





The Steele County Board of Commissioners met in Regular Session at 5:44 p.m. on January 3, 2017 with Commissioners Glynn, Brady, Abbe, Krueger and Gnemi present. Also present were County Sheriff Lon Thiele, County Treasurer Cathy Piepho, County Attorney Dan McIntosh, County Engineer Anita Benson, Chief Deputy Sheriff Scott Hanson, County Assessor Bill Effertz, County Administrator Laura Elvebak and County Auditor Laura Ihrke.

The Board was called to Order by the County Auditor who called for nominations for Chairman for 2017.

Motion by Commissioner Glynn, seconded by Commissioner Krueger to nominate Commissioner James Brady as Chairman for 2017.

Upon the vote being taken, Commissioner Brady was unanimously elected Chairman for 2017.

Commissioner Brady then took the Chair.

Motion by Commissioner Gnemi, seconded by Commissioner Abbe to nominate Commissioner John Glynn as Vice Chairman for 2017.

Upon the vote being taken, Commissioner Glynn was unanimously elected Vice Chairman for 2017.

Motion by Commissioner Glynn, seconded by Commissioner Krueger to approve the agenda. Ayes all.

Motion by Commissioner Glynn, seconded by Commissioner Gnemi to place on file the Comprehensive Local Water Management Plan Amendment correspondence. Ayes all.

Motion by Commissioner Glynn, seconded by Commissioner Gnemi to authorize the Chairman to sign bills on January 10, 2017 for payment on January 13, 2017. Ayes all.

Motion by Commissioner Krueger, seconded by Commissioner Gnemi to adopt the Rules of Order for 2017 with an amendment to Motions (must have a second motion). Ayes all.

Motion by Commissioner Abbe, seconded by Commissioner Krueger to approve the Board Meeting Schedule for 2017 with the correction of the October 22, 2017 moved to October 24, 2017. Ayes all.

Motion by Commissioner Glynn, seconded by Commissioner Gnemi to award the publication of the 2017 Commissioner Proceedings, legal notices, 2016 Delinquent Tax List and Financial Statement to the Steele County Times. Upon the vote being taken four Commissioners voted in favor thereof, Commissioner Krueger voting against.

Motion by Commissioner Glynn, seconded by Commissioner Krueger to award 2<sup>nd</sup> Publication of the 2016 Financial Statement to another paper located in the County to the Owatonna People's Press. Ayes all.

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

**RESOLUTION DESIGNATING OFFICIAL WEBSITE OF STEELE COUNTY AND  
TRANSPORTATION PROJECT BIDS**

**NOW, THEREFORE, BE IT RESOLVED**, that [www.co.steele.mn.us](http://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.

**BE IT FURTHER RESOLVED**, that [www.co.steele.mn.us](http://www.co.steele.mn.us) will be and hereby is designated as the official website for publication of Steele County transportation projects, as provided for in Minn. Stat. §331A.12.

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 following committee appointments: Erick Kylo to the Extension Committee, Jennifer Wayne to the Parks & Recreation Board, Brian Schmidt to the Planning Commission, Steve Jaster to the Planning Commission, LeRoy Meier to the Planning Commission and Greg Lammers to the Planning Commission. Ayes all.

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

## **Resolution Establishing Per Diem Amounts for Citizens on Boards and Commissions in 2017**

**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 Gnemi seconded by Commissioner Krueger to approve the 2017 Board of Commissioner Committee Assignments as proposed by Board Chairman Commissioner Brady. Ayes all.

Motion by Commissioner Glynn, seconded by Commissioner Krueger to appoint the five Commissioners, County Administrator, County Auditor and County Treasurer as the AMC Delegates for 2017. Ayes all.

Motion by Commissioner Glynn seconded by Commissioner Gnemi to approve the 2017 Policy Committee appointments as follows: Commissioner Abbe-General Government, Commissioner Glynn-Environment & Natural Resources, Commissioner Krueger-Health & Human Services, Commissioner Gnemi-Public Safety and Commissioner Brady-Transportation & Infrastructure. Ayes all.

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

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

### **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 (Minnesota Statutes 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 Gnemi, seconded by Commissioner Krueger to authorize the expense reimbursement for registration, travel, lodging and meal expenses consistent with the Steele County Personnel Rules and Policies for Commissioners and staff to attend AMC and NACO meetings as included within the approved budget. No more than 2 Commissioners at a time allowed to attend NACO meetings. Ayes all.

Motion by Commissioner Glynn, seconded by Commissioner Krueger to set the mileage rate for 2017 at 53.5 cents per the IRS guidelines. Ayes all.

Motion by Commissioner Glynn, seconded by Commissioner Brady to set the interest rate on ditch liens for 2017 at 5%. Ayes all.

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

#### **RESOLUTION ESTABLISHING THE 2017 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 Glynn offered the following **Resolution**, seconded by Commissioner Abbe

#### **DELEGATION OF DUTIES TO COUNTY AUDITOR**

**WHEREAS**, Steele County maintains its payroll system in order to compensate County employees and officials for their services. These payments include the salary and per diem payments approved by the Steele County Board of Commissioners by annual resolution, pursuant to Minn. Stat. §375.055, subd. 1(a); and

**WHEREAS**, The Steele County Auditor's Office is charged with the responsibility to ensure the timely and efficient administration of the County payroll system; and

**WHEREAS**, it is advisable and prudent for the Board of Commissioners to delegate the review and approval of Steele County Board of Commissioner salary and per diem payments to the Steele County Auditor or her designee, pursuant to Minn. Stat. §375.18, subd. 1b; and

**WHEREAS**, the Steele County Auditor has the internal accounting and administrative control procedures to ensure the proper disbursement of public funds, including the obligation to issue salary and per diem payments based solely on the annual resolution adopted by the Steele County Board of Commissioners.

**NOW, THEREFORE BE IT RESOLVED**, that the Steele County Board of Commissioners hereby authorizes the Steele County Auditor or designee to approve the payment of the County payroll, including approved Commissioner salary and per diem payments made pursuant to Minnesota law and the annual resolution approving certain meetings for per diem payments for the year of 2017.

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 Glynn

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

**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 are designated as depositories 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 officer is Catherine Piepho, Treasurer and Financial Director 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 or sell or receive or transfer investment securities on behalf of Steele County shall be initiated by Catherine Piepho, Steele County Treasurer and Financial Director.

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

**WHEREAS**, the Steele County Four Seasons Centre is an Enterprise Fund;

**WHEREAS**, Steele County no longer wishes to operate the Four Seasons Centre as an Enterprise Fund.

**NOW, THEREFORE, BE IT RESOLVED**, by the Steele County Board of Commissioners to transfer the funds of the Four Seasons Centre to the General Fund 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.

Motion by Commissioner Glynn seconded by Commissioner Krueger to authorize Steele County to serve as the fiscal agent for the Violence Against Women Act Grant and authorizes the Steele County Administrator to sign a letter of support. Ayes all.

Commissioners Reports:

Commissioner Abbe wanted to let the public know that they need to be patient as they are in the learning process and will be attending Commissioner 101 Training.

Commissioner Krueger wanted to let people know to get ahold of him if they have concerns.

Commissioner Glynn reported on his attendance at the MNPrairie meeting.

Commissioner Gnemi reported on his meetings with various departments.

Commissioner Brady reported on his attendance at the Soil & Water and SCHR meeting.

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

LISTING OF BILLS

1/3/2017

Business Solutions	15,573.20
Hertog PSY D LP	4,300.00
MCCC	2,236.00

MN Counties Intergovernmental Trust	9,990.00
Owatonna Heating & Cooling Inc	5,975.20
SHI International Corp	4,024.00
Youth 1 <sup>st</sup> Community Initiative	5,000.00
26 Warrants under \$2,000	<u>7,238.95</u>
<b>Total:</b>	<b>54,337.35</b>

Motion by Commissioner Glynn, seconded by Commissioner Gnemi to adjourn to the Call of the Chair at 6:04 p.m. Ayes all.

---

CHAIRMAN

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