
Randy Kruckeberg	Maintenance Tech	Highway	02/27/17

**Anniversaries:**

<i>Name</i>	<i>Position-Dept</i>	<i>Step</i>	<i>Anniv. Date</i>
Bradley Busho	Correctional Officer	3	01/02/17
Julia Forbes	Asst County Attorney 1	7	01/02/17
Laura Isenor	Asst County Attorney 1	6	01/05/17
Linda Skala	Correctional Officer	3	01/05/17
Lon Thiele	County Sheriff	9	01/05/17
Laura Ihrke	County Auditor	12	01/05/17
Daniel McIntosh	County Attorney	12	01/05/17
Catherine Piepho	County Treasurer	6	01/05/17
Catherine Piepho	Finance Director	4	01/05/17
Alicyn Hinze	Correctional Officer	3	01/06/17
Christopher Behne	Correctional Officer	3	01/14/17
Brianna Smith	Correctional Officer	2	01/20/17
Nicholas Golbuff	Correctional Officer	2	01/21/17
Dale Oolman	Planning & Zoning Director	7	01/22/17
Julie Johnson	Human Resources Director	4	01/23/17
Christy Hormann	Chief Deputy-County Attorney	9	01/23/17
Joyce Hartle	Chief Deputy-Treasurer	2	01/27/17
Jeremy Deplitch	Correctional Officer	3	01/29/17
Steve Gjerald	Correctional Officer	10	01/31/17

- D. Approve 2016 Audit Engagement letter for CliftonLarsonAllen.
- E. Approve a one-year lease beginning January 1, 2017 with MRCI to lease a space in the lower level of the Administration Center.
- F. Approve the purchase of a tablet for the Assessor's office in an amount not to exceed \$2,000 using funds from the Compliance Fund.
- G. Approve Out of State travel for Rick Kvien to attend the annual Fidler Symposium May 22-24 in Davenport, IA and the Recorder National Conference August 28 – September 1 in Nashville, TN.
- H. Approve extending the lease for 18.5 acres of farmland in Section 5, Township 107N, Range 20W with David Janke in the amount of \$317 per acre totaling \$5,864.50.
- I. Approve the Equitable Sharing Agreement & Certification between the County Attorney and the Justice Department.
- J. Accept Internal Central Services Minutes.
- K. Accept Public Works Policy Committee Minutes.
- L. Accept Public Safety Committee Minutes.
- M. Accept the Land Use and Records Minutes.
- N. Accept Probation Dashboard.
- O. Accept 2016 Planning and Zoning Activity/Summary Compliance Fund.

Motion by Commissioner Krueger, seconded by Commissioner Glynn to approve the following revisions to the County Board Committee Assignments: remove Area Agency on Aging; change the SE MN Emergency Medical Services appointment from John Glynn to Rick Gnemi and appoint John Glynn to the Cannon River Watershed Plan Work Group. Ayes all.

Motion by Commissioner Gnemi seconded by Commissioner Krueger to approve the Access Variance Request on CR173 for Zacharias with the stipulation that they trim the trees back 25' – 30' at location A on the map and to trim the lower branches 4'-5' at location B with the map to be provided in the permit. Ayes all.

Motion by Commissioner Krueger seconded by Commissioner Gnemi to approve moving the Board meeting from March 14, 2017 at 5 p.m. to March 14, 2017 at 4:00 p.m. Ayes all.

Motion by Commissioner Gnemi seconded by Commissioner Krueger to accept the Pay Equity Report. Ayes all.

Motion by Commissioner Glynn seconded by Commissioner Krueger to approve filling the vacant Arena/Park & Recreation Maintenance position in the Four Seasons Department. Ayes all.

Motion by Commissioner Glynn, seconded by Commissioner Abbe to approve hiring a Probation Agent position which will be a Domestic Specific Agent in Probation Services office. Ayes all.

Motion by Commissioner Glynn, seconded by Commissioner Gnemi to postpone the request to fill the vacant Highway Maintenance Technician position at the Highway Department until February 14, 2017 meeting. Ayes all.

Motion by Commissioner Gnemi seconded by Commissioner Krueger to table the request for the Proposal for Financial Advisory Services regarding the SCCL until the February 14, 2017 meeting. Ayes all.

The Public Hearing for the Draft 2017-2025 Highway and Bridge Capital Improvement Plan was called to order at 5:45 p.m.

County Engineer Anita Benson reviewed and explained the draft.

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

Motion by Commissioner Glynn, seconded by Commissioner Gnemi to close the hearing at 5:55 p.m. Ayes all.

Motion by Commissioner Krueger seconded by Commissioner Gnemi to approve the 2017-2025 Highway & Bridge Capital Improvement Plan. Ayes all.

Motion by Commissioner Krueger, seconded by Commissioner Gnemi to set a Public Hearing for February 28, 2017 at 5:15 p.m. to increase the Passport Photo fee. Ayes all.

Motion by Commissioner Gnemi seconded by Commissioner Krueger to approve outsourcing of the Valuation Notices and Tax Statements for 2017 with the goal of combining them in 2018. Ayes all.

Motion by Commissioner Gnemi seconded by Commissioner Glynn to approve the Local Option Disaster Abatement for Jeffrey Bartosch for property located in Section 30-108-21 of Deerfield Township in the amount of \$810. Ayes all.

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

**JOINT APPLICATION FOR PARTICIPATION  
ON VOICE LOGGING COMMITTEE**

**WHEREAS**, Rice and Steele Counties are members of the Southeast Minnesota Emergency Communication Joint Powers Board, hereinafter SEMNECB; and

**WHEREAS**, a Voice Logging Committee comprised exclusively of certain members of the SEMNECB has been established to provide additional cost-effective communication services; and

**WHEREAS**, membership on this committee is limited to members of the SEMNECB; and

**WHEREAS**, Rice and Steele Counties provide 911 services through a joint powers entity; and

**WHEREAS**, such entity is not a member of the SEMNECB; and

**WHEREAS**, 911 services in Rice and Steele County would benefit from the improvements to services made available through the Voice Logging Committee.

**NOW THEREFORE BE IT RESOLVED**, that Rice and Steele Counties jointly apply on behalf of the Rice/Steele 911 PSAP, to the Voice Logging Committee of the SEMNECB for participation and membership.

**BE IT FURTHER RESOLVED**, that upon acceptance as a member of the Voice Logging Committee, any equipment and maintenance costs shall be borne exclusively by the Rice/Steele 911 PSAP.

Upon the vote being taken, 5 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 Abbe to authorize Tim Schammel, Probation Services Director to sign and approve the MnCCC work order for CCA data import from Strategic Technologies. Ayes all.

County Administrator, Laura Elvebak provided an update on the Courthouse pipe break. There will be a meeting with an MCIT representative to assess where things are at this time.

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

**WHEREAS**, The County of Steele has determined that the following deficient bridges on the CSAH, County Road, and Township Road systems are high priority and require replacement or rehabilitation within the next ten (10) years; and

<u>Old Bridge #</u>	<u>New Bridge #</u>	<u>Road</u>	<u>Def. Status</u>	<u>Suff. Rating</u>	<u>Estimated Project Cost</u>	<u>Proposed Const. Year</u>
92779	74J21	CSAH 6	S.D.	55.9	\$150,000	2017
89080	74J20	CSAH 28	S.D.	54.9	\$150,000	2017
74516	74560	NW 26 <sup>th</sup> St.	S.D.	41.0	\$600,000	2017
74525	745xx	CR 198	S.D.	60.8	\$400,000	2018
N/A	74J23	SE 14 <sup>th</sup> Ave.	N/A	N/A	\$180,000	2017
L3951	74Jxx	NE 34 <sup>th</sup> Ave.	S.D.	43.1	\$200,000	TBD
74508	745xx	SW 32 <sup>nd</sup> Ave.	S.D.	45.4	\$600,000	2019
4686	74Jxx	CR 180	S.D.	51.6	\$160,000	TBD
95786	74Jxx	SE 18 <sup>th</sup> St.	S.D.	55.1	\$130,000	TBD
L5798	74Jxx	NE 76 <sup>th</sup> St.	S.D.	55.1	\$130,000	TBD
97815	74Jxx	SW 51st St.	S.D.	56.1	\$200,000	TBD
6743	74Jxx	CSAH 45	S.D.	56.6	\$600,000	TBD

**WHEREAS,** Local roads play an essential role in the overall state transportation network and local bridges are a critical component of the local road system; and

**WHEREAS,** State support for the replacement or rehabilitation of local bridges continues to be crucial to maintaining the integrity of the local road system and is necessary for the County of Steele and its townships to proceed with the replacement or rehabilitation of the high priority deficient bridges described above; and

**WHEREAS,** The County of Steele intends to proceed with replacement or rehabilitation of these bridges as soon as possible once State Transportation Bond funds become available.

**NOW, THEREFORE, BE IT RESOLVED** by its County Board of Commissioners that Steele County will proceed with the design and preparation of contract documents for the aforementioned bridges upon notification of Bridge Bond funding availability.

Upon the vote being taken, 5 Commissioners voted in favor thereof, none absent and not voting. A copy of the Resolution is on file in the Auditor's office.

Commissioners Reports:

Commissioner Abbe reported on his attendance at the 911 Joint Powers Board, Tour of Dispatch Center, Public Works and Public Safety meetings.

Commissioner Krueger reported on his attendance at SCHA, 911 Joint Powers Board, SCCL Board meeting and work session, Highway 14 Partnership, Special Emergency meeting, Land Use and Records and Community Services Committee meetings.

Commissioner Glynn reported on his attendance at SCCL work session, Tour of Courthouse, Community Services meeting, Fair Board and MNPrairie meeting.

Commissioner Gnemi reported on his attendance at KODA meeting, SCCL Board meeting, Public Works meeting, Highway 14 Partnership, Special Emergency meeting, Land Use & Records meeting, MNPrairie meeting, 911 Joint Powers Board and SCHR meeting.

Commissioner Brady reported on his attendance at 911 Joint Powers Board, Solid Waste meeting, SE Water Resources meeting, SCCL workshop, Steele County Soil and Water, Highway 14 Partnership, Extension and South Central Human Relations Center meetings.

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

LISTING OF BILLS

01/24/2017

A'viands, LLC	8,626.90
Ancom Technical Center Inc	11,080.08
Aurora Township	25,764.00
Compass Minerals America	12,002.19
Kronos Inc	2,816.75
Loken Excavating & Drainage	8,320.75
MCCC MI33	20,509.04
Mike's Repair	4,602.19
MN Dept of Transportation	2,435.76
MN Sheriffs Assn	9,251.00
Office of MN IT Service	2,209.55
Owatonna Groundsmaters Inc	2,501.57
Owatonna Public Utilities	35,460.66
RDO Equipment Co Inc	6,252.38
SHI International Corp	8,546.00
Short Elliott Hendrickson Inc	2,739.53
South Central Drug Investigation Unit	13,000.00
Southeast Service Cooperative	10,465.00
Steele County Highway Dept	2,798.55
Steele County Treasurer	28,712.01
The Transportation Alliance	2,480.00
Waste Management of WI-MN	52,216.83
120 Warrants under \$2,000	<u>55,796.69</u>
<b>Total:</b>	<b>\$328,587.43</b>

Motion by Commissioner Gnemi, seconded by Commissioner Krueger to go into closed session at 6:47 p.m. to discuss Labor Negotiations. Ayes all.

Motion by Commissioner Glynn, seconded by Commissioner Krueger to re-open the Board Meeting at 7:20 p.m. Ayes all.

Motion by Commissioner Krueger, seconded by Commissioner Gnemi to adjourn the Call of the Chair at 7:21 p.m. Ayes all.

\_\_\_\_\_  
CHAIRMAN

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