

PROCEEDINGS OF THE STEELE COUNTY BOARD OF COMMISSONERS

REGULAR SESSION

January 5, 2016

STATE OF MINNESOTA)
) ss
COUNTY OF STEELE)

The Steele County Board of Commissioners met in Special Session at 7:00 p.m. on January 5, 2016 with Commissioners Ebeling, Huntington, Glynn, Schultz and Brady present. Also present were County Treasurer Cathy Piepho, County Sheriff Lon Thiele, County Attorney Dan McIntosh, County Engineer Anita Benson, County Administrator Laura Elvebak and County Auditor Laura Ihrke.

Call to Order and Pledge of Allegiance.

Motion by Commissioner Ebeling, seconded by Commissioner Glynn to approve the minutes of the December 15, 2015. Ayes all.

Motion by Commissioner Schultz, seconded by Commissioner Brady to approve the minutes of the December 15, 2015 Budget Hearing. Ayes all.

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

CHAIRMAN

ATTEST: _____
AUDITOR

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The Board was called to Order by the County Auditor who called for nominations for Chairman for 2016.

Motion by Commissioner Huntington, seconded by Commissioner Glynn to nominate Commissioner Ebeling as Chairman for 2016.

Upon the vote being taken, Commissioner Ebeling was unanimously elected Chairman for 2016.

Commissioner Ebeling then took the Chair.

Motion by Commissioner Schultz, seconded by Commissioner Huntington to nominate Commissioner Brady as Vice Chairman for 2016.

Upon the vote being taken, Commissioner Brady was unanimously elected Vice Chairman for 2016.

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

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

WHEREAS, Minn. Stat. §465.03 allows counties to accept grants and donations of real or personal property for the benefit of its citizens; and

WHEREAS, said donations must be accepted via resolution of the County Board of Commissioners by a two-thirds majority of its members; and

WHEREAS, the Board of Commissioners finds that it is appropriate to accept the donations offered;

NOW, THEREFORE, BE IT RESOLVED that the Steele County Board of Commissioners accepts, with sincere appreciation, the following listed donations on behalf of its citizens:

Name of Donor	Amount
American Legion Auxiliary – Blooming Prairie	\$500.00

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 Glynn to authorize the Chairman to sign bills on January 13, 2016. Ayes all.

Motion by Commissioner Schultz, seconded by Commissioner Huntington to approve the Association of Minnesota Counties dues in the amount of \$14 292. Ayes all.

Motion by Commissioner Huntington, seconded by Commissioner Brady to set the Public Hearing date for the Steele County Fee Schedule at 7:15 p.m. on January 26, 2016 and to set the Public Hearing date for the Ordinance Prohibiting Electronic Delivery Devices in Public Places, Retail Environments and Places of Work at 7:30 p.m. on January 26, 2015. Ayes all.

Motion by Commissioner Brady, seconded by Commissioner Glynn to adopt the Rules of Order for 2016. Ayes all.

Motion by Commissioner Huntington, seconded by Commissioner Schultz to approve the Board Meeting Schedule for 2016. Ayes all.

Motion by Commissioner Huntington, seconded by Commissioner Brady to set the date for the County Board of Equalization for Thursday, June 16, 2016 at 5:00 p.m. Ayes all.

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

RESOLUTION DESIGNATING OFFICIAL WEBSITE OF STEELE COUNTY

NOW, THEREFORE, BE IT RESOLVED, that www.co.steele.mn.us will be and hereby is designated the official website to publish the proceedings of the County Board, ordinances, official notices, real estate delinquent tax lists, County Board of Equalization, financial statements, and all other notices to be posted by 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.

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

Motion by Commissioner Brady, seconded by Commissioner Schultz to approve the appointments to the Advisory Committees for 2016. Ayes all.

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

Resolution Establishing Per Diem Amounts for Citizens on Boards and Commissions in 2016

WHEREAS, Minnesota Stat. §375.47, Subd. 1, allows the County Board of Commissioners to set per diem payments for members of boards or agencies authorized by statute, and members of advisory boards or committee, performing duties for all or part of the county, when the board or agency does not itself have power to make expense allowances for its members;

NOW, THEREFORE, BE IT RESOLVED that the per diem amount be \$45 when members are attending a meeting on behalf of the Steele County Board of Commissioners.

BE IT FURTHER RESOLVED that the members may receive a mileage reimbursement equivalent to that adopted by the Steele County Board of Commissioners.

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 Glynn to appoint the five Commissioners, County Administrator, County Auditor and County Treasurer as the AMC Delegates for 2016 and to approve the 2016 Policy Committee appointments as follows: Commissioner Ebeling-General

Government, Commissioner Glynn-Environment & Natural Resources, Commissioner Huntington-Health & Human Services, Commissioner Schultz-Public Safety and Commissioner Brady-Transportation & Infrastructure. Ayes all.

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

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

RESOLUTION REGARDING OUT-OF-STATE TRAVEL BY STEELE COUNTY ELECTED OFFICIALS

WHEREAS, the 2005 regular session of the Minnesota State Legislature has mandated that every County develop and approve, by a recorded vote, an Out-of-State Travel Policy for its applicable elected officials (Minn. Stat §471.661) no later than January 1, 2006; and

WHEREAS, the elected officials for Steele County affected by this statutory requirement are the five (5) County Commissioners: Sheriff, Attorney, Auditor, Treasurer, and Surveyor; and

WHEREAS, each of the elected officials have different statutory duties which require the elected officials to seek ongoing education and training, as well as to receive updated information and technical expertise;

NOW, THEREFORE, BE IT RESOLVED that the following Out-of-State Travel Policy shall apply for all Steele County Elected Officials beginning January 1, 2006.

1. Each elected official shall determine when travel out of the state is appropriate, and in the interest of the office they hold; is in the interest of the citizens of Steele County; and is in the interest of good County Government.
2. Expenses when traveling out of the state shall be limited to:
 - a. Actual transportation costs incurred by the official (i.e., mileage/airfare/parking, ground transportation);
 - b. Actual lodging costs incurred by the official (i.e., room rental, parking, etc.);
 - c. Actual meal expenses incurred by the official, consistent with County policy, provided, however, that a receipt shall be required.
 - d. Event conference, seminar or educational program registration or admittance fee actually incurred.
3. Elected officials shall notify the County Board of Commissioners by letter or e-mail in advance of their intended travel out of state. Approval for elected official travel to out-of-state locations shall be presumed unless the County Board passes a resolution disapproving a specific out-of-state travel request.

This Out-of-State Travel Policy shall be available for public inspection upon request and shall be reviewed annually by the Steele County Board of Commissioners.

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 Glynn, seconded by Commissioner Brady 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 set the mileage rate for 2016 per the IRS guidelines. Ayes all.

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

Be it Resolved, that the County Auditor & County Treasurer are hereby authorized to process payments by Auditor's Warrants, for which the precise amount is fixed by law, which include fees, utility bills, salaries, highway department fuel bills, freight, witness expenses, vehicle registration/tabs, telephone, postage and sheriff's paper service to other counties. Necessary expenses include prepayment of expenses for seminars and other county business trips. Further to authorize payment to contractors for work and material in place on the job as certified by the Engineer or Architect except that the final payment on any project be approved by Board action; to authorize payments for bonds and interest payments for the bonded debt fund and for investments; to authorize payments for purchases made by the County Board wherein an amount has been set and entered in the Board minutes; to authorize payment of emergency welfare funds and Social Service funds as an emergency issuance procedure, as prescribed by state and federal

law and claims that are due and would incur interest and penalties. A listing of bills paid will be provided to the County Board for their review.

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

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.

Motion by Commissioner Brady, seconded by Commissioner Huntington to set the interest rate on ditch liens for 2016 at 5%. Ayes all.

Motion by Commissioner Huntington, seconded by Commissioner Glynn to award the publication of the 2016 Commissioner Proceedings, legal notices, 2015 Delinquent Tax List and Financial Statement to the Steele County Times. Ayes all.

Motion by Commissioner Brady, seconded by Commissioner Schultz to award 2nd Publication of the 2015 Financial Statement to another paper located in the County to the Owatonna People's Press. Ayes all.

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

RESOLUTION ESTABLISHING THE 2016 MINIMUM SALARIES FOR ELECTED OFFICIALS

WHEREAS, Minnesota Statutes state that "*At the January meeting prior to the first date on which applicants may file for the office of county attorney (county auditor, county sheriff, county treasurer) the board shall set by resolution the minimum salary to be paid the county attorney (county auditor, county sheriff, county treasurer) for the term next following*"; and

NOW, THEREFORE, 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 and Wage Scale System used by Steele County.

County Attorney (Minn. Stat. §388.18): E83

County Auditor (Minn. Stat. §384.151): D62

County Sheriff (Minn. Stat. §387.20): E83

County Treasurer (Minn. Stat. §385.373): D62

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.

Commissioner Huntington offered a **Resolution**, seconded by Commissioner Brady to approve participating in the Hazard Mitigation Assistance Program and acceptance of the grant and to authorize the Chair, County Administrator and/or Emergency Management Director to sign.

Upon the vote being taken, five Commissioners voted in favor thereof, none absent and not voting. A copy of the Resolution in on file in the Auditor's offices.

Commissioner Schultz offered a **Resolution**, seconded by Commissioner Glynn to approve entering into an Agreement with the Minnesota Dept. of Public Safety for the 2016 In-Squad Computers grant in the amount of \$2,240.

Upon the vote being taken, five Commissioners voted in favor thereof, none absent and not voting. A copy of the Resolution in on file in the Auditor's offices.

Commissioner Brady offered a **Resolution**, seconded by Commissioner Huntington to approve entering into an Agreement with the Minnesota Dept. of Public Safety for the Life Savers Grant Program grant in the amount of \$4,000.

Upon the vote being taken, five Commissioners voted in favor thereof, none absent and not voting. A copy of the Resolution in on file in the Auditor's offices.

Motion by Commissioner Huntington, seconded by Commissioner Glynn to authorize the Chair to sign the letter to Commissioner Matt Massman for the predesign submittal of the Public Works Building. Ayes all.

Commissioner Glynn offered a **Resolution**, seconded by Commissioner Huntington to approve the acceptance of the Mighty Ducks Grant Program and to authorize the Chair, County Administrator and or Parks & Recreation Director to sign documents related to the Agreement.

Upon the vote being taken, five Commissioners voted in favor thereof, none absent and not voting. A copy of the Resolution in on file in the Auditor's offices.

Commissioners Reports:

Commissioner Schultz reported on his attendance at the Human Relations Center meeting.

Commissioner Glynn reported on his attendance at the MNPrairie meeting.

Commissioner Huntington reported on her attendance at the MNPrairie, Drug Court and Criminal Justice Committee meeting.

Commissioner Brady reported on his attendance at the Human Relations Center meeting.

Commissioner Ebeling reported on his attendance at the SCCL meeting.

Motion by Commissioner Glynn, seconded by Commissioner Brady to approve the following listing of bills. Ayes all.

LISTING OF BILLS

1/5/2016

C V S – SMART Transit	11,763.84
First Data Remitco	11,236.80
AJ Lysne Contracting Corp	8,250.00
Motorola Solutions, Inc.	5,078.25
Turnkey Corrections	5,635.27
43 Warrants under \$2,000	<u>9,917.08</u>
Total:	51,881.24

Motion by Commissioner Glynn, seconded by Commissioner Huntington to adjourn to the Call of the Chair at 7:58 p.m. Ayes all.

CHAIRMAN

ATTEST: _____
AUDITOR