

PROCEEDINGS OF THE STEELE COUNTY BOARD OF COMMISSIONERS

SPECIAL SESSION

December 13, 2011

STATE OF MINNESOTA)
) ss
COUNTY OF STEELE)

The Steele County Board of Commissioners met in Special Session at 7:00 p.m. on December 13, 2011 with Commissioners Ebeling, Johnson, Kubicek and Schultz present. Also present were County Treasurer Steve Rohlik, County Assessor Bill Effertz, County Engineer Anita Benson, Environmental Services Director Scott Golberg, County Attorney Dan McIntosh, Sheriff Lon Thiele, Human Service Director Charity Floen, Emergency Management Director Mike Johnson, Assistant Emergency Management Director Chris Gannon, Public Health Director DeeAnn Pettyjohn, Human Resource Director Patti Krueger, and County Auditor Laura Ihrke.

Call to Order and Pledge of Allegiance.

Motion by Commissioner Kubicek, seconded by Commissioner Johnson to approve the agenda. Ayes all.

Motion by Commissioner Johnson, seconded by Commissioner Schultz to approve the minutes of November 22, 2011. Ayes all.

Commissioner Kubicek offered a Resolution, seconded by Commissioner Johnson

RESOLVED, by the Commissioners of Steele County, that this county approves the further amendment of the Fifth Amended Joint Powers Agreement of South Country Health Alliance, amending Section 12.1 of that Agreement to allow member counties until March 30, 2012 to give notice to withdraw at the end of 2012, such that Section 12.1 will read as follows:

12.1 Method of Withdrawal

A Member County may withdraw from this Amended Agreement by filing with the Joint Powers Board Chair a written notice of intent to withdraw by December 31, one year prior to the year of withdrawal. The effective date of withdrawal shall be December 31 of the year following the written notice ("Effective Date"). Notwithstanding the foregoing, any county wishing to withdraw effective December 31, 2012, shall have until March 30, 2012, to provide its written notice of withdrawal, effective on December 31, 2012. Upon receipt of the resolution of a withdrawal, the Chair shall send a copy of said resolution to each Member County.

Upon the vote being taken four commissioners vote in favor thereof, none absent not voting. A copy of the Resolution is on file in the Auditor's office.

Commissioner Johnson offered the following Resolution, seconded by Commissioner Schultz

BE IT RESOLVED, that the following amounts be appropriated for Petty Cash to the following listed departments as custodians of these funds in Steele County for 2012:

Table with 2 columns: Department Name and Amount. Rows include Treasurer (500.00), Auditor (50.00), Recorder (200.00), LEC-Records (25.00), Sheriff Advance (500.00), Sheriff-Civil (50.00), Detention Center (2,000.00), Four Seasons (70.00), Road & Bridge (50.00), Landfill (250.00), and Total (3,695.00).

Upon the vote being taken four commissioners vote in favor thereof, none absent not voting. A copy of the Resolution is on file in the Auditor's office.

Commissioner Schultz offered the following **Resolution**, seconded by Commissioner Johnson

BE IT RESOLVED, by the Steele County Board of Commissioners that the following sums of money be levied for the current year collectible in 2012, upon all taxable property in the County of Steele, for the following purposes:

	Tax Levy	Total Budget
General Government	12,177,004	18,612,355
Human Services	2,834,447	8,082,583
Road & Bridge	2,986,284	8,282,084
Ditch Fund	0	300,000
Community Wellness Fund	0	0
Landfill	0	1,230,617
Four Seasons	0	659,502
Bonded Debt	2,660,220	2,660,220
SUBTOTAL	20,657,955	39,827,361
Public Library (excluding cities of Owatonna & Blooming Prairie)	191,500	191,500
TOTAL LEVY	20,849,455	TOTAL CERTIFIED BUDGET
		40,018,861
less County Aid	1,569,041	
TOTAL CERTIFIED LEVY	19,280,414	

Upon the vote being taken four commissioners vote in favor thereof, none absent not voting. A copy of the Resolution is on file in the Auditor's office.

Commissioner Kubicek offered the following **Resolution**, seconded by Commissioner Johnson

BE IT RESOLVED that the salary for the position of Steele County Commissioner be set at \$21,886 per year for 2012.

BE IT RESOLVED that the per diem rate shall be set at \$70 per day. The following meetings shall be eligible for per diems:

South Central Minnesota Water Planning Committee, SEMCAC, Law Enforcement Committee, Extension Committee, Drainage Meetings and Inspections, Joint Solid Waste Committee, Board of Health, Association of Minnesota Counties and National Association of Counties Meetings, Cannon River Partnership, Dispatch Joint Powers Board, Southern Minnesota Tourism, Law Library Board, SEMREX, Resource Conservation and Development Committee, Emergency Medical Services, Children's Mental Health Collaborative, Steele County Communities for a Lifetime Board, South Country Health Alliance Joint Powers Board, Steele County Water Planning Committee, Southeast Minnesota Water Resources Board, Fair Board Liaison, Soil and Water District Liaison, Area Agency on Aging, Criminal Justice Committee, Cultural Diversity Network, Jail Committee, Communities for a Lifetime Committee, Recorder's Compliance Fund Committee, GIS Committee, Zumbro River Partnership, Cedar River Watershed Advisory Committee, Steele County Historical Society Liaison, Regional Radio Board, Southeast Minnesota Association of Regional Trails and authorized seminars.

Other meetings may be authorized by action of the County Board.

Upon the vote being taken four commissioners voted in favor thereof, none absent not voting. A copy of the Resolution is on file in the Auditor's office.

Commissioner Johnson offered a **Resolution**, seconded by Commissioner Schultz to approve of the Steele County All-Hazard Mitigation Plan Update. Upon the vote being taken four commissioners vote in favor thereof, none absent not voting. A copy of the Resolution is on file in the Auditor's office.

Motion by Commissioner Schultz, seconded by Commissioner Kubicek to authorize the Chairman to sign bills on December 27, 2011. Ayes all.

Motion by Commissioner Kubicek, seconded by commissioner Johnson to schedule a Board meeting on January 10th, 2012, with the Committee of the Whole meeting at 3:00 p.m. Ayes all.

Motion by Commissioner Kubicek, seconded by Commissioner Johnson to schedule a Board meeting on December 29th, 2011 at 5:30 p.m. Ayes all.

Motion by Commissioner Kubicek, seconded by Commissioner Schultz to approve of payment to the Steele County Historical Society in the amount of \$11,000 for reimbursement for site conditions. Ayes all.

Commissioner Schultz offered the following **Resolution**, seconded by Commissioner Johnson

BE IT RESOLVED, that the schedule for an election to fill the vacant 5th District County Commissioner Seat be as follows:

Nov. 29 – Publish Notice of filing

Dec. 6 - Filing opens

Dec. 13 – Filing closes

Dec. 15 – Last day to withdraw

Dec. 23 – Absentee voting begins -Primary

Feb. 7 – Primary Election

Feb. 17 – Absentee voting begins – General

April 3 – General Election

Upon the vote being taken four commissioners vote in favor thereof, none absent not voting. A copy of the Resolution is on file in the Auditor's office.

Motion by Commissioner Johnson, seconded by Commissioner Kubicek to accept and place on file correspondence from Vaughan E. Taylor. Ayes all.

Motion by Commissioner Johnson, seconded by Commissioner Kubicek to approve of the Recycling Request for Proposals and authorize staff to issue the RFP. Ayes all.

Motion by Commissioner Schultz, seconded by Commissioner Johnson to authorize the Chairman to sign the 2012-2013 Feedlot Delegation Agreement and Work Plan. Ayes all.

Commissioner Johnson offered the following **Resolution**, seconded by Commissioner Kubicek

BE IT RESOLVED, by the Steele County Board of Commissioners to submit a proposal with the Minnesota Pollution Control Agency (MPCA) to conduct the following project: Steele County Septic System Loan Program

BE IT FURTHER RESOLVED, that Scott Golberg be authorized to submit the proposal for the above-mentioned Project and shall have the authority to represent this body in all matters that do not specifically require action of this body, and

BE IT FURTHER RESOLVED, submittal of a proposal does not obligate this body to accept a grant and/or a loan if so offered.

WHEREUPON the above resolution was adopted at the Steele County Board of Commissioner's meeting on December 13, 2011.

Upon the vote being taken four commissioners vote in favor thereof, none absent not voting. A copy of the Resolution is on file in the Auditor's office.

Motion by Commissioner Schultz, seconded by Commissioner Kubicek to include leachate recirculation in the landfill permit application for future landfill design and operations. Ayes all.

Motion by Commissioner Kubicek, second by Commissioner Schultz to authorize Scott Golberg to sign the Memorandum of Understanding with the City of Owatonna to have the county serve as the fiscal agent for the Clean Water Fund grant application to install storm water best management practices in Owatonna. Ayes all.

Motion by Commissioner Johnson, seconded by Commissioner Schultz to approve of the appointment of an additional Court Appointed Attorney in response to the RFP. Ayes all.

Motion by Commissioner Schultz, seconded by Commissioner Johnson to approve the Fund Balance Policy. Ayes all.

Motion by Commissioner Kubicek, second by Commissioner Johnson to approve the Fund Balance Commitments. Ayes all.

Motion by Commissioner Johnson, second by Commissioner Schultz to approve advertising for the open positions in the Detention Center and Assessor's office. Ayes all.

Motion by Commissioner Johnson, second by Commissioner Kubicek to accept the following personnel actions: **New Hires/Transfers:** Tracy Cromwell-Financial Assistant, Treasurer office, effective 11/30/11; Janet

Korogi (transfer)- HHA scheduler, Public Health, Grade 17, Step 3, effective 12/5/11; Carol Rist- Social Worker, Human Services, Grade 29, Step 4 effective 12/13/11. **Reclassifications:** Technical Clerk, Auditor's office- Grade 15 to Grade 16, Technical Clerk II, Auditor's office- Grade 18 to Grade 19, Child Support/Collections Supervisor Grade 34 to Grade 36, Civil Process/Sheriff's Office- reclassify to ¾ time.

Resignation: Erin Selvik- Detention Center. Ayes all.

Motion by Commissioner Johnson, seconded by Commissioner Schultz to approve of the cost for two Flyovers, one in 2012 at a cost of \$47,058.50 and one in 2015 (optional) at a cost of \$52,668.50 with the funds to come from the Compliance Fund. Ayes all.

Motion by Commissioner Schultz, seconded by Commissioner Johnson to approve of the purchase of a copier for Public Health Nurse in the amount of \$8,087 with the funds to come from the 2012 General Fund Capital Equipment Budget. Transfer of the old copier to the Four Seasons Centre. Ayes all.

Motion by Commissioner Johnson, seconded by Kubicek to approve of the quote to replace the server at the Jail in the amount of \$7,181.03 funds to come out of the 2012 General Fund Capital Equipment Budget. Ayes all.

Motion by Commissioner Kubicek, seconded by Commissioner Schultz to approve the list of potential improvements for the Four Season Centre with possible donations from Owatonna Youth Hockey. Ayes all.

Motion by Commissioner Schultz, seconded by Commissioner Johnson to approve of purchase of furniture and equipment for Human Services in the amount of \$21,300 with the funds to come out of the 2012 Human Services Budget. Ayes all.

Motion by Commissioner Schultz, seconded by Commissioner Johnson that the EOC Trailer be under the control of the County Sheriff's Department, and that Lynn Holthus, Director of Building Grounds and Maintenance be in charge of regularly monthly maintenance of the trailer. Ayes all.

Motion by Commissioner Johnson, seconded by Commissioner Schultz to approve the recommendation from the CCSA Committee in the amount of \$50,000 with the following allocations: \$16,000 to Steele County Transitional Housing; \$14,500 to the Steele County Food Shelf; \$12,500 to the Crisis Resource Center; and \$7,000 to SEMCAC Senior Nutrition. Ayes all.

Motion by Commissioner Kubicek, seconded by Commissioner Schultz to award the SCAT bid to Cavalier Coaches with a rate increase of .50 cents for the first year, and .50 cents in the second year. Ayes all

Motion by Commissioner Johnson, seconded by Commissioner Schultz to approve of the following contract renewals: South Central Human Relations Center contracts: CARE program, Adult and Children MH-TCM/Community Support, Outpatient Mental Health /Grant Agreement for Mental Health Services, IRTS, System Care Coordinator Social Worker and Heather Haus- new contract for Assisted Living with the County Attorney to do a final review.

Motion by Commissioner Kubicek, seconded by Commissioner Johnson to approve the Annual Public Health Agency Evaluation and authorize the Chair to sign. Ayes all.

Motion by Commissioner Johnson, seconded by Commissioner Schultz to approve the 2012 Highway Department fee schedule. Ayes all.

Motion by Commission Schultz, seconded by Commissioner Kubicek to approve of the proposal from Evergreen Land Services to provide acquisition services needed for two of the properties identified in the North and East Beltline Corridor study. Ayes all.

Motion by Commissioner Johnson, seconded by Commissioner Kubicek to approve the Notice of Intent to Exercise Option Agreement in the amount of \$25,000 to seller along with delivery of Notice of Intent to Exercise Option as provided in Section 4, 5 & 7 of the Option Agreement. Ayes all.

Commissioner Kubicek offered the following **Resolution**, seconded by Commissioner Schultz

Whereas, the County of Steele has entered into an Option to Purchase Real Estate on November 22, 2011, whereby Steele County will purchase up to a maximum 45 acres located in Owatonna, Minnesota, (as part of existing Parcel No. 08-005-3300) and as provisionally described as:

Approximately 45 acres, more or less, located in the Southerly portion of the West Half of the Southwest Quarter of Section 5, Township 107 North of Range 20 West, being the Southerly portion of Tax Parcel 08-005-3300 with access from US Highway 14 West,

which description will be confirmed by legal survey, from the Estate of Ivan Nielsen at a maximum purchase price of \$450,000 (calculated as \$10,000 per acre) as and for a future Highway Department Facility; and

Whereas, a Purchase Agreement reflecting the final survey and purchase price will be executed pursuant to the terms of the Option to Purchase Real Estate, and the closing on this purchase is scheduled on or before January 6, 2012; and

Whereas, the Board of Commissioners wishes to proceed with the above purchase in order to proceed on the Highway Department Facility; and

Whereas, the Board of Commissioners agrees to delegate its signing authority to an attorney from the Steele County Attorney's Office for closing pursuant to the Option to Purchase Real Estate and subsequent Purchase Agreement; and

Whereas, the Board of Commissioners authorizes payment of all reasonable closing expenses associated with this closing and with the purchase of Owner's Title Insurance, resulting in a total expense not more than \$460,000.00 as and for this purchase.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners of Steele County, Minnesota, that Steele County hereby directs an attorney from the Steele County Attorney's Office to act as its agent for the purposes of closing on the purchase of land in rural Steele County from the Estate of Ivan Nielsen ; and

BE IT FURTHER RESOLVED, by the Board of Commissioners of Steele County, Minnesota, that Steele County hereby authorizes payment for said purchase up to the amount of \$460,000.

Upon the vote being taken four commissioners vote in favor thereof, none absent not voting. A copy of the Resolution is on file in the Auditor's office.

Motion by Commissioner Schultz, seconded by Commissioner Kubicek to approve the following listing of bills and Human Service bills in the amount of \$94,569.42 Ayes all.

LISTING OF BILLS

12/13/2011

A' Viands LLC	16,995.09
Advanced Correctional Healthcare Inc.	7,133.02
Advanced Drainage Systems, Inc.	4,620.97
Aviat U S Inc.	10,742.00
B & W Control Specialists	9,293.26
Barna Guzy & Steffen Inc.	5,269.00
Businessware Solutions Corporation	3,978.40
Computer Professionals Unlimited Inc.	8,742.75
Digital Ally Inc.	4,889.54
Four Season Centre	3,784.97
Harland's Tire & Auto Center	3,065.51
Hewlett -Packard Company	4,310.68
Huckle Media LLC	2,080.99
Industrial Properties LLC	2,791.84
Integra Telecom	3,006.66
J R's Advanced Recyclers Inc.	6,317.90
Jones Haugh & Smith Inc.	2,538.15
Kieffer Communications	5,591.05
Larson/Jeff	2,517.00
Leo A Hoffmann Center Inc.	13,224.20
M-R Sign Company, Inc.	2,309.13
Matejcek Implement Co	3,052.35
MCF- Red Wing	4,030.00
Mid-America Business Systems Inc.	33,357.26
MVTL Laboratories Inc.	6,968.90
NEC Financial Services LLC	4,269.61
Newman Signs Inc.	3,832.85
Oertel Architects	9,140.00
On Target A & M Inc.	2,320.00
Owatonna Heating & Cooling Inc.	2,230.27
Owatonna Public Utilities	15,228.92

PSC Alliance Inc.	54,282.94
Quality Power Solutions Inc.	4,170.00
Ramy Turf Products	3,172.06
RT Vision Inc.	7,614.84
S & T Office Products, Inc.	2,697.66
Short Elliott Hendrickson Inc.	10,836.24
South Central Human Relations	6,443.77
Southern MN Construction Co Inc.	8,460.80
Steele County Attorney	4,244.98
Steele County Central Services	5,729.13
Steele County Revenue	8,183.39
Steele County Treasurer-PCP	5,024.31
Stonebrook Engineering Inc.	3,264.35
Superior Jetting Inc.	10,620.78
Titan Machinery	22,112.78
Trillium Development Inc.	12,210.26
Turnkey Corrections	6,468.16
Uniforms Unlimited Inc.	3,199.59
Witte Brothers Inc.	6,546.38
209 Warrants Under 2,000.00	70,819.03
TOTAL	463,733.72

Motion by Commissioner Johnson, seconded by Commissioner Schultz to adjourn to the Call of the Chair at 8:14 p.m. Ayes all.

CHAIRMAN

ATTEST: _____

AUDITOR