

PROCEEDINGS OF THE STEELE COUNTY BOARD OF COMMISSONERS

SPECIAL SESSION

January 6, 2015

STATE OF MINNESOTA)  
  ) ss  
COUNTY OF STEELE    )

The Steele County Board of Commissioners met in Special Session at 7:00 p.m. on January 6, 2015 with Commissioners Kubicek, Johnson, Ebeling, Schultz, and Huntington present. Also present were County Treasurer Cathy Piepho, County Sheriff Lon Thiele, County Attorney Dan McIntosh, Public Works Director Anita Benson, 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 minutes of the December 16, 2014 Budget Hearing and December 16, 2014 Board meeting. Ayes all.

Motion by Commissioner Huntington, seconded by Commissioner Kubicek to approve the following listing of bills. Ayes all.

LISTING OF BILLS  
1/6/2015

180 Degrees, Inc.	4,230.96
A'viands, LLC	4,439.14
Cedar Valley Services, Inc.	2,061.50
Compass Minerals America	5,235.22
Four Seasons Centre	3,480.00
Freeborn County Auditor-Treas.	10,012.23
Hansen Excavation, Inc.	6,962.50
Industrial Properties, LLC	4,758.74
J R's Advanced Recyclers, Inc.	5,453.60
MCCC MI 33	4,889.02
MN Counties Insurance Trust	25,000.00
MN Transportation Alliance	2,412.00
Owatonna Heating & Cooling, Inc.	4,115.08
Owatonna Police Dept.	9,622.23
Owatonna Public Utilities	15,185.30
Schultz Excavating	15,419.11
Stonebrooke Engineering, Inc.	56,008.99
Turnkey Corrections	2,446.84
Wenck Associates, Inc.	10,240.28
Whitewater Wireless, Inc.	8,676.67
95 Warrants less than \$2,000	22,868.24
<b>Total:</b>	<b>\$223,607.65</b>

Motion by Commissioner Kubicek, seconded by Commissioner Schultz to adjourn Sine Die at 7:05 p.m. Ayes all.

\_\_\_\_\_  
CHAIRMAN

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

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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 6, 2015 with Commissioners Schultz, Ebeling, Huntington, Brady and Glynn present. Also present were County Sheriff Lon Thiele, County Treasurer Cathy Piepho, County Attorney Dan McIntosh, Public Works Director 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 Chairman for 2015.

Motion by Commissioner Ebeling, seconded by Commissioner Schultz to nominate Commissioner Nina Huntington as Chairman for 2015.

Upon the vote being taken, Nina Huntington was unanimously elected Chairman for 2015.

Commissioner Huntington then took the Chair.

Motion by Commissioner Glynn, seconded by Commissioner Brady to nominate Commissioner Corky Ebeling as Vice Chairman for 2015.

Upon the vote being taken, Corky Ebeling was unanimously elected Vice Chairman for 2015.

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

Motion by Commissioner Ebeling, seconded by Commissioner Brady to adopt the Rules of Order for 2015. Ayes all.

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

Motion by Commissioner Ebeling, seconded by Commissioner Glynn to appoint the five Commissioners, County Administrator, County Auditor and County Treasurer as the AMC Delegates for 2015 and to authorize AMC Delegates and staff to attend AMC and NACO meetings and receive reimbursement for registration, travel, lodging and meal expenses. Ayes all.

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

Motion by Commissioner Brady, seconded by Commissioner Ebeling to award the publication of the 2015 Commissioner Proceedings, legal notices, 2014 Delinquent Tax List and Financial Statement to the Steele County Times. Ayes all.

Motion by Commissioner Glynn, seconded by Commissioner Schultz to award 2<sup>nd</sup> Publication of the 2014 Financial Statement to another paper located in the County to the Owatonna People's Press. Ayes all.

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

Motion by Commissioner Schultz, seconded by Commissioner Brady to set the interest rate on ditch liens for 2015 at 5%. Ayes all.

Motion by Commissioner Schultz, seconded by Commissioner Brady to approve of the 2015 County Board Committee Assignments. Ayes all.

Motion by Commissioner Schultz, seconded by Commissioner Ebeling to set the date for the County Board of Equalization for Tuesday, June 16, 2015 at 5:30 p.m. Ayes all.

Commissioner Ebeling offered a **Resolution**, seconded by Commissioner Glynn

A resolution designating a Depository for the County of Steele and persons authorized to sign orders thereon.

**BE IT RESOLVED** by the Board of Commissioners of Steele County Minnesota, that “RBC Wealth Management” be and hereby is designated as depository for deposits and safekeeping of said County for such amounts as may be deposited herein.

**BE IT FURTHER RESOLVED** that orders of the County of Steele drawn on said RBC Wealth Management for funds to be transferred to another Steele County Depository in whatever form shall be signed by one if the following officer is Catherine Piepho, Treasurer of Steele County; and by two if signed by Laura Ihrke, Steele County Auditor, and Joyce Hartle, Steele County Deputy Treasurer.

**BE IT FURTHER RESOLVED** that orders to purchase, sell, receive, or transfer investment securities on behalf of Steele County shall be initiated by Catherine Piepho, Steele County Treasurer.

**NOW, THEREFORE, BE IT RESOLVED** that all transfers of funds or investment securities to and from any Steele County accounts on behalf of Steele County as directed to RBC Wealth Management may only be made to another depository or account of Steele County in the name of Steele County.

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 a **Resolution**, seconded by Commissioner Ebeling 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, five Commissioners voted in favor thereof, none absent and not voting. A copy of the Resolution is on file in the Auditor’s offices. Ayes all.

Motion by Commissioner Glynn, seconded by Commissioner Brady to accept the donation of \$500 from Crane Creek Asphalt for an AED at the Sheriff’s office. Ayes all.

Motion by Commissioner Ebeling, seconded by Commissioner Glynn to set the mileage rate for 2015 per the IRS guidelines at 57.5 cents per mile. Ayes all.

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

**New Hires:**

<i>Name</i>	<i>Position</i>	<i>Rating/Step</i>	<i>Start Date</i>
Mindy Lou Lee	Correctional Officer	22/2	12/22/14
Amber Hansen	Correctional Officer	22/1	12/29/14
Stephanie Woker	Eligibility Worker	21/1	12/29/14
Bradley Busho	Correctional Officer	22/Start Step	01/02/15
Laura Isenor	Asst. County Attorney I	C43/4	01/05/15
Linda Skala	Correctional Officer	22/Start Step	01/05/15
Alicyn Hinze	Correctional Officer	22/Step 2	01/06/15
Christopher Behne	Correctional Officer	22/Start Step	01/14/15

**Retirements:**

<i>Name</i>	<i>Position</i>	<i>Department</i>	<i>End Date</i>
Troy Matejcek	Investigator	Sheriff’s Dept.	02/28/15

Motion by Commissioner Ebeling, seconded by Commissioner Glynn to direct the County Attorney to prepare a purchase agreement for the purchase of property located at 119-121 E. Mill St. and 315 South Cedar and to authorize the Administrator to sign the purchase agreement on behalf of Steele County with earnest money of \$5,000 to be applied to purchase price at closing. Ayes all.

Motion by Commissioner Ebeling, seconded by Commissioner Glynn to authorize the transfer of the 2 Human Services vans to MnPrairie County Alliance. Ayes all.

Motion by Commissioner Glynn, seconded by Commissioner Brady to approve the Body Art Establishment License for Al Kettner of Thee Dragon's Lair. Ayes all.

Motion by Commissioner Ebeling, seconded by Commissioner Schultz to approve the Estoppel Certificate & Lease Addendum through October 31, 2015 for the County Highway shop located at 900 30<sup>th</sup> Pl. Ayes all.

Motion by Commissioner Schultz, seconded by Commissioner Glynn to amend the effective date for the comparable worth from December 29<sup>th</sup> to December 27<sup>th</sup>. Ayes all.

Reports:

Commissioner Schultz reported that he attended the Historical Society meeting.

Commissioner Ebeling reported on CD 21 meeting and the Regional Radio Board now called Emergency Communications Board.

Motion by Commissioner Ebeling, seconded by Commissioner Schultz to change the February 24, 2015 Meeting to February 26, 2015 at 5:00 p.m. Ayes all.

Motion by Commissioner Schultz, seconded by Commissioner Glynn to change future Committee of the Whole meetings to 4:00 p.m. Ayes all.

Motion by Commissioner Brady, seconded by Commissioner Ebeling to adjourn to the Call of the Chair at 8:10 p.m. Ayes all.

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CHAIRMAN

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