

PROCEEDINGS OF THE STEELE COUNTY BOARD OF COMMISSIONERS

SPECIAL SESSION

January 2, 2018

STATE OF MINNESOTA)  
  ) ss  
COUNTY OF STEELE    )

The Steele County Board of Commissioners met in Special Session at 5:00 p.m. on January 2, 2018 with Commissioners Brady, Krueger, Abbe, Gnemi and Glynn present. Also present were Human Resources Director Julie Johnson, County Engineer Greg Ilkka, County Treasurer Catherine Piepho, Court Administrator Robin Hoesley, County Administrator Scott Golberg and County Auditor Laura Ihrke.

Call to Order and Pledge of Allegiance.

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

Motion by Commissioner Krueger, seconded by Commissioner Abbe to approve the minutes of December 20, 2017. Ayes all.

Motion by Commissioner Krueger, seconded by Commissioner Glynn to adjourn Sine Die at 5:05 p.m. Ayes all.

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CHAIRMAN

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

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The Board was called to Order by the County Auditor who called for nominations for Chairman for 2018.

Motion by Commissioner Krueger, seconded by Commissioner Gnemi to nominate Commissioner John Glynn as Chairman for 2018.

Upon the vote being taken, Commissioner Glynn was unanimously elected Chairman for 2018.

Commissioner Glynn then took the Chair.

Motion by Commissioner Brady, seconded by Commissioner Gnemi to nominate Commissioner Greg Krueger as Vice Chairman for 2018.

Upon the vote being taken, Commissioner Krueger was unanimously elected Vice Chairman for 2018.

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

Motion by Commissioner Abbe, seconded by Commissioner Gnemi to adopt the Rules of Order for 2018 with an amendment to Motions (must have a second motion). Ayes all.

Motion by Commissioner Brady, seconded by Commissioner Gnemi to authorize the Chairman to sign bills on January 9, 2018 for payment on January 12, 2018. Ayes all.

Motion by Commissioner Krueger, seconded by Commissioner Gnemi to approve the Board Meeting Schedule for 2018. Ayes all.

Motion by Commissioner Krueger, seconded by Commissioner Gnemi to award the publication of the 2018 Commissioner Proceedings, legal notices, 2017 Delinquent Tax List and Financial Statement to the Owatonna People's Press. Ayes all.

Motion by Commissioner Krueger, seconded by Commissioner Gnemi to award the 2<sup>nd</sup> Publication of the 2017 Financial Statement to another paper located in the County to the Steele County Times. Ayes all.

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

**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 Gnemi, seconded by Commissioner Brady to approve the following committee re-appointments: Amy Gillis to the Extension Committee; Jon Schmidt to the Planning Commission; Brian Schmidt to the Board of Adjustment; Tim Nelson to the Board of Adjustment; Dan Johnson, Doug Bartelt and Ed Lee to the Bixby Sewer District. Ayes all.

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

**Resolution Establishing Per Diem Amounts for Citizens on Boards and  
Commissions in 2018**

**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 Abbe to approve the 2018 Board of Commissioner Committee Assignments as proposed by Board Chairman Commissioner Glynn. Ayes all.

Motion by Commissioner Krueger, seconded by Commissioner Gnemi to approve the 2018 Policy Committee appointments as follows: Commissioner Glynn-Environment & Natural Resources, Commissioner Abbe-General Government, Commissioner Krueger-Health & Human Services, Commissioner Gnemi-Public Safety and Commissioner Brady-Transportation & Infrastructure. Ayes all.

Motion by Commissioner Gnemi, seconded by Commissioner Abbe to appoint the five Commissioners, County Administrator, County Auditor and County Treasurer as the AMC Delegates for 2018. Ayes all.

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

Motion by Commissioner Gnemi, seconded by Commissioner Brady 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 two Commissioners at a time allowed to attend NACO meetings. Ayes all.

Motion by Commissioner Brady, seconded by Commissioner Abbe to set the mileage rate for 2018 at 54.5 cents per the IRS guidelines. Ayes all.

Motion by Commissioner Brady, seconded by Commissioner Gnemi to set the interest rate on ditch liens for 2018 at 5%. Ayes all.

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

**RESOLUTION ESTABLISHING THE 2018 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 office.

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

**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 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.

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

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

**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.

Motion by Commissioner Gnemi, seconded by Commissioner Krueger to set the date for the Board of Equalization to June 14, 2018 at 7:00 p.m. Ayes all.

Motion by Commissioner Krueger, seconded by Commissioner Gnemi to approve the low quote from Innovative Office Solutions LLC in the amount of \$14,350.29 for the purchase of furniture for Courtroom C and the new Jury Conference Room. Ayes all.

Motion by Commissioner Brady, seconded by Commissioner Abbe to approve the application to conduct off-site gambling for the Owatonna Wrestling Association for an event on April 7, 2018 at the Monterey Ballroom. Ayes all.

Motion by Commissioner Krueger, seconded by Commissioner Gnemi to set a Public Hearing for the Steele County Fee Schedule at 5:30 p.m. on February 27, 2018. Ayes all.

Commissioner Reports:

Commissioner Abbe reported on his attendance at the Public Works meeting, Park Place to meet with residents and IT Director Interviews.

Commissioner Krueger reported on his attendance at the Criminal Justice meeting.

Commissioner Glynn reported on his attendance at the Ripley Ditch meeting.

Commissioner Gnemi reported none (SEMCAAC meeting cancelled).

Commissioner Brady reported on his attendance at the Ripley Ditch meeting.

Motion by Commissioner Gnemi, seconded by Commissioner Krueger to schedule a Board Work Session on January 31, 2018 at 12:00 p.m. Ayes all.

Motion by Commissioner Gnemi, seconded by Commissioner Brady to adjourn to the Call of the Chair at 5:48 p.m. Ayes all.

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CHAIRMAN

ATTEST:

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AUDITOR