

PROCEEDINGS OF THE STEELE COUNTY BOARD OF COMMISSIONERS

SPECIAL SESSION

March 13, 2018

STATE OF MINNESOTA)  
 ) ss  
 COUNTY OF STEELE )

The Steele County Board of Commissioners met in Special Session at 2:30 p.m. on March 13, 2018 with Commissioners Glynn, Brady, Krueger, Abbe and Gnemi present. Also present were Steele County Sheriff Lon Thiele, Planning & Zoning Director Dale Oolman, County Engineer Greg Ilkka, IT Director Dave Purscell, HR Assistant Gina McGuire, County Treasurer Catherine Piepho, Community Service Director Amy Roggenbuck, County Attorney Dan McIntosh, Emergency Management Director Mike Johnson, 4-H Program Coordinator Tracy Ignaszewski, 4-H Program Coordinator Melissa Koch, County Ditch Inspector Russ Guse, County Administrator Scott Golberg and County Auditor Laura Ihrke.

Call to Order and Pledge of Allegiance.

Motion by Commissioner Brady, seconded by Commissioner Gnemi to approve the agenda with additions.

Ayes all.

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

- A. Approve the minutes of February 27, 2018.
- B. Approve the Listing of Bills.
- C. Approve the following personnel actions:

**New Hires/Promotions:**

<i>Name</i>	<i>Position-Dept</i>	<i>Step</i>	<i>Start Date</i>
Chris Deml (promotion)	Maint Working Foreperson - Hwy	12	03/05/18
Kevin Lindquist	Maint Supervisor - Hwy	5	03/19/18
Anna Peterson	Road Deputy - Sheriff	1	03/19/18
Paul Sponholz	Assistant County Engineer - Hwy	10	04/23/18

**Anniversaries:**

<i>Name</i>	<i>Position-Dept</i>	<i>Step</i>	<i>Anniv. Date</i>
Ellie Wallin	HR Assistant - HR	4	03/05/18
Sasha Zekoff	Asst Attorney II - Attorney	6	03/12/18
Stephen Rick	Asst Community Corrections Director-CC	7	03/13/18
Tyler Diersen	Asst County Assessor - Assessor	6	03/14/18
Gina McGuire	Asst HR Director - HR	5	03/20/18
Tyler Brase	Road Deputy - Sheriff's Office	2	03/29/18

- D. Accept Public Safety Committee Minutes.
- E. Accept Internal Central Services Committee Minutes.
- F. Approve the SHIP Grant in the amount of \$1,350 for the Detention Center.

Motion by Commissioner Krueger, seconded by Commissioner Gnemi to approve the review of CUP #413 for Kappy's Collision Center to operate an Auto Body repair facility located in the SW ¼ of the NW ¼, Section 27, Owatonna Township with conditions per the Planning Commission and to accept the Findings of Fact. Four ayes all. John Glynn abstaining.

Motion by Commissioner Brady, seconded by Commissioner Gnemi to approve the purchase of a copier from Metro Sales Inc. for the low bid amount of \$6,055 for the Auditor's and Treasurer's office with funds to come from the Compliance Fund. Ayes all.

Motion by Commissioner Gnemi, seconded by Commissioner Krueger to approve the lease between Steele County and MRCI WorkSource (MRCI) in the lower level of the Administration Center from January 1, 2018 through December 31, 2018. Ayes all.

Motion by Commissioner Krueger, seconded by Commissioner Gnemi to authorize the Extension Department to increase staff to two - full time and one - half time positions. Ayes all.

Motion by Commissioner Gnemi, seconded by Commissioner Abbe to approve filling a Public Health Nurse position in the Public Health Department due to a resignation. Ayes all.

Motion by Commissioner Gnemi, seconded by Commissioner Brady to approve changing Juror Attendant pay to \$17.00 an hour with a minimum of two hours for call-in. Ayes all.

Motion by Commissioner Abbe, seconded by Commissioner Gnemi to authorize the County Administrator to enter into delegation Agreements with the Soil and Water Conservation District to perform County Ditch Inspections, Water Planning, Wetland Conservation Act Administration and Buffer Law enforcement. Ayes all.

Motion by Commissioner Gnemi, seconded by Commissioner Krueger to authorize staff to proceed with advertising for bids on carpet replacement for the upper floor of the Administration Center and the Courthouse Roof. Ayes all.

Motion by Commissioner Krueger, seconded by Commissioner Gnemi to approve the purchase of eight cores of SQL licensing in the amount of \$9,360 to fully license the SCACSQL server for Public Health Nursing. Ayes all.

Motion by Commissioner Abbe, seconded by Commissioner Gnemi to table the Special Deputy Agreement until the next Board meeting March 27, 2018.

Motion by Commissioner Gnemi, seconded by Commissioner Brady to approve the relocation of the Owatonna Steele County Amateur Radio equipment from OPU Tower 9 to OPU Tower 5 in an amount not to exceed \$8,104. Ayes all.

Commissioner Gnemi offered the following Resolution, seconded by Commissioner Brady

**ADOPTION OF THE STEELE COUNTY  
MULTI-HAZARD MITIGATION PLAN UPDATE**

**WHEREAS**, Steele County has participated in the hazard mitigation planning process as established under the Disaster Mitigation Act of 2000, and

**WHEREAS**, the Act establishes a framework for the development of a multi-jurisdictional County Hazard Mitigation Plan; and

**WHEREAS**, the Act as part of the planning process requires public involvement and local coordination among neighboring local units of government and businesses; and

**WHEREAS**, Steele County Multi-Hazard Mitigation Plan Update includes a risk assessment including past hazards, hazards that threaten the County, an estimate of structures at risk, a general description of land uses and development trends; and

**WHEREAS**, the Steele County Multi-Hazard Mitigation Plan Update includes a mitigation strategy including goals and objectives and an action plan identifying specific mitigation projects and costs; and

**WHEREAS**, the Steele County Multi-Hazard Mitigation Plan Update includes a maintenance or implementation process including plan updates, integration of the plan into other planning documents and how Steele County will maintain public participation and coordination; and

**WHEREAS**, the Plan has been shared with the Minnesota Division of Homeland Security and Emergency Management and the Federal Emergency Management Agency for review and comment; and

**WHEREAS**, the Steele County Multi-Hazard Mitigation Plan Update will make the county and participating jurisdictions eligible to receive FEMA hazard mitigation assistance grants; and

**WHEREAS**, this is a multi-jurisdictional Plan and cities that participated in the planning process may choose to also adopt the County Plan.

**NOW THEREFORE BE IT RESOLVED** that Steele County supports the hazard mitigation planning effort and wishes to adopt the Steele County Multi-Hazard Mitigation Plan Update.

Commissioner Reports:

Commissioner Gnemi reported on his attendance at an AMC legislative Conference, Greg Nelson retirement party, Public Safety, Steele County Historical Society, MN Workforce in Rochester and SEMCAC meetings.

Commissioner Brady reported on his attendance at an AMC legislative Conference, Steele County Planning & Zoning, Steele County Administrator and Steele County Highway Engineer met with Medford Mayor, 911 Joint Powers Board, Zumbrota Watershed, Eagle Bluff Learning Center for the SE MN Water Resources and Planning & Zoning Meetings.

Commissioner Krueger reported on his attendance at an AMC legislative Conference, Criminal Justice, Internal Central Services and SCHA Quality Assurance meetings.

Commissioner Abbe had no report.

Commissioner Glynn reported on his attendance at an Internal Central Services meeting.

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

LISTING OF BILLS  
03/13/2018

30 <sup>th</sup> Place LLC	21,289.04
AGI Electric LLC	2,051.00
Allstream	2,795.33
Big Tex Outdoors	2,463.17
City of Owatonna	4,034.00
Cole's Electric Inc	2,132.50
Compass Minerals America	18,673.77
Computer Professionals Unlimited Inc	4,762.00
CRK Properties LLC	6,946.03
Erickson/Meredith A	4,046.00
EVERFI	2,000.00
Four Seasons Centre	3,357.50
Four Seasons Electric	2,420.20
Hillers Flooring America	75,963.00
HP Inc	5,468.70
Independent Emergency Services LLC	15,040.48
Innovative Office Solutions LLC	4,378.96
Kibble Equipment	3,271.63
Kwik Trip Inc	4,335.44
L&M Boiler Systems Inc	3,234.75
Loken Excavating & Drainage	2,477.91
M & M Enterprises of Waseca, Inc	2,400.00
Magtech Ammunition	2,159.46
Medford Sand & Gravel LLC	2,191.80
MVTL Laboratories Inc	4,422.60
Owatonna Groundsmasters Inc	7,287.66
Owatonna Public Utilities	17,867.21
Short Elliott Hendrickson Inc	2,108.64
Steele County Highway Dept	9,311.94
Stoel Rives LLP	5,778.00
Summit Food Service Management	5,404.74
Thomson Reuters – West	2,079.40
US Prisoner Transport	2,058.00
Waterford Oil Company	15,320.20
WSB & Associates Inc	3,324.00
133 Warrants under \$2,000	<u>58,050.04</u>
<b>Total:</b>	<b>\$ 330,905.10</b>

Motion by Commissioner Gnemi, seconded by Commissioner Abbe to adjourn to the Call of the Chair at 3:35 p.m. Ayes all.

\_\_\_\_\_  
CHAIRMAN

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