

PROCEEDINGS OF THE STEELE COUNTY BOARD OF COMMISSIONERS

SPECIAL SESSION

March 14, 2017

STATE OF MINNESOTA)
) ss
COUNTY OF STEELE)

The Steele County Board of Commissioners met in Special Session at 4:00 p.m. on March 14, 2017 with Commissioners Gnemi, Glynn, Brady, Abbe and Krueger present. Also present were Human Resources Director Julie Johnson, County Treasurer Catherine Piepho, County Engineer Anita Benson, County Sheriff Lon Thiele, County Administrator Laura Elvebak and Deputy County Auditor Jody Hartle.

Motion by Commissioner Glynn, seconded by Commissioner Brady to appoint Jody Hartle as Clerk. Ayes all.

Call to Order and Pledge of Allegiance.

Motion by Commissioner Gnemi, seconded by Commissioner Abbe to approve the agenda. 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 21, 2017 Board Meeting, March 2, 2017 Work Session and March 7, 2017 Special Meeting.
B. Approve the Bills.
C. Approve the following personnel actions:

New Hires/Promotions:

Table with 4 columns: Name, Position-Dept, Step, Start Date. Row 1: Anthony Buttera, Training & Compliance Officer-Det. Ctr, 8, 03/18/17

Resignations/Retirements/Terminations:

Table with 4 columns: Name, Position, Department, End Date. Row 1: Margaret Mechura, Public Health Nurse, Public Health, 02/21/17

Anniversaries:

Table with 4 columns: Name, Position-Dept, Step, Anniv. Date. Rows: Sasha Zekoff (Asst. Attorney II - Attorney, Step 5, 03/12/17), Tyler Diersen (Asst. County Assessor - Assessor, Step 5, 03/14/17), Gina McGuire (Asst. HR Director - HR, Step 4, 03/20/17), Laura Elvebak (County Administrator - Admin, Step 8+, 03/30/17)

- D. Approve the Interpreter Agreement with Julie Yearling and Steele County Public Health Department to conduct Spanish language interpretation services for the period of 01/01/2017 through 12/31/2017.
E. Approve the Physical Therapist Agreement with Greg Schroeder and Steele County Public Health Department to contract Physical Therapy services through the Home Health Program for the period of 01/01/2017 through 12/31/2017.
F. Approve the Minnesota City Participation Program Joint Powers Agreement and Application with the Owatonna Housing and Redevelopment Authority.
G. Set the Public Hearing date for the Steele County Fee Schedule at 5:15 p.m. on April 11, 2017.
H. Accept Community Services Committee Minutes.
I. Accept Internal Central Services Minutes.

Motion by Commissioner Glynn, seconded by Commissioner Gnemi to approve licensing agreement with eConnectDirect for the use of their investment software and database and to approve a non-corporate resolution form to use Multi Bank Securities to purchase investments. Ayes all.

Commissioner Glynn offered the following Resolution seconded by Commissioner Krueger

ACCEPTANCE OF DONATION FOR CERT PROGRAM

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 \$200.00 donated by the Arkema.

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 Glynn, seconded by Commissioner Abbe to approve Russ Guse as the temporary Ditch Inspector for Steele County with fees being paid out of the Ditch fund accounts as per the Ditch Inspector Agreement. Ayes all.

County Administrator Laura Elvebak gave an update on the Courthouse damage. The Lease agreement with the City of Owatonna for the Firehall clarifying the responsibilities and liabilities was sent to the City for Approval. Rocon has prepared a budget estimate for the second floor and has submitted it to MCIT. MCIT is also identifying repairs and coming up with prices to compare with Rocon. The City of Owatonna is recommending a Design Professional to help coordinate the design of the remodel. The Building committee has reviewed the updates and recommend seeking a revised proposal from the Architects to be based on a per hour and availability since the scope has changed from when the previous proposal was done.

Motion by Commissioner Krueger seconded by Commissioner Gnemi authorizing the Building Committee to decide what Architect to hire and what work to do. Ayes all.

County Engineer Anita Benson gave an update on the Public Works Building. The Board will make a decision on the Building pad at the next Board meeting.

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

RESOLUTION AUTHORIZING APPLICATION FOR MINNESOTA HOUSING & FINANCE AGENCY FAMILY HOMELESS PREVENTION & ASSISTANCE PROGRAM

WHEREAS, the Minnesota Housing Finance Agency, State of Minnesota, has been authorized to undertake a program to provide funds for Family Homeless Prevention & Assistance Projects; and

WHEREAS, the Southeastern Minnesota Housing Network, working through: 1) Three Rivers Community Action, Inc.- Grantee and 2) Sub-Grantees (historically) Semcac and Lutheran Social Services – LINK, has developed a renewal application for the Minnesota Housing Finance Agency Family Homeless Prevention & Assistance Program; and

WHEREAS, the Southeastern Minnesota Housing Network through Three Rivers Community Action, Inc, and Sub-Grantees has demonstrated the ability to perform the required activities of the Minnesota Housing Finance Agency Family Homeless Prevention & Assistance Program;

NOW, THEREFORE, be it resolved that the Southeastern Minnesota Housing Network is hereby authorized as an entity to be charged with the administration of funds made available through the Minnesota Housing Finance Agency Family Homeless Prevention & Assistance Program in the County of Steele, in Minnesota.

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.

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

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:

- 30 Children’s Books by the Kiwanis Club of Owatonna
- 4 Baby Blankets by Regina Klecker

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 Krueger to table the request of adding a Maintenance Tech position to the Highway Department until further review of their overall Organizational Structure to see if any changes of efficiencies should be made and the overall impact of those efficiencies.

Commissioners Reports:

Due to time restrictions, Commissioner Reports will be provided on March 28, 2017.

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

LISTING OF BILLS

03/14/2017

30 th Place LLC	19,946.89
A’viands, LLC	5,063.63
Advanced Correctional Healthcare Inc.	8,434.49
All Systems Installation Inc.	5,137.00
Businessware Solutions	2,019.57
Central Farm Services	5,350.54
Computer Professionals Unlimited Inc.	4,439.00
Express Services Inc.	2,340.00
Four Seasons Centre	3,052.50
Independent Emergency Services LLC	13,634.12
Innovative Office Solutions LLC	2,303.22
JR’s Advanced Recycler Inc.	5,595.80
Kappy’s Auto Restoration	4,871.19
Kiesler’s Police Supply Inc	4,786.98
Kris Engineering Inc	5,785.25
Kwik Trip Inc	3,781.01
MN Home Care Association	2,021.81
MVTL Laboratories Inc	4,534.70
Owatonna Groundsmasters Inc	5,854.36
Owatonna Public Utilities	15,272.41
Rochester Sand & Gravel	2,733.75
SCR Southern-Rochester	2,971.56
Stonebrooke Engineering Inc	19,892.32
Waste Management of WI-MN	51,579.25
156 Warrants under \$2,000	<u>48,243.17</u>
Total:	\$249,644.52

Motion by Commissioner Glynn, seconded by Commissioner Gnemi to adjourn the Call of the Chair at 5:10 p.m. Ayes all.

CHAIRMAN

ATTEST: _____
AUDITOR