

PROCEEDINGS OF THE STEELE COUNTY BOARD OF COMMISSIONERS

SPECIAL SESSION

September 12, 2017

STATE OF MINNESOTA)
) ss
COUNTY OF STEELE)

The Steele County Board of Commissioners met in Special Session at 5:00 p.m. on September 12, 2017 with Commissioners, Gnemi, Glynn, Brady, Krueger and Abbe present. Also present were County Attorney Dan McIntosh, County Engineer Al Forsberg, Human Resources Director Julie Johnson, County Sheriff Lon Thiele, County Treasurer Catherine Piepho, Environmental Services Director Scott Golberg, County Administrator Janice Fransen and County Auditor Laura Ihrke.

Call to Order and Pledge of Allegiance.

Motion by Commissioner Krueger, seconded by Commissioner Gnemi 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 August 22, 2017 Special Board Minutes and August 30, 2017 Special Board Minutes.
B. Approve August 22, 2017 Board Minutes.
C. Approve the Bills.
D. Approve the following personnel actions:

New Hires/Promotions:

Table with 4 columns: Name, Position-Dept, Step, Start Date. Row 1: Joseph Miller, Correctional Officer-Detention Ctr, 1, 09/05/17

Anniversaries:

Table with 4 columns: Name, Position-Dept, Step, Anniv. Date. Rows include Joshua Horejsi, Jodi Bushey, Joyce Richards, Gary Okins, Justin Hebel, Anthony Malepsy, Craig Helgeson, Amber Aaseth, Seth Hummel, Richelle Olson

- E. Accept Community Services Minutes.
F. Accept Internal Central Services Minutes.
G. Authorize County Attorney to sign an agreement between Steele County and the MN Department of Natural Resources to receive up to \$ 10,000 for expenses related to an ongoing investigation.

Motion by Commissioner Gnemi, seconded by Commissioner Krueger to authorize the County Auditor to sell or dispose of personal property left at Tax Forfeited properties. Ayes all.

Motion by Commissioner Glynn, seconded by Commissioner Gnemi to approve the revised 2016 audit engagement letter with CliftonLarsonAllen LLP. Ayes all.

Motion by Commissioner Glynn, seconded by Commissioner Gnemi to approve the extension of the forbearance agreement until January 1, 2018. Ayes all.

Motion by Commissioner Gnemi, seconded by Commissioner Krueger to approve the low bid for the purchase of a new squad car for the Sheriffs Department from Owatonna Motor Company in the amount of \$30,371. Ayes all.

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

Steele County Resolution
Appointing Mr. Greg Ilkka, P.E., County Engineer
For a Four Year Term Effective September 25, 2017

WHEREAS, MS 163.07 requires the County Board of each County appoint and employ a County Highway Engineer in charge of the highway work of the County, and

WHEREAS, Mr. Greg Ilkka, P.E. meets all the qualifications to be appointed the County Highway Engineer,

NOW THEREFORE RESOLVED, Mr. Greg Ilkka, P.E. is appointed as Steele County Highway Engineer for a period of 4 years effective September 25, 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.

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

BE IT RESOLVED by Steele County that the County enter into the attached Grant Contract with the Minnesota Department of Veterans Affairs (MDVA) to conduct the following Program: County Veterans Service Office Operational Enhancement Grant Program. The grant must be used to provide outreach to the county's veterans; to assist in the reintegration of combat veterans into society; to collaborate with other social service agencies, educational institutions, and other community organizations for the purposes of enhancing services offered to veterans; to reduce homelessness among veterans; and to enhance the operations of the county veterans service office, as specified in Minnesota Laws 2017, Chapter 4 Article 1, Section 38, Subdivision 2. This Grant should not be used to supplant or replace other funding.

BE IT FURTHER RESOLVED by Steele County Board that Rene Gilormini, the County Veterans Service Officer, be authorized to execute the attached Grant Contract for the above-mentioned Program on behalf of the County.

WHEREUPON the above resolution was adopted at a regular meeting of the County Commissioners this 12th day of September 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.

Human Resources Director Julie Johnson and Treasurer Cathy Piepho gave an update on the Information Desk.

Motion by Commissioner Glynn, seconded by Commissioner Krueger to approve filling the vacant Accountant position in the Public Health Department. Ayes all.

Motion by Commissioner Glynn, seconded by Commissioner Gnemi to appoint the following members to the Steele County Economic Development Authority: Anisha Zak, Michael Jones, Russell Goette, Lee Ann Hojberg (alternate), Andy Welti, Troy Klecker, Justin Stotts, Jim Abbe, Greg Krueger and Matt Schmidt. Ayes all.

Motion by Commissioner Gnemi, seconded by Commissioner Krueger to approve the US Bank Credit Card Rebate program and authorize Treasurer Cathy Piepho to complete and sign the agreement on behalf of Steele County.

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

A RESOLUTION DESIGNATING NORTHLAND SECURITIES
FINANCIAL ADVISOR AND APPROVING
CONTRACT FOR SERVICES

WHEREAS, the County Board of Commissioners of Steele County has issued an RFP for Financial Advisor Services and has approved Northland Securities as Financial Advisor for the SCCL Project and any other Project at the will of the Board;

NOW, THEREFORE, BE IT RESOLVED, BY THE BOARD OF COUNTY COMMISSIONERS OF STEELE COUNTY, MN, that, the attached Contract for Services is hereby approved, and any and all irregularities in the RFP are hereby waived;

BE IT FURTHER RESOLVED, by The Board of Commissioners, that The Treasurer/Finance Director and the Chairman of the Board may direct Northland to proceed with any project pursuant to the terms of the RFP and Contract for Services of Northland Securities. The Board of Commissioners will affirm at the next Board Meeting.

BE IT FURTHER RESOLVED, BY THE BOARD OF COMMISSIONERS, contacts for Northland Securities will be the Board Chairman, Jim Brady and Commissioner Greg Krueger as well as Treasurer/Finance Director Catherine Piepho as staff for the Project.

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.

County Treasurer Cathy Piepho gave an update of the Steele County 2nd Quarter 2017 Financial report.

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

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:

- Banner and Bookmarks from Learning Zone Xpress

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 Krueger, seconded by Commissioner Glynn to approve the Maintenance Agreement and Construction Cost Sharing Framework between Steele County and the City of Owatonna effective January 1, 2018 and to authorize the Chairman to sign. Ayes all.

Motion by Commissioner Glynn, seconded by Commissioner Gnemi to approve the Steele County and City of Owatonna framework for construction project cost sharing on County Routes within the City limits. Ayes all.

Motion by Commissioner Krueger, seconded by Commissioner Glynn to move the gravel from Phase II to Phase I at the Public Works Building and authorize the County Engineer to purchase additional gravel for roads at the site at an approximate cost of \$145,000. Ayes all.

Commissioner Reports:

Commissioner Abbe reported on his attendance at the Administrator interviews, JD6 meeting, 911 Joint Powers Board and Employee listening sessions.

Commissioner Krueger reported on his attendance at the AMC meeting, Administrator interviews, Employee listening sessions, SCHA, Quality Assurance meeting with SCHA, Preliminary Budget meeting, Township Association and SCCL meetings.

Commissioner Glynn reported on this attendance at a meeting regarding moving into the Courthouse, Administrator interviews, JD6 meeting, Internal Central Services meeting, Listening sessions, Fair Board meeting, Preliminary Budget meeting, Annual Township meeting, met with Owatonna Township and Landowners to discuss water issues.

Commissioner Gnemi reported on his attendance at the SEMCAC and KODA meetings.

Commissioner Brady reported on his attendance at the SCHR meeting, Administrator interviews, SE MN Water Resource meeting Budget meeting, 911 Joint Powers Board, listening sessions, Preliminary Budget meeting, Township meeting, Met at VFW regarding monuments for the Veterans memorial and Planning and Zoning meeting.

LISTING OF BILLS

09/12/2017

30 th Place LLC	17,324.21
Allstream	2,815.08
Ancom Technical Center Inc	3,625.00

CliftonLarsonAllen LLP	37,000.00
Computer Professionals Unlimited Inc	4,468.00
CRK Properties LLC	6,638.79
Dahle Enterprises of Morristown LLC	4,270.00
Four Seasons Electric	23,795.00
Fransen HR Consulting LLC	11,770.00
Grabar Voice and Data Inc.	40,363.50
Hillyard-Hutchinson	2,623.99
Information Systems Corp	13,758.96
Jones Haugh & Smith Inc	5,540.90
Kronos Incorporated	3,157.68
KSW Roofing & Heating Inc	2,289.17
Northland Farm Systems	3,624.52
Office of MN IT Service	2,327.40
Owatonna Heating & Cooling Inc.	2,499.91
Owatonna Motor Company	4,068.84
Owatonna Public Utilities	27,477.71
R-Home Remodeling LLC	6,761.41
River City Electric Co	27,652.56
Short Elliott Hendrickson Inc	39,946.26
Southern Minnesota Enterprises Inc	11,217.58
Summit Food Service Management	5,388.84
Wold Architects and Engineers	6,021.50
WSB & Associates Inc	9,952.02
Ziegler, Inc	8,397.12
166 Warrants under \$2,000	<u>64,120.17</u>
Total:	\$ 398,896.12

Motion by Commissioner Gnemi, seconded by Commissioner Krueger to adjourn to the Call of the Chair at 6:02 p.m. Ayes all.

CHAIRMAN

ATTEST: _____
AUDITOR