

PROCEEDINGS OF THE STEELE COUNTY BOARD OF COMMISSIONERS

SPECIAL SESSION

July 24, 2018

STATE OF MINNESOTA)
) ss
 COUNTY OF STEELE)

The Steele County Board of Commissioners met in Special Session at 5:00 p.m. on July 24, 2018 with Commissioners Glynn, Brady, Krueger and Gnemi present. Also present were County Attorney Dan McIntosh, County Sheriff Lon Thiele, County Treasurer Cathy Piepho, IT Director Dave Purscell, Human Resources Director Julie Johnson, County Engineer Greg Ilkka, Public Works Project Coordinator Al Forsberg, Financial Analyst Jonathan Walstrom, County Administrator Scott Golberg and County Auditor Laura Ihrke.

Call to Order and Pledge of Allegiance.

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

Motion by Commissioner Brady, seconded by Commissioner Gnemi to place on file the Dodge County Wind (Nextra Energy Resources) application to MN PUC for a High Voltage Transmission line in Dodge County. Ayes all.

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

- A. Approve the minutes of June 26, 2018.
- B. Approve the minutes of July 10, 2018.
- C. Approve listing of bills.
- D. Approve the following Personnel Report:

New Hires/Promotions:

<i>Name</i>	<i>Position-Dept</i>	<i>Step</i>	<i>Start Date</i>
Penny Miller	Acct. Support Spec - Landfill	\$14.50/hr.	07/10/18
Chris Deml (voluntary transfer)	Sign Technician - Highway	13	07/21/18

Resignations/Retirements/Terminations:

<i>Name</i>	<i>Position</i>	<i>Department</i>	<i>End Date</i>
Chris Deml (voluntary transfer)	Maint. Working Foreperson	Highway	07/22/18

- E. Accept the Public Works Policy Committee Minutes.
- F. Accept the Internal Central Services Minutes.

Motion by Commissioner Krueger, seconded by Commissioner Gnemi to approve the following 2018 Annual Appropriations:

<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 Area Business Development Center (formerly 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 Brady, seconded by Commissioner Gnemi to approve the purchase of an additional DS200 Optical Scan voting machine to be used as a back-up in the amount of \$5,382.50. Ayes all.

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

RESOLUTION

Declaring Steele County’s intent to retain a CPA firm to perform its annual financial audit

WHEREAS, Minnesota Statutes, section 6.481, subdivision 2 requires counties to have an annual financial audit; and

WHEREAS, Minnesota Statutes, section 6.481, subdivision 2 permits counties to “choose to have the audit performed by the state auditor, or may choose to have the audit performed by a CPA firm;” now, therefore;

BE IT RESOLVED, Steele County chooses to retain the services of a CPA firm, that meets the requirements established in Minnesota Statutes, section 326A.05, for its annual financial audit.

Upon the vote being taken, 4 Commissioners voted in favor thereof, Commissioner Abbe absent and not voting. A copy of the Resolution is on file in the Auditor’s office.

Motion by Commissioner Krueger, seconded by Commissioner Brady to authorize the IT Director to renew the Voice Maintenance Agreement with Matrix Communications. Ayes all.

Motion by Commissioner Krueger, seconded by Commissioner Gnemi to change the first Board Meeting in August to August 15th at 5:00 p.m. Ayes all.

Motion by Commissioner Brady, seconded by Commissioner Gnemi to authorize the Chair to sign the Assent to Registration of Land because of our interest in the right-of-way on the property. Ayes all.

Motion by Commissioner Krueger, seconded by Commissioner Gnemi to authorize Scott Golberg to sign the Agreement for Professional Services with Short-Elliot-Hendrickson not-to-exceed an amount of \$16,000 for an Environmental Site Assessment and a grant/loan program application for the old highway shop. Ayes all.

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

PUBLIC WORKS BULDING

CHANGE ORDER AUTHORITY

Whereas, the scope and size of the Public Works Building is likely to require change orders to construction contracts; and

Whereas, to expedite the construction schedule, meet the deadline in moving from the rented maintenance facility and avoid potential contractor delay claims, authority for the Public Works Building Manager to sign change orders up to \$100,000 is needed; and

Whereas, change orders would be coordinated with the Finance Director and County Administrator prior to execution;

Now Therefore Resolved, the Public Works Building Manager is authorized to sign change orders up to \$100,000 with coordination with the County Finance Director and County Administrator prior to execution.

Upon the vote being taken, four Commissioners voted in favor thereof, Commissioner Abbe 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 award the contract for the CSAH 3 (TH 30 to CSAH 45) culvert replacements project (SAP 074-603-017) to the low bidder, JJD Companies, LLC, in the amount of \$268,466.50. Upon the vote being taken, three Commissioners voted in favor thereof, Commissioner Brady abstaining and Commissioner Abbe absent and not voting. Motion Passed.

Motion by Commissioner Gnemi, seconded by Commissioner Brady to approve the increased purchase price for the enclosed tandem trailer in the amount of \$6,623.74. The increased price reflects an additional \$580.22. Ayes all.

Cathy Piepho and Jonathan Walstrom from the Treasurer’s Office gave a Budget 101 Presentation and overview.

Motion by Commissioner Gnemi, seconded by Commissioner Krueger to appoint Commissioner Brady and Commissioner Krueger to the Canvassing Board. Ayes all.

Commissioner Reports:

Commissioner Gnemi reported on his attendance at an Art Center Partnership Meeting, Public Utilities meeting, Groundbreaking on Vine, Drug Court graduation and Cedarview work session.

Commissioner Brady reported on his attendance at a Public Works meeting, Highway 14 Partnership, MNPrairie, 911 Joint Powers Board, Extension and a CR12 meeting.

Commissioner Krueger reported on his attendance at a Highway 14 Partnership, Criminal Justice meeting, Internal Central Services meeting and Cedarview work session.

Commissioner Abbe not present

Commissioner Glynn reported on his attendance at an Extension meeting, Fair Board meeting, Internal Central Services meeting, Drug Court graduation and JD 24 Ditch meeting.

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

LISTING OF BILLS
07/24/2018

30 th Place LLC	17,594.30
Advanced Correctional Healthcare Inc	9,340.32
Ag Partners	17,329.48
AMCON	33,754.00
Block Plumbing & Heating Inc	2,615.59
Bureau of Criminal Apprehension	2,955.00
Carpet One	19,562.00
Central Farm Services	5,741.86
CRK Properties LLC	6,513.60
Emergency Automotive Technology Inc	3,726.23
Express Pressure Washers Inc	2,351.40
Honeywell Inc	2,034.73
Hosfield/John C	6,708.75
ID Wholesaler South	2,340.00
Kronos Incorporated	3,130.98
MCCC MI 33	5,408.00
Medford Sand & Gravel LLC	23,121.72
Mn Dept of Natural Resources	2,327.00
Mn Dept of Veterans Affairs	3,393.05
Moore Md/Kellyanna J	3,000.00
Oertel Architects	5,396.50
Pictometry International Corp	30,215.31
RDO Equipment Co, Inc	2,445.63
Rinke-Noonan	2,144.00
Southern Mn Construction Co Inc	13,754.50
Steele County Highway Dept	3,244.78
Steele County Revenue	2,394.91
Steele County Treasurer	10,847.42
Summit Food Service Management	9,832.42
WSB & Associates Inc	25,439.00
112 Warrants under \$2,000	<u>54,483.00</u>
Total:	\$ 333,145.48

Motion by Commissioner Gnemi, seconded by Commissioner Brady to adjourn to the Call of the Chair at 5:57 p.m. Ayes all.

CHAIRMAN

ATTEST: _____
AUDITOR