

PROCEEDINGS OF THE STEELE COUNTY BOARD OF COMMISSIONERS

SPECIAL SESSION

February 28, 2017

STATE OF MINNESOTA)
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 COUNTY OF STEELE)

The Steele County Board of Commissioners met in Special Session at 5:02 p.m. on February 28, 2017 with Commissioners Krueger, Gnemi, Glynn, Brady and Abbe present. Also present were Human Resources Director Julie Johnson, County Attorney Dan McIntosh, County Treasurer Catherine Piepho, County Engineer Anita Benson, Community Service Director Amy Roggenbuck, Probation Services Director Tim Schammel, County Assessor Bill Effertz, County Sheriff Lon Thiele, County Administrator Laura Elvebak and County Auditor Laura Ihrke.

Call to Order and Pledge of Allegiance.

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

Ayes all.

Motion by Commissioner Gnemi, seconded by Commissioner Glynn to approve the bills with changes.

Ayes all.

Motion by Commissioner Glynn, seconded by Commissioner Krueger to approve the following consent agenda items. Ayes all.

A. Approve the Minutes of February 14, 2017 Board Meeting and February 23, 2017 Work Session.

B. Approve the following personnel actions:

New Hires/Promotions:

<i>Name</i>	<i>Position-Dept</i>	<i>Step</i>	<i>Start Date</i>
Ellie Flugum	Human Resource Assistant	3	03/06/17
Steven Rick	Asst. Community Corrections Director	6	03/13/17

Resignations/Retirements/Terminations:

<i>Name</i>	<i>Position</i>	<i>Department</i>	<i>End Date</i>
Margaret Mechura	Public Health Nurse	Public Health	02/21/17

Anniversaries:

<i>Name</i>	<i>Position-Dept</i>	<i>Step</i>	<i>Anniv. Date</i>
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- C. Approve estimate for Insulation Removal, Sanitizing and Replacement with Reichel Insulation in the amount of \$23,911.28.
- D. Approve quotes for Gravel Hauling from Rod Anderson & Sons at \$85.00 per hour, Timm’s Trucking Inc at \$88.00 per hour and Loken Excavation & Drainage Inc. at \$88.00 per hour as needed for 2017 belly dump trucking rates.
- E. Approve quotes from Seykora Asphalt at \$82.00 per hour, Wolff & Sons at \$82.00 per hour, Owatonna Groundsmasters at \$84.00 per hour, Met-Con Trucking at \$85.00 per hour, Loken Excavation & Drainage Inc at \$85.00 per hour and James Bros. at \$85.00 per hour as needed for 2017 quad axle supplemental trucking.
- F. Approve the award of bids for Seasonal Materials consisting of Plant Mixed Bituminous and Aggregate Materials needed for highway maintenance purposes.
- G. Approve ModSpace Lease Renewal for the highway construction materials test lab at a rate of \$356.16 per month through 2017.
- H. Approve technical and engineering services agreements with Somerset Township for the replacement of Bridge No. 74508 and construction of new Bridge No. 74J23.
- I. Authorization to advertise for bids for 2017 Striping Contract CP 074-017-001 and set bid opening for April 13, 2017 at 2:30 p.m. in the County Boardroom.
- J. Authorization to advertise for bids for 2017 Bituminous Construction Contract which includes bituminous pavement rehabilitation projects and set bid opening for April 13, 2017 at 2:00 p.m. in the County Boardroom.
- K. Authorization to advertise for bids for Clinton Falls Township Bridge SAP 074-599-031 and set bid opening for 10:00 a.m. on May 4, 2017 in the County Boardroom.
- L. Authorization to advertise for bids for 2017 Bituminous Maintenance Overlay project and set bid opening for 10:15 a.m. on May 4, 2017 in the County Boardroom.

- M. Authorization to solicit bids from a list pre-qualified for the construction of phase 4F-G landfill cells and closure of phase B-C areas.
- N. Approve lease purchase of John Deere 1575 lawn mower from Ag Power with lease payments of \$533.75 per month for 36 months and a payoff of \$12,285.00.
- O. Accept the informational update on the OSHA penalty and progress of correcting the violation at the Courthouse.
- P. Accept the informational update from Parks & Recreation for advertising lawn mowing at County Parks & Landfill.
- Q. Accept the informational update from Environmental Services for the 2018 Landfill Waste Delivery Contracts and 2017 Landfill Waste Delivery Assurance Options.
- R. Accept the informational update from the Policy Committee to continue to investigate possible incentives for business development including working with CEDA, businesses and the township.
- S. Accept the Food Service Agreement between A'viands Summit Food Service and Steele County Sheriff's Office effective February 1, 2017 through January 31, 2018.
- T. Accept Public Safety Policy Committee Minutes.
- U. Accept Public Works Minutes.
- V. Accept Land Use & Records Minutes.
- W. Accept Probation Services Dashboard.
- X. Approve the annual County Boat and Water Safety Grant Agreement between the State of Minnesota and the Steele Co Sheriff's Office in the amount of \$2,015 effective January 1, 2017 through June 30 2018.

Motion by Commissioner Glynn, seconded by Commissioner Krueger to add Rick Gnemi as an alternate to the Cannon River Watershed 1W1P policy committee. Ayes all.

Motion by Commissioner Glynn, seconded by Commissioner Gnemi to approve the Public Health Department Organizational Structure. Ayes all.

Motion by Commissioner Glynn seconded by Commissioner Krueger to approve Northland Securities as Steele County's Financial Advisor to assist the County with specialized services related to the County's membership in SCCL and the operation of the KODA facility. Ayes all.

The Public Hearing on increasing Passport Photo fees was called to order at 5:15 p.m.

County Administrator Laura Elvebak reviewed and explained the reason for the increase.

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

Motion by Commissioner Glynn, seconded by Commissioner Gnemi to close the hearing at 5:18 p.m. Ayes all.

Motion by Commissioner Gnemi seconded by Commissioner Abbe to approve the Passport Photo increase to \$14. Ayes all.

SEMCAC Executive Director, Wayne Stenberg provided an update on SEMCAC's Steele County Impact Report FY 2016 and the Annual Public Report. Head Start Coordinator, Terri McLaughlin provided an update on SEMCAC's Head Start program.

County Engineer Anita Benson provided an update on the Public Works project.

The original Task force members were present to provide background knowledge and insight about the project from their prospective.

Motion by Commissioner Gnemi seconded by Commissioner Krueger to set a Board meeting for March 7, 2017 at 6:00 p.m. to discuss the contract termination and building design of the Public Works Building project. Ayes all.

Motion by Commissioner Abbe seconded by Commissioner Gnemi to award the proposal from Rocon Inc. in the amount of \$185.00 per hour for Project Manager Services relating to the damages at the Steele County Courthouse. Project to start March 6, 2017. Ayes all.

Commissioner Gnemi offered the following **Resolution** seconded by Commissioner Krueger

Steele County
Resolution establishing Open GIS Data

WHEREAS, the County of Steele creates, maintains and possesses valuable geographic information systems (GIS) data to support its various business purposes; and

WHEREAS, the County of Steele recognizes that this GIS data is also a public resource and there are significant benefits to making this data freely and openly available; and

WHEREAS, the emergence and continued refinement of new information technology has dramatically changed the way citizens search for and expect to find, consume and utilize information, and such technology can aggregate ever larger quantities of data and allow government to provide information to the public with increasing efficiency; and

WHEREAS, the County of Steele can leverage this technology to meet the public demand for information, enhance public access to government data and make government processes transparent in order to promote public trust; and

WHEREAS, ensuring the quality, consistency and availability of such data is a core function of government and is essential to maintaining the data's value and utility;

NOW, THEREFORE, BE IT RESOLVED, that the Steele County Board of Commissioners hereby authorizes its GIS Department to publish its public geospatial data on a website in a commonly recognized and easily produced form, available for download by anyone at no cost, subject to accepting the terms of the data disclaimer GIS data usage agreement; and

BE IT FURTHER RESOLVED, that the Steele County Board of Commissioners hereby reserves the right for county business units to charge fees for GIS data provided in other forms and to accommodate special requests for maps, data, and analysis under the applicable rules and statutes that govern said requests; and

BE IT FURTHER RESOLVED, that Steele County Board of Commissioners hereby authorizes qualified members of its staff to coordinate with other counties, cities, governments and agencies through state agencies to share and publish its GIS data in common formats through common websites and public data portals to increase public awareness of its availability and promote its use.

Upon the vote being taken, 5 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 Gnemi, seconded by Commissioner Glynn to authorize the Chair to sign the 2016 Annual County Feedlot Officer Report. Ayes all.

Motion by Commissioner Gnemi seconded by Commissioner Krueger authorizing the return of unused funds from the 2014 Erosion Control Ordinance Development Grant and the 2015 Septic System Upgrade Grant in the amount of \$22,765 to the State of Minnesota. Ayes all.

Motion by Commissioner Gnemi seconded by Commissioner Krueger to approve the purchase of an adjustable standing desk not to exceed \$900 in the Treasurer's Office to be funded by the Compliance Fund. Ayes all.

Motion by Commissioner Gnemi seconded by Commissioner Abbe to approve seeking bids for two new squad cars for the Sheriff's Office. Ayes all.

Commissioner Gnemi offered a **Resolution**, seconded by Commissioner Glynn to approve final payment to Minnowa Construction, Inc. in the amount of \$201,388.21 for SAP 74-612-39 and SAP 74-612-40 (CSAH 12) contingent on receipt of final IC134 and executed final pay request document from the contractor.

Upon the vote being taken, 5 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 Abbe reported on his attendance at the MN Prairie work session and City/County Joint Transportation meeting.

Commissioner Krueger reported on his attendance at the Community Service meeting, Public Works meeting, MN Prairie work session, AMC legislative Conference and Land Use Committee meeting.

Commissioner Glynn reported on his attendance at Community Service meeting, Joint Powers Board meeting and MN Prairie work session.

Commissioner Gnemi reported on his attendance at the Land Use Committee meeting, MN Prairie work session, SEMCAC and Joint Powers Board.

Commissioner Brady reported on his attendance at the AMC conference, State Legislature and SCHR meetings.

Motion by Commissioner Gnemi, seconded by Commissioner Glynn to approve the following listing of bills. Ayes all.

LISTING OF BILLS

02/28/2017

A'viands, LLC	14,367.53
Central Farm Services	4,058.98
City of Ellendale	4,157.51
Compass Minerals America	8,555.51
CPS Technology Solutions	2,575.00
Freeborn County Auditor-Treas	12,209.01
Hewlett Packard Enterprise	3,577.00
Intereum Inc	2,867.65
Jones Haugh & Smith Inc	3,483.75
Kronos Incorporated	3,170.30
League of Minnesota Cities	2,200.00
Local Government Information Systems	42,078.00
Marco Technologies LLC	5,958.15
MN County Attorneys Assn	4,126.00
Motorola Solutions Inc	4,342.47
Office of MN IT Service	2,177.79
Short Elliott Hendrickson Inc	4,125.96
Steele County Treasurer	12,271.10
Waseca County Auditor-Treas	81,810.84
115 Warrants under \$2,000	48,711.72
Total:	\$266,824.27

Motion by Commissioner Gnemi, seconded by Commissioner Glynn to adjourn the Call of the Chair at 6:25 p.m. Ayes all.

CHAIRMAN

ATTEST: _____
AUDITOR