

PROCEEDINGS OF THE STEELE COUNTY BOARD OF COMMISSIONERS

SPECIAL SESSION

December 11, 2018

STATE OF MINNESOTA)
) ss
 COUNTY OF STEELE)

The Steele County Board of Commissioners met in Special Session at 5:00 p.m. on December 11, 2018 with Commissioners Brady, Krueger, Abbe, Gnemi and Glynn present. Also present were County Engineer Greg Ilkka, Public Health Director Amy Caron, Planning & Zoning Director Dale Oolman, County Attorney Dan McIntosh, County Assessor Bill Effertz, Assistant County Assessor Tyler Diersen, County Treasurer Cathy Piepho, Human Resources Director Julie Johnson, County Administrator Scott Golberg and County Auditor Laura Ihrke.

Motion by Commissioner Gnemi, seconded by Commissioner Abbe to approve the agenda. Ayes all.

Motion by Commissioner Brady, seconded by Commissioner Gnemi to approve the following Consent Agenda items. Ayes all.

- A. Approve the minutes of November 27, 2018.
- B. Approve the Listing of Bills.
- C. Approve the following Personnel Report:

New Hires/Promotions

<i>Name</i>	<i>Position/Dept.</i>	<i>Step</i>	<i>Start Date</i>
Samantha LeMay	Paralegal/County Attorney	B31/2	12/17/18
Jessica Weegman	Registered Nurse/Detention Cntr	C42/7	12/10/18
Jennifer Waggoner	RN/Public Health	C42/5	12/31/18

Resignations/Retirements/Terminations:

<i>Name</i>	<i>Position</i>	<i>Department</i>	<i>End Date</i>
Samantha Humphrey	Correctional Officer	Detention Cntr	12/14/18
Maren DeLaitsch	Public Health Nurse	Public Health	01/31/19

Anniversaries:

<i>Name</i>	<i>Position-Dept</i>	<i>Anniv.Date</i>	<i>Yrs.Service</i>
Bradley Busho	Correctional Officer – Det. Ctr.	01/02/19	4
Julia Forbes	Assistant County Attorney II	01/02/19	6
Laura Isenor	Asst. County Attorney II	01/05/19	4
Linda Skala	Corporal – Det. Ctr.	01/05/19	4
Lon Thiele	County Sheriff	01/05/19	16
Catherine Piepho	County Treasurer	01/05/19	7
Catherine Piepho	Finance Director	01/05/19	7
Alicyn Hinze	Correctional Officer – Det. Ctr.	01/06/19	4
Stacie Peterson	Correctional Officer – Det. Ctr.	01/08/19	1
Brian Rinehart	Correctional Officer – Det. Ctr.	01/17/19	2
Nicholas Golbuff	Correctional Officer – Det. Ctr.	01/21/19	3
Dale Oolman	Planning & Zoning Director	01/22/19	18
Julie Johnson	Human Resources Director	01/23/19	5
Christy Hormann	Chief Deputy – County Attorney	01/23/19	13
Joyce Hartle	Chief Deputy – Treasurer	01/27/19	19
Jeremy Deplitch	Correctional Officer – Det. Ctr.	01/29/19	4
Steven Gjerald	Correctional Officer – Det. Ctr.	01/31/19	14

- D. Accept Internal Central Services Policy Committee Meeting Minutes.
- E. Accept Public Safety Committee Meeting Minutes.
- F. Accept Steele County Planning Commission Meeting Minutes.

Motion by Commissioner Brady, seconded by Commissioner Gnemi to approve a Five-Year Service contract with Vanguard Appraisals for the County Assessor’s Office in the amount of \$13,750 for the Five-Year annual cost for the Mass Appraisal modules and \$3,850 for the web services with funds coming from the Compliance Fund. Ayes all.

Motion by Commissioner Abbe, seconded by Commissioner Gnemi to approve CUP #417 for D & D Lawn Service to operate a Lawn Care, Landscape and Snow Removal business on property located at 2376 Rose Street with conditions per the Planning Commission and to accept the Findings of Fact. Ayes all.

Motion by Commissioner Krueger, seconded by Commissioner Gnemi to approve IUP #2018-04 from JJD Companies LLC to mine and process sand and gravel material on property located on the SW ¼ of the SW ¼, Section 5-105-19 in Blooming Prairie Township with conditions per the Planning Commission and to accept the Findings of Fact. Four Commissioners voting in favor thereof, Commissioner Brady abstaining.

The Public Hearing for the 2019 Fee Schedule was called to order at 5:15 p.m.

Scott Golberg provided a summary of changes to the fee schedule.

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

Motion by Commissioner Krueger, seconded by Commissioner Gnemi to close the hearing at 5:20 p.m.
Ayes all.

Motion by Commissioner Abbe, Seconded by Commissioner Krueger to adopt the 2019 Fee Schedule.
Ayes all.

Motion by Commissioner Brady, seconded by Commissioner Gnemi to approve the 2019-2023 Highway Capital Improvement Plan (CIP). Ayes all.

Motion by Commissioner Krueger, seconded by Commissioner Gnemi to approve an Engineering Services Agreement with Erickson Engineering Co., LLC in an amount not to exceed \$15,890 for design services for the replacement of Bridge 97815 located on SW 51st St. (Lemond Township T-51). Ayes all.

Motion by Commissioner Krueger, seconded by Commissioner Abbe to approve backfilling a Public Health Nurse/Dietitian position in the Public Health Department due to a retirement. Ayes all.

Motion by Commissioner Abbe, seconded by Commissioner Gnemi to approve hiring ISG to complete a Detention Center HVAC System Assessment Report in the amount of \$13,900. Ayes all.

Motion by Commissioner Brady, seconded by Commissioner Gnemi to approve carrying forward \$40,284 toward 2019 for the completion of the racetrack project at the Fairgrounds and to contribute another \$15,000 for installation of an LED sign at the Four Seasons. Upon the vote being taken, 4 Commissioners voted in favor thereof, Commissioner Abbe abstained.

Motion by Commissioner Krueger, seconded by Commissioner Gnemi to approve the 2018 Audit Engagement Letter with Baker Tilly. Ayes all.

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

STEELE COUNTY RESOLUTION
Veteran Services - Van Donations

WHEREAS, Steele County's Veterans' Services Department receives ongoing donations to assist with costs relating to its van;

WHEREAS, the donations are to be used for any upgrades needed for the van (i.e. new phones, handrails, and other miscellaneous items) or the purchase of a new van;

WHEREAS, the donations are not to be used for ordinary vehicle maintenance and operations of the Vet's van; and

NOW THEREFORE BE IT RESOLVED by the Board of County Commissioners in and for the County of Steele, Minnesota, authorize the balance of the van donations net of any upgrades or new van purchase to carryforward annually as a designated fund balance.

Dated this 11th day of December 2018.

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 Gnemi to approve the Ditch Levies for 2019. JD #1-2%; JD #2-4.5%; JD #5-10%; JD #6-.50%; JD #10-18%; JD #11-3%; JD #23-5%; JD #24-7%; CD #1-1%; CD#1, CH BR-20%; CD #2-1%; CD #4-.50%; CD #5-.90%; CD #20-3%; CD #21-.25%; CD #22-2%; CD #24-6%; CD #27-.25%; PTD #7-.50%; PTD #8-20%; PTD #10-5%; PTD #11-13%' PTD #17-13%. Ayes all.

Motion by Commissioner Abbe, seconded by Commissioner Krueger to approve the two-year commercial lease with Strohschein Properties for the rental of a quonset in the amount of \$7,800 per year plus utilities for the Steele County Sheriff's Department storage. Ayes all.

Motion by Commissioner Krueger, seconded by Commissioner Abbe to approve designating the City of Owatonna as the fiduciary agency for the South Central Drug Investigation Unit and to approve the Equitable Sharing Memorandum of Understanding. Ayes all.

Commissioner Reports:

Commissioner Gnemi reported on his attendance at AMC Conference, Public Works Tour, Owatonna Public Utilities meeting, Employee Recognition Dinner, Land Use/Records and SEMCAC meetings.

Commissioner Brady reported on his attendance at Public Works Tour, SCHA, MCIT, Jt City Transportation, 911 Joint Powers Board, Public Safety, Bid Opening and Emergency Communication Board meetings.

Commissioner Abbe reported his attendance at Rice/Steele 911 meeting, Public Works Tour and Employee Recognition Dinner.

Commissioner Krueger reported on his attendance at the Drug Court Graduation, Public Works Tour, AMC Conference, Active Shooter Training, Internal Central Service, Bid Opening and two SCHA meetings.

Commissioner Glynn reported on his attendance at the Public Works Tour, Employee Recognition Dinner, Park & Rec, Internal Central Service, Fair Board, SEMREX meeting and Land Use/Records meeting.

The Public Hearing and Presentation of the 2019 Budget and Tax Levy was called to order at 6:00 p.m.

County Administrator Scott Golberg and the County Treasurer Cathy Piepho gave an overview of the budget process.

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

Motion by Commissioner Gnemi, seconded by Commissioner Krueger to close the hearing at 6:18 p.m.

Ayes all.

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

**Steele County
2019 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 2019 tax levy totaling \$24,785,085. The 2019 tax levy and budget are detailed as follows:

	<u>Tax Levy</u>	<u>Budget</u>
General Government	\$ 21,196,471	\$ 29,847,083
Road & Bridge	2,853,196	18,028,494
Ditch Fund	-	300,000
Bixby Sewer District	-	24,150
Bonded Debt	1,700,668	1,700,668
Capital Improvements	805,525	1,643,025
Community Wellness	-	278,175
Landfill	-	1,630,000
Clean Water Partnership	-	139,000
Other Trust Funds	-	300
SUBTOTAL	<u>26,555,860</u>	<u>53,590,895</u>
Public Library	<u>191,500</u>	<u>191,500</u>
(excluding cities of Owatonna and Blooming Prairie)		
TOTAL TAX LEVY	26,747,360	

Less: County Aid	<u>(1,962,275)</u>	TOTAL	
TOTAL CERTIFIED TAX LEVY	<u>\$ 24,785,085</u>	CERTIFIED	
		BUDGET	<u>\$ 53,782,395</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>
2018A - G.O. CIP Bond		
Public Works Facility Construction	\$ 416,600	\$ 437,430
2015A - G.O. Refunding Bond		
Detention Center & Road Bonds	746,238	746,238
2007A - G.O. Refunding CIP Bond		
Administration Building Construction	<u>517,000</u>	<u>517,000</u>
Totals	<u>\$ 1,679,838</u>	<u>\$ 1,700,668</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.

LISTING OF BILLS
12/11/2018

30 th Place LLC	3,717.25
Ag Partners	16,302.99
Allstream	2,500.20
Compass Minerals America	13,247.36
CRK Properties	6,465.25
Election Systems & Software Inc	7,879.96
Four Seasons Electric	4,700.00
Keck's Repair	8,392.82
Kronos Incorporated	3,299.57
Leads Online	2,128.00
Marco Technologies LLC	3,564.00
Medford Sand & Gravel LLC	3,167.16
Mike's Repair	6,307.10
Mn Counties Intergovernmental Trust	2,500.00
MN Sheriffs Assn	5,000.00
Northern Technologies LLC	6,413.25
Owatonna Groundsmasters Inc	3,888.57
Owatonna Public Utilities	17,520.62
SHI International Corp	2,376.00
Summit Food Services LLC	4,328.20
Superior Jetting Inc	6,840.00
Waste Management of Wi-Mn	51,580.08
142 Payments less than 2,000	<u>37,491.66</u>
Total:	\$219,610.04

Motion by Commissioner Gnemi, seconded by Commissioner Abbe to adjourn to the Call of the Chair at 6:20 p.m. Ayes all.

CHAIRMAN

ATTEST: _____
AUDITOR