

PROCEEDINGS OF THE STEELE COUNTY BOARD OF COMMISSIONERS

SPECIAL SESSION

March 27, 2018

STATE OF MINNESOTA)

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COUNTY OF STEELE )

The Steele County Board of Commissioners met in Special Session at 5:00 p.m. on March 27, 2018 with Commissioners Brady, Krueger, Abbe, Gnemi and Glynn present. Also present were Steele County Sheriff Lon Thiele, Planning & Zoning Director Dale Oolman, County Engineer Greg Ilkka, IT Director Dave Purscell, Human Resources Director Julie Johnson, County Treasurer Catherine Piepho, Community Service Director Amy Roggenbuck, County Attorney Dan McIntosh, County Recorder Rick Kvien, Public Works Project Coordinator Al Forsberg, County Assessor Bill Effertz and County Auditor Laura Ihrke.

Call to Order and Pledge of Allegiance.

Motion by Commissioner Gnemi, seconded by Commissioner Abbe to approve the agenda and delete items 11 and 23. Ayes all.

Motion by Commissioner Krueger, seconded by Commissioner Abbe to accept and place on file the Correspondence from the Minnesota Emergency Medical Services Regulatory Board providing a Notice of Completed Application from Children’s Minnesota for a new license to provide Advanced Life Support Specialized ambulance service statewide. Ayes all.

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

- A. Approve the minutes of March 13, 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>
Greg Huebbe (promotion)	Corporal-Detention Ctr	B25	03/31/18

**Resignations/Retirements/Terminations:**

<i>Name</i>	<i>Position</i>	<i>Department</i>	<i>End Date</i>
Jeremy Deplitch	Correctional Officer	Detention Center	03/30/18
Jody Hartle	Chief Deputy Auditor/Payroll	Auditors Office	05/25/18

- D. Accept Land Use/Records Committee Minutes.
- E. Accept Public Works Committee Minutes.
- F. Accept Community Services Committee Minutes.

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

**RESOLUTION APPROVING STATE OF MINNESOTA JOINT POWERS AGREEMENTS WITH THE COUNTY OF STEELE ON BEHALF OF ITS COUNTY ATTORNEY, COMMUNITY CORRECTIONS AND SHERIFF**

**WHEREAS**, the County of Steele on behalf of its County Attorney, Community Corrections and Sheriff desires to enter into Joint Powers Agreements with the State of Minnesota, Department of Public Safety, Bureau of Criminal Apprehension to use systems and tools available over the State’s criminal justice data communications network for which the County is eligible. The Joint Powers Agreements further provide the County with the ability to add, modify and delete connectivity, systems and tools over the five year life of the agreement and obligates the County to pay the costs for the network connection.

**NOW, THEREFORE, BE IT RESOLVED** by the County Board of Steele County, Minnesota as follows:

1. That the State of Minnesota Joint Powers Agreements by and between the State of Minnesota acting through its Department of Public Safety, Bureau of Criminal Apprehension and the County of Steele on behalf of its County Attorney and Sheriff are hereby approved.
2. That the Sheriff, Lon Thiele, or his or her successor, is designated the Authorized Representative for the Sheriff. The Authorized Representative is also authorized to sign

any subsequent amendment or agreement that may be required by the State of Minnesota to maintain the County's connection to the systems and tools offered by the State.

To assist the Authorized Representative with the administration of the agreement, Chief Deputy Scott Hanson is appointed as the Authorized Representative's designee.

3. That the County Attorney, Daniel A. McIntosh, or his or her successor, is designated the Authorized Representative for the County Attorney. The Authorized Representative is also authorized to sign any subsequent amendment or agreement that may be required by the State of Minnesota to maintain the County's connection to the systems and tools offered by the State.

To assist the Authorized Representative with the administration of the agreement, Chief Deputy Christy Hormann is appointed as the Authorized Representative's designee.

4. That the Director of Community Corrections, Tim Schammel, or his or her successor, is designated the Authorized Representative for the County Attorney. The Authorized Representative is also authorized to sign any subsequent amendment or agreement that may be required by the State of Minnesota to maintain the County's connection to the systems and tools offered by the State.

To assist the Authorized Representative with the administration of the agreement, Deputy Director Stephen Rick is appointed as the Authorized Representative's designee.

5. That John Glynn, the Chair of the County of Steele, and Laura Ihrke, the County Board Clerk, are authorized to sign the State of Minnesota Joint Powers Agreements.

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

**Public Works Building Phase 1  
Contract Approval and Final Payment**

**Whereas**, three contracts have been completed for phase 1 of the project, Pump and Meter, fuel system; AGI, temporary electrical service, street lighting, power to fuel system; and Greystone Construction, sand / salt shed; and

**Whereas** this work is complete and meets plans and specifications, and

Whereas specifications require each contractor submit IC-134 tax information and documentation confirming contract prevailing wages were paid and this information is currently being reviewed by County staff; now

**Therefore resolved**, the Board Chair is authorized to sign the Certificate of Substantial Completion and final payment authorized, contingent on County staff review of IC-134 and prevailing wage information for the following contracts:

- 1) Pump and Meter, final payment \$11,395.
- 2) AGI electrical, final payment \$3,903.
- 3) Greystone Construction, final payment \$12,113.

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 Krueger, seconded by Commissioner Gnemi to amend the Ditch Inspector Agreement with Russ Guse to allow transition to the Steele County Soil and Water Conservation District to assume Ditch Inspection responsibilities. Ayes all.

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

**RESOLUTION APPROVING THE 5-YEAR CAPITAL IMPROVEMENT PLAN AND  
AUTHORIZING THE ISSUANCE AND SALE OF GENERAL OBLIGATION CAPITAL  
IMPROVEMENT PLAN BONDS**

**WHEREAS**, Steele County (the "County") has published notice of its intent to hold a hearing on the adoption of its 2018-2022 Capital Improvement Plan (the "Plan") and the issuance of capital improvement plan bonds under Minnesota Statutes, Section 373.40 (the "Bonds") at least fourteen (14) but not more than twenty-eight (28) days prior to the date hereof, pursuant to and in accordance with Minnesota Statutes, Section 373.40 (the "Act"); and

**WHEREAS**, the Board of County Commissioners (the "Board") held a public hearing on the date hereof on (i) adoption of the Plan and (ii) the issuance of the Bonds for the purpose of financing the construction of various capital improvements, including a new public works facility (the "Project"), as described in the Plan; and

**WHEREAS**, in preparing the Plan, the Board has considered:

- (1) the condition of the County's existing infrastructure, including the

- (2) projected need for repair or replacement;
- (3) the likely demand for the improvement;
- (4) the estimated cost of the improvement;
- (5) the available public resources;
- (6) the level of overlapping debt in the County;
- (7) the relative benefits and costs of alternative uses of the funds;
- (8) operating costs of the proposed improvements; and
- (8) alternatives for providing services more efficiently through shared facilities with other counties or local government units; and,

**NOW, THEREFORE, BE IT RESOLVED** by the Board as follows:

SECTION 1. CAPITAL IMPROVEMENT PLAN. The Plan is hereby adopted for the purposes outlined above.

SECTION 2. THE BONDS; PURPOSE. It is hereby determined to be in the best interests of the County to issue its General Obligation Capital Improvement Plan Bonds, Series 2018A (the Bonds), in the aggregate principal amount not to exceed \$3,190,000, pursuant to Minnesota Statutes, Section 373.40 and Chapter 475. The proceeds of the Bonds will be used to finance the construction of the Project.

SECTION 3. TERMS OF PROPOSAL. Northland Securities, Inc., municipal advisor to the County, has presented to this Board a form of Notice of Sale for the sale of the Bonds which is attached hereto and hereby approved and shall be placed on file by the County Auditor. Each and all of the provisions of the Notice of Sale are hereby adopted as the terms and conditions of the Bonds and of the sale thereof. Northland Securities, Inc. is hereby authorized to solicit proposals for the Bonds on behalf of the County on a competitive basis.

SECTION 4. SALE MEETING. This Board shall meet at the time and place shown in the Notice of Sale, for the purpose of considering sealed proposals for the purchase of the Bonds and of taking such action thereon as may be in the best interests of the County.

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 Gnemi, seconded by Commissioner Abbe to approve Bill Colopoulos of Next Generation Healthcare to serve as the consultant for group health insurance Request for Proposals. Ayes all.

Motion by Commissioner Brady, seconded by Commissioner Gnemi to approve filling a Payroll Specialist position in the Auditors Department due to a resignation. Ayes all.

Motion by Commissioner Krueger, seconded by Commissioner Abbe to approve the sales order agreement with ES&S to purchase election equipment. Ayes all.

Motion by Commissioner Krueger, seconded by Commissioner Gnemi to approve the purchase of eight cores of SQL licensing for the Recorder's Department imaging applications in the amount of \$9,360 with funds coming from the Recorder's Technology fund. Ayes all.

Motion by Commissioner Gnemi, seconded by Commissioner Krueger to approve purchasing a Nexsan Assureon Archiving Appliance from ISC in the amount of \$50,490 for the Recorders Department with funds coming from the Recorder's Technology fund. Ayes all.

Motion by Commissioner Brady, seconded by Commissioner Gnemi to authorize the Board Chair to sign the 2017 Annual County Feedlot report. Ayes all.

Motion by Commissioner Brady, seconded by Commissioner Gnemi to authorize the Board Chair to sign the Budget Revision Acknowledgement form from the Minnesota Department of Agriculture for a \$10,000 Noxious and Invasive Plant Grant. Ayes all.

Motion by Commissioner Gnemi, seconded by Commissioner Abbe to adopt a low-income fix-up grant policy of providing seventy-five percent of costs not to exceed \$9,000 contingent upon available funds to replace noncompliant septic systems. Ayes all.

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

**OPPORTUNITY ZONES DESIGNATION RECOMMENDATION TO THE GOVERNOR**

**WHEREAS**, the Tax Cut and Jobs Act of 2017 created Opportunity Zones to encourage long term private investments in low-income census tracts by providing federal tax incentives; and

**WHEREAS**, the Governor of each State is authorized to designate 25% of the eligible census tracts in their state as Opportunity Zones; and

**WHEREAS**, Governor Dayton feels strongly that local communities have on the ground expertise to recommend which eligible tracts in their county, city, tribal land or region should be designated Opportunity Zones; and

**WHEREAS**, each of Minnesota's 87 counties is being asked to prioritize and rank eligible census tracts and submit those recommendations to the Governor; and

**WHEREAS**, counties are strongly encouraged to collaborate with cities and regions in prioritizing Opportunity Zones; and

**WHEREAS**, Steele County has collaborated with the Owatonna Partners for Economic Development, a five member organization consisting of the City of Owatonna, The Owatonna Area Chamber of Commerce and Tourism, The Owatonna Area Business Development Center, The Owatonna Public Utilities and Steele County to rank the eligible census tracks.

**NOW, THEREFORE BE IT RESOLVED** by the Steele County Board of Commissioners, that it recommends as its 1<sup>st</sup> choice designation, census track 960400 encompassing Owatonna's downtown and industrial park.

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 Gnemi, seconded by Commissioner Krueger to approve using the name "Steele County Public Works" at the new Public Works site. Ayes all.

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

**WHEREAS**, MnDOT and the County Road Authorities have collaborated to develop the *I-35 Corridor Emergency Alternate Route Operations Guide* ("The Plan") in the event of an emergency closure of the I-35 corridor that:

- Identifies Alternate Routes on State and County roads, on a detailed section-by-section basis, to provide timely and efficient alternate traffic routing during major incidents; and
- Establishes a plan for installation of permanent signing along the designated roadway routes; and
- Establishes communication contacts and process between Minnesota State Patrol, the Minnesota Department of Transportation, County and City Officials, and Emergency Responders to be notified of, and to properly coordinate for, the deployment and utilization of the alternate route; and
- Establishes locations of need for supplemental law enforcement or traffic control personnel, at critical locations, to provide additional traffic control, as needed; and

**WHEREAS**, MnDOT and the County Road Authorities now wish to implement the third and final stage of The Plan which includes the installation of permanent signing along the selected routes, and defining the ongoing management and maintenance of the established Alternate Routes.

**NOW THEREFORE BE IT RESOLVED** that Steele County enter into Agreement No. 1030735 with the State of Minnesota, Department of Transportation to allow for the installation and ongoing maintenance of the I-35 Alternate Route signing and maintenance as described in the Agreement.

**IT IS FURTHER RESOLVED** that the Chairman and the Auditor are authorized to execute the Agreement and any amendments to the Agreement.

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 Krueger, seconded by Commissioner Gnemi to approve the low quote from McCarthy Plumbing & Heating in the amount of \$8,135 for the purchase of a 100-gallon water heater at the Four Seasons Centre. Ayes all.

Motion by Commissioner Krueger, seconded by Commissioner Abbe to approve the conversion of the PH-Doc SQL database in the Public Health Department. Ayes all.

Motion by Commissioner Krueger, seconded by Commissioner Gnemi to approve the reimbursement to Dodge County Public Health for accounting services in the amount of \$5,500. Ayes all.

Commissioner Reports:

Commissioner Gnemi reported on his attendance at a Cannon River Watershed, Land Use & Records, SCHR and annual County/Township meeting.

Commissioner Brady reported on his attendance at a MNPrairie, RC&D, SCHR and County/Township meeting.

Commissioner Krueger reported on his attendance at a Community Services meeting, Mankato training session and County/Township meeting.

Commissioner Abbe reported on his attendance at a Public Works, Community Services and County/Township meeting.

Commissioner Glynn reported on his attendance at Land Use & Records and a County/Township meeting.

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

LISTING OF BILLS  
03/27/2018

Advanced Correctional Healthcare Inc	8,762.31
Bauer Built Inc	2,634.80
Cardinal Health Pharm Di	2,090.23
City of Owatonna	13,960.98
Erickson Engineering Co LLC	5,822.50
H & L Mesabi, Inc	2,778.00
Hillyard-Hutchinson	2,191.38
Jones Haugh & Smith Inc	2,400.00
Kronos Incorporated	3,251.17
Marco Technologies LLC	2,097.00
Moore Md/Kellyanna J	3,000.00
Oertel Architects	47,573.13
Owatonna Groundsmasters Inc	9,199.53
Regents of the University of Minnesota	44,557.35
Rochester Sand & Gravel	6,975.00
SCR Southern-Rochester	4,581.44
Steele County Treasurer	10,847.42
Summit Food Service Management	10,488.23
Verizon Wireless	2,757.04
WSB & Associates Inc	2,963.75
108 Warrants under \$2,000	<u>57,155.87</u>
<b>Total:</b>	<b>\$ 246,087.13</b>

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

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CHAIRMAN

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