

PROCEEDINGS OF THE STEELE COUNTY BOARD OF COMMISSONERS

SPECIAL SESSION

December 16, 2014

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. on December 16, 2014 with Commissioners Huntington, Johnson Ebeling, Schultz and Kubicek present. Also present were Public Works Director Anita Benson, Assistant Finance Director Cathy Piepho, Human Service Director Charity Floen, County Attorney Dan McIntosh, County Sheriff Lon Thiele, Planning & Zoning Director Dale Oolman, Interim Community Services Director Stan Groff, Jail Administrator Ron Hammann, County Administrator Tom Shea and County Auditor Laura Ihrke.

Call to Order and Pledge of Allegiance.

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

Motion by Commissioner Huntington, seconded by Commissioner Ebeling to approve the minutes of November 25, 2014. Ayes all.

Motion by Commissioner Huntington, seconded by Commissioner Kubicek to approve the Body Art Establishment License for Kat’s Tat’s (Katie Bissell). Ayes all.

Motion by Commissioner Kubicek, seconded by Huntington to approve the CUP #388 for Daniel Petsinger for an internet service provider business in Section 21-106-21 of Lemond Township with conditions per the Planning Commission and to approve the Finding of Facts. Ayes all.

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

**Petty Cash Funds**

**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 2015:

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)
Public Health	25.00
Four Seasons	70.00
Road & Bridge	50.00
Landfill	<u>250.00</u>
<b>Total</b>	<b>3,720.00</b>

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.

Commissioner Ebeling offered a Resolution, seconded by Commissioner Huntington to set the Tax Levy at 21,657,511. (Later rescinded)

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.

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

**BE IT RESOLVED** that the salary for the position of Steele County Commissioner be set at \$21,886 per year for 2015.

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

Area Agency on Aging	Recorder's Compliance Fund Committee
Association of Minnesota Counties	Regional Radio Board
Board of Health	Regional Rail Authority
Cannon River Partnership	Resource Conservation and Development Committee
Cedar River Watershed Advisory Committee	SEMCCAC
Children's Mental Health Collaborative	SEMREX
Communities for a Lifetime Committee	SMART Transit Advisory Board
CP/DM&E Task Force	Soil and Water District Liaison
Criminal Justice Committee	South Central Minnesota Water Planning Committee
Cultural Diversity Network	South Country Health Alliance Joint Powers Board
Dispatch Joint Powers Board	Southeast Minnesota Association of Regional Trails
Drainage Meetings and Inspections	Southeast Minnesota Water Resources Board
Drug Court Committee	Southern Minnesota Tourism
Emergency Medical Services Extension Committee	Steele County Communities for a Lifetime Board
Fair Board Liaison	Steele County Historical Society Liaison
Five County Solid Waste Committees	Steele County Historical Planning Committee
GIS Committee	Steele – Waseca Drug Court
Highway 14 Partnership	Transportation Planning Committees
Intergovernmental Committees	Workforce Development Committees
Jail Committee	Zumbro River Partnership, and
Joint Solid Waste Committee	Authorized seminars.
Law Enforcement Committee	
Law Library Board	
Minnesota River Board	
MNPrairie SDA Committees	
National Association of Counties Meetings	
Public Works Task Force	

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 Schultz to authorize the Chairman to sign the Quit Claim Deed for the City of Medford. Ayes all.

Motion by Commissioner Huntington, seconded by Commissioner Schultz to authorize the Chairman to sign the Quit Claim Deed for Roger Borwege. Ayes all.

Motion by Commissioner Huntington, seconded by Commissioner Ebeling to refer the correspondence from the Center for Rural Policy and Development to Internal Central Services. Ayes all.

Motion by Commissioner Kubicek, seconded by Commissioner Ebeling to accept and place on file the correspondence from the Soil and Water Conservation District. Ayes all.

The Public Hearing for the Transportation Sales Tax Option was open at 7:15 p.m.

Public Works Director Anita Benson explained the purpose of the proposed ½% sales tax. The meeting was then open for questions for those in attendance.

Motion by Commissioner Huntington, seconded by Commissioner Ebeling to close the Public Hearing at 7:30 p.m. Ayes all.

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

**Implementation of ½% County Sales Tax for Transportation**

**WHEREAS**, preservation of Steele County's transportation infrastructure is essential for public safety; and

**WHEREAS**, previous generations have invested in the establishment and maintenance of the Steele County highway system, and

**WHEREAS**, Steele County's investments in that transportation networks is in excess of \$95.6 million to date and represents 64% of Steele County's total capital assets;

**WHEREAS**, funding for highway systems in Minnesota has remained stagnant and is failing to keep pace with the demands of a growing population or to provide the resources necessary to maintain and that system and preserve the investment; and

**WHEREAS**, Steele County's transportation infrastructure forms the backbone of the county's economy and has a direct impact on future economic development; and

**WHEREAS**, a ½% sales tax for transportation collected for Steele County will stay in Steele County; and

**WHEREAS**, the 2008 Minnesota State Legislature has authorized a local option sales tax for transportation, (Chapter 152); and

**WHEREAS**, the 2013 Minnesota State Legislature authorized the removal of requirement for holding a referendum in order to impose the tax, (Chapter 117, Article 3, Section 25); and

**WHEREAS**, Chapter 117, Article 3, Section 26, Subd. 2 of the 2013 Session Laws further requires that the proceeds of the tax must be dedicated exclusively to payment of the capital cost of specific transportation projects designated by the County Board, and that the tax must terminate when revenues raised are sufficient to finance the projects; and

**WHEREAS**, the Steele County Board of commissioners desires to implement such a sales tax and have the State Department of Revenue collect the same; and

**WHEREAS**, the proceeds of such a sales tax must be spent on projects identified in the Steele County 2015-2025 Transportation Capital Improvement Plan adopted by the Steele County Board of Commissioners action on November 25, 2014 following a public hearing; and

**WHEREAS**, the Steele County 2015-2025 Transportation Capital Improvement Plan funded by Sales Tax may be amended by future actions of the Steele County Board of Commissioners after a public hearing; and

**WHEREAS**, the current Steele County-Municipal Cost Participation Policy may result in an undue financial hardship or undue financial burden for projects within the cities of Blooming Prairie, Ellendale, Medford and Owatonna, therefore the Steele County-Municipal Cost Participation Policy will NOT apply to projects funded by this Transportation Sales Tax but rather cost participation by individual City's will be reviewed, assessed and agreed to on a project by project basis.

**NOW THEREFORE, BE IT RESOLVED THAT** the Steele County Board of Commissioners authorized and imposes a ½% sales tax as provided for in Minnesota State Statute for the year 2015 and each subsequent year thereafter, to fund road and drainage improvements as identified in the Steele County 2015-2025 Transportation Capital Improvement Plan dated November 25, 2014.

**BE IT FURTHER RESOLVED**, that the provision of Minn. Stat. Section 297A.99, subdivisions 4, and 6 thru 13, shall govern the imposition, administration, collection, and enforcement of the tax.

**BE IT FURTHER RESOLVED**, that the Steele County Board of commissioners hereby directs the county auditor/treasurer to certify the tax to the State Department of Revenue for collection of the sales tax on or before April 1, 2015.

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 Huntington, seconded by Commissioner Ebeling to authorize hiring a temporary replacement for the Extension office and to recommend that new language be added in the MOU to hold the County harmless for future hires. The temporary employee would be funded from the budget, not to exceed the 2015 budgeted amount. Ayes all.

Motion by Commissioner Ebeling, seconded by Huntington to approve the seasonal snow plow driver pay rate of \$16.65-\$23.31 per hour with a contingency that if the appeal changes the pay would increase. Ayes all.

Motion by Commissioner Schultz, seconded by Commissioner Kubicek to approve an unpaid Medical Leave of Absence Request for Richard Wandrey through April 30, 2015. Ayes all.

Motion by Commissioner Ebeling, seconded by Commissioner Huntington to approve the leave of absence request (per Minn. Statute 3.088) for Daniel McIntosh, County Attorney, and Lon Thiele, County Sheriff to take a leave from their previous position while they hold their elected position. Ayes all.

Motion by Commissioner Huntington, seconded by Commissioner Schultz to approve that Steele County Elected positions be eligible for the same PTO and benefits that non-union employees receive effective with the payroll beginning 12/29/2014 and the sick leave conversion be retroactively applied for elected officials still in service of Steele County. Ayes all.

Motion by Commissioner Kubicek, seconded by Commissioner Schultz to approve the sale of the Surplus IT Equipment to the Historical Society as long as there are no other entities that would also be entitled to the equipment and the equipment is “as is” as long as the values is under \$15,000. Ayes all.

Motion by Commissioner Kubicek, seconded by Commissioner Huntington to approve of the tax abatement for the Borwege property north of Medford. Ayes all.

Commissioner Ebeling offered the following Resolution, seconded by Commissioner Schultz

**FOR AQUATIC INVASIVE SPECIES PREVENTION AID**

**WHEREAS**, 2014 Session Law Chapter 308 enacted by the Legislature provides Minnesota counties a County Program Aid grant for Aquatic Invasive Species (AIS) prevention. The amount designated to each county is based on the number of watercraft trailer launches as well as the number of watercraft trailer parking spaces within each county. Steele County was allocated approximately \$8,162 in 2014 and \$18,138 for 2015 and each year after, and;

**WHEREAS**, the legislation requires that Steele County must establish, by resolution or through adoption of a plan, guidelines for the use of the proceeds which are to prevent the introduction or limit the spread of aquatic invasive species at all access sites within the county, and;

**WHEREAS**, the county may appropriate the proceeds directly, or may use any portion of the proceeds to provide funding for a joint powers board or cooperative agreement with another political subdivision, a soil and water conservation district in the county, a watershed district in the county, or a lake association located in the county. Any money appropriated by the county to a different entity or political subdivision must be used as required under this section, and;

**WHEREAS**, the county must submit a copy of its guidelines for use of the proceeds to the Department of Natural Resources by December 31 of the year the payments are received.

**NOW, THEREFORE, BE IT RESOLVED**, the 2014 Aquatic Invasive Species Prevention Aid will be combined with the 2015 Aquatic Invasive Species Prevention Aid; and

**BE IT FURTHER RESOLVED**, the Board of Commissioners of Steele County, Minnesota, authorize the Steele County Planning and Zoning Department to develop guidelines for the use of the 2014 and 2015 Aquatic Invasive Species Prevention Aid. These guidelines are to be presented to the County Board for their approval and adoption in accordance with above legislation.

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 Schultz, seconded by Commissioner Ebeling to authorize the County Recorder to sign the Agreement with 3M Cogent to begin doing electronic finger printing in the Recorder’s office. Ayes all.

Motion by Commissioner Huntington, seconded by Ebeling to approve the hiring of a Program Coordinator at the Detention Center. Ayes all.

Motion by Commissioner Kubicek, seconded by Commissioner Huntington to approve the updating of the TV’s at the Detention Center. Ayes all.

Motion by Commissioner Schultz, seconded by Commissioner Huntington to approve the South Central Drug Investigation Unit (SCDIU) Joint Powers Agreement Renewal. Ayes all.

Motion by Commissioner Huntington, seconded by Commissioner Ebeling to approve the 2 year Contract Renewal Agreement with Ed Strohschein for storage and to authorize the Administrator to sign. Ayes all.

Motion by Commissioner Ebeling, seconded by Commissioner Huntington to approve the out of state training for Sheriff Lon Thiele to Johnston, Iowa from January 25 – 30, 2015. Ayes all.

Motion by Commissioner Huntington, seconded by Commissioner Schultz to approve the City of Owatonna Maintenance Agreement contingent on County Attorney approval. Ayes all.

Motion by Commissioner Schultz, seconded by Commissioner Kubicek to approve the low bid from Ringhofer Construction in the amount of \$5,650 for remodeling work in the lower level of the Administration building necessary to establish a conference room. Ayes all.

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

**Whereas**; Contract No. 149930 has in all things been completed, and the County Board being fully advised in the premises;

**Now then be it resolved**, that we do hereby accept said completed project for and in behalf of the Steele County Highway Department and authorize final payment to Prahm Construction Inc. for 74-599-30 Summit Township Bridge.

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 Huntington, seconded by Commissioner Ebeling to approve the Donation Carry Over into 2015 in the Veteran's Fund in the amount of \$1,840.00. Ayes all.

Motion by Commissioner Huntington, seconded by Commissioner Schultz to approve the revised Memorandum of Understanding between Public Health and MN Prairie and authorize the Chair to sign. Ayes all.

Motion by Commissioner Ebeling, seconded by Commissioner Huntington to approve the following Public Health Contracts for 2015: Healthy Smiles; Dental Hygenist, Greg Schroeder; Physical Therapist, Wee Pals; Consultations, Kid's Korner; Consultations, Faduma Yabero; Interpreter, Julie Yearling; Interpreter, Pamela Herrera; Interpreter, Pamela Herrera; Interpreter, Cedar Valley Services; Consultation. Ayes all.

Motion by Commissioner Huntington, seconded by Commissioner Schultz to approve Public Health Fee Schedule for 2015. Ayes all.

Motion by Commissioner Ebeling, seconded by Commissioner Kubicek to approve the Accounts Receivable write-off final in the amount of \$29,410.59 for the Elderly Waivered Services from Human Services. Ayes all.

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

**WHEREAS**, Steele County has entered into a Joint Powers Agreement with Dodge County and Waseca County to form Minnesota Prairie County Alliance, and

**WHEREAS**, Steele County Human Services staff provide a full array of public service to this county including child and adult protection, chemical health assessments, mental health supports, long term care waiver programs, licensing of family day care and foster care homes for both adults and children. Public Assistance programs include income supports such as health care, cash assistance, supplemental nutritional assistance and child support assistance, and

**WHEREAS**, the staff include office support specialists, account techs, child support officers and enforcement aides, social workers, case managers, case aides, eligibility workers, and supervisors, and

**WHEREAS**, the current staff of 67 individuals have a combined total years of service in excess of 660 years, ranging from 4 months to 30 years, and

**WHEREAS**, the work provided has changed significantly over the years and the staff have consistently adapted to those changes and always worked to provide high quality service,

**NOW THEREFORE, BE IT RESOLVED** that the Steele County Board of Commissioners wishes to thank the employees of the Human Services Department for their hard work and dedication to the citizens of Steele County.

**BE IT FURTHER RESOLVED** that these same staff are tasked with the challenge of continuing to provide high quality service with great results as they move forward into Minnesota Prairie County Alliance.

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 Huntington, seconded by Commissioner Kubicek to approve the following personnel actions. Ayes all.

**Promotion:**

Name	Position	Rating/Step	Start Date
Tyler Diersen	Asst. County Assessor	C43/2	12/29/14

**Resignations:**

Name	Position	Department	End Date
Drew Bartelt	Correctional Officer	Detention Center	12/20/14
Matthew Boettger	Correctional Officer	Detention Center	12/28/14

**Anniversaries:**

Name	Position-Dept	Step	Anniv. Date
Stefan Gantert	Assistant Engineer – Hwy/Eng.	13	12/01/14
Jesse Steneman	Correctional Officer – Det. Ctr.	1	12/02/14
Shawn Jore	Correctional Officer – Det. Ctr.	1	12/11/14

Motion by Commissioner Ebeling, seconded by Commissioner Schultz to authorize the Administrator to make an offer on a purchase of property on 119 E. Mill St. & 315 S. Cedar. Ayes all.

Motion by Commissioner Huntington, seconded by Commissioner Kubicek to approve the Joint Powers Agreement for Region One – Southeast Minnesota Homeland Security and to authorize the Chair and Auditor to sign. Ayes all.

Reports:

Commissioner Kubicek reported on the AMC workshops, Snowplow tracking and new materials for erosion in ditches.

Commissioner Ebeling reported on the Joint Dispatch budget, AMC and South Country Health Alliance grants, the Extension Farm Bill, Ditch meetings, and MN Prairie year end items.

Commissioner Huntington reported on the AMC meetings and South Country Health Alliance.

Commissioner Schultz had no report.

Motion by Commissioner Ebeling, seconded by Commissioner Kubicek to rescind the Resolution setting the preliminary levy and budget. Ayes all.

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

**BE IT RESOLVED**, by the Steele County Board of Commissioners that the following sums of money be levied for the current year collectible in 2015, upon all taxable property in the County of Steele, for the following purposes:

	<u>Tax Levy</u>	<u>Total Budget</u>
General Government	14,073,511	21,330,269
Human Services	3,612,424	3,612,424
Road & Bridge	2,636,056	8,778,902
Ditch Fund	0	300,000
Community Wellness Fund	0	2,338,060
Landfill	0	1,652,970
Four Seasons	0	485,775
Bixby Sewer District	0	35,486
Clean Water Partnership	0	324,441
Other Trust Funds	0	300
Bonded Debt	<u>2,707,060</u>	<u>2,707,060</u>
 SUBTOTAL	 23,029,051	 41,565,687
Public Library (excluding cities of Owatonna & Blooming Prairie)	<u>191,500</u>	<u>191,500</u>
 TOTAL LEVY	 23,220,551	 TOTAL CERTIFIED BUDGET
		 <u>\$ 41,757,187</u>
Less: County Aid	<u>(1,703,138)</u>	
TOTAL CERTIFIED LEVY	<u>\$ 21,517,413</u>	

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 Ebeling, seconded by Commissioner Huntington to cancel the December 30, 2014 Board meeting. Ayes all.

Motion by Commissioner Ebeling, seconded by Commissioner Schultz to approve the following listing of bills and Human Service bills in the amount of \$132,345.73. Ayes all.

Listing of Bills  
12/16/2014

Advanced Correctional Healthcare, Inc.	7,764.17
KOWZ	3,060.00
American Institutional Supply, Inc.	2,305.83
Barna Guzy & Steffen, Ltd	9,115.50
Block Plumbing & Heating, Inc.	2,087.06
Boyer Trucks Rogers	2,728.41
Brock White Company, LLC	26,840.00
Businessware Solutions Corporation	2,232.04
Cemstone Concrete Materials, LLC	2,388.50
Century Link	2,072.49
City of Owatonna	14,891.25
Computer Professionals Unlimited, Inc.	4,127.00
CPS Technology Solutions	4,004.99
Crop Production Services, Inc.	8,970.56
Custom Communications, Inc.	3,502.38
Falkstone, LLC	6,217.74
Four Seasons Centre	3,720.00
Groff/Stanley A.	6,964.01
H & L Mesabi, Inc.	29,479.25
Harlands Tire & Auto Center	2,323.72
Haugo GeoTechnical Services, LLC	8,035.50
Hobart Service	2,669.30
Honeywell, Inc.	14,648.27
Industrial Properties, LLC	2,804.67
Integra Telecom	3,118.32
Jeff Larson	2,517.00
Kraus Anderson Construction Company	9,315.00
Kwik Trip, Inc.	4,943.60
Loken Excavating & Drainage	3,761.35
NEC Financial Services, LLC	4,269.61
Newman Signs, Inc.	3,734.27
Office of MN IT Service	2,160.38
Owatonna Groundsmasters, Inc.	3,145.58
Owatonna Hospital	2,526.80
Owatonna Public Utilities	27,249.82
Rochester Sand & Gravel	2,502.45
S & T Office Products, Inc.	3,767.57
Short Elliott Hendrickson, Inc.	2,812.38
Sign Pro of Owatonna, Inc.	2,365.60
Solbrekk, Inc.	4,375.00
Steele County Central Services	7,348.68
Steele County Highway Dept.	4,857.87
Steele County Revenue	11,199.06
Steele County Treasurer	31,350.00
Stoel Rives, LLP	2,710.35
Trane U.S. Inc.	3,165.72
Tri-State Bobcat	41,900.00
Turnkey Corrections	9,458.83
Vanguard Appraisals, Inc.	20,064.00
Verizon Wireless	2,764.22
Wallace Bustad Crane Service, Inc.	2,565.00
Waste Management of WI-MN	50,483.49
219 Warrants under \$2,000	<u>90,939.57</u>
<b>Total:</b>	<b>\$556,828.04</b>

Motion by Commissioner Schultz, seconded by Commissioner Kubicek to adjourn to the Call of the Chair at 8:28 p.m. Ayes all.

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CHAIRMAN

ATTEST: \_\_\_\_\_  
COUNTY AUDITOR