

PROCEEDINGS OF THE STEELE COUNTY BOARD OF COMMISSIONERS

SPECIAL SESSION

June 12, 2012

STATE OF MINNESOTA)
) ss
COUNTY OF STEELE)

The Steele County Board of Commissioners met in Special Session at 7:00 p.m. on June 12th, 2012 with Commissioners Kubicek, Ebeling, Huntington, Johnson and Schultz present. Also present were Engineer Anita Benson, Road & Bridge Office Manager Beth Brady, Highway Maintenance Supervisor Trent Cottingham, Planning & Zoning Administrator Dale Oolman, Human Resource Director Patti Krueger, Sheriff Lon Thiele, County Attorney Dan McIntosh, County Treasurer Steve Rohlik, Assessor Bill Effertz, Human Services Director Charity Floen, Administrator Tom Shea and County Auditor Laura Ihrke.

Call to Order.

Dallas Ketchum from Owatonna Exchange Club gave a presentation regarding the significance of Flag Day, followed by the Pledge of Allegiance.

Motion by Commissioner Schultz, seconded by Commissioner Ebeling to approve the agenda. Ayes all.

Motion by Commissioner Johnson, seconded by Commissioner Huntington to approve the minutes of May 22nd, 2012. Ayes all.

Motion by Commissioner Johnson, seconded by Commissioner Schultz to approve of the following licenses: Temporary Event Body Art Establishment Permit for Katie Bissell of Kat's Tat's for July 3rd - July 5th, and August 14th -August 19th, 2012 and a 3.2 Liquor License for the Blooming Prairie Country Club. Ayes all.

Motion by Commissioner Huntington, seconded by Commissioner Johnson to approve the HAVA Grant Agreement with the Secretary of State in the amount of \$6,898.06 to help defray the operating costs of the assistive voting equipment and vote counting equipment for the 2012 election year and authorize the Chairman and Auditor to sign. Ayes all.

Motion by Commissioner Huntington, seconded by Commissioner Ebeling to approve of Conditional Use Permit #372 for Luann Anderson in Section 34-107-20 of Owatonna Township with conditions per the Planning Commission. Upon the vote being taken four commissioners vote in favor thereof, Commissioner Johnson abstaining.

Motion by Commissioner Johnson, seconded by Commissioner Huntington to approve Conditional Use Permit #199 Review for John and Leo Witte in Section 15-106-21 of Lemond Township with conditions per the Planning Commission. Ayes all.

The Public Meeting for the Capital Improvement Plan and sale of Capital Improvement Bonds was open at 7:18 p.m.

Commissioner Kubicek addressed those in attendance and explained the reason for the hearing.

Administrator Tom Shea reviewed the Capital Improvement Plan with those in attendance. The meeting was then open for comments with those in attendance.

Motion by Commissioner Ebeling, seconded by Commissioner Huntington to close the public hearing at 8:48 p.m. Ayes all.

Commissioner Ebeling offered the following RESOLUTION, seconded by Commissioner Johnson to accept the Capital Improvement Plan;

WHEREAS, the Board of County Commissioners (the Board) of Steele County, Minnesota (the County) has prepared the Capital Improvement Plan (the CIP) pursuant to Minnesota Statutes, Section 373.40; and

WHEREAS, during the course of the preparation and review of the CIP, the Board has considered, for each capital improvement and for the CIP overall: the condition of the County's existing infrastructure, including the projected need for repair or replacement; the likely demand for the improvements; the estimated cost of the improvements; the available public resources; the level of overlapping debt in the County; the relative benefits and costs of alternative uses of the funds; operating costs of the proposed

improvements; and alternatives for providing services most efficiently through shared facilities with other counties or local government units; and

WHEREAS, the CIP covers at least a five-year period beginning with the date of its adoption; sets forth the estimated schedule, timing, and details of specific capital improvements by year, together with the estimated costs, the need for the improvements, and sources of revenue to pay for the improvements; and

WHEREAS, pursuant to Minnesota Statutes, Sections 373.40, the County has published notice of its intent to adopt the CIP and the time and date of the hearing to obtain public comment on the matter at least fourteen (14) but not more than twenty-eight (28) days prior to the date hereof; and

WHEREAS, the County has held a public hearing to obtain public comment on its intent to adopt the CIP on the date hereof.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF STEELE COUNTY, MINNESOTA: SECTION 1. ADOPTION. The CIP is hereby adopted.

Commissioner Schultz offered the following **RESOLUTION**, seconded by Commissioner Huntington to reschedule the public hearing;

WHEREAS, the Board of County Commissioners (the Board) of Steele County, Minnesota (the County) has prepared the Capital Improvement Plan (the CIP) pursuant to Minnesota Statutes, Section 373.40 and adopted the CIP on the date hereof; and

WHEREAS, pursuant to Minnesota Statutes, Sections 373.40, the County has published notice of its intent to adopt the CIP, its intent to issue certain capital improvement plan bonds (the Bonds) thereunder, and the time and date of the hearing to obtain public comment on the matter at least fourteen (14) but not more than twenty-eight (28) days prior to the date hereof; and

WHEREAS, the County has held a public hearing to obtain public comment on its intent to adopt the CIP on the date hereof, and the CIP has been adopted.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY COMMISSIONERS OF STEELE COUNTY, MINNESOTA:

SECTION 1. RESCHEDULING OF PUBLIC HEARING. It is hereby determined to be in the best interests of the County to reschedule the public hearing as it relates to issuance of the Bonds. The public hearing is rescheduled July 10, 2012, and notice of the rescheduled hearing shall be published at least fourteen (14) but not more than twenty-eight (28) days prior to the date of the rescheduled hearing, in the form attached hereto.

Upon the vote being taken five 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 Ebeling, seconded by Commissioner Huntington to approve the contract with the Department of Corrections for work release, Contract #44539 with added language per the County Attorney. Ayes all.

Motion by Commissioner Schultz, seconded by Commissioner Johnson that the Board approves the request from the Historical Society for placement of the Pillsbury Cannon on the property at the Village of Yesteryear. Ayes all.

Motion by Commissioner Johnson, seconded by Commissioner Schultz to refer the correspondence from the Southern Minnesota Initiative Foundation to the Management and Personnel committee and to place on file the correspondence from the Department of Corrections regarding the jail inspection report. Ayes all.

Motion by Commissioner Huntington, seconded by Commissioner Johnson to approve the Chamber of Commerce request to use the Courthouse lawn for Crazy Days. Ayes all.

Motion by Commissioner Ebeling, seconded Commissioner Johnson to approve the Blooming Prairie Economic Development allocation in the amount of \$5,000. Ayes all.

Motion by Commissioner Schultz, seconded by Commissioner Huntington to approve the City of Blooming Prairie Ambulance Subsidy allocation in the amount of \$5,000. Ayes all.

Motion by Commissioner Johnson, seconded by Commissioner Ebeling to approve the City of Ellendale Economic Development allocation in the amount of \$5,000. Ayes all.

Motion by Commissioner Huntington, seconded by Commissioner Johnson to approve of the City of Ellendale Ambulance Subsidy allocation in the amount of \$5,000. Ayes all.

Motion by Commissioner Ebeling, seconded by Commissioner Schultz to approve the Humane Society appropriation in the amount of \$10,000. Ayes all.

Motion by Commissioner Ebeling, seconded Commissioner Huntington to approve the development of an RFP for position classification criteria and ratings. Ayes all.

Motion by Commissioner Huntington, seconded by Commissioner Schultz to approve the acceptance of a donated AED unit from Allina Hospital to be used at the Steele County Landfill. Ayes all.

Motion by Commissioner Huntington, seconded by Commissioner Johnson to approve the Remote Access Policy. Ayes all.

Motion by Commissioner Ebeling, seconded by Commissioner Huntington to approve of replacement of the County ID badge System in the amount of \$2,735, with policy and procedures including reimbursement and management of the system to be developed. Ayes all.

Motion by Commissioner Johnson, seconded by Schultz to approve the Temp Services for Human Resource and Administrator. Ayes all.

Motion by Commissioner Schultz, seconded by Commissioner Johnson to approve of the following Personnel Actions: Kevin Kozel Correctional Officer- CO scale/Step 0 effective 4/15/2012; April Nease Correctional Officer- CO scale/Step 1 effective 4/22/12; Jane DeVos Veteran's Office OSA 1- 25 hours to 40hrs per week effective 6/1/2012. Leah Johnson OSS IV Human Services- Grade 16, Step 2 effective 6/7/2012. Amanda Orlowski SW- Human Services- Grade 29, Step 2 effective 6/13/2012. Marcy Olson Public Health Nurse, resignation effective 5/25/2012. Gary Johnson Custodial Maintenance, retirement effective 6/29/2012. Anniversary: Anthony Buttera Corporal Detention Center, Step 5 effective 6/42012. Travis Avelar Correctional Officer, Step 5 effective 6/4/2012. Ayes all.

Motion by Commissioner Johnson, seconded by Commissioner Ebeling to approve of a closed meeting on June 26, 2012 at 4:45pm for Union negotiations discussion. Ayes all.

Motion by Commissioner Huntington, seconded by Commissioners Schultz to approve the LDRP Grant Agreement SAP 74-609-16. Ayes all.

Commissioner Johnson offered the following **RESOLUTION**, seconded by Commissioner Ebeling,

WHEREAS, Steele County has applied to the Commissioner of Transportation for a grant from the Minnesota State Transportation Fund for construction of Bridge No. 74554; and

WHEREAS, the Commissioner of Transportation has given notice that funding for this bridge is available; and

WHEREAS, the amount of the grant has been determined to be \$289,183.82 by reason of the lowest responsible bid;

NOW THEREFORE, be it resolved that Steele County does hereby agree to the terms and conditions of the grant consistent with Minnesota Statutes, section 174.50, subdivision 5, clause (3), and will pay any additional amount by which the cost exceeds the estimate, and will return to the Minnesota State Transportation Fund any amount appropriated for the bridge but not required. The proper county officers are authorized to execute a grant agreement with the Commissioner of Transportation concerning the above-referenced grant.

Upon the vote being taken five 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 Huntington, seconded by Commissioners Johnson to approve the Township Sign Management Agreements with Aurora and Summit Township. Ayes all.

Motion by Commissioner Johnson, seconded by Commissioner Huntington to authorize advertising for Bids for bituminous maintenance overlays and set the bid opening date for July 12, at 10:00 a.m. Ayes all.

Motion by Commissioners Ebeling, seconded by Commissioner Huntington to approve of the Cooperative Agreement with Oak Glen Wind Farm. Ayes all.

Motion by Commissioner Schultz, seconded by Commissioners Johnson to approve of the proposal for an environment assessment for the proposed Public Works Service Center Project with WSB & Associates in the amount of \$19,930. Ayes all.

Motion by Commissioner Ebeling, seconded by Commissioner Huntington to approve of the purchase of a skid loader and Laser level at a total cost of \$43,315.21. Ayes all.

Motion by Commissioner Johnson, seconded by Commissioner Huntington to approve of the purchase agreement for acquisition property owned by Leah Ness. Ayes all.

Commissioner Ebeling offered the following **RESOLUTION**, seconded by Commissioner Schultz;

WHEREAS, the County of Steele has entered into a Purchase Agreement dated June 12, 2012, whereby Steele County will purchase property located at 1862 44th Ave SE, Havana Township, Parcel No. 07-019-1102 and as legally described as:
Commencing 289 feet South of the NE corner of Section 19, Township 107, Range 19, being center road running East and West running due South 148 feet due West 165 feet due North center road running East and West due East to point of beginning from Leah Ness at a purchase price of \$123,000 as and for the CSAH 43 highway right of way; and

WHEREAS, the closing on this purchase is scheduled for June 21, 2012; and

WHEREAS, the Board of Commissioners wishes to proceed with the above purchase; 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 Purchase Agreement and occupancy 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 an estimated total expense not to exceed \$125,000 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 property from Leah Ness; and

BE IT FURTHER RESOLVED, by the Board of Commissioners of Steele County, Minnesota, that Steele County hereby authorizes payment for said purchase in an amount not to exceed \$125,000 for this purchase.

Upon the vote being taken five 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 Huntington, seconded by Commissioners Johnson to enter into an Agreement with Ron Michaels Consulting, along with 4 other regional counties to help develop the business case and prepare an RFP for the Electronic Data Management Systems. Ayes all.

Commissioner Ebeling offered the following **RESOLUTION**, seconded by Commissioner Huntington for the Human Service Redesign;

WHEREAS, the state of the economy and government budgets, the current and projected changes in demographics, the complexity of human services programs, and the inadequacy of state-supported human services technology, among other factors, result in:

- A level of public funding allocated to the provision of human services that is out of alignment with the quantitative and qualitative demand for services; and
- Unsustainability of the current human services system for the foreseeable future;

WHEREAS, counties can benefit in collaborating by reducing duplication of like administrative activities without negatively affecting service capacity and by adding value through sharing the specialized knowledge and experience of staff with the result of increased, aggregate service capacity;

WHEREAS, counties have successful multi-county collaborative arrangements in place, and the evolution of technology makes effective collaboration across distances even more feasible and efficient than in the past;

WHEREAS, twelve counties in southeastern Minnesota –in collaboration with the Minnesota Department of Human Services-- developed a blueprint for the redesign of human services, as well as an operating model and a business case;

WHEREAS, the state-supervised, county-administered governance framework for the delivery of human services must be restructured, and levels of administrative authority, flexibility, and responsibility must be reassessed and adjusted as necessary to innovate and implement an improved human services system; and

WHEREAS, these factors require leadership and innovation to assure that our county is well-positioned to serve our most vulnerable citizens well into the future.

NOW THEREFORE, be it first resolved that the Steele County Board of Commissioners hereby declares preliminary intent to establish a service delivery authority (hereinafter “SDA”) under Minnesota Statutes 2011, Chapter 402A, as a consortium with other participating counties in southeastern Minnesota that intend:

- To apply best practices in the provision of consumer-centered human services, including prevention;
- To continuously learn and improve the effectiveness of human services;
- To measure their performance and outcomes for clients and communities; and
- To get the best possible short- and long-term outcomes for every taxpayer dollar allocated to human services.

Be it further resolved that Steele County is open to the potential inclusion of Public Health Services in the SDA if other counties are also interested in pursuing that option.

Be it further resolved that Steele County Board of Commissioners hereby commits to continue involvement in an SDA steering committee that is charged with identifying the following to this Board:

- The set of studies to be completed for the detailed implementation planning phase;
- The projected costs of completing such studies; and
- A recommendation on how to fund the work during the detailed implementation planning phase.

Such information will aid this Board in determining whether to proceed with the detailed implementation planning phase.

Upon the vote being taken five 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 Huntington to proceed with 90 day cancellation of NACO prescription drug card and enter into discussion with Coast to Coast Prescription program. Ayes all.

Motion by Commissioner Ebeling, seconded by Commissioner Schultz to approve of the SCAT proposed route. Ayes all.

Motion by Commissioner Ebeling, seconded by Commissioner Huntington to enter in three year contract with Houck Advertising to place ads on Scat Buses. Ayes all.

Commissioner Huntington offered the following **RESOLUTION**, seconded by Commissioner Johnson to purchase a new scat bus;

WHEREAS, Steele County operates a transit system commonly known as Steele County Area Transit; and

WHEREAS, Steele County Area Transit wishes to purchase, through the State of Minnesota Cooperative Procurement Process, a vehicle to be used in the transit system; and Whereas, the vehicle cost is allocated 20% local share and 80% State/Federal share of the “contract amount”; and

WHEREAS, Steele County Area Transit staff has reviewed the vehicle options offered by approved multiple contracting vendors; and

WHEREAS, the staff recommends purchasing a vehicle from North Central Bus Sales for the reasons of cost, fleet consistency, and current and past vendor performance; and

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners of Steele County, Minnesota, that Steele County Area Transit is authorized to purchase a new transit bus from North Central Bus Sales not to exceed the amount of \$72,000.00.

Upon the vote being taken five 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 Huntington to approve the quote for installation of three new and relocation of one existing VHF Narrow Band Equipment for Steele County in the amount of \$34,264.20. Ayes all.

Motion by Commissioner Schultz, seconded by Commissioner Ebeling to approve the quote for VHF Pager Notification System in the amount of \$5,975.95. Ayes all.

Motion by Commissioner Johnson, seconded by Commissioner Huntington to approve of the Rice/Steele Encryption Equipment Quote with the consensus of the Rice/Steele Joint Powers Board and Rice County Board. Ayes all.

Motion by Commissioner Ebeling, seconded by Commissioner Johnson to approve the Agreement with Allina Health System/Owatonna Hospital to utilize up to 5 radios on the Steele County 800 MHz system. Ayes all.

Motion by Commissioner Johnson, seconded by Commissioner Huntington to apply to the Minnesota Pollution Control Agency for the SSTS Local Fix-up Grant application in the amount of \$40,000. Ayes all.

Motion by Commissioner Huntington, seconded by Commissioner Schultz to authorize the Chairman to sign the application for the Bixby TMDL FY 2013 Grant application. Ayes all.

Commissioner Johnson offered the following **RESOLUTION**, seconded by Commissioner Huntington;

WHEREAS, the Owatonna Steele County Amateur Radio Club (Oscar Club consists of Amateur Ham Radio Operators);
WHEREAS, the Oscar Club provides emergency communications and public service to Steele County Citizens; and
WHEREAS, the Oscar Club will be participating in the National Field Day For Amateur Radio People on June 23 from 1:00pm CDT to 1:00pm CDT on June 24, 2012; and
WHEREAS, the Steele County Board recognizes the contribution of the Oscar Club to the emergency preparedness for all the Citizens of Steele County;
NOW, THEREFORE, BE IT RESOLVED, that the Steele County Board of Commissioners recognizes the Steele County Amateur Radio Club for their service and participation in the National Field Day for Amateur Radio People.

Upon the vote being taken five 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 Ebeling, seconded by Commissioner Huntington to approve the following listing of bills and Human Services bills in the amount of \$283,227.70. Ayes all.

LISTING OF BILLS
06/12/2012

180 Degrees Inc	6,170.17
A'viands LLC	7,185.99
Adjusters International Inc	11,563.23
Bergen Incorporated	3,735.28
Burke/Arica	2,021.25
Businessware Solutions Corporation	2,739.25
Cedar Lake Electric Inc	4,370.00
Computer Professionals Unlimited Inc.	3,807.49
Crane Creek Asphalt	2,798.23
ESRI Inc	7,923.76
Heselton Construction LLC	12,931.30
Huckle Media LLC	2,712.80
Integra Telecom	3,009.34
Jones Haugh & Smith Inc.	2,655.30
Medford Sand & Gravel LLC	6,016.21

MN Dept of Transportation	4,278.83
Motorola Solutions Inc	7,847.85
NAPA Auto Parts	2,369.48
New Ulm Quartzite Quarries Inc.	4,012.93
Owatonna Public Utilities	28,256.94
R&K Electric Inc	12,713.96
Short Elliot Hendrickson Inc	58,795.04
Steele County Ag Society	11,250.00
Steele County Historical Society	3,000.00
Steele County Revenue	2,715.76
Steele County Treasurer-PCP	8,472.13
Thomas/Timothy John	4,137.50
Tire Associates	7,999.70
Turnkey Corrections	4,047.58
Ulland Brothers Inc	5,372.61
Waste Management of WI-MN	31,138.03
Yaggy/Colby Associates	2,736.50
198 Warrants Totaling	<u>73,667.19</u>
TOTAL	352,451.63

Motion by Commissioner Huntington, seconded by Commissioner Ebeling to adjourn to the call of the Chair at 10:10 p.m. Ayes all.

CHAIRMAN

ATTEST: _____
 AUDITOR