

PROCEEDINGS OF THE STEELE COUNTY BOARD OF COMMISSIONERS

SPECIAL SESSION

January 26, 2016

STATE OF MINNESOTA)
) ss
 COUNTY OF STEELE)

The Steele County Board of Commissioners met in Special Session at 7:00 p.m. on January 26, 2016 with Commissioners Huntington, Glynn, Schultz and Ebeling present. Commissioner Brady was absent. Also present were County Sheriff Lon Thiele, County Attorney Dan McIntosh, County Engineer Anita Benson, Community Services Director Amy Roggenbuck, Interim Court Services Director Tim Schammel, County Administrator Laura Elvebak and County Auditor Laura Ihrke.

Call to Order and Pledge of Allegiance.

Motion by Commissioner Glynn, seconded by Commissioner Huntington to approve the agenda, as amended. Ayes all.

Motion by Commissioner Glynn, seconded by Commissioner Schultz to approve the minutes of January 8, 2016. Ayes all.

Motion by Commissioner Huntington, seconded by Commissioner Schultz to approve the following personnel actions. Ayes all.

New Hires/Transfers/promotion.

Brianna Smith	Correctional Officer – Det. Ctr.	B24/1	01/20/16
Nicholas Golbuff	Correctional Officer – Det. Ctr.	B24/1	01/21/16
Kortney Miller	Accounting Technician – Auditor	B23/2	02/02/16

Resignations/Retirements/Terminations:

Scott Prestegard	Maintenance Technician	Highway	01/09/16
Jorge Jimenez	Correctional Officer	Detention Cent.	01/28/16

Anniversaries:

Bradley Busho	Correctional Officer – Det. Ctr.	2	01/02/16
Julia Forbes	Assistant County Attorney I	6	01/02/16
Laura Isenor	Asst. County Attorney I	5	01/05/16
Linda Skala	Correctional Officer – Det. Ctr.	2	01/05/16
Lon Thiele	County Sheriff	8	01/05/16
Laura Ihrke	County Auditor	11	01/05/16
Daniel McIntosh	County Attorney	11	01/05/16
Catherine Piepho	County Treasurer	5	01/05/16
Catherine Piepho	Finance Director	3	01/05/16
Alicyn Hinze	Correctional Officer – Det. Ctr.	2	01/06/16
Christopher Behne	Correctional Officer – Det. Ctr.	2	01/14/16
June Liverseed	Admin. Asst. – Admin/HR	6	01/16/16
Dale Oolman	Planning & Zoning Director	6	01/22/16
Julie Johnson	Human Resources Director	3	01/23/16
Christy Hormann	Chief Deputy – County Attorney	8	01/23/16
Jeremy Deplitch	Correctional Officer – Det. Ctr.	2	01/29/16
Steven Gjerald	Correctional Officer – Det. Ctr.	9	01/31/16

Motion by Commissioner Huntington, seconded by Commissioner Glynn to place on file the SE Service Cooperative member report. Ayes all.

Motion by Commissioner Glynn, seconded by Commissioner Schultz to approve the contract with CliftonLarsonAllen to perform auditing services for the calendar years ending in 2015, 2016 and 2017. Ayes all.

Motion by Commissioner Glynn, seconded by Commissioner Huntington to approve having Fox Lawson review and rate the job description for a Chief Deputy position in the Treasurer’s office. Ayes all.

Motion by Commissioner Huntington, seconded by Commissioner Schultz to approve having Fox Lawson review and rate the job description for a Chief Deputy position in the Auditor’s office. Ayes all.

Motion by Commissioner Glynn, seconded by Commissioner Huntington to authorize advertising for the vacant Engineering Technician and Highway Maintenance Technician in the Highway department. Ayes all.

Motion by Commissioner Huntington, seconded by Commissioner Schultz to approve investment agreements with Northland Securities Inc. and Wells Fargo Investment Advisors. Ayes all.

Motion by Commissioner Schultz, seconded by Commissioner Huntington to approve the purchase of 3 Microsoft Tablets at a cost not to exceed \$1,700 for the Treasurer, Auditor and GIS. Ayes all.

Motion by Commissioner Schultz, seconded by Commissioner Glynn to authorize the Sheriff to advertise for 3 squad cars. Ayes all.

Motion by Commissioner Huntington, seconded by Commissioner Glynn to authorize advertising for bids for the replacement of the bleachers at the Four Seasons Centre and set the bid opening for February 29, 2016 at 2:00 p.m. Ayes all.

Motion by Commissioner Glynn, seconded by Commissioner Huntington to authorize the Four Seasons Director to submit grant applications for new electric Zambonis at the appropriate times in 2016. Ayes all.

Commissioner Schultz offered the following **Resolution**, seconded by Commissioner Huntington

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	\$130,000	2016
89080	74J20	CSAH 28	S.D.	54.9	\$130,000	2016
74516	745xx	NW 26 th St.	S.D.	60.1	\$600,000	2017
74525	745xx	CR 198	S.D.	76.8	\$400,000	2018
L3951	74Jxx	NE 34 th Ave.	S.D.	43.1	\$200,000	TBD
74508	745xx	SW 32 nd Ave.	S.D.	45.4	\$400,000	TBD
4686	74Jxx	CR 180	S.D.	51.6	\$160,000	TBD
95786	74Jxx	SE 18 th St.	S.D.	55.1	\$130,000	TBD
L5798	74Jxx	NE 76 th St.	S.D.	55.1	\$130,000	TBD
97815	74Jxx	SW 51st St.	S.D.	56.1	\$200,000	TBD
74509	745xx	CSAH 19	F.O.	59.5	\$800,000	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 Bonds 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, 4 Commissioners voted in favor thereof, Commissioner Brady absent and not voting. A copy of the Resolution is on file in the Auditor's office.

Motion by Commissioner Glynn, seconded by Commissioner Schultz to authorize advertising for the 2016 Concrete Paving Projects and to set the bid opening date for February 25, 2016 at 10 a.m. Ayes all.

Motion by Commissioner Huntington, seconded by Commissioner Schultz to authorize advertising for bids for the SCAH 34 & 45 Traffic Signal Project and to set the bid opening date for March 3, 2016 at 10 a.m. Ayes all.

Motion by Commissioner Glynn, seconded by Commissioner Huntington to approve the 2016 Ditch Retainer Agreement with Kurt Deter from Rinke-Noonan. Ayes all.

The Public Hearing for the Revised Steele County Fee Schedule was call to order at 7:15 p.m.

County Administrator Laura Elvebak reviewed and explained the purpose of the fee schedule.

The hearing was then open to questions from those in attendance. There were no questions from those in attendance.

Motion by Commissioner Schultz, seconded by Commissioner Huntington to close the hearing at 7:20 p.m. Ayes all.

Motion by Commissioner Glynn, seconded by Commissioner Schultz to adopt the 2016 Fee Schedule. Ayes all.

Motion by Commissioner Schultz, seconded by Commissioner Glynn to approve the Interpreter Contract Agreement between Public Health Nursing Service and Leyla Habib Abdulle. Ayes all.

Motion by Commissioner Huntington, seconded by Commissioner Schultz to approve the Physical Therapist Agreement with Greg Schroeder. Ayes all.

Motion by Commissioner Huntington, seconded by Commissioner Glynn to approve the low quote for purchase of 3 Ford Fusions from Owatonna Ford in the amount of \$17,759 each. Ayes all.

Motion by Commissioner Schultz, seconded by Commissioner Huntington to approve closing of the Game and Fish Agency Fund and transferring the remaining balance of \$3,480.32 and also, to transfer the negative FEMA fund balance of \$19,377 to the General Fund, effective December 31, 2015. Ayes all.

The Public Hearing for Ordinance Number 39: Electronic Delivery Devices was opened at 7:30 p.m.

Community Services Director Amy Roggenbuck explained the purpose and gave an overview of the Ordinance.

Public Health Educator Jane Nyquist discussed some of the definitions outlined in the Ordinance.

The hearing was then open to questions from those in attendance. Several people commented on the Ordinance.

Motion by Commissioner Schultz, seconded by Commissioner Huntington to close the public hearing at 8:03 p.m.

Commissioner Schultz offered a **Resolution**, seconded by Commissioner Glynn to adopt Ordinance #39 Prohibiting Electronic Delivery Devices in Public Places, Retail Environments and Places of Work.

Upon the vote being taken, 4 Commissioners voted in favor thereof, Commissioner Brady absent and not voting. A copy of the Resolution is on file in the Auditor's office.

Commissioners Reports:

Commissioner Glynn reported on his attendance at the County Board of Appeal & Equalization, SE EMS joint meeting, Workforce Development, Board of Health, JD 7 & 11 meetings and MNPrairie meeting.

Commissioner Huntington reported on her attendance at the SCHA Organizational meeting, EDA Committee, AMC Board of Directors, MNPrairie and the Board of Health.

Commissioner Schultz reported on his attendance at the SEMCAC meeting, 911, Fair Board and a class on Legislative updates.

Commissioner Ebeling reported on his attendance at the 911 meeting, EDA meeting & Board of Health.

Motion by Commissioner Schultz, seconded by Commissioner Huntington to approve the following listing of bills. Ayes all.

LISTING OF BILLS

1/26/2016

A'viands, LLC	15,029.31
Alcohol Monitoring System, Inc.	2,370.44
Larry Balzer	24,176.25
Briggs & Morgan, PA	3,038.50
Central Valley Cooperative	4,234.48
Cole's Electric, Inc.	2,718.40
Hillyard – Hutchinson	2,904.83
JPATS/USMS	4,612.00
Leo A. Hoffmann Center, Inc.	8,672.25
Loken Excavating & Drainage	2,134.47
MCCC MI 33	9,196.63
Metro Sales, Inc.	2,146.62
Microsoft	8,358.60
Owatonna Public Utilities	30,974.22
Phoenix Supply	5,175.00
R R Brink Locking Systems, Inc.	2,861.00

Schultz Excavating	9,612.00
SCR Southern – Rochester	2,838.35
Short Elliott Hendrickson, Inc.	4,446.10
Steele County Treasurer	151,090.49
Stonebrooke Engineering, Inc.	31,990.92
Turnkey Corrections	12,377.85
92 Warrants under \$2,000	36,413.56
Total:	<u>\$377,372.27</u>

Motion by Commissioner Schultz, seconded by Commissioner Huntington to adjourn to the call of the Chair at 8:15 p.m. Ayes all.

CHAIRMAN

ATTEST: _____
 AUDITOR