

PROCEEDINGS OF THE STEELE COUNTY BOARD OF COMMISSIONERS

SPECIAL SESSION

June 14, 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 June 14, 2016 with Commissioners Schultz, Ebeling, Brady, Huntington and Glynn present. Also present were County Treasurer Cathy Piepho, Human Resource Director Julie Johnson, County Engineer Anita Benson, County Sheriff Lon Thiele, Interim Probation Services Director Tim Schammel, County Administrator Laura Elvebak and County Auditor Laura Ihrke.

Call to Order and Pledge of Allegiance.

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

Motion by Commissioner Huntington, seconded by Commissioner Schultz to approve the POST Board Review. Ayes all.

Motion by Commissioner Huntington, seconded by Commissioner Brady to approve the following consent agenda items.

A. Approve the Minutes of May 24, 2016 and May 31, 2016.

B. Approve the Listing of Bills.

C. Approve the following Personnel Report:

New Hires/Promotions/Reappointments:

<i>Name</i>	<i>Position</i>	<i>Rating/Step</i>	<i>Start Date</i>
Anita Benson	County Engineer/Public Works Dir.	E83/12	05/12/16

Resignations/Retirements:

<i>Name</i>	<i>Position</i>	<i>Department</i>	<i>End Date</i>
Brandon Nelson	Maintenance Tech	Highway/Engineering	06/06/16
Todd Schwanke	Sergeant	Sheriff's Department	06/07/16
Jarvis Groth	Maintenance Tech	Highway/Engineering	06/09/16
Stefan Gantert	Asst. County Engineer	Highway/Engineering	06/24/16
Brandon Wendricks	Maintenance Tech	Highway/Engineering	07/15/16

Anniversaries:

<i>Name</i>	<i>Position-Dept</i>	<i>Step</i>	<i>Anniv. Date</i>
Teresa Dudley	Victim Services Coord. – Attorney	11	06/02/16
Steve Schroht	Park & Recreation Director	6	06/03/16
Travis Avelar	Correctional Officer – Det. Ctr.	7	06/04/16
Anthony Buttera	Corporal – Det. Ctr.	7	06/04/16
Adil Lebgue	Correctional Officer	9	06/16/16
Karen Meier	Admin. Assistant – Sheriff's Officer	13	06/22/16
Amy Roggenbuck	Community Services Div. Director	3	06/22/16

D. Approve the FY 17 Contract Amendment with the MN Department of Corrections for housing DOC offenders.

E. Approve the Tobacco License for Lerberg's Foods of Ellendale, MN.

F. Approve the renewal of Consumption & Display Permit for the Blooming Prairie Country Club.

G. Approve the expenditure of \$1335.00 from the Compliance fund to incorporate property tax information into the parcel reports generated from the interactive GIS map.

H. Accept the door brim quote in the amount of \$1,432.10 for the Detention Center.

I. Accept Deeds/Mortgages Dashboard.

J. Accept Monthly report on Probation Services Dashboard.

K. Accept Public Safety Policy Committee Minutes.

L. Accept Internal Central Services Policy Committee Minutes.

M. Accept Community Services Meeting Minutes.

Motion by Commissioner Schultz, seconded by Commissioner Huntington to approve the renewal of the 3.2 Percent Malt Liquor License for the Blooming Prairie Country Club. Ayes all.

Commissioner Schultz offered the following **Resolution** seconded by Commissioner Brady

WHEREAS, Steele County agrees to be sponsors of the Steele County Trail Association, Inc.; and

NOW, THEREFORE, BE IT RESOLVED that the Steele County Board of Commissioners do hereby name Ed Nelson as the Steele County Trail Administrator.

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 Glynn, seconded by Commissioner Brady to appoint Commissioner Huntington as a voting delegate for the NACO conference and Commissioner Schultz as alternate. Ayes all.

Motion by Commissioner Glynn, seconded by Commissioner Huntington to approve 2016 Appropriations. Ayes all.

<u>Agency</u>	<u>Amount</u>
City of Blooming Prairie EDA	\$5,000
City of Ellendale EDA	\$5,000
City of Medford EDA	\$5,000
Owatonna Partners for Economic Development	\$1,000
Southern MN Initiative Foundation	\$5,000
FarmAmerica	\$500
Owatonna Business Incubator	\$10,000
Blooming Prairie Servicemen's Club	\$125
American Legion – Ellendale	\$125
American Legion – Owatonna	\$1,375
Blooming Prairie Ambulance	\$5,000
Ellendale Ambulance	\$5,000
Southern MN Tourism	\$1,829
Humane Society	\$10,000
SMART (SE MN Association Regional Trails)	\$25

Commissioner Glynn offered the following **Resolution** seconded by Commissioner Huntington

NOTIFICATION TO THE DEPARTMENT OF CORRECTIONS COMMISSIONER OF STEELE COUNTY'S INTENT TO ENTER INTO THE COMMUNITY CORRECTIONS ACT (CCA) DELIVERY SYSTEM

WHEREAS, Steele County currently provides correctional services under Minn. Stat. §244.19, the County Probation Officers (CPO) system; and

WHEREAS, stakeholders representing probation, the Court, law enforcement, County Attorney's Office, Administration and Finance; determined that it is in the best interest of Steele County to participate in Community Corrections Act model and provided its recommendation to the Steele County Board of Commissioners;

WHEREAS, the Steele County Board of Commissioners has reviewed the similarities and differences of all the correctional services; and

WHEREAS, it is felt that a consistent level of service delivery and the use of evidence-based practices will benefit Steele County by reducing recidivism, strengthening families, supporting individuals as contributing members of the community, etc.;

NOW THEREFORE BE IT RESOLVED by the Board of County Commissioners in and for the County of Steele, Minnesota, that Steele County inform the Minnesota Department of Corrections of its intent to participate in the Community Corrections Act delivery system under Minn. Stat. Chapter 401 effective on or after July 1, 2017.

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 Huntington, seconded by Commissioner Schultz to notify Waseca County of our intent to terminate the agreement for Court Services Director Services in no less than 30 days, and no more than 60 days with an exact date to be determined by the Administrator Elvebak and Interim Probation Director Tim Schammel. Ayes all.

Motion by Commissioner Huntington, seconded by Commissioner Glynn to approve the Professional Services Contract with Stonebrooke Engineering to assist with oversight and delivery of active construction projects due to the resignation of the Assistant County Engineer. Ayes all.

Motion by Commissioner Brady, seconded by Commissioner Glynn to approve the extension of the Accounting Intern's employment using the residual balance budgeted for auditing fees. Ayes all.

Motion by Commissioner Schultz, seconded by Commissioner Huntington to approve the revised Lease and Use Agreement between Steele County and the Steele County Agricultural Society. Ayes all.

Motion by Commissioner Huntington, seconded by Commissioner Glynn to approve the City of Owatonna Stormwater Facility Maintenance Easement Agreement required for the Public Works Facility construction to proceed. Ayes all.

Motion by Commissioner Glynn, seconded by Commissioner Schultz to approve a one-time donation of \$5,000 to the Preschool Transportation Project Collaborative. Ayes all.

Motion by Commissioner Huntington, seconded by Commissioner Brady to approve the purchase of the Plan-It Capital Improvement Plan Software in the amount of \$2,050 and an annual renewal cost of \$1,025. Ayes all.

Motion by Commissioner Schultz, seconded by Commissioner Huntington to approve the proposed timeline to complete the Capital Improvement Plan (CIP) and issue a bond.

Commissioner Reports:

Commissioner Glynn reported on his attendance at the CCA and the SEMREX meeting.

Commissioner Huntington reported on her attendance at the Drug Court Graduation, Safety Camp, LEC committee and SCCL meeting.

Commissioner Brady reported on his attendance at the Soil and Water meeting.

Commissioner Schultz reported on his attendance at the 911 Joint Powers Board, SCFF, History Center and the SEMCAC meeting.

Commissioner Ebeling reported on his attendance at the 911 Joint Powers Board, District 9 meeting in Caledonia, Safety Camp and SCCL meeting.

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

LISTING OF BILLS

06/14/2016

30 th Place, LLC	17,572.22
A'viands, LLC	21,354.52
Advanced Correctional Healthcare, Inc.	10,616.90
APG Media of Southern Minnesota, LLC	2,324.69
Bergen Incorporated	4,000.00
Bauer Built, Inc.	2,885.48
Briggs and Morgan, PA	2,185.00
Computer Professionals Unlimited, Inc.	4,219.72
Cummins Npower, LLC	2,870.00
Fist Supply, LLC-Owatonna	3,498.15
Hewlett- Packard Company	3,290.00
Integra Telecom	2,723.18
Kwik Trip, Inc.	4,234.93
L & L Street Rods & Sport Trucks	7,630.00
Malo Roofing, Inc.	22,675.10
Marco Technologies, LLC	2,960.93
Medford Sand & Gravel, LLC	2,304.30
MN Counties Insurance Trust	3,289.00
Northland Farm Systems	3,600.00
Oertel Architects	48,919.59
Owatonna Glass & Repair, Inc.	4,261.99
Owatonna Public Utilities	24,053.16
Rinke-Noonan	2,820.00
Riverland Community College- Austin	2,000.00
Steele County Central Services	3,640.49
Steele County Highway Dept.	2,668.02
Steele County Treasurer	4,880.15
Stonebrooke Engineering, Inc.	14,033.14
Trane U.S. Inc.	2,947.25
Turnkey Corrections	17,268.88
Uniforms Unlimited, Inc.	2,002.00
Xerox Business Services, LLC	5,368.95
Ziegler, Inc.	4,141.38

183 Warrants under \$2,000
Total:

66,987.18
340,281.88

Motion by Commissioner Huntington, seconded by Commissioner Brady to draft a letter of support for Commissioner Ebeling to apply as an applicant for NACO delegate positions. Ayes all.

Motion by Commissioner Brady, seconded by Commissioner Glynn to adjourn to the Call of the Chair at 6:10 p.m. Ayes all.

CHAIRMAN

ATTEST: _____
AUDITOR