

PROCEEDINGS OF THE STEELE COUNTY BOARD OF COMMISSIONERS

SPECIAL SESSION

July 11, 2017

STATE OF MINNESOTA)

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COUNTY OF STEELE)

The Steele County Board of Commissioners met in Special Session at 5:00 p.m. on July 11, 2017 with Commissioners Brady, Abbe, Krueger and Gnemi present. Commissioner Glynn was absent. Also present were County Engineer Al Forsberg, County Attorney Dan McIntosh, County Treasurer Catherine Piepho, Human Resources Director Julie Johnson, Court Administrator Robin Hoesley, County Administrator Janice Fransen and County Auditor Laura Ihrke.

Call to Order and Pledge of Allegiance.

Motion by Commissioner Gnemi, seconded by Commissioner Abbe to approve the agenda. Ayes all.

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

- A. Approve the June 27, 2017 Board Minutes.
- B. Approve the Bills.
- C. Approve the following personnel actions:

New Hires/Promotions:

<i>Name</i>	<i>Position-Dept</i>	<i>Step</i>	<i>Start Date</i>
Amber Aaseth	PH Asst. Director	5	06/24/17
Lisa Waypa	PH Family Health Lead	6	06/24/17
Melissa Kofstad	PH Adult Health Lead	6	06/24/17
Tonia Miller (promotion)	PH Account. Tech. Lead	2	06/24/17
Joyce Prusha (promotion)	Correctional Sergeant	8	06/24/17
Chad Schlueter (promotion)	Correctional Corporal	2	06/24/17
Thomas Burger	Custodian	3	07/17/17

Resignations/Retirements/Terminations:

<i>Name</i>	<i>Position</i>	<i>Department</i>	<i>End Date</i>
Nancy Borchardt	Accountant	Public Health	06/30/17

Anniversaries:

<i>Name</i>	<i>Position-Dept</i>	<i>Step</i>	<i>Anniv. Date</i>
Jed Loftus	Sergeant-Detention Ctr.	6	07/07/17
Sean Robbins	Road Deputy – Sheriff’s Dept.	4	07/21/17
Ethan Cousins	Asst. Information Tech. Dir.	3	07/22/17
Andrea Wegener	Executive Asst. – Administration	3	07/23/17
John Borger	Information Technology Div. Dir.	7	07/26/17

D. Accept Internal Central Services Minutes.

E. Authorize the Recorder to apply for an E-Notary.

Motion by Commissioner Abbe, seconded by Commissioner Krueger to approve an On-Sale one day Temporary 3.2 Percent Malt Liquor License to Holy Trinity Church of Litomysl and to waive the fee. Ayes all.

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

ACCEPTANCE OF DONATION FOR RADIANT HEATERS

WHEREAS, Minnesota Statute §465.03 allows counties to accept grants and donations of real or personal property for the benefit of its citizens;

WHEREAS, said donations must be accepted via resolution of the County Board of Commissioners by a two-thirds majority of its members; and

WHEREAS, the Board of Commissioners finds that it is appropriate to accept the donation offered;

NOW THEREFORE BE IT RESOLVED by the Board of County Commissioners in and for the County of Steele, Minnesota, that it accepts, with sincere appreciation, the donation of 5 radiant heaters to the Four Seasons Centre.

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

Bill Fahey from Northland Securities gave an update on SCCL.

Motion by Commissioner Krueger, seconded by Commissioner Gnemi to transfer 1.68 million from the Community Wellness back into the General Fund. Ayes all.

County Engineer Al Forsberg gave an update on the Public Works Building.

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

**Resolution Transferring Employment from
State of Minnesota, Department of Corrections
To Steele County**

WHEREAS, Steele County has elected to participate in the Community Corrections Act and has converted to a CCA County, effective July 1, 2017

WHEREAS, the following individuals have elected to transfer their employment from the State of Minnesota, Department of Corrections to Steele County, per Minn. Stat. § 401.04. Their placement on the Steele County wage schedule is:

<u>Name</u>	<u>Position/Dept.</u>	<u>Rating/Step</u>	<u>Effective Date</u>
Jessica Bedney	Probation Officer I	C42/1	07/01/17
Spring Oeltjenbruns	Probation Officer I	C42/1	07/01/17
Ashley Schultz	Probation Officer III	C44/4	07/01/17

NOW, THEREFORE, BE IT RESOLVED, that the Steele County Board of Commissioners approves the transfer of employment from the State of Minnesota, Department of Corrections to Steele County and placement on the Steele County wage schedule.

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

Motion by Commissioner Krueger, seconded by Commissioner Gnemi to consider and approve the Settlement Agreement and Release and Waiver of all claims involving a former employee. Ayes all.

Human Resources Director Julie Johnson discussed the Steele County Administrator search timeline, job description and position profile.

County Engineer Al Forsberg and Human Resources Director Julie Johnson discussed the possibility of sharing one Accountant between Public Health and the Highway Department. It was tabled until the next board meeting on July 25, 2017.

Motion by Commissioner Krueger, seconded by Commissioner Gnemi to approve the 2017 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	\$5,000
Southern MN Initiative Foundation	\$5,000
FarmAmerica	\$500
Owatonna Business Incubator	\$10,000
Blooming Prairie Ambulance	\$5,000
Ellendale Ambulance	\$5,000
Southern MN Tourism	\$1,829
Humane Society	\$10,000

Motion by Commissioner Gnemi, seconded by Commissioner Krueger to approve the Accounting Policies & Procedures handbook. Ayes all.

Motion by Commissioner Abbe, seconded by Commissioner Gnemi to approve installing an electronic display in the Lobby area for the public to view events happening at the County and a computer tablet in the

Treasurer's lobby area for the public and employees who don't have access to a computer to apply for vacant positions or to make changes to their benefit package. The funds for both expenditures would come from the vacant information desk position the County has not filled. Ayes all.

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

ACCEPTANCE OF DONATION FOR PUBLIC HEALTH

WHEREAS, Minnesota Statute §465.03 allows counties to accept grants and donations of real or personal property for the benefit of its citizens;

WHEREAS, said donations must be accepted via resolution of the County Board of Commissioners by a two-thirds majority of its members; and

WHEREAS, the Board of Commissioners finds that it is appropriate to accept the donation offered;

NOW THEREFORE BE IT RESOLVED by the Board of County Commissioners in and for the County of Steele, Minnesota, that it accepts, with sincere appreciation, the donations of:

- Baby Blankets from Regina Klecker
- Baby Bundles from Bundles of Love, Oronoco, MN 55960
- Dressing Supplies from Anonymous

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

Motion by Commissioner Abbe, seconded by Commissioner Krueger to approve the Interpreter Agreement between Steele County Public Health and Saida Sharif to conduct Somali language interpretation services for the period of 6/12/17 – 12/31/17. Ayes all.

Motion by Commissioner Krueger, seconded by Commissioner Gnemi to approve the Interpreter Agreement between Steele County Public Health and Salad Muktar to conduct Somali language interpretation services for the period of 6/26/17 – 12/31/17. Ayes all.

County Treasurer Cathy Piepho gave an update on the 2018 budget.

County Administrator Jan Fransen gave an update on the Courthouse project.

The meeting was then open to comments from the Public.

Commissioner Reports:

Commissioner Abbe reported on his attendance at the 911 Joint Powers Board meeting.

Commissioner Krueger reported on his attendance at the SCHA and KODA meetings.

Commissioner Glynn absent.

Commissioner Gnemi reported on his attendance at Drug Court, Historical Society, KODA and Cannon River Watershed meetings.

Commissioner Brady reported on his attendance at Planning and Zoning meeting and SE Water Resource meeting in Oronoco.

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

LISTING OF BILLS

07/11/2017

Allstream	2,822.67
Block Plumbing & Heating Inc	5,000.00
Businessware Solutions	13,675.00
Country Acoustics LLC	3,700.00
Four Seasons Electric	2,042.00
Henefield and Iacovino Law Office LLC	2,906.25
Hosfield/John C	4,284.00
J R's Advanced Recyclers Inc	7,835.15
KSW Roofing & Heating Inc	9,883.81
Local Government Information Systems	30,109.50
SCR Southern-Rochester	3,083.06

Stonebrooke Engineering Inc	5,729.70
Summit Food Service Management	9,539.86
Willies Painting LLC	18,000.00
110 Warrants under \$2,000	<u>31,157.55</u>
Total:	\$149,768.55

Motion by Commissioner Gnemi, seconded by Commissioner Krueger to adjourn to the Call of the Chair at 6:56 p.m. Ayes all.

CHAIRMAN

ATTEST: _____
AUDITOR