

PROCEEDINGS OF THE STEELE COUNTY BOARD OF COMMISSIONERS

SPECIAL SESSION

September 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 September 11, 2018 with Commissioners Krueger, Abbe, Gnemi, Glynn and Brady present. Also present were County Attorney Dan McIntosh, County Sheriff Lon Thiele, County Treasurer Cathy Piepho, Human Resources Director Julie Johnson, County Recorder Rick Kvien, 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. Ayes all.

Motion by Commissioner Brady, seconded by Commissioner Krueger to accept and place on file a thank you letter from Farmamerica for our contribution. Ayes all.

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

- A. Approve the minutes of August 28, 2018.
- B. Approve the Listing of Bills.
- C. Approve the following Personnel Report:

New Hires/Promotions/Transfers. Positions previously approved by Board:

<i>Name</i>	<i>Position-Dept</i>	<i>Step</i>	<i>Start Date</i>
Barbara Jinda	Custodian/Building & Grounds	1	08/28/2018
Michael Witter	Correctional Officer/Detention Center	1	09/06/2018
Jerry Wencil (promotion)	Maint. Working Foreperson/Hwy.	9	09/10/2018
Jamie Williamson	Correctional Officer/Detention Center	1	09/17/2018
Caleb Bowron	Correctional Officer/Detention Center	1	09/17/2018

Resignations/Retirements/Terminations:

<i>Name</i>	<i>Position</i>	<i>Department</i>	<i>End Date</i>
Jared Weese	Correctional Officer	Detention Center	09/10/2018

Anniversaries:

<i>Name</i>	<i>Position - Dept</i>	<i>Step</i>	<i>Anniv. Date</i>	<i>Yrs. Service</i>
Benjamin Frear	Deputy- Sheriff's Office	5	10/06/18	4
Chad Forystek	Sergeant – Sheriff's Office	11	10/23/18	20
Rene Gilormini	Veteran's Services Office	9	10/24/18	3
Jessica Bendzick	Paralegal – Attorney's	6	10/26/18	3
William Bromley	Probation Officer II	1	10/26/18	3
Kari Woltman	Deputy – Sherriff's Office	10	10/27/18	7
Chad Schleuter	Corporal – Detention Ctr.	4	10/29/18	4

- D. Accept Internal Central Services Committee Minutes.

Motion by Commissioner Abbe, seconded by Commissioner Krueger to table the 2019 Appropriations to various entities until the September 25, 2018 meeting. Ayes all.

Motion by Commissioner Gnemi, seconded by Commissioner Brady to authorize the Chair and Auditor to sign an agreement for bat proofing services at the Courthouse. Ayes all.

Motion by Commissioner Gnemi, seconded by Commissioner Krueger to authorize the County Attorney to file an appeal of the OSHA citation for the bat harborage violation at the Courthouse. Ayes all.

Motion by Commissioner Brady, seconded by Commissioner Gnemi to approve filling a Technical Clerk I position in the Records Office due to a retirement. Ayes all.

Motion by Commissioner Abbe, seconded by Commissioner Gnemi to approve a two-month medical leave of absence for Tony David in the Sheriff's Department. Ayes all.

Motion by Commissioner Brady, seconded by Commissioner Gnemi to approve a Request for Proposal for professional audit services for the years 2018-2020. Ayes all.

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

WHEREAS, Steele County will electronically transfer funds and establish appropriate internal controls to ensure compliance with Minnesota law. Therefore, electronic fund transfers will be made for the following types of transactions: claim for payment from an imprest payroll bank account or investment of excess money; payment of tax or aid anticipation certificates; payment of contributions to a pension or retirement fund; vendor payments; and payment of bond principal, bond interest, and a fiscal agent service charge from the debt redemption fund.

BE IT FURTHER RESOLVED, electronic funds transfers can be initiated by the following individuals: Catherine Piepho, County Treasurer/Finance Director; Laura Ihrke, County Auditor; Joyce Hartle, Chief Deputy Treasurer; Kortney Miller, Payroll Specialist; Nancy Gritz, Deputy Auditor; and Karen Winter, Deputy Auditor.

BE IT FURTHER RESOLVED, that the Treasurer/Finance Director shall establish internal controls to ensure compliance with Minn. Stat. §471.38, subd. 3 & 3a, to include without limitation, annually providing a certified copy of the delegation of authority to the disbursing bank(s), certifying to the Banks of Steele County the names and signatures of the persons named above and such certifying officer from time to time, hereafter, upon a change in the facts so certified, and immediately certifying to the Banks the names and signatures of the persons then authorized to sign or to act.

BE IT FURTHER RESOLVED, a listing of electronic funds transfers transactions will be submitted to the Board at every Board meeting.

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 Abbe, seconded by Commissioner Krueger to approve the Electronic Funds Transfer policy. Ayes all.

Motion by Commissioner Krueger, seconded by Commissioner Gnemi to approve replacing all five UPS devices (Uninterruptable Power Supply) with a single database UPS and EPO (Emergency Power Off) in the Administration Center. The total cost of \$18,120.01 includes the hardware, freight and associated electrical work to come out of the Technology Fund. Ayes all.

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

**RESOLUTION AUTHORIZING A COUNTY
ABSENTEE BALLOT BOARD**

WHEREAS, Steele County is required by Minnesota Statute 203B.13, Subd. 1 to establish an Absentee Ballot Board; and

WHEREAS, this authorization will bring uniformity in the processing of accepting and rejecting returned absentee ballots to the Steele County Auditor's Office; and

WHEREAS, the Absentee Ballot Board would consist of a sufficient number of trained election judges and/or Auditor's staff as provided in sections 204B.19 to 204B.22;

NOW, THEREFORE, BE IT RESOLVED THAT, the Steele County Board of Commissioners hereby authorizes the Steele County Auditor's Office to establish an Absentee Ballot Board consisting of election judges and/or trained Auditor's staff as provided in sections 204B.19 to 204B.22.

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

**RESOLUTION ESTABLISHING A UOCAVA
ABSENTEE BALLOT BOARD**

WHEREAS, Steele County is required by Minnesota Statute 203B.121, Subd. 1 to establish a UOCAVA Absentee Ballot Board; and

WHEREAS, this board will bring uniformity in the processing of accepting or rejecting returned UOCAVA absentee ballots in Steele County; and

WHEREAS, the UOCAVA Absentee Ballot Board would consist of a sufficient number of election judges as provided in sections 204B.19 to 204B.22 or staff trained in the processing and counting of absentee ballots; and

THEREFORE, BE IT RESOLVED THAT, the Steele County Board of Commissioners hereby establishes a UOCAVA Absentee Ballot Board that would consist of a sufficient number of election judges as provided in Sections 204B.19 to 204B.22 or staff trained to perform the task.

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.

Bill Owens gave a presentation about the Owatonna Area Business Development Center.

MNPrairie Executive Director Jane Hardwick and MNPrairie Finance Manager Kevin Venenga gave an update of the 2nd quarter, 2018, MNPrairie Joint Powers Board.

Commissioner Reports:

Commissioner Gnemi reported on his attendance at the Fair Board meeting, Drug Court Graduation, Cannon Valley Watershed meeting, MNPrairie meeting, Listening Sessions, Farm Bureau and SEMCAC meetings.

Commissioner Brady reported on his attendance at the MNPrairie meeting, Listening Sessions, Farm Bureau, SE MN Water Resources and the County Township Meetings.

Commissioner Abbe reported on his attendance at the 911 Rice/Steele Joint Powers meeting and the Listening Sessions.

Commissioner Krueger reported on his attendance at the Drug Court Graduation, Criminal Justice meeting, Employer Support of the Guard & Reserve Event, SCHA meeting, Listening Sessions, and the Quality Board meeting for SCHA.

Commissioner Glynn reported on his attendance at the Internal Central Services meeting, Fair Board meeting and the Listening Sessions.

Motion by Commissioner Brady, seconded by Commissioner Gnemi to approve the following Listing of Bills. Ayes all.

LISTING OF BILLS

09/11/2018

30 th Place LLC	17,557.89
Clearview Window Cleaning	2,435.00
CliftonLarsonAllen LLP	30,800.00
Computer Professionals Unlimited Inc	4,615.00
Heisler/Anna	2,440.00
Hillyard-Hutchinson	2,660.09
Information Systems Corp	13,758.96
Malo Rooking, Inc	8,500.00
Metro Janitorial Supply Inc	2,012.02
Northern Technologies LLC	2,522.50
Oertel Architects	4,291.70
Owatonna Public Utilities	18,122.92
SeaChange Print Innovations	5,956.33
SRF Consulting Group Inc	2,855.76
Summit Food Services LLC	4,610.08
WSB & Associates Inc	34,127.75
117 Payments less than \$2,000	<u>28,635.28</u>
Total:	\$185,901.28

Motion by Commissioner Gnemi, seconded by Commissioner Krueger to adjourn to the Call of the Chair at 6:38 p.m. Ayes all.

CHAIRMAN

ATTEST: _____
AUDITOR