

PROCEEDINGS OF THE STEELE COUNTY BOARD OF COMMISSIONERS

SPECIAL SESSION

July 12, 2016

STATE OF MINNESOTA)

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COUNTY OF STEELE)

The Steele County Board of Commissioners met in Special Session at 5:30 p.m. on July 12, 2016 with Commissioners, Brady, Huntington, Schultz, Glynn and Ebeling present. Also present were County Attorney Dan McIntosh, County Engineer Anita Benson, Planning & Zoning Administrator Dale Oolman, County Treasurer Cathy Piepho, County Administrator Laura Elvebak and County Auditor Laura Ihrke.

Call to Order and Pledge of Allegiance.

Motion by Commissioner Brady, seconded by Commissioner Schultz to approve the agenda. Ayes all.

Motion by Commissioner Schultz, seconded by Commissioner Huntington to approve the following consent agenda items. Ayes all.

- A. Approve Board minutes of June 28, 2016 and June 28, 2016 Board of Appeal & Equalization.
- B. Approve the Listing of Bills.
- C. Approve the following Personnel Report:

Resignations:

<i>Name</i>	<i>Position</i>	<i>Department</i>	<i>End Date</i>
Jackie Berg	HR Generalist	Human Resources	07/08/16
Roxanne Ascheman	Programs Assistant	Detention Center	07/19/16

Anniversaries:

<i>Name</i>	<i>Position-Dept</i>	<i>Step</i>	<i>Anniv. Date</i>
Jed Loftus	Sergeant – Detention Ctr.	5	07/07/16
Elizabeth Brady	Maint. Manager – Hwy Dept.	9	07/12/16
Sean Robbins	Road Deputy – Sheriff’s Dept.	3	07/21/16
Ethan Cousins	Asst. Information Technology Dir.	2	07/22/16
Andrea Wegener	Executive Assistant – Administration	2	07/23/16
John Borger	Information Technology Div. Dir.	6	07/26/16

- D. Approve the LEC Committee recommendation for new flooring in the 911 Center and reception area for a cost of \$4,367.85 thru Flooring Frenzy.
- E. Approve the low bid from Rocon in the amount of \$15,100 to build the entry vestibule at the Huber Entry Door at the Detention Center.
- F. Approve the Joint Powers Agreement with the State of Minnesota Department of Corrections for work release services.
- G. Accept the EDA Membership recommendation determine the appointment process for members of the newly established Steele County Economic Development Authority to be 2 Steele County Board members, 1 member from each City within Steele County, 1 member representing the Steele County townships, 1 member representing the Housing & Redevelopment Authority and 1 member representing the area of labor force issues.
- H. Approve the addition of “Attachment B” to the revised Agreement between Steele County and Waseca County for Court Services Director Services.
- I. Approve the low quote for both flooring and paint at 315 S. Cedar, rental property.
- J. Accept the Steele County Fit Update.
- K. Accept Probation Services Dashboard.
- L. Accept Public Safety Policy Committee Minutes.
- M. Accept Internal Central Services Policy Committee Minutes.

Motion by Commissioner Schultz, seconded by Commissioner Huntington to approve Conditional Use Permit #403 for Kevin O’Connor to construct a building and operate a road and street construction business in Section 4-108-20 of Aurora Township with conditions per the Planning Commission and accept the Findings of Fact. Ayes all.

Motion by Commissioner Glynn, seconded by Commissioner Brady to approve Interim Use Permit 2016-04 for Ulland Brothers Inc. to operate a temporary asphalt crushing, processing and storage

facility on property owned by Caterpillar Forest Products located at 3249 County Road 45 South with conditions and accept the Findings of Fact. Ayes all.

Commissioner Glynn offered the following **Resolution**, seconded by Commissioner Huntington to approve final payment to Ulland Brothers Inc. in the amount of \$36,219.19 for CP 74-016-05 (CSAH 14 N of Ellendale).

Upon the vote being taken five commissioners vote in favor thereof, none absent not voting. A copy of the Resolution is on file in the Auditor's office.

Motion by Commissioner Huntington, seconded by Commissioner Glynn to approve the quote from Link-Support Services, LLC in the amount of \$5,153.20 to replace the battery backups for the UPS at the Detention Center. Ayes all.

Motion by Commissioner Huntington, seconded by Commissioner Brady to approve the request to fill the vacant Appraiser position in the Assessor's office. Ayes all.

Motion by Commissioner Glynn, seconded by Commissioner Huntington to approve the request to fill the vacant Technical Clerk I position in the Auditor's office. Ayes all.

Motion by Commissioner Schultz, seconded by Commissioner Huntington to approve the request to fill the vacant Human Resources Generalist position in Human Resources office. Ayes all.

Motion by Commissioner Glynn, seconded by Commissioner Huntington to approve the card access/camera proposal for the 1st phase of the Courthouse security project in the amount of \$57,979. Ayes all.

Motion by Commissioner Brady, seconded by Commissioner Schultz to send a letter of notice of intent to terminate our contract to PROVOX for Agenda.net. Ayes all.

Commissioner Reports:

Commissioner Glynn reported on his attendance at the Dodge/Steele Community Health Board. Commissioner Huntington reported on her attendance at PTD 7 meeting, Criminal Justice committee, SCHA, Children's Mental Health Collaborative, Public Works Ground Breaking and the Dodge/Steele Community Health Board.

Commissioner Brady reported on his attendance at the Solid Waste meeting in Waseca and the SE Water Resources Board.

Commissioner Schultz reported on his attendance at the Historical Society, 911 Joint Powers Board and Fair Board meeting.

Commissioner Ebeling reported on his attendance at the JD 24 meeting, PTD 7 meeting, 911 Joint Powers Board, KODA and Dodge/Steele Community Health Board.

LISTING OF BILLS

July 12, 2016

30 th Place, LLC	17,490.16
A'viands, LLC	9,906.54
Advanced Correctional Healthcare, Inc.	8,149.26
Aug's All Home Services	2,360.00
Blooming Prairie Public Utilities	6,841.59
Jodi L. Bushey	7,900.00
City of Medford	5,000.00
Computer Professionals Unlimited, Inc.	15,219.72
Crane Creek Asphalt	6,021.24
DLT Solutions	3,960.69
Government Forms and Supplies	2,743.78
Hansen Excavation, Inc.	4,577.50
Integra Telecom	2,954.56
J R's Advanced Recyclers, Inc.	8,765.95
Kwik Trip, Inc.	3,836.57
Local Government Information Systems	27,619.50
Owatonna Motor Company	15,140.73
Owatonna Public Utilities	29,307.85
Riverland Comm College Austin	2,000.00
SCR Southern-Rochester	25,977.00

SeaChange Printing & Marketing Serv. LLC	5,046.46
Soldo Consulting PC	9,985.20
Steele County Central Services	3,669.50
Steele County Soil & Water Conservation Dist.	32,594.00
Thomson Reuters- West	2,580.20
Traffic Marking Service, Inc.	12,529.00
Turnkey Corrections	4,145.75
Venture Hydraulics, Inc.	3,747.57
144 Warrants under \$2,000	<u>58,458.17</u>
TOTAL:	\$346,534.25

Motion by Commissioner Glynn, seconded by Commissioner Huntington to adjourn to the Call of the Chair at 5:58 p.m. Ayes all.

CHAIRMAN

ATTEST: _____
AUDITOR