

PROCEEDINGS OF THE STEELE COUNTY BOARD OF COMMISSIONERS

SPECIAL SESSION

April 12, 2022

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 April 12, 2022 with Commissioner's Krueger, Brady, Gnemi, Abbe and Glynn present. Also present were County Attorney Dan McIntosh, County Sheriff Lon Thiele, County Treasurer Cathy Piepho, Human Resources Director Julie Johnson, Planning & Zoning Director Dale Oolman, Deputy Emergency Management Director Tom Karnauskas, Emergency & Risk Management Director Kristen Sailer, IT Director Dave Purscell, County Administrator Scott Golberg and County Auditor Laura Ihrke.

Call to order and Pledge of Allegiance.

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

Ayes all.

Motion by Commissioner Krueger, seconded by Commissioner Gnemi to move items 8 & 9 to the General items and approve the Consent Agenda. Ayes all.

- A. Approve the minutes of March 22, 2022
- B. Approve the minutes of March 22, 2022 Board Work Session
- C. Approve Bills
- D. Approve Personnel Report

New Hires/Promotions/Demotions/Transfers. (Positions previously approved by Board):

<i>Name</i>	<i>Position/Dept.</i>	<i>Rating/Step</i>	<i>Start Date</i>
Larry Hinderaker	Custodian	A13/7	04/05/22
Jacelyn Tebay	Appraiser/Assessor's Office	C41/3	04/11/22
Jocelyn Brooks	Custodian	A13/1	04/15/22
Erin Edel (Transfer)	Accountant/Public Health (1.0 FTE)	C43/11	07/01/22

Resignations/Retirements/Terminations:

<i>Name</i>	<i>Position</i>	<i>Department</i>	<i>End Date</i>
Laura Isenor	Asst. County Attorney II	County Attorney	04/29/22
Erin Edel (Transfer)	Accountant (.5 FTE)	Highway	06/30/22

- E. Approve and Authorize signatures for the 2022 Election Security Grant Agreement in the amount of \$28,054.94
- F. Approve contract award for Jail Pod Renovation Project to Mohs Contracting in an amount of \$609,850
- G. Approve backfilling Assistant County Attorney Position in the County Attorney's Office
- H. Adopted the following **Resolution**

RESOLUTION

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 donations 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:

Viracon, Inc. \$ 160.63
Security Glass in the lobby at the Law Enforcement Center

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.

Human Resources Director Julie Johnson read the April Employee Anniversary Report

Anniversaries:

<i>Name</i>	<i>Position-Dept</i>	<i>Anniv. Date</i>	<i>Yrs. Service</i>
Sean Grivette	Correctional Officer - Detention Center	04/01/22	6
Katelyn Tollefson	Correctional Officer - Detention Center	04/01/22	3
Matthew Gwin	Correctional Officer - Detention Center	04/03/22	16

Heather Fast	Public Health Nurse - Public Health	04/04/22	6
Anthony Cassen	Highway Maintenance Technician - Hwy	04/08/22	3
Sean Benz	Asst. Director - Parks & Recreation	04/09/22	17
Travis Ernste	Probation Officer III - Community Corr.	04/10/22	5
Benjamin Wilson	Correctional Corporal - Detention Center	04/13/22	7
Chad Forystek	Licensed Sergeant - Sheriff's Office	04/13/22	24
Joyce Prusha	Correctional Sergeant - Detention Center	04/15/22	20
Leah Kent	Health Services Assistant - Detention Ctr.	04/15/22	14
Brock Nelson	Appraiser - Assessor's Office	04/16/22	4
Samantha Ahrens	Probation Officer III - Community Corr.	04/16/22	15
Melissa Bos	Accounting Support Asst - Highway	04/16/22	4
William Effertz	County Assessor - Assessor's Office	04/18/22	11
Nancy Gjerald	Accounting Technician - Detention Center	04/19/22	18
Andrea Marshall	Health Educator - Public Health	04/23/22	4
Paul Sponholz	Assistant County Engineer - Hwy	04/23/22	4
Marta Grieman	Project Engineer - Highway	04/25/22	6
June Piepho	Family Support Specialist - Public Health	04/26/22	16
Michael Kath	Maintenance Worker - Facilities	04/26/22	1
Kyle Stanley	Building Inspector - Planning & Zoning	04/29/22	3
Jane Christenson	Tech Clerk II/Evidence Tech - Sheriff's	04/30/22	8

Motion by Commissioner Brady, seconded by Commissioner Abbe to appoint Commissioner’s Krueger and Gnemi to the Canvassing Board for the Special Election on May 25^h at 3:00 p.m. Ayes all.

Motion by Commissioner Brady, seconded by Commissioner Krueger to approve CUP #430 for Straight River LLC to use the former dairy barn located at 2846 58th Street SW, Owatonna, in the E ½ of the SW ¼, Section 5, Somerset Township, to operate a facility in which packaged products, will be separated from the packaging and redistributed to other facilities for final use, for further processing or for disposal with the conditions as recommended by the Planning Commission except for the removal of conditions #6, #8, #9 and the second sentence of #7 and to adopt the Findings of Fact with the conditions as amended. Ayes all.

Commissioner Krueger offered the following **Resolution**, seconded by Commissioner Abbe:

**RESOLUTION ESTABLISHING A UOCAVA
ABSENTEE BALLOT BOARD**

WHEREAS, Steele County is required by Minnesota Statute 203B.121, Subd. 1 to establish a UOCAVA Absentee Ballot Board; and
WHEREAS, this board will bring uniformity in the processing of accepting or rejecting returned UOCAVA absentee ballots in Steele County; and
WHEREAS, the UOCAVA Absentee Ballot Board would consist of a sufficient number of election judges as provided in sections 204B.19 to 204B.22 or staff trained in the processing and counting of absentee ballots; and
THEREFORE, BE IT RESOLVED THAT, the Steele County Board of Commissioners hereby establishes a UOCAVA Absentee Ballot Board that would consist of a sufficient number of election judges as provided in Sections 204B.19 to 204B.22 or staff trained to perform the task.

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

**RESOLUTION AUTHORIZING A COUNTY
ABSENTEE BALLOT BOARD**

WHEREAS, Steele County is required by Minnesota Statute 203B.13, Subd. 1 to establish an Absentee Ballot Board; and
WHEREAS, this authorization will bring uniformity in the processing of accepting and rejecting returned absentee ballots to the Steele County Auditor’s Office; and
WHEREAS, the Absentee Ballot Board would consist of a sufficient number of trained election judges and/or Auditor’s staff as provided in sections 204B.19 to 204B.22;
NOW, THEREFORE, BE IT RESOLVED THAT, the Steele County Board of Commissioners hereby authorizes the Steele County Auditor’s Office to establish and Absentee Ballot Board consisting of election judges and/or trained Auditor’s staff as provided in sections 204B.19 to 204B.22.

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 Brady, seconded by Commissioner Krueger to approve making an exception to the County's Personnel Policy by continuing to offer single health insurance coverage and continue making monthly health insurance county contribution of \$782.97 in order to have the current County Assessor, Bill Effertz, do the phased retirement Option program with PERA and work up to 2 days a week effective May 28, 2022 Ayes all.

Motion by Commissioner Krueger, seconded by Commissioner Gnemi to approve holding Employee Appreciation Events with a budget not to exceed \$2,000 as part of the Wellness program. Ayes all.

Commissioner Brady offered the following **Resolution**, seconded by Commissioner Abbe:

Resolution

Proclaiming Volunteer Appreciation Week – April 17-23, 2022

WHEREAS, Steele County volunteer programs are an integral part of Steele County programs helping enrich the lives of the citizens of this great county, and

WHEREAS, Steele County volunteers dedicate hundreds of hours a year of their valuable time, knowledge, skills and abilities to Steele County and its' communities, and

WHEREAS, April 2022 is Global Volunteer Month, and April 17-23 is National Volunteer Week, we celebrate our volunteers who build stronger, more vibrant communities through their volunteerism and generosity;

NOW, THEREFORE, BE IT RESLOVED THAT, the Board of Commissioners of Steele County, Minnesota do hereby proclaim April 17-23, 2022, as Volunteer Appreciation Week.

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

Resolution

Proclaiming County Government Month - April 2022

WHEREAS, Steele County employees provide essential services to create a healthy, safe and vibrant community; and

WHEREAS, the work of county employees is fundamental, whether it's a newborn well-check by a public health nurse, a passport renewal at a Recorder's office, or voter registration and ballot processing at the Auditor's office; and

WHEREAS, through their commitment to public service, county employees dedicate their time, skills, and expertise for the benefit of their neighbors, and at times, risk their personal safety coordinating emergency management and managing justice and public safety systems; and

WHEREAS, the vital work of county employees promotes healthy and safe communities, strengthens infrastructure, and improves residents' quality of life;

WHEREAS, Steele County continues to deliver quality services in a respectful and fiscally responsible way through teamwork, respect, forward-thinking, accountability and integrity;

NOW, THEREFORE, BE IT RESOLVED THAT, the Steele County Board of Commissioners recognizes the commitment and dedication to public service excellence of county staff and officials and proclaims April 2022 County Government Month.

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 Brady, seconded by Commissioner Abbe to Table the request for the Health Insurance Dividend Distribution. Upon the vote being taken, four Commissioners voted in favor thereof, Commissioner Krueger voting against.

Bill Borghoff, Senior Meteorologist, StormReady Team Lead with the National Weather Service gave a presentation to the Board congratulating Steele County on being certified as a StormReady County. This

program will enhance public safety, preparedness and communications within the community and with your critical partners. This certification is valid for four years and the renewal will be due in October 2025.

Commissioner Reports:

Commissioner Abbe reported on his attendance at Rice/Steele 911 subcommittee meeting, Counties Providing Technology meeting, South Country Health Alliance compliance training, JD 24 Final Hearing and a Work Session.

Commissioner Brady reported on his attendance at Human Resource Center meeting, JD 24 Final Hearing, Planning & Zoning meeting and a Work Session.

Commissioner Gnemi reported on his attendance at University of Minnesota Extension Workshop, South Central Human Relations meeting, Leadership Conference, Drug Court meeting, Semcac Board meeting and a Work Session.

Commissioner Krueger reported on his attendance at Smart Bus meeting, South County Health Alliance Joint Powers Board meeting & CEO Review, JD 24 Final Hearing, Internal Central Services, Building & Grounds meeting and a Work Session.

Commissioner Glynn reported on his attendance at Internal Central Services Committee meeting, Property & Maintenance Committee meeting, JD 24 Final Hearing and a Work Session.

LISTING OF BILLS
4/12/2022

Advanced Correctional Healthcare	9,796.69
Central Farm Services	7,878.78
Compass Minerals America	23,185.09
Counties Providing Technology	4,344.00
CRK Properties LLC	6,755.09
Election Systems & Software Inc	12,372.80
EVERFI INC	2,500.00
I & S Group Inc	245,385.00
ICS Consulting Inc	11,342.79
Jones Haugh & Smith Inc	9,257.75
Kincaid Equipment Manufacturing	3,644.60
Metro Sales Inc	2,490.16
Owatonna Public Utilities	32,074.40
RDO Equipment Co., Inc.	2,896.75
Rochon Corporation Minnesota	316,792.97
RSBS Management Inc	4,251.46
Schaeffer's Mfg Co	2,084.87
SeaChange Print Innovations	9,247.81
Short Elliott Hendrickson Inc	14,116.11
Smith Mill Engineering	2,290.00
Steele County Highway Dept	14,216.57
Steele County Treasurer	6,758.75
Summit Food Services LLC	7,232.11
Univ of Mn Regents	53,908.81
Venture Hydraulics Inc	2,550.00
Waste Management Of Wi-Mn	51,654.61
West Central Industries Inc	3,839.34
WHKS & Co	12,866.12
Wold Architects and Engineers	3,482.06
WSB & Associates Inc	5,944.50
94 Payments less than 2,000	<u>26,827.38</u>
Total:	911,987.37

Motion by Commissioner Brady, seconded by Commissioner Gnemi to adjourn to the Call of the Chair at 5:52 p.m. Ayes all.

CHAIRMAN

ATTEST: _____
AUDITOR