

PROCEEDINGS OF THE STEELE COUNTY BOARD OF COMMISSIONERS

SPECIAL SESSION

July 25, 2017

STATE OF MINNESOTA)
) ss
COUNTY OF STEELE)

The Steele County Board of Commissioners met in Special Session at 5:00 p.m. on July 11, 2017 with Commissioners Krueger, Gnemi, Glynn and Brady present. Commissioner Abbe was absent. Also present were County Engineer Al Forsberg, Building and Grounds Director Lynn Holthus, Jail Administrator Jodi Bushey, Planning & Zoning Director Dale Oolman, County Treasurer Catherine Piepho, Human Resources Director Julie Johnson, Detention Center Lieutenant Paul Prissel, County Sheriff Lon Thiele, Court Administrator Robin Hoesley, County Assessor Bill Effertz, Environmental Services Director Scott Golberg, County Administrator Janice Fransen and County Auditor Laura Ihrke.

Call to Order and Pledge of Allegiance.

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

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

- A. Approve the June 27, 2017 Board of Equalization Minutes and July 11, 2017 Board Minutes.
B. Approve the Bills.
C. Approve the following personnel actions:

New Hires/Promotions:

Table with 4 columns: Name, Position-Dept, Step, Start Date. Row 1: Amber Kniefel, Admin. Asst-Probation, 3, 08/07/17

Resignations/Retirements/Terminations:

Table with 4 columns: Name, Position, Department, End Date. Row 1: Janet Korogi, Home Health Aide/Homemaker Lead, Public Health, 07/28/17

Anniversaries:

Table with 4 columns: Name, Position-Dept, Step, Anniv. Date

- D. Approve the Temporary Event Body Art Establishment Permit for Kat's Tat's.
E. Accept Public Safety Minutes.
F. Accept Public Works Minutes.
G. Approve Steele County Highway to purchase a 2 ton F550 crew cab truck with a dump box.
H. Approve Rental Agreement between Steele County Extension and Metro Sales.

Human Resource Director, Julie Johnson introduced Becky Melchert as a Records Specialist in the Sheriff's Office.

This month's Steele Spotlight featured Program Coordinator Cindy Fowler and Volunteer Larry Kunkel from the Detention Center highlighting the Community Garden Program at the Detention Center.

The Public Hearing for the GIS proposed Fee Schedule was called to order at 5:15 p.m.

Bill Effertz reviewed and explained the changes to be made.

The Chairman closed the Public Hearing at 5:18 p.m.

Motion by Commissioner Gnemi, seconded by Commissioner Glynn to approve the new GIS fees. Ayes all.

Motion by Commissioner Glynn, seconded by Commissioner Gnemi to change the Rules of Order to hear public comment towards the beginning of each Board meeting. Ayes all.

Commissioner Glynn offered the following Resolution, seconded by Commissioner Gnemi

WHEREAS, the Steele County Zoning Map was adopted on September 9th, 1993; and
WHEREAS, the Steele County Zoning Map classifies 12.88 acres located in the SW 1/4 of the NW 1/4, Section 4, Medford Township as Agricultural; and

WHEREAS, Chris Hanke has requested to amend the Steele County Zoning Map by rezoning this parcel from Agricultural to Industrial; and

WHEREAS Minnesota Statute 394.25 allows for amendments to the Zoning Ordinance and zoning maps following a public hearing and recommendation by the planning commission; and

WHEREAS the Planning Commission held a public hearing on July 10, 2017 and forwarded its recommendation to the Steele County Board of Commissioners; and

WHEREAS, the Steele County Board of Commissioners finds the zoning map amendment request to be consistent with the intent of the Steele County Comprehensive Plan.

NOW THEREFORE BE IT RESOLVED, that the Steele County Board of Commissioners hereby approves the amendment to the Steele County Zoning Map reclassifying 12.88 acres located in the SW ¼ of the NW ¼, Section 4, Medford Township from Agricultural (A-1) to Industrial (I).

Upon the vote being taken, four Commissioners voted in favor thereof, Commissioner Abbe absent and not voting. A copy of the Resolution is on file in the Auditor's office.

Drug Court Coordinator Nicole Grams gave a presentation about the Steele/Waseca Drug Court Program and presented the 2018 Waseca Drug Court Budget.

Motion by Commissioner Glynn, seconded by Commissioner Gnemi to approve the Memorandum of Understanding between Waseca County and Steele County for the Operation of the Steele Waseca Drug Court. Ayes all.

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

Designation of Steele County as a HIPAA Hybrid Entity

WHEREAS, Steele County is a political subdivision of the State of Minnesota and operates through its Board of Commissioners and several departments. Steele County departments perform both HIPAA-covered and HIPAA non-covered functions; and

WHEREAS, Steele County desires to designate itself as a "Hybrid Entity" for purposes of Title 2 of the Health Insurance Portability and Accountability Act of 1996, Public Law 104-191, 1996, as amended by the Health Information Technology for Economic and Clinical Health (HITECH) Act, and the Privacy and Security Regulations at 45 CFR §§ 160 and 164 (hereinafter collectively, "HIPAA"); and

WHEREAS, Steele County departments include components that are considered Health Care Components in accordance with 45 C.F.R. §§ 164.103 and 164.105(a)(2)(iii)(D). A HIPAA Health Care Component is a component of the single legal entity that would meet the definition of a HIPAA Covered Entity² if it were a separate entity; or an office within the Hybrid Entity that accesses Protected Health Information of an office that is a Health Care Component for the purpose of providing services to the Health Care Component; and

WHEREAS, the following Steele County components shall be designated Health Care Components for the purpose of this Hybrid Entity designation and compliance with the HIPAA Privacy and Security Rules:

1. The Steele County Public Health Department;
2. The Steele County Detention Center, to the extent it provides health care services to inmates;
3. The Steele County Information and Technology Department, to the extent it provides network support and other services for the Steele County Public Health Department and the Steele County Detention Center; and
4. The Steele County Attorney's Office, to the extent it provides legal services for the Steele County Public Health Department and the Steele County Detention Center.

NOW, THEREFORE BE IT RESOLVED, that the Steele County Board of Commissioners hereby designates Steele County as a HIPAA Hybrid Entity and designates the Public Health Department, the Steele County Detention Center, the Information and Technology Department, and the County Attorney's Office as Health Care Components for the purpose of compliance with the HIPAA Privacy and Security Rules, effective as of the date of final adoption.

Upon the vote being taken, four Commissioners voted in favor thereof, Commissioner Abbe absent and not voting. A copy of the Resolution is on file in the Auditor's office.

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

Public Works Building – Highway Building Subsurface Site Damage

WHEREAS, a site review and meeting with design consultant, geotechnical testing consultant and construction manager have determined the need for subsurface drainage improvements and geotechnical soil reinforcement in the sand/salt shed location; and

WHEREAS, this same review has determined an extended phase I completion date from September 30, 2017 to September 30, 2018 would allow paving in 2018 and result in a more durable, long lasting pavement;

NOW THEREFORE, BE IT RESOLVED, that the Steele County Highway Department Head is authorized to enter into an agreement for subsurface tiling and geotechnical reinforcement for approximately \$125,000

BE IT FURTHER RESOLVED that the Steele County Highway Department Head is authorized to request a FEMA completion date extension to September 30, 2018

Upon the vote being taken, four Commissioners voted in favor thereof, Commissioner Abbe absent and not voting. A copy of the Resolution is on file in the Auditor's office.

Commissioner Krueger offered the following **Resolution**, seconded by Commissioner Gnemi

Implementation of County Wheelage Tax

WHEREAS, additional Road and Bridge funds are needed to invest in repairs and improvements to the Steele County's highway system; and

WHEREAS, Minnesota Statute 163.051 provides the county may increase its current wheelage tax from \$10 per vehicle to \$20 per vehicle by resolution submitted prior to August 01, 2017; and

WHEREAS, approximately \$370,000 per year in funds collected by wheelage tax increase would be dedicated to Steele County's Road and Bridge system;

NOW THEREFORE, BE IT RESOLVED, that Steele County increases its wheelage tax from \$10 per vehicle to \$20 per vehicle effective on January 1, 2018.

Upon the vote being taken, four Commissioners voted in favor thereof, Commissioner Abbe absent and not voting. A copy of the Resolution is on file in the Auditor's office.

Building and Grounds Director, Lynn Holthus gave an update on the Courthouse project.

Motion by Commissioner Krueger, seconded by Commissioner Gnemi to approve the Chairman to sign the retail sales agreements for the Steele County Courthouse.

Commissioner Reports:

Commissioner Abbe absent.

Commissioner Krueger reported on this attendance at the Hwy 14 Partnership, Lemond Solar Farm Open House, AMC meeting, MNPrairie meeting, Criminal Justice meeting and Community Service meeting.

Commissioner Glynn reported on this attendance at the Extension Meeting, Fair Board, Community Service and MNPrairie meetings.

Commissioner Gnemi reported on his attendance at the Hwy 14 Partnership, spoke to Chamber of Commerce, Budget meetings, MNPrairie meeting, Public Works meeting and Drug Free Coalition picnic.

Commissioner Brady reported on his attendance at the Soil and Water conservation meeting, Hwy 14 Partnership, Extension meeting, MN Ag Inspector presentation, Public Safety, Budget, MNPrairie and SCHR meetings.

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

LISTING OF BILLS

07/25/2017

30 th Place LLC	17,387.98
Advanced Correctional Healthcare Inc	8,749.62

AGI Electric LLC	14,697.00
Ancom Technical Center Inc	2,725.00
Borneke Construction, Inc	731,490.50
Bureau of Criminal Apprehension	9,110.00
Businessware Solutions	3,418.99
Central Farm Services	3,995.49
Computer Professionals Unlimited Inc	14,627.00
Culligan Inc	6,043.21
Dirt Merchant Inc	237,500.00
Fransen HR Consulting LLC	10,700.00
Kappy's Auto Restoration	3,805.00
Kronos Incorporated	2,913.30
Local Government Information Systems	29,477.00
Matrix Communications Inc	3,822.37
MCCC MI33	5,592.33
Metro Sales Inc	2,427.59
MN Dept of Labor & Industry	2,037.98
Oertel Architects	2,587.05
Pro-West & Associates Inc	2,938.83
RDO Equipment Co Inc.	2,886.64
Rocon Incorporated	30,244.00
Schindler Elevator Corp Inc	2,836.32
Short Elliott Hendrickson Inc	42,888.97
Steele County Food Shelf	30,403.53
Steele County Treasurer	12,271.10
Summit Food Service Management	9,759.65
Tim's Auto Service Inc	3,816.01
Twin City Tile & Marble Co	18,060.00
Ulland Brothers, Inc.	41,296.00
Waste Management of Wi-Mn	54,050.45
Wold Architects and Engineers	13,511.60
Zuercher Technologies LLC	18,967.88
147 Warrants under \$2,000	<u>67,002.23</u>
Total:	\$1,464,040.62

Motion by Commissioner Brady, seconded by Commissioner Gnemi to adjourn to the Call of the Chair at 6:55 p.m. Ayes all.

CHAIRMAN

ATTEST: _____
AUDITOR