

PROCEEDINGS OF THE STEELE COUNTY BOARD OF COMMISSONERS

SPECIAL SESSION

January 7, 2014

STATE OF MINNESOTA)
) ss
COUNTY OF STEELE)

The Steele County Board of Commissioners met in Special Session at 7:00 p.m. on January 7, 2014 with Commissioners Johnson, Ebeling, Schultz, and Huntington present. Commissioner Kubicek absent. Also present were County Sheriff Lon Thiele, Human Service Director Charity Floen, County Attorney Dan McIntosh, 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 minutes of December 7, 2013 Budget Hearing, December 17, 2013 and January 3, 2014. Ayes all.

Motion by Commissioner Johnson, seconded by Commissioner Ebeling to approve the following listing of bills. Ayes all.

LISTING OF BILLS
January 7, 2014

Table with 2 columns: Item Name and Amount. Items include A 'viands, LLC (15,506.79), Anoka County Corrections (11,340.00), Businessware Solutions Corporations (2,274.76), Industrial Properties, LLC (5,353.13), Innovative Office Solutions, LLC (2,408.20), Olmsted County Community SVCS (7,920.00), Owatonna Groundsmasters, Inc. (2,222.73), South Central Drug Investigation Unit (13,000.00), Turnkey Corrections (3,458.83), Widseth Smith Nolting & Assoc. Inc. (5,006.00), 121 Warrants under \$2,000 (29,355.38), and Total (\$109,464.69).

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

CHAIRMAN

ATTEST:
AUDITOR

PROCEEDINGS OF THE STEELE COUNTY BOARD OF COMMISSONERS

SPECIAL SESSION

January 7, 2014

STATE OF MINNESOTA)
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COUNTY OF STEELE)

The Steele County Board of Commissioners met in Special Session at 7:05 p.m. on January 7, 2013 with Commissioners Schultz, Ebeling, Huntington and Johnson present. Commissioner Kubicek absent. Also present were County Sheriff Lon Thiele, Human Service Director Charity Floen, County Attorney Dan McIntosh, County Administrator Tom Shea and County Auditor Laura Ihrke.

The Board was called to Order by the County Auditor who called for nominations for Chairman for 2014.

Motion by Commissioner Schultz, seconded by Commissioner Huntington to nominate Commissioner Doug Johnson as Chairman for 2014.

Upon the vote being taken, Doug Johnson was unanimously elected Chairman for 2014.

Commissioner Johnson then took the Chair.

Motion by Commissioner Ebeling, seconded by Commissioner Schultz to nominate Commissioner Nina Huntington as Vice Chairman for 2014.

Upon the vote being taken, Nina Huntington was unanimously elected Vice Chairman for 2014.

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

Motion by Commissioner Huntington, seconded by Commissioner Ebeling to adopt the Rules of Order for 2014 with the change to Section 10. Ayes all.

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

Motion by Commissioner Schultz, seconded by Commissioner Huntington to appoint the five Commissioners, County Auditor, County Administrator and County Treasurer as the AMC Delegates for 2014. Ayes all.

Motion by Commissioner Schultz, seconded by Commissioner Ebeling to approve the AMC policy committee appointment as follows: Commissioner Ebeling-Public Safety, Commissioner Johnson-Environment & Natural Resources, Commissioner Huntington-Health & Human Services, Commissioner Schultz-General Government and Commissioner Kubicek-Transportation. Ayes all.

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

Motion by Commissioner Schultz, seconded by Commissioner Huntington to award the publication of the 2014 Commissioner Proceedings, legal notices, 2013 Delinquent Tax List and Financial Statement to Bussler Publishing-Blooming Prairie Times. Ayes all.

Motion by Commissioner Huntington, seconded by Commissioner Ebeling to award 2nd Publication of the 2013 Financial Statement to another paper located in the County to the Owatonna People's Press. Ayes all.

Motion by Commissioner Ebeling, seconded by Commissioner Huntington to designate the County Website as the official place for advertising on Highway Construction Projects. Ayes all.

Motion by Commissioner Ebeling, seconded by Commissioner Huntington to set the interest rate on ditch liens for 2014 at 5%. Ayes all.

Motion by Commissioner Ebeling, seconded by Commissioner Huntington to approve of the 2014 County Board Committee Assignments and to add the SMART Committee for Transit. Ayes all.

Motion by Commissioner Schultz, seconded by Commissioner Ebeling to set the date for the County Board of Equalization for Tuesday, June 17, 2014 at 5:00 p.m. Ayes all.

Commissioner Ebeling offered a **Resolution**, seconded by Commissioner Schultz for the Delegation of Duties to the Human Services Director.

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 2014.

Upon the vote being taken, four Commissioners voted in favor thereof, Kubicek absent and not voting. A copy of the Resolution is on file in the Auditor's offices. Ayes all.

Commissioner Schultz offered a **Resolution**, seconded by Commissioner Huntington setting the minimum salary for Elected Officials.

WHEREAS, Minnesota Statutes states that "at the January meeting prior to the first date on which applicants may file for the office of a county elected official the board shall set by resolution the minimum salary to be paid the elected official for the term next following".

BE IT RESOLVED, by the Steele County Board of Commissioners that the annual minimum salary to be paid the elected official for the term next following be set at Step 1 of the Comparable Rating System used by the County.

Upon the vote being taken, four Commissioners voted in favor thereof, Kubicek absent and not voting. A copy of the Resolution is on file in the Auditor's offices. Ayes all.

Motion by Commissioner Huntington, seconded by Commissioner Ebeling to set the mileage rate for 2014 at 56 cents per mile. Ayes all.

Motion by Commissioner Schultz, seconded by Commissioner Huntington to place on file the correspondence from the Soil & Water Conservation District. Ayes all.

Motion by Commissioner Ebeling, seconded by Commissioner Huntington to approve the recommendation of the Vulnerable Children & Adults Act Committee and to allocate \$60,000 evenly among the Crisis Resource Center for the Abused Children Program, Healthy Seniors of Steele County, SEMCAC Senior Nutrition, Steele County Food Shelf, and Steele County Transitional Housing. Ayes all.

Motion by Commissioner Huntington, seconded by Commissioner Ebeling to approve the Addendum to the Contract for the CREST Initiative Co-op Agreement. Ayes all.

Motion by Commissioner Ebeling, seconded by Commissioner Huntington to approve of the Courthouse/Courthouse Office Building Duress Alarm system, at a cost of \$8,885 and \$1,500 for additional radios, subject to consultation with the Finance Director. Ayes all.

Motion by Commissioner Huntington, seconded by Commissioner Schultz to authorize staff to move forward with partnering with the City of Owatonna on the Courthouse parking lot improvements to enhance security, and to provide more public parking. Ayes all.

Motion by Commissioner Ebeling, seconded by Commissioner Schultz to authorize the Sheriff to solicit bids for three vehicles. Ayes all.

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

New Hires

| <i>Name</i> | <i>Position</i> | <i>Grade, Step</i> | <i>Start Date</i> |
|----------------------|--------------------------------|--------------------|-------------------|
| Tiffany Breckenridge | Child Protection Social Worker | Grade 29, Step 1 | 12/30/13 |
| Christine Gedicke | MFIP Social Worker | Grade 29, Step 2 | 01/13/14 |

Resignation(s):

| <i>Name</i> | <i>Position</i> | <i>End Date</i> |
|---------------------------|---|-----------------|
| Christina Brainer-Berrier | Correctional Officer, probationary employee | 12/30/2013 |

Anniversaries:

| <i>Name</i> | <i>Position-Dept</i> | <i>Step</i> | <i>Anniv. Date</i> |
|-----------------|-----------------------|-------------|--------------------|
| Julia Forbes | Asst Co Atty | 3 | 10/02/2014 |
| Christy Hormann | Asst Co Atty II | 10 | 1/23/2014 |
| Ron Hammann | Det Ctr Administrator | 11 | 1/01/2014 |
| Stefan Gantert | Asst Co Engineer | 12 | 12/01/2013 |
| Brady Wolhart | Deputy | 7 | 1/16/2014 |
| Shannon Jes | Correctional Officer | 6 | 1/14/2014 |

Contract changes:

| | | | |
|---------------|------------------|---|----------|
| Wm Youngquist | Sergeant-Sheriff | 7 | 1/1/2014 |
| Todd Schwanke | Sergeant-Sheriff | 7 | 1/1/2014 |
| Troy Matejcek | Investigator | 8 | 1/1/2014 |
| Milo Dahlin | Deputy | 8 | 1/1/2014 |
| Mary Ulrich | Deputy | 8 | 1/1/2014 |
| Darrin Helget | Deputy | 8 | 1/1/2014 |
| Anthony David | Deputy | 8 | 1/1/2014 |
| James Holton | Deputy | 8 | 1/1/2014 |
| Aaron Guzman | Deputy | 8 | 1/1/2014 |

Motion by Commissioner Huntington, seconded by Commissioner Ebeling to direct the County Administrator to offer the Human Resource Director position to Julie Johnson per the parameters of the job description. Ayes all.

Motion by Commissioner Shultz, seconded by Commissioner Huntington to affirm the Administrators recommendation of the AFSME Group Grievance and deny the step 3 grievance. Ayes all.

Motion by Commissioner Ebeling, seconded by Commissioner Huntington to approve the Administrators recommendation for the individual grievance and that the action taken be reduced from a formal written reprimand to an oral reprimand and further recommend to acknowledge staff for adhering to the County Mission and Values and holding staff accountable. Ayes all.

Motion by Commissioner Huntington, seconded by Commissioner Schultz to adjourn to the Call of the Chair at 7:47 p.m. Ayes all.

 CHAIRMAN

ATTEST: _____
 AUDITOR