

PROCEEDINGS OF THE STEELE COUNTY BOARD OF COMMISSIONERS

SPECIAL SESSION

January 8, 2013

STATE OF MINNESOTA)

) ss

COUNTY OF STEELE)

The Steele County Board of Commissioners met in Special Session at 7:00 p.m. on January 8, 2013 with Commissioners Schultz, Johnson, Ebeling, Kubicek and Huntington present. Also present were County Attorney Dan McIntosh, County Engineer Anita Benson, County Administrator Tom Shea and County Auditor Laura Ihrke.

Call to Order and Pledge of Allegiance.

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

Motion by Commissioner Johnson, seconded by Commissioner Ebeling to approve the minutes of December 18, 2012. Ayes all.

Motion by Commissioner Schultz seconded by Commissioner Huntington to approve the following listing of bills and Human Services bills in the amount of \$40,452.16. Ayes all.

LISTING OF BILLS

01/08/2013

| | |
|--|-------------------|
| A'viands LLC | 3,619.95 |
| Businessware Solutions Corporation | 2,634.49 |
| Government Management Group | 5,100.00 |
| Harlands Tire & Auto Center | 2,414.96 |
| Hewlett Packard Company | 6,159.90 |
| Industrial Properties LLC | 3,749.47 |
| Integra Telecom | 3,039.41 |
| Leo A Hoffman Center Inc | 7,242.75 |
| MCF-Red Wing | 3,960.00 |
| North Central Bus Sales | 71,837.00 |
| Owatonna Public Utilities | 17,299.79 |
| Rice County Solid Waste Dept | 2,698.34 |
| Tim's Auto Service Inc | 2,224.01 |
| Youth 1 st Community Initiative | 5,000.00 |
| 79 warrants under \$2,000.00 | <u>25,432.19</u> |
| TOTAL | 162,412.26 |

Motion by Commissioner Ebeling, seconded by Commissioner Johnson to adjourn Sine Die at 7:04 p.m. Ayes all.

CHAIRMAN

ATTEST: _____
AUDITOR

PROCEEDINGS OF THE STEELE COUNTY BOARD OF COMMISSIONERS

REGULAR SESSION

January 8, 2013

STATE OF MINNESOTA)

COUNTY OF STEELE) ss
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The Steele County Board of Commissioners met in Regular Session at 7:05 p.m. on January 8, 2013 with Commissioners Schultz, Johnson, Ebeling, Kubicek and Huntington present. Also present were County Attorney Dan McIntosh, County Engineer Anita Benson, County Administrator Tom Shea and County Auditor Laura Ihrke.

The Board was called to Order by the County Auditor who called for nominations for Chair for 2013.

Motion by Commissioner Ebeling, seconded by Commissioner Johnson to nominate Commissioner Schultz as Chairman for 2013.

Motion by Commissioner Kubicek, seconded by Commissioner Johnson that nominations cease and call for the vote on Commissioner Schultz for Chairman for 2013. Upon the vote being taken Mark Schultz was unanimously elected Chairman for 2013.

Commissioner Schultz then took the Chair.

The Chair then called for nominations for Vice-Chair for 2013.

Motion by Commissioner Ebeling, seconded by Commissioner Huntington to nominate Commissioner Johnson as Vice-Chairman for 2013. Upon the vote being taken, Doug Johnson was unanimously elected Vice-Chairman for 2013.

Motion by Commissioner Johnson, seconded by Commissioner Huntington to adopt the Rules of Order for 2013. Ayes all.

Motion by Commissioner Ebeling, seconded by Commissioner Huntington to approve travel and training for officers and employees if within the state and within the budget. Ayes all.

Motion by Commissioner Kubicek, seconded by Commissioner Johnson to approve the AMC Policy Committee appointments for 2013 and to appoint the five Commissioners, County Administrator, County Auditor and County Treasurer as the AMC Delegates for 2013. Ayes all.

Motion by Commissioner Ebeling, seconded by Commissioner Johnson to authorize AMC Delegates and staff to attend AMC and NACO meetings. Ayes all.

Motion by Commissioner Ebeling, seconded by Commissioner Johnson to award the publication of the 2013 Commissioner Proceedings, Legal Notices, 2012 Delinquent Tax List and the 2012 Financial Statement to the Owatonna Peoples Press. Ayes all.

Motion by Commissioner Kubicek, seconded by Commissioner Huntington award the 2nd Publication of the 2012 Financial Statement in another paper located in the County to Bussler Publishing-Blooming Prairie Times. Ayes all.

Motion by Commissioner Johnson, seconded by Commissioner Huntington to direct the County Auditor to publish the Commissioner's proceedings in summary format. Ayes all.

Motion by Commissioner Ebeling, seconded by Commissioner Huntington to set the interest rate on ditch liens for 2013 at 5%. Ayes all.

Motion by Commissioner Ebeling, seconded by Commissioner Kubicek to set the date for the County Board of Equalization on Thursday, June 13, 2013 at 5:30 p.m. Ayes all.

Commissioner Huntington offered the following **Resolution**, seconded by Commissioner Johnson:

WHEREAS, the Human Services Department has numerous purchase of service contracts and agreements, individual service and placement agreements, warrants, reports, and other documents that are required and/or essential for the professional and successful operation of the Department and

WHEREAS, The County Board of Commissioners is charged with the responsibility to ensure that these documents are completed and signed in an accurate and timely manner; and

WHEREAS, the payment of Federal and State Public Assistance program expenditures, Social Services program expenditures, and Administrative expenditures is required and/or necessary to maintain the orderly flow of Agency business; and

WHEREAS, the ability to pay these expenditures in a timely and opportune manner promotes efficient and effective Agency practices; and

WHEREAS, it is advisable and prudent for the Board of Commissioners to delegate these responsibilities to the Human Services Director or his designee.

NOW, THEREFORE BE IT RESOLVED, that the Steele County Board of Commissioners hereby authorizes the Director of Human Services or designee to sign documents legally binding the department directly relative to the operation and necessary to implement the judicially or statutorily mandated fiscal responsibilities of the department, and to approve the payment of expenditures utilizing auditor's warrants for the year of 2013.

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 Johnson, seconded by Commissioner Huntington to approve the Body Art Establishment License for Alan Kettner of Thee Dragon's Lair. Ayes all.

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

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 2013:

| | |
|------------------|----------------------------------|
| 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 (base amt varies daily) |
| Four Seasons | 70.00 |
| Road & Bridge | 50.00 |
| Landfill | <u>250.00</u> |
| Total | 3,695.00 |

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 Kubicek, seconded by Commissioner Huntington to set the Board meetings for 2013 as the 2nd and 4th Tuesday's of the month. Ayes all.

Motion by Commissioner Huntington, seconded by Commissioner Johnson to set the fee for Certificate as to Taxes (Auditor's Office) to \$150. Ayes all.

Motion by Commissioner Ebeling, seconded by Commissioner Kubicek to set the mileage rate for 2013 per IRS standards at 56.5 cents per mile. Ayes all.

Motion by Commissioner Huntington, seconded by Commissioner Johnson to appoint Marvin Spindler, Jim Schafer, Steve Kath, Matt Durand and Margaret Michaeletz to the Facilities Task Force. Ayes all.

Motion by Commissioner Huntington, seconded by Commissioner Ebeling to re-name the Facilities Task Force to the Public Works Service Center Task Force. Ayes all.

Motion by Commissioner Huntington, seconded by Commissioner Ebeling to adopt the purpose, objectives and deliverables for the Public Works Facility. Ayes all.

Motion by Commissioner Huntington, seconded by Commissioner Ebeling to change the February 12, 2013 Board meeting to have the Committee of the Whole at 4 p.m. and the Board meeting at 8 p.m. Ayes all.

Motion by Commissioner Johnson, seconded by Commissioner Ebeling to approve the Blooming Prairie Tower Lease from Verizon in the amount of \$6,000 annually. Ayes all.

Motion by Commissioner Kubicek, seconded by Commissioner Ebeling to approve transferring ownership of the surplus mobile radios to the Fillmore County Sheriff's office. Ayes all.

Motion by Commissioner Huntington, seconded by Commissioner Kubicek to approve of hiring temporary support staff to assist with the Task Force for Public Works project management and communication, internal and external. The position would be approximately 10 – 15 hours per week up to 5 months. Ayes all.

Motion by Commissioner Ebeling, seconded by Commissioner Johnson to approve the following personnel actions: Lisa Risch, Det Ctr Records, .5 FTE, Grade15, Step 2, effective 12/26/12; Resignation of Tanisha Kelly, OSS II, Human Services effective 1/11/13; Dan McIntosh, Grade 48/Step 13, effective 01/01/13; Lon Thiele, Grade 45/Step 13, effective 01/01/13; Ron Hammann, Grade 37/Step 10, effective 01/01/13; Scott Hanson, Grade 37/Step 13, effective 01/01/13; Christy Hormann, Grade 39/Step 9, effective 01/23/13; Brady Wolhart, Step 6, effective 01/16/13; and Shannon Jes, Step 5, effective 01/14/13. Ayes all.

Motion by Commissioner Kubicek, seconded by Commissioner Johnson to refer the Recycling Coordinator position to the Committee of the Whole on January 22, 2013. Ayes all.

Motion by Commissioner Ebeling, seconded by Commissioner Huntington to approve Elizabeth Brady at Grade 40, Step 7 and Bob Starman at Grade 29, Step 11. Ayes all.

Motion by Commissioner Johnson, seconded by Commissioner Huntington to approve designating the County Website for advertising Highway Construction Projects. Ayes all.

Motion by Commissioner Ebeling, seconded by Commissioner Kubicek to authorize advertising for bids for Seasonal Materials and set the bid opening date for February 14, 2013 at 11:00 a.m. Ayes all.

Motion by Commissioner Johnson, seconded by Commissioner Huntington to authorize the Administrator and Assessor to investigate opportunities to work together with Dodge County. Ayes all.

Motion by Commissioner Johnson, seconded by Commissioner Ebeling to go into closed session at 8:25 p.m. Ayes all.

Motion by Commissioner Johnson, seconded by Commissioner Ebeling to open the Board meeting.

Motion by Kubicek, seconded by Commissioner Huntington to adjourn to the Call of the Chair at 8:42 p.m. Ayes all.

CHAIRMAN

ATTEST: _____
AUDITOR