

PROCEEDINGS OF THE STEELE COUNTY BOARD OF COMMISSIONERS

SPECIAL SESSION

September 13, 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 September 13, 2016 with Commissioners, Huntington, Schultz, Glynn, Ebeling and Brady present. Also present were County Engineer Anita Benson, County Treasurer Catherine Piepho, Community Corrections Director Tim Schammel, Human Resources Director Julie Johnson, Chief Deputy Sheriff Scott Hanson, 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. Ayes all.

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

- A. Approve the Minutes of August 23, 2016.
- 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>
Sean Witter	Maintenance Technician	4	09/02/16
Jordynn Finer	HR Generalist	1	10/03/16
Timothy Schammel	Community Corrections Director	7	09/17/16

**Anniversaries:**

<i>Name</i>	<i>Position-Dept</i>	<i>Step</i>	<i>Anniv. Date</i>
Joshua Horejsi	Deputy Sheriff	2	09/03/16
Jessica Bedney	Correctional Officer	2	09/08/16
Joyce Richards	Health Services Coordinator	11	09/13/16
Gary Okins	Sheriff Dept. Sergeant	11	09/17/16
Justin Hebel	Detention Center Sergeant	10	09/18/16
Anthony Malepsy	Deputy Sheriff	2	09/21/16
Craig Helgeson	Deputy Sheriff	2	09/22/16
Amber Aaseth	Interim Nursing Director	5	09/28/16
Seth Hummel	Correctional Officer	2	09/28/16
Richelle Olson	Detention Center Sergeant	10	09/29/16

- D. Approve purchase of office furniture for three existing offices in the Public Health Dept and approve the lowest quote.
- E. Approve two new monitors for the Septic Inspector’s office in Planning and Zoning with funds to be taken from the compliance fund.
- F. Accept Public Safety Minutes from August 24th and September 7<sup>th</sup>.
- G. Accept Community Services Minutes.
- H.
- I. Accept the Land Use and Records Minutes.
- J. Accept Internal Central Services Minutes.
- K. Accept Probation Dashboard.

Motion by Commissioner Huntington, seconded by Commissioner Brady to approve replacing a full-time Network Support position in the Information Technology Department. Ayes all.

Motion by Commissioner Brady seconded by Commissioner Schultz to approve hiring a temporary position in the Auditor’s office for the Elections through December 2016. Ayes all.

Motion by Commissioner Brady seconded by Commissioner Huntington to approve Outsourcing and mailing of the TNT statements with funds from the Compliance fund at a projected cost of \$3,800 to \$5,600. Ayes all.

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

WHEREAS, Steele County recognizes the need for continuing education and practical exercises in order for members of the South Central Drug Investigation Unit (S.C.D.I.U) to effectively perform their duties; and

WHEREAS, the Steele County has vacant buildings and facilities beneficial for the S.C.D.I.U to effectively practice those duties; and

WHEREAS, the Steele County Attorney's Office has reviewed and will view Hold Harmless & Indemnification Agreement as a satisfactory agreement.

NOW, THEREFORE, BE IT RESOLVED, the Board of Commissioners for Steele County does resolve as follows:

Section 1. The foregoing recitals are adopted as findings of the Board of Commissioners as though set forth fully herein.

Section 2. The County Administrator is authorized to execute all documents and to perform all other necessary County acts to enter into Hold Harmless & Indemnification Agreements with the South Central Drug Investigation Unit.

Section 3. That no county funds beyond those associated with regular and required practical exercises will be utilized to cover the cost of these agreements.

Section 4. This resolution shall become effective immediately following passage and adoption thereof.

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. Ayes all.

Motion by Commissioner Glynn, seconded by Commissioner Schultz to approve the upgrade of the Stanley Integrator Software and four new pc's required to run it at the Detention Center.

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

WHEREAS, Steele County maintains its payroll system in order to compensate County employees and officials for their services. These payments include the salary and per diem payments approved by the Steele County Board of Commissioners by annual resolution, pursuant to Minn. Stat. 375.055 subd. 1(a); and

WHEREAS, The Steele County Auditor's Office is charged with the responsibility to ensure the timely and efficient administration of the County payroll system; and

WHEREAS, it is advisable and prudent for the Board of Commissioners to delegate the review and approval of Steele County Board of Commissioner salary and per diem payments to the Steele County Auditor or her designee, pursuant to Minn. Stat. 375.18, subd. 1b; and

WHEREAS the Steele County Auditor has the internal accounting and administrative control procedures to ensure the proper disbursement of public funds, including the obligation to issue salary and per diem payments based solely on the annual resolution adopted by the Steele County Board of Commissioners.

NOW, THEREFORE BE IT RESOLVED, that the Steele County Board of Commissioners hereby authorizes the Steele County Auditor or designee to approve the payment of the County payroll, including approved Commissioner Salary and per diem payments made pursuant to Minnesota law and the annual resolution approving certain meetings for per diem payments for the year of 2016.

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 Huntington to Adopt the County Election Emergency Plan to address the needs of voters with disabilities and the security of ballots in emergency situations. In addition the plan provides procedures in the relocation of a polling place, securing ballots and voting equipment, notifying the public or other officials and restoring activities as soon as possible. Ayes all.

Motion by Commissioner Glynn seconded by Commissioner Brady to approve the classification of SCRAM (Secure Continuous Remote Alcohol Monitoring) revenues as restricted revenues, to be used to fund SCRAM related expenditures for future periods. Ayes all.

Motion by Commissioner Brady seconded by Commissioner Huntington to Amend and Restate the Joint Powers Agreement by and between the Minnesota Counties Computer Cooperative and Steele County to amend, restate and redefine the operation of MnCCC and the rights, benefits, obligations and liabilities of MnCCC members. Ayes all.

Motion by Commissioner Brady seconded by Commissioner Glynn to award the bid for removal of Quonsets at 1123 and 1903 SE 44<sup>th</sup> Ave to Steven Dornquist for the total bid amount of \$2,000.

Motion by Commissioner Glynn seconded by Commissioner Schultz to approve the Highway Department to utilize rental trucks to supplement trucking needs for shouldering operations in efforts to get the shouldering placed prior to snowfall and still make progress in mowing and other roadway repairs. Ayes all.

Motion by Commissioner Glynn, seconded by Commissioner Brady to approve the Purchase Agreement for the property located at 1123 SE 44<sup>th</sup> Ave and to authorize the Chair to sign. Ayes all.

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

WHEREAS, the County of Steele has entered into a Purchase Agreement dated September 13, 2016, whereby Steele County will sell property located at 1123 44<sup>th</sup> Avenue SE, Owatonna, MN 55060 with a Steele County Property Identification Number of 07-017-4200, (Property”) legally described as follows:

All that part of the Southwest Quarter of the Northwest Quarter of Section 17, Township 107 North, Range 19 West, Steele County, Minnesota described by: Beginning as the Northwest corner of said Southwest Quarter of the Northwest Quarter; thence South 89 degrees 47 minutes 41 seconds East, assumed bearing, 582.00 feet along the North line of said Southwest Quarter of the Northwest Quarter; thence South 0 degrees 28 minutes 14 seconds West 521.00 feet along a line parallel with the West line of said Southwest Quarter of the Northwest Quarter; thence North 89 degrees 47 minutes 41 seconds West 582.00 feet along the West line of said Southwest Quarter of the Northwest Quarter; thence North 0 degrees 28 minutes 14 seconds East 521.00 feet to beginning. Containing 6.96 acres more or less. Subject to a public highway easement along the West Seventy-five (75) feet of the property. Subject to other easements and restrictions of record if any to Dalton Wanous at a purchase price of \$123,850.00 as and for private use; and

WHEREAS, the closing on this purchase is scheduled to occur on or before October 31, 2016; and

WHEREAS, the Board of Commissioners wishes to proceed with the above sale; and

WHEREAS, the Board of Commissioners agrees to delegate its signing authority to an attorney from the Steele County Attorney’s Office for closing pursuant to the Purchase Agreement; and

WHEREAS, the Board of Commissioners authorizes payment of the closing costs limited to deed tax, closing fee, recording fee for the deed and for the updated commitment for title insurance associated with this closing, and other costs, if any, as are normally assigned to the seller in a real estate transaction;

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners of Steele County, Minnesota, that Steele County hereby directs an attorney from the Steele County Attorney’s Office to act as its agent for the purposes of closing on the sale of property to Dalton Wanous; and

BE IT FURTHER RESOLVED, by the Board of Commissioners of Steele County, Minnesota, that Steele County hereby authorizes payment of closing costs limited as stated above for said sale.

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 approve PW Project – Phase 1 Change Order No. 1 to DMI in the amount of \$1,052.70 for staking additional stockpile area boundaries.

Motion by Commissioner Brady, seconded by Commissioner Schultz to have the Administrator draft a letter requesting that HSEM/FEMA expedite processing of the previously submitted time extension request for Phase I of the PW Facility project. Ayes all.

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

Whereas; Contract No. 163423 has in all things been completed, and the County Board being fully advised in the premises, now then be it resolved; that we do hereby accept said completed project for and in behalf of the Steele County Highway Department and authorize final payment as specified to James Bros. Construction in the amount of \$29,569.80.

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.

Commissioners Reports:

Commissioner Glynn reported on his attendance at the JD 23 meeting.

Commissioner Huntington reported on her attendance at the Childrens Mental Health Collaborative, Drug Court Graduation, South Country Health Alliance Joint Powers Board meeting and SCCL Board meeting.

Commissioner Brady reported on his attendance at JD 23 meeting and SE Water Resources Board.

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

Commissioner Ebeling reported on his attendance at JD 23 meeting, 911 Joint Powers Board and SCCL Board meeting.

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

LISTING OF BILLS

8/23/2016

30 <sup>th</sup> Place LLC	17,509.75
A'viands, LLC	20,581.69
Advanced Correctional Healthcare Inc	8,586.26
Aug's All Home Services	2,560.00
Bushey/Jodi L	10,750.00
Clearview Window Cleaning	2,435.00
CliftonLarsonAllen LLP	43,000.00
Computer Professionals Unlimited Inc	4,247.72
East Central RJC	8,829.00
Election Systems & Software Inc.	3,620.13
Hansen Excavation Inc,	2,700.00
Harlands Tire & Auto Center	6,972.00
Hosfield/John C	2,964.00
Houston Engineering Inc.	4,000.00
Information Systems Corp	13,515.36
Integra Telecom	2,919.11
McClunes Tree Service	9,137.50
Owatonna Motor Company	6,021.61
Owatonna Public Utilities	31,519.02
PSC Alliance Inc	3,201.40
Schultz Excavating	5,680.00
Steele County Central Service	7,487.28
Steele County Treasurer - PCP	6,964.62
Stonebrooke Engineering Inc	42,201.24
Taser International	2,002.35
Trane U.S. Inc.	2,947.25
Turnkey Corrections	15,912.28
Ulland Brothers, Inc.	19,261.00
Waste Management of WI-MN	104,126.76
192 Warrants under \$2,000	<u>73,234.46</u>
<b>Total:</b>	<b>\$484,886.79</b>

Motion by Commissioner Huntington, seconded by Commissioner Glynn to adjourn to the Call of the Chair at 6:33 p.m. Ayes all.

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CHAIRMAN

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