

PROCEEDINGS OF THE STEELE COUNTY BOARD OF COMMISSIONERS

SPECIAL SESSION

December 20, 2018

STATE OF MINNESOTA)

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COUNTY OF STEELE)

The Steele County Board of Commissioners met in Special Session at 5:00 p.m. on December 20, 2018 with Commissioners Glynn, Brady, Krueger, Abbe and Gnemi present. Also present were County Assessor Bill Effertz, County Treasurer Cathy Piepho, Human Resources Director Julie Johnson, IT Director Dave Purscell, County Recorder Rick Kvien, County Administrator Scott Golberg and County Auditor Laura Ihrke.

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

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

- A. Approve the minutes of December 11, 2018.
- B. Approve the Listing of Bills.
- C. Approve the following Personnel Report:

Resignations/Retirements/Terminations:

<i>Name</i>	<i>Position</i>	<i>Department</i>	<i>End Date</i>
Deb Tappe	Technical Clerk I	Assessor	12/28/18

- D. Approve Body Art Establishment Licenses for Thee Dragons Lair and Kats Tats.
- E. Accept the Land Use/Records Meeting Minutes.
- F. Accept the Public Works Policy Committee Minutes.
- G. Authorize the County Recorder to sign the three year Land Records Life Cycle Extension contract with Fidlar for recording software.
- H. Approve the Disaster Abatement pursuant to M.S.273.1235 for Mueller property located at 202 Oakdale St. in Owatonna due to fire.

Motion by Commissioner Abbe, seconded by Commissioner Gnemi to approve carryforwards for 2019 for the Steele County Budgeted Equipment and Vehicles in the amount of \$332,212 for the Highway Fund, \$234,925 for the General Fund, and \$95,283 for the Vehicle Fleet Budget. Ayes all.

Motion by Commissioner Gnemi, seconded by Commissioner Abbe to reject the one non-binding Letter of Intent to purchase Cedarview-Park Place Property from Benedictine Health Systems. Ayes all.

Motion by Commissioner Abbe, seconded by Commissioner Gnemi to approve securing a market value appraisal for the Cedarview-Park Place Property and appoint the Administrator and Commissioners Gnemi and Krueger to procure the services of a qualified real estate broker to assist with the property sale. Ayes all.

Motion by Commissioner Krueger, seconded by Commissioner Gnemi to approve appointing Kellyanna Moore as Coroner to a four-year term (1/1/2019 – 12/31/22) and approve the Coroner Service Agreement with base compensation of \$40,000 in 2019 and an annual increase of 3% per year for 2020-2022. Ayes all.

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

SETTING THE 2019 COMMISSIONER SALARY & PER DIEM

BE IT RESOLVED that the salary for the position of Steele County Commissioner be set at \$22,433 per year for 2019.

BE IT RESOLVED that the per diem rate shall be set at \$70.00 per day. The following meetings, committees, boards, or commissions are deemed to be eligible for per diem payment:

Area Agency on Aging	National Association of Counties
Association of Minnesota Counties	Park & Recreation Commission
Cannon River Watershed Partnership	Planning & Zoning Commission
Cannon River 1-Watershed Policy Committee	Public Works Task Force
Cedar River Watershed Advisory Committee	Recorder's Compliance Fund Committee
Children's Mental Health Collaborative	Regional Radio Board
Community Corrections Advisory Committee	Regional Railroad Authority
Community Health Board	Resource Conservation and Development
Counties Providing Technology	SE Minnesota Association of Regional Trails
County/City Intergovernmental Committee	SEMCAAC
CP/DM&E Task Force	SE MN Emergency Communications Board

Criminal Justice Committee
Cultural Diversity Network
911 Dispatch Joint Powers Board
Drainage Meetings and Inspections
Economic Development Authority
Extension Committee
Fair Board Liaison
Highway 14 Partnership
Intergovernmental Committees
Law Enforcement Committee
Law Library Board
Minnesota River Board
MN Counties Intergovernmental Trust
MN Prairie Meetings
Multi-County Solid Waste Committee

SE MN Emergency Medical Services
SE MN Recycler's Exchange
SE Minnesota Water Resources Board
SMART Transit Advisory Board
Soil and Water District Liaison
South Central Human Relations Center
South County Health Alliance
Southern Minnesota Tourism
Steele Co Historical Soc. Liaison
Steele Co Water Planning Committee
Steele Co Weed Management Assoc.
Steele-Waseca Drug Court
Transp Planning Committees
Workforce Dev Committees
Zumbro River Watershed Partnership

In addition, any other official committee, board, or commission appointed by the County Board of Commissioners through the course of the year shall be eligible for per diem payment.

Upon the vote being taken, three Commissioners voted in favor thereof, Commissioner Glynn and Commissioner Gnemi voting against.

Motion by Commissioner Krueger, seconded by Commissioner Brady to approve authorizing the Chairman to sign bills on December 27, 2018. Ayes all.

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

**Steele County
Rescinding 2019 Final Budget and Tax Levy Resolution of December 11, 2018**

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

WHEREAS, the County Board also conducted a public hearing on the 2019 Highway Capital Improvement Plan on November 27, 2018, and

WHEREAS, the funds intended for the 2019 Highway Capital Improvement Plan are not derived from the property tax levy, and

WHEREAS, the budget requests, revenue projections, levy data and needs of Steele County were duly considered on December 11, 2018 and in prior public meetings, and

WHEREAS, the amount of money dedicated to the 2019 Highway Capital Improvement Plan (increase of \$2,652,799 or two million six hundred fifty-two thousand seven hundred ninety-nine dollars) was inadvertently omitted from the County Board's Budget Approval Resolution adopted on December 11, 2018, and

WHEREAS, the 2019 property tax levy will be unaffected by the adoption of this resolution to rescind and the adoption of the corrected budget resolution and

BE IT RESOLVED that the County Board Resolution setting the 2019 budget and property tax levy, adopted on December 11, 2018 is hereby rescinded in order to correct the omission of the funds intended for the 2019 Highway Capital Improvement Plan.

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

**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		20,681,293
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
	<hr/>		<hr/>
SUBTOTAL	26,555,860		56,243,694
Public Library (excluding cities of Owatonna and Blooming Prairie)	<hr/> 191,500		<hr/> 191,500
TOTAL TAX LEVY	26,747,360		
Less: County Aid	<hr/> (1,962,275)	TOTAL CERTIFIED	
TOTAL CERTIFIED TAX LEVY	<hr/> \$ 24,785,085	BUDGET	<hr/> \$ 56,435,194

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 unavailable, the debt service levy will be increased 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	<hr/> 517,000	<hr/> 517,000
Totals	<hr/> \$ 1,679,838	<hr/> \$ 1,700,668

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 Gnemi

Petty Cash/Cash Change Funds

BE IT RESOLVED, that the following amounts be appropriated for Petty Cash/Change Funds to the following listed departments as custodians of these funds in Steele County for 2019:

<u>Department</u>	<u>Petty Cash</u>	<u>Change Fund</u>
Treasurer	\$ -	\$ 500
Recorder	-	200
LEC – Records Dept	-	200
Sheriff's Advance	200	-

Sheriff's Civil	50	-
Panning & Zoning	-	100
Four Seasons	-	100
Public Health	-	25
Road & Bridge	-	50
Landfill	<u>-</u>	<u>500</u>
Totals	<u>\$ 250</u>	<u>\$ 1,675</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 Krueger, seconded by Commissioner Gnemi to approve the Agreement between Steele County Emergency Management and Trinity Lutheran Church to use their facility to provide shelter services during disasters. Ayes all.

Motion by Commissioner Gnemi, seconded by Commissioner Brady to approve the installation of a new server room electrical panel not to exceed \$12,460. Ayes all.

Motion by Commissioner Kruger, seconded by Commissioner Abbe to approve network upgrades and security cameras at the Landfill. Ayes all.

Commissioner Brady offered the following **Resolution**, seconded by Commissioner Gnemi to approve final payment for CP 74-018-001, Contract 181801 to Traffic Marking Service, Inc. in the amount of \$6,762.32.

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 Reports:

Commissioner Gnemi reported on his attendance at Steele County Human Relations, Historical Society, Land-Use meeting, MnPrairie and Drug Court meetings.

Commissioner Brady reported on his attendance at Public Works meeting, MnPrairie meetings, Joint County/City meeting and Steele and County Human Relations.

Commissioner Abbe reported his attendance at Public Works Meeting and a Joint City/County meeting.

Commissioner Krueger reported on his attendance at the Southern Mn Transit meeting.

Commissioner Glynn had no report.

Motion by Commissioner Brady, seconded by Commissioner Abbe to reappoint Mike Ingvaldson and Curt Esplan to a new term on the Planning Commission Board. Ayes All.

Motion by Commissioner Kruger, seconded by Commissioner Gnemi to appoint Alice Spinler to the Bixby Sewer District Committee. Ayes All.

LISTING OF BILLS
12/11/2018

Advanced Correctional Healthcare Inc	3,058.86
AMCON	30,257.00
American Solutions for Business	4,791.87
Assoc of MN Counties	15,918.00
Central Farm Services	6,866.94
City of Medford	2,500.00
City of Owatonna	5,100.00
Compass Minerals America	11,124.72
Counties Providing Technology	4,565.00
Four Seasons Centre	4,250.00
Frank J Zamboni & Co., Inc.	130,064.60
General Office Products Co	3,683.10
Honeywell Inc	4,453.74
Innovative Office Solutions LLC	2,393.92
MN Hardwood Floor Renewal	4,282.50

Oertel Architects	6,591.40
Owatonna Groundsmasters Inc	3,208.85
Rice County Solid Waste Dept	3,056.16
Rinke-Noonan	2,603.00
SHI International Corp	7,968.00
SRF Consulting Group Inc	13,845.68
Steele County Treasurer	10,625.61
Summit Food Services LLC	8,812.71
Vanguard Appraisals Inc	13,750.00
Verizon Wireless	2,149.07
Video Tronix Inc	9,853.44
Wencl Septic Pumping	5,825.00
WSB & Associates Inc	3,134.00
115 Payments less than 2,000	<u>47,290.61</u>
Total:	\$372,023.78

Motion by Commissioner Gnemi, seconded by Commissioner Krueger to adjourn to the Call of the Chair at 6:00 p.m. Ayes all.

CHAIRMAN

ATTEST: _____
AUDITOR