

PROCEEDINGS OF THE STEELE COUNTY BOARD OF COMMISSIONERS

SPECIAL SESSION

December 12, 2017

STATE OF MINNESOTA)
) ss
COUNTY OF STEELE)

The Steele County Board of Commissioners met in Special Session at 5:00 p.m. on December 12, 2017 with Commissioners Gnemi, Glynn, Brady, Krueger and Abbe present. Also present were County Attorney Dan McIntosh, Community Service Director Amy Roggenbuck, Human Resources Director Julie Johnson, County Engineer Greg Ilkka, County Treasurer Catherine Piepho, Appraiser Brian Anderson, County Assessor Bill Effertz, County Administrator Scott Golberg and County Auditor Laura Ihrke.

Call to Order and Pledge of Allegiance.

Motion by Commissioner Krueger, seconded by Commissioner Gnemi to approve the agenda with an additional item. Ayes all.

Motion by Commissioner Abbe, seconded by Commissioner Krueger to approve the following consent agenda items. Ayes all.

- A. Approve the minutes of November 28, 2017.
B. Approve the Listing of Bills.
C. Approve the following personnel actions:

New Hires/Promotions:

Table with 4 columns: Name, Position-Dept, Step, Start Date. Row 1: Tom Karnauskas, Deputy Emergency Mgmt Director, Step, 01/01/18

Resignations/Retirements/Terminations:

Table with 4 columns: Name, Position, Department, End Date. Row 1: Brianna Smith, Correctional Officer, Detention Center, 11/27/17. Row 2: Lucy Boyd, Scanning Technician, IT, 12/22/17

Anniversaries:

Table with 4 columns: Name, Position-Dept, Step, Anniv. Date. Rows include Jesse Steneman, Andrew Seifert, Shawn Jore, Jacob Miller, Mindy Pilcher with their respective positions and anniversary dates.

- D. Accept Internal Central Services Committee Minutes.
E. Accept Community Services Committee Minutes.
F. Accept Planning Commission Minutes.
G. Approve the 2017 Emergency Management Performance Grant.
H. Renewed Office Space Lease Agreement between MRCI WorkSource and Steele County in the lower level of the Administration Center from January 1, 2018 through December 31, 2018.
I. Renewed Office Space Lease Agreement between MNPrairie and Steele County in the upper level of the Administration Center from January 1, 2018 through December 31, 2018.

Motion by Commissioner Glynn, seconded by Commissioner Abbe to approve the agreement between Minnesota Counties Computer Cooperative and Strategic Technologies Inc for the maintenance and support of MCAPS effective January 1, 2018 through December 31, 2022 for the County Attorney’s office. Ayes all.

Commissioner Glynn offered the following Resolution seconded by Commissioner Abbe

ACCEPTANCE OF DONATION FOR PUBLIC HEALTH

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

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 donation offered;

NOW THEREFORE BE IT RESOLVED by the Board of County Commissioners in and for the County of Steele, Minnesota, that it accepts, with sincere appreciation, the donations of:

- Diapers and Baby Wipes from Anonymous
- Bariatric Commode from Anonymous

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 Krueger offered the following **Resolution**, seconded by Commissioner Gnemi

BE IT RESOLVED, that the following amounts be appropriated for Petty Cash/Cash Change Funds to the following listed departments as custodians of these funds in Steele County for 2018:

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>
Total	2,170.00

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 Glynn, seconded by Commissioner Abbe to approve the Body Art establishment licenses for Thee Dragons Lair and Kats Tats. Ayes all.

Motion by Commissioner Krueger, seconded by Commissioner Abbe to approve the Communication Facility License for thirty years ending September 1, 2047 with an automatic renewal option for another thirty years between OPU and Steele County Emergency Management. Ayes all.

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

SETTING THE 2018 COMMISSIONER SALARY & PER DIEM

BE IT RESOLVED that the salary for the position of Steele County Commissioner be set at \$21,886 per year for 2018.

BE IT RESOLVED that the per diem rate shall be set at \$70 per day. The following meetings, committees, boards, or commissions are deemed to be eligible for per diem payment:

Area Agency on Aging	MN Prairie Board & Committees
Association of Minnesota Counties	Multi-County Solid Waste Committee
Cannon River Partnership	National Association of Counties Meetings
Cannon River 1-Watershed Policy Committee	Park & Recreation Commission
Cedar River Watershed Advisory Committee	Planning & Zoning Commission
Children's Mental Health Collaborative	Public Works Task Force
Community Corrections Act Transition Team	Recorder's Compliance Fund Committee
Community Health Board	Regional Radio Board
County/City Intergovernmental Committee	Regional Railroad Authority
CP/DM&E Task Force	Resource Conservation and Development
Criminal Justice Committee	SE Minnesota Association of Regional Trails
Cultural Diversity Network	SEMCAC
911 Dispatch Joint Powers Board	SE MN Emergency Communications Board
Drainage Meetings and Inspections	SE MN Emergency Medical Services
Economic Development Authority	SE MN Recycler's Exchange
Extension Committee	SE Minnesota Water Resources Board
Fair Board Liaison	SMART Transit Advisory Board
GIS Committee	Soil and Water District Liaison
Highway 14 Partnership	Southern Minnesota Tourism
Intergovernmental Committees	Steele County Historical Society Liaison
Jail Committee	Steele County Water Planning Committee
Joint Solid Waste Committee	Steele-Waseca Drug Court
Law Enforcement Committee	Transportation Planning Committees
Law Library Board	Workforce Development Committees
Minnesota River Board	Zumbro River Watershed Partnership
MN Counties Intergovernmental Trust	

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 Krueger, seconded by Commissioner Gnemi to approve CUP #412 for Dan Petsinger to erect a tower up to 199 feet tall on his property located in the SW ¼ of the NW ¼, Section 21, Lemond Township to be used for his personal antennas and potentially his internet service provider business already permitted on the property with conditions per the Planning Commission and to accept the Findings of Fact. Ayes all.

Motion by Commissioner Glynn, seconded by Commissioner Gnemi to amend CUP #333 for Greg Pirkle to expand his existing liquid propane tank farm by adding three additional 30,000-gallon liquid propane tanks on his property located in the SE ¼ of the SE ¼, Section 18, Meriden Township with conditions per the Planning Commission and to accept the Findings of Fact. Ayes all.

Motion by Commissioner Glynn, seconded by Commissioner Gnemi to renew CUP #290 allowing SMC to mine sand and gravel on 30 acres owned by Mark and April Hafstad located in the NW ¼, Section 12 and the NE ¼, Section 11, Lemond Township with conditions per the Planning Commission and to accept the Findings of Fact. Ayes all.

Motion by Commissioner Krueger, seconded by Commissioner Gnemi to renew CUP #297 allowing SMC to mine sand and gravel owned by Virginia Jones located in the NE ¼, Section 17, Medford Township with conditions per the Planning Commission and to accept the Findings of Fact. Ayes all.

Commissioner Gnemi offered the following **Resolution**, seconded by Commissioner Abbe to approve final payment to Crane Creek Asphalt in the amount of \$222,656.32 for SAP 074-636-002, SAP 074-614-033, SAP 074-624-011, SAP 074-626-017, SAP 074-626-018, CP 074-017-003, SAP 074-611-009, SAP 074-618-027.

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

Bill Fahey from Northland Securities gave an update on Steele County Communities for a Lifetime (SCCL).

Commissioner Krueger offered the following **Resolution** seconded by Commissioner Abbe

Approving Steele County's application for funding from the Voting Equipment Grant

WHEREAS, Minnesota counties are responsible for administering elections, which includes the purchase and maintenance of supplies and election equipment, including accessible voting equipment; and

WHEREAS, Minnesota last updated much of its voting equipment between 2002 and 2006 meaning that the equipment is rapidly approaching the end of its 10 to 15-year lifespan; and

WHEREAS, it's essential for precincts to have functioning voting equipment so that voters are able to cast their ballot on equipment that is secure, accessible, accurate, and reliable; and

WHEREAS, Minnesota's 90th Legislature authorized \$7 million for the Voting Equipment Grant Account to assist counties, cities, towns, and school districts with the purchase of voting equipment; and

WHEREAS, to receive funding from the Voting Equipment Grant Account, counties must submit an application to the Minnesota Secretary of State before December 15, 2017; now, therefore,

BE IT RESOLVED, Steele County approves its application for funding from the Voting Equipment Grant; and

BE IT FURTHER RESOLVED, the County certifies that any funds awarded from the Voting Equipment Grant will be used only to purchase assistive voting technology, an electronic roster system, an electronic voting system, any individual component of an electronic voting system, or any other equipment or technology approved by the Secretary of State.

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 Krueger to approve filling a Public Health Nurse position in the Public Health Department due to a resignation. Ayes all.

Motion by Commissioner Glynn, seconded by Commissioner Gnemi to approve increasing the Records Specialist position at the Law Enforcement Center from a .75 FTE to a 1.0 FTE. Ayes all.

Motion by Commissioner Krueger, seconded by Commissioner Gnemi to approve the purchase of office furniture in the amount of \$4,252.20 for the existing Conference room in the Public Health Department. Ayes all.

Motion by Commissioner Glynn, seconded by Commissioner Abbe to approve the Veteran Services Van Donations account balance of \$2,340 be carried forward into the 2018 budget year. Ayes all.

The Public Hearing and Presentation of the 2018 Budget and Tax Levy was called to order at 6:00 p.m.

County Treasurer, Cathy Piepho and Administrator, Scott Golberg reviewed and presented the 2018 Budget and Tax Levy.

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

Motion by Commissioner Gnemi, seconded by Commissioner Krueger to close the hearing at 6:42 p.m. Ayes all.

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

2018 Final 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 2018 tax levy totaling \$23,604,843. The 2018 tax levy and budget are detailed as follows:

	<u>Tax Levy</u>	<u>Budget</u>
General Government	\$ 20,129,099	\$ 28,315,500
Road & Bridge	2,919,800	12,713,321
Ditch Fund	-	300,000
Bixby Sewer District	-	35,486
Bonded Debt	1,259,913	1,259,913
Capital Improvements	1,033,210	9,248,384
Community Wellness	-	278,175
Four Seasons	-	-
Landfill	-	1,917,960
Clean Water Partnership	-	139,000
Other Trust Funds	-	300
	<hr/>	<hr/>
SUBTOTAL	25,342,022	54,208,039
Public Library (excluding cities of Owatonna and Blooming Prairie)	<hr/> 191,500	<hr/> 191,500
	<hr/>	<hr/>
TOTAL TAX LEVY	25,533,522	
Less: County Aid	<hr/> (1,928,679)	
TOTAL CERTIFIED TAX LEVY	<hr/> \$ 23,604,843	TOTAL CERTIFIED BUDGET \$ 54,399,539

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	\$ 781,765	\$ 744,538
2007 G.O. Refunding Bonds - Capital Improvement, Series 2007A	<hr/> 541,144	<hr/> 515,375
Totals	<hr/> \$ 1,322,909	<hr/> \$ 1,259,913

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 Gnemi to conduct interviews on December 20, 2017 at 3:00 p.m. for the Information Technology Director position. Ayes all.

Commissioner Reports:

Commissioner Abbe reported on his attendance at the AMC Annual Conference and 911 Dispatch meeting.

Commissioner Krueger reported on his attendance at the SCHA meeting, Employee Recognition, AMC Annual Conference, SCHA banquet, AMC, Community Services and SCCL meetings.

Commissioner Glynn reported on his attendance at the Extension meeting, Employee Recognition, SCHA meeting, AMC Annual Conference, Internal Central Services, Community Services, Fair Board meetings and IT Director Interviews.

Commissioner Gnemi reported on his attendance at the Employee Recognition, AMC Annual Conference, OPU, Fair Board and SCCL meetings.

Commissioner Brady reported on his attendance at the Extension meeting, Employee Recognition, AMC Annual Conference, Internal Central Services, Fair Board, SE Emergency Communication meetings and IT interviews.

Motion by Commissioner Abbe seconded by Commissioner Krueger to approve the following listing of bills. Ayes all.

LISTING OF BILLS
12/12/2017

30 th Place LLC	18,921.23
Aaron Carlson Corporation	14,998.55
Balzer/Larry	14,830.00
City of Owatonna	29,962.50
Computer Professionals Unlimited Inc	4,539.00
CPS Technology Solutions	4,995.00
CRK Properties LLC	6,636.52
Dakota County Financial Services	3,810.00
Faribo Plumbing & Heating Inc	4,142.33
Four Seasons Centre	4,037.50
Fransen HR Consulting LLC	2,200.00
Harlands Tire & Auto Center	8,792.50
J&J Cabinet Works Inc	3,003.69
JR's Advanced Recyclers Inc	6,807.20
Kronos Incorporated	4,151.34
KSW Roofing & Heating Inc	4,694.77
Kwik Trip Inc	4,667.94
Matejcek Implement Co	5,501.98
Media Duplication Systems	3,424.00
MINNCOR Industries	2,050.00
Owatonna Motor Company	7,371.07
Owatonna Public Utilities	16,451.17
Reliance Telephone Inc	17,424.00
Steele County Free Fair	15,958.68
Steele County Highway Dept	27,149.96
Stoel Rives LLP	5,995.00
Streamline Communications LLC	5,230.69
Summit Food Service Management	9,795.92
Vanguard Appraisals Inc	17,710.00
Waste Management of Wi-Mn	50,118.08
Waterford Oil Company	8,733.49
WSB & Associates Inc	9,702.02
147 Warrants under \$2,000	<u>53,914.82</u>
Total:	\$ 397,720.95

Motion by Commissioner Gnemi, seconded by Commissioner Krueger to adjourn to the Call of the Chair at 6:55 p.m. Ayes all.

CHAIRMAN

ATTEST:

AUDITOR