

PROCEEDINGS OF THE STEELE COUNTY BOARD OF COMMISSONERS

SPECIAL SESSION

September 10, 2013

STATE OF MINNESOTA)

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COUNTY OF STEELE)

The Steele County Board of Commissioners met in Special Session at 7:00 p.m. September 10, 2013 with Commissioners Kubicek, Huntington, Schultz, Johnson, and Ebeling, present. Also present were County Treasurer Steve Rohlik, Planning & Zoning Director Dale Oolman, Human Service Director Charity Floen, County Attorney Dan McIntosh, Assistant Finance Director Cathy Piepho, Public Health Nurse DeeAnn Pettyjohn, County Administrator Tom Shea and County Auditor Laura Ihrke.

Call to order and Pledge of Allegiance.

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

Motion by Commissioner Huntington, seconded by Commissioner Kubicek to approve the minutes of August 27, 2013. Ayes all.

Motion by Commissioner Johnson, seconded by Commissioner Kubicek to approve the Exempt Permit for the Owatonna Area Chamber of Commerce & Tourism. Ayes all.

Motion by Commissioner Ebeling, seconded by Commissioner Huntington to approve the Conditional Use Permit #378 for Lysne Tower in Section 33-108-20 of Clinton Falls Township, with conditions per the Planning Commission and approve the Findings of fact. Ayes all.

Motion by Commissioner Kubicek, seconded by Commissioner Johnson to approve the Interim Use Permit 2013-03 for Lembke Gravel Pit, in section 27-106-19 of Aurora Township, with conditions per the Planning Commission and approve the Findings of Fact. Ayes all.

Motion by Commissioner Huntington, seconded by Commissioner Johnson to approve the renewal of Conditional Use Permit #251 for Routh Gravel Pit, in section 13-105-21 of Berlin Township, with conditions per the Planning Commission and approve the Findings of Fact. Ayes all.

Motion by Commissioner Kubicek, seconded by Commissioner Huntington to approve the renewal of Conditional Use Permit #306 for Langlie Gravel Pit, in section 31-105-20 of Summit Township, with conditions per the Planning Commission and approve the Findings of Fact. Ayes all.

Commissioner Johnson offered a **RESOLUTION**, seconded by Commissioner Ebeling.

BE IT RESOLVED, by the Steele County Board of Commissioners that the county enter into a Grant Contract with the Minnesota Department of Veterans Affairs (MDVA) to conduct the following Program: County Veterans Service Office 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 2013 Chapter 142 Article 4. This Grant should not be used to supplant or replace other funding.

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

Upon the vote being taken, 5 Commissioners voted in favor thereof, non-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 place on file the correspondence from the Secretary of State and the Soil & Water Conservation District and to send the correspondence from the Humane Society to Management & Personnel Committee. Ayes all.

Motion by Commissioner Ebeling, seconded by Commissioner Kubicek to retain Donald Walsh of DHW Consulting to conduct Gravel Tax audits. Ayes all.

Motion by Commissioner Kubicek, seconded by Commissioner Huntington to approve of the following Ditch Levies for payable 2014: JD #5-7% + int.; JD #10-17% + int.; JD #12-12%; JD #23-2.5%; JD #24- 2.5%; CD #1, CH BR-20% + int.; CD #2-3%; CD #5-.5%+ int.; CD #22-2.5%; CD #23-5%; PTD #7-.5% + int.; PTD #9-18% + int.; PTD #11-10% + int; PTD #17-10% and JD #2-4.5% + int. Ayes all.

Motion by Commissioner Ebeling, seconded by Commissioner Huntington to approve the Executive Assistant Job Description and position rating, Grade 26 and to authorize posting of the position. Ayes all.

Motion by Commissioner Huntington, seconded by Commissioner Ebeling to approve of the following personnel actions. Ayes all.

Resignations/Retirements:

April Nease (resignation)	Correctional Officer	9/13/2013
Mark Barrie (resignation)	Correctional Officer	9/13/2013

Anniversaries:

Richard Wandrey	Asst Administrator-Det Ctr	Grade 34, Step 12	7/16/2013
Justin Hebel	Sergeant-Det Ctr	Step 12	9/20/2013
Shelley Thom	Correctional Officer	Step 3	9/07/2013
Travis Ardolf	Correctional Officer	Step 3	9/27/2013

Motion by Commissioner Huntington, seconded by Commissioner Ebeling to approve setting the fee for the Seasonal Influenza vaccination at \$30. Ayes all.

Motion by Commissioner Kubicek, seconded by Commissioner Johnson to authorize the Human Services Director to sign the contract with Royal Transportation Owatonna Inc. and to provide medical assistance funded transportation. Ayes all.

Motion by Commissioner Ebeling, seconded by Commissioner Huntington to approve of the contract with Dodge County for Child Support Supervision. Ayes all.

Motion by Commissioner Johnson, seconded by Commissioner Huntington to authorize the County Administrator to finalize details with the Waseca County Administrator for purchasing a portion of the Steele County Human Services Director's time. Ayes all.

Commissioner Huntington offered a **RESOLUTION**, seconded by Commissioner Ebeling appointing Amber Aaseth to serve as the Board's authorized agent for Medicare and MDH Home Care Licensure.

Upon the vote being taken, 5 Commissioners voted in favor thereof, non-absent and not voting. A copy of the Resolution is on file in the Auditor's office.

Commissioner Johnson offered a **RESOLUTION**, seconded by Commissioner Ebeling.

BE IT RESOLVED, that the preliminary tax levy for 2014 be set at \$20,794,412 and the preliminary total budget be set at \$45,851,790.

BE IT FURTHER RESOLVED, That the County Board set the time, date and location of the County Board meeting at which the final budget/tax levy will be discussed on December 17, 2013 at 6:00 p.m. This meeting will be held in the Steele County Administration Board Room.

Upon the vote being taken, 5 Commissioners voted in favor thereof, non-absent and not voting. A copy of the Resolution is on file in the Auditor's office.

Motion by Commissioner Johnson, seconded by Commissioner Kubicek to authorize the Administrator to draft a letter to the City of Owatonna in support of the Legacy Grant for the Straight River Trail. Ayes all.

Motion by Commissioner Kubicek, seconded by Commissioner Ebeling to change the December Board meetings to December 17 at 7 p.m. and December 27 at noon. Ayes all.

Motion by Commissioner Johnson, seconded by Commissioner Huntington to approve of the listing of bills and Human Services in the amount of \$99,138.01. Ayes all.

LISTING OF BILLS

9/10/13

A 'viands LLC	17,460.76
Al- Jon Manufacturing LLC	2,913.45
Braun Intertec Eng Inc	4,171.00
Businessware Solutions Corporation	2,111.28
City of Medford	2,500.00
Computer Professionals Unlimited Inc	4,425.28
CPS Technology Solutions	3,633.75
Gislason & Hunter LLP	2,322.40
Integra Telecom	3,260.46
James Brother Construction Inc	53,053.25
Jones Haugh & Smith Inc	7,458.91
MCF- Red Wing	4,092.00
Microsoft's Store	2,199.48
MN Dept of Natural Resources- Omb	2,250.00
Owatonna Public Utilities	32,219.26
Relias Learning	4,257.97
Seykora Group Inc	41,457.00
South Central Human Relations	5,156.79
Steele County Revenue	2,095.91
Thomson Reuters- West	2,217.48
Truegreen Processing Center	3,290.70
Turnkey Corrections	4,337.95
Twist Office Products	7,874.00
Ulland Brothers Inc	74,455.14
Vinyl Products Mfg Inc	2,919.36
Widseth Smith Nolting & Assoc Inc	4,432.00
167 Warrants under \$2,000	<u>58,304.44</u>
TOTAL	\$357,976.08

Motion by Commissioner Huntington, seconded by Commissioner Ebeling to adjourn to the Call of the chair at 7:38 p.m. Ayes all.

CHAIRMAN

ATTEST: _____
AUDITOR