

PROCEEDINGS OF THE STEELE COUNTY BOARD OF COMMISSIONERS

SPECIAL SESSION

December 13, 2016

STATE OF MINNESOTA)  
 ) ss  
 COUNTY OF STEELE )

The Steele County Board of Commissioners met in Special Session at 5:30 p.m. on December 13, 2016 with Commissioners, Brady, Huntington, Schultz, Glynn and Ebeling present. Also present were Human Resources Director Julie Johnson, County Attorney Dan McIntosh, Jail Administrator Jodi Bushie, County Treasurer Catherine Piepho, Community Corrections Director Tim Schammel, County Engineer Anita Benson, County Assessor Bill Effertz, County Administrator Laura Elvebak and County Auditor Laura Ihrke.

Call to Order and Pledge of Allegiance.

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

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

- A. Approve the Minutes of November 29, 2016.
- B. Approve the Listing of Bills.
- C. Approve the following personnel actions:

**New Hires/Promotions:**

<i>Name</i>	<i>Position-Dept</i>	<i>Step</i>	<i>Start Date</i>
Samantha Humphrey	Correctional Officer	1	11/07/16
Karen Winter (transfer)	Technical Clerk 1	3	12/05/16
Andrew Seifert (promotion)	Sergeant-LEC	7	12/10/16
Lesa Hullopeter (promotion)	Technical Clerk Lead	4	12/12/16
Karen Hofstad (promotion)	Admin Support Asst.	1	12/21/16

**Resignations/Retirements/Terminations:**

<i>Name</i>	<i>Position</i>	<i>Department</i>	<i>End Date</i>
Katrina Klocek	Public Health Nurse	Public Health	09/26/16
Michael McGinn	Park & Rec Maint	Park & Recreation	11/29/16
June Liverseed	Administrative Asst	HR & Administration	12/26/16
Tarra Lewis	Public Health Nurse	Public Health	12/23/16

**Anniversaries:**

<i>Name</i>	<i>Position-Dept</i>	<i>Step</i>	<i>Anniv. Date</i>
Jodell Hartle	Chief Deputy Auditor	2	11/04/16
Jesse Steneman	Correctional Officer	3	12/02/16
Shawn Jore	Correctional Officer	3	12/11/16
Jacob Miller	Road Deputy	2	12/21/16
Mindy Lee	Correctional Officer	3	12/22/16

- D. Approve a one-year renewal of Pictometry Connect subscription in the amount of \$1,500 with funds to come from the Compliance Fund.
- E. Approve Contract with Roger Krause to provide GED services to inmates at the Detention Center for 2017.
- F. Approve the Child Support IV-D Contract with MNPrairie/Steele County Offices of Human Services, County Sheriff and County Attorney.
- G. Approve contract with Interstate PowerSystems for generator inspections, maintenance and scheduled battery replacement on emergency generator. This is a 2-year renewal with no increase from the previous contract.
- H. Approve authorization to advertise for Highway Department seasonal materials of aggregate and plant mixed bituminous materials and set the bid opening date for January 27, 2017 at 11:30 in the County Boardroom.
- I. Approve 2017 Highway Equipment Investments for a Chassis for two Tandem axle plow trucks in the amount of \$195,979.17 from Nuss Truck & Equipment and the purchase of box and snow equipment for two Tandem axle plow trucks in the amount of \$222,392.04 from Crysteel Truck Equipment.
- J. Accept Traffic Signal Agreement Update.
- K. Accept Public Works Building Summary.

- L. Accept Public Safety Committee Minutes.
- M. Accept the Land Use and Records Minutes.
- N. Accept Internal Central Services Minutes.
- O. Accept Probation Dashboard.

Motion by Commissioner Brady, seconded by Commissioner Huntington to authorize the Chairman to sign bills on December 23, 2016. Ayes all.

Motion by Commissioner Schultz seconded by Commissioner Glynn to approve the Body Art Establishment licenses for Thee Dragons Lair and Kats Tats. Ayes all.

Motion by Commissioner Huntington seconded by Commissioner Glynn to approve the Law Library fees for the period of July 1, 2016 to June 30, 2017 as set by the Law Library Board of Trustees. Ayes all.

Commissioner Huntington offered the following **Resolution** seconded by Commissioner Glynn

**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 2017:

Treasurer	500.00
Auditor	50.00
Recorder	200.00
LEC-Records	25.00
Sheriff Advance	500.00
Sheriff-Civil	50.00
Detention Center	100.00
Planning & Zoning	100.00
Public Health	25.00
Four Seasons	70.00
Road & Bridge	50.00
Landfill	<u>500.00</u>
<b>Total</b>	<b>2,170.00</b>

Motion by Commissioner Huntington, seconded by Commissioner Brady to approve the recruitment of a financial analyst position in the Finance Department. Ayes all.

Motion by Commissioner Brady seconded by Commissioner Schultz to approve filling the vacant Arena/Park & Recreation Maintenance position in the Four Seasons Department. Ayes all.

Motion by Commissioner Huntington seconded by Commissioner Glynn to approve the recruitment of an additional full-time Human Resource Assistant position in the Human Resources Department. Ayes all.

Motion by Commissioner Glynn seconded by Commissioner Schultz to approve the recruitment of an Assistant Director position in the Probation Services Department. Ayes all.

Motion by Commissioner Brady seconded by Commissioner Glynn to approve the recruitment of a Case Manager position in the Public Health Nursing Department. Ayes all.

Motion by Commissioner Brady seconded by Commissioner Glynn to approve increasing the work hours from three-quarter time to full-time for a Juvenile Agent and an Adult Probation Agent in the Probation Services Department. Ayes all.

Motion by Commissioner Schultz seconded by Commissioner Huntington to approve the request to fill the Training & Compliance Officer position and a Jail Program Coordinator position at the Detention Center. Ayes all.

Commissioner Brady offered the following **Resolution** seconded by Commissioner Glynn

**COUNTY COMMISSIONER SALARY AND PER DIEMS**

**WHEREAS**, Minnesota Statute §375.055, Subd. 1, requires the County Board of Commissioners to set salaries and per diem payments for its members prior to January 1 of the effective year.

**BE IT RESOLVED** that the salary rate for the position of Steele County Commissioner be set at \$21,886 per year, effective for 2017.

**BE IT FURTHER RESOLVED** that the Steele County Commissioner's per diem be set as follows: A County Commissioners may collect one per diem of \$70 for each day spent performing the official duties pertaining to county business as per resolution appointing commissioners to boards and committees. Regularly scheduled county board meetings are exempt from per diems. The following meeting shall be eligible for per diems:

- Area Agency on Aging
- Association of Minnesota Counties (AMC)
- Cannon River Watershed Partnership
- Children's Mental Health Collaborative
- CP/DM&E Task Force
- Criminal Justice Committee
- Cultural Diversity
- Economic Development Authority
- U of M Extension
- SCFF Fair Board Liaison
- U.S. highway 14 Partnership
- Intergovernmental Committees
- Judicial Ditches 1, 2, 5, 6, 7, 10, 11, 12, 23, 24
- Law Enforcement Center Committee
- Law Library
- Minnesota County Prairie Alliance (MNPrairie) Joint Powers Board
- Multi-County Solid Waste
- National Association of Counties (NACo)
- Parks & Recreation Commission
- Planning & Zoning Commission
- Public Works Complex Task Force
- Recorder's Compliance Committee
- Regional Railroad Authority
- Resource Conservation & Development
- Rice-Steele 911 Dispatch Joint Powers Board
- SE MN Water Resource Board
- SE MN Emergency Communications Board
- SMART Transit Advisory Board
- Soil & Water District Liaison (SWCD)
- Southeast MN Recyclers Exchange (SEMREX)
- Southeastern MN Community Action Agency (SEMCAAC)
- Southeastern MN Emergency Medical Services
- Southern MN Tourism
- Southern MN Association – Regional Trails
- Steele County Communities for a Lifetime, LLC.

**BE IT FURTHER RESOLVED** that except as provided herein nothing in this section shall limit the right of a county commissioner to collect and retain any fees, per diem payment, or any mileage or expense allowance, or reimbursement of expenses in attending meetings or in the conduct of the business of a board, commission or committee of Steele County government on which the commissioner serves, which the commissioner is now authorized by any other law to collect and retain in addition to the stated annual salary.

Upon the vote being taken, four Commissioners voted in favor thereof, Commissioner Schultz voting against. A copy of the Resolution is on file in the Auditor's office.

Motion by Commissioner Huntington seconded by Commissioner Brady to Adopt the 2016-2017 Aquatic Invasive Species Prevention Plan. Ayes all.

Motion by Commissioner Glynn seconded by Commissioner Schultz to approve the purchase of Zuercher Civil Process Technologies software for the Sheriff's Department in the amount of \$13,185 which includes maintenance and support for one year and \$1,500 maintenance and support fee for the 2<sup>nd</sup> year. Ayes all.

Motion by Commissioner Glynn seconded by Commissioner Schultz to direct staff to begin the process for potential acquisition of property from Ivan and Rosemary Snorek located at 2805 County Road 45 South. Ayes all.

Motion by Commissioner Brady seconded by Commissioner Glynn for the replacement of the furnace and water heater at the Hope School House with the low estimate of \$1,002.56 from Stoykes Plumbing for the water heater and KSW Roofing and Heating estimate of \$1,975 for the furnace. Ayes all.

Motion by Commissioner Schultz seconded by Commissioner Glynn to approve reimbursement of the total storm water management fees for the Fairgrounds property to the Agricultural Society for 2016 only. Ayes all.

Motion by Commissioner Glynn seconded by Commissioner Huntington to approve the Commercial Lease for the storage of vehicles and equipment and authorize the County Administrator to sign the bi-annual lease between the Sheriff’s Office and Edwin Strohschein. The lease shall commence on January 1, 2017 and terminate on December 31, 2018. Ayes all.

Motion by Commissioner Huntington seconded by Commissioner Brady to adopt the Procurement and Contracting Standards policy subject to approval from Steele County’s outside auditors. Ayes all.

Motion by Commissioner Glynn seconded by Commissioner Brady to approve the request from Veteran Services to carry over van donations in the amount of \$2,340 into the 2017 Budget year. Ayes all.

Motion by Commissioner Glynn, seconded by Commissioner Schultz to approve the six-month extension to make a decision on the SCCL forbearance Agreement. Ayes all.

Commissioners Reports:

Commissioner Glynn reported on his attendance at AMC Conference.

Commissioner Huntington reported on her attendance at AMC Conference, Health & Human Services meeting and SCCL Board meeting.

Commissioner Brady reported on his attendance at AMC Conference, SCHA, Extension and OPU meeting.

Commissioner Schultz reported on his attendance at AMC Conference, SCHA, SEMCAC meeting, and 911 Joint Powers Board.

Commissioner Ebeling reported on his attendance at AMC Conference, 911 Joint Powers Board, Emergency Communication Board and SCCL Board meeting.

The Public Hearing and Presentation of the 2017 Budget and Tax Levy was call to order at 6:00 p.m.

County Treasurer, Cathy Piepho and Administrator, Laura Elvebak reviewed and presented the 2017 Budget and Tax Levy.

The hearing was then open to questions from those in attendance.

Motion by Commissioner Glynn, seconded by Commissioner Brady to close the hearing at 6:25 p.m. Ayes all.

Commissioner Huntington offered the following **Resolution** seconded by Commissioner Brady

2017 Steele County Budget and Tax Levy

**WHEREAS**, Minnesota Statutes 275.065 requires the County Board to adopt a final property tax levy, and

**WHEREAS**, Minnesota Statutes 275.065 requires the County Board to conduct a public hearing prior to the adopting of its final property tax levy, and

**WHEREAS**, the budget requests, revenue projections, levy data and needs of Steele County have been duly considered, and

**NOW THEREFORE BE IT RESOLVED**, the Steele County Board of Commissioners approves the following 2017 tax levy totaling \$22,908,881. The 2017 tax levy and budget are detailed as follows:

	<u>Tax Levy</u>	<u>Budget</u>
General Government	\$ 19,141,939	\$ 27,717,445
Road & Bridge	2,892,731	14,194,363
Ditch Fund	-	300,000
Bixby Sewer District	-	35,486
Bonded Debt	2,465,438	2,465,438
Capital Construction	-	10,330,200
Community Wellness	-	326,956
Four Seasons	-	-
Landfill	-	2,585,120
Clean Water Partnership	-	215,562
Other Trust Funds	-	300
	<u>24,500,108</u>	<u>58,170,870</u>
SUBTOTAL		
Public Library (excluding cities of Owatonna and Blooming Prairie)	<u>191,500</u>	<u>191,500</u>
TOTAL TAX LEVY	24,691,608	
Less: County Aid	<u>(1,782,727)</u>	
TOTAL CERTIFIED TAX LEVY	<u>\$ 22,908,881</u>	TOTAL CERTIFIED BUDGET <u>\$ 58,362,370</u>

**BE IT FURTHER RESOLVED**, the Minnesota State Statutes allow less than 105% of the current principal and interest due, provided sufficient funds have been accumulated for the applicable debt payments and because sufficient funds are available, the debt service levy will be reduced as indicated in the table below:

	<u>Scheduled Levy</u>	<u>Proposed Levy</u>
2015A G.O. Refunding of Jail & Road Bonds Series 2005 & 2009	\$ 2,055,724	\$ 1,952,938
2007 G.O. Refunding Bonds - Capital Improvement, Series 2007A	<u>539,474</u>	<u>512,500</u>
Totals	<u>\$ 2,595,198</u>	<u>\$ 2,465,438</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 Schultz, seconded by Commissioner Brady to approve the following listing of bills. Ayes all.

#### LISTING OF BILLS

12/13/2016

30 <sup>th</sup> Place LLC	17,776.53
A'viands, LLC	8,670.95
AMCON	5,415.50
CDW Government Inc	2,030.36
Computer Professionals Unlimited Inc	4,469.72
Crop Production Services Inc	9,725.11
Davidson Septic Service LLC.	2,336.50
Election Systems & Software Inc	7,441.19
Erosion Control Inc	2,078.50
Four Seasons Centre	3,918.75
Hosfield/John C	3,204.00
Integra Telecom	2,965.38
Kronos Inc	4,680.00
Owatonna Eagles	2,053.09
Owatonna Public Utilities	15,468.99
R&K Electric Inc	7,424.98
Riverland Comm College Austin	2,000.00
Rochester Sand & Gravel	2,788.75
Rocon Inc	6,561.00
Seating & Athletic Facility Enterprise	203,059.00
SHI International Corp	53,414.00
Steele County Central Service	3,410.43
Steele County Revenue	7,551.83
Vanguard Appraisals Inc	16,910.00
182 Warrants under \$2,000	<u>67,596.64</u>
<b>Total:</b>	<b>\$462,951.20</b>

Motion by Commissioner Huntington, seconded by Commissioner Glynn to adjourn to the Call of the Chair at 6:34 p.m. Ayes all.

\_\_\_\_\_  
CHAIRMAN

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