

PROCEEDINGS OF THE STEELE COUNTY BOARD OF COMMISSIONERS

SPECIAL SESSION

December 12, 2019

STATE OF MINNESOTA)
) ss
COUNTY OF STEELE)

The Steele County Board of Commissioners met in Special Session at 5:00 p.m. on December 12, 2019 with Commissioners Brady, Krueger, Abbe, Gnemi and Glynn present. Also present were Steele County Attorney Dan McIntosh, County Treasurer Cathy Piepho, County Engineer Greg Ilkka, Human Resources Director Julie Johnson, County Assessor Bill Effertz, Assistant County Assessor Tyler Diersen, Emergency Management Assistant Director Tom Karnauskas, County Administrator Scott Golberg and County Auditor Laura Ihrke.

Call to Order and Pledge of Allegiance.

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

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

- A. Approve the minutes of November 26, 2019.
B. Approve the Listing of Bills.
C. Approve the following Personnel Report:

New Hires/Promotions

Table with 4 columns: Name, Position/Dept., Step, Start Date. Rows include Kari Woltman (promotion) and Robert Jarrett.

- D. Approve the Contract for Ditch Inspector services with the Soil & Water Conservation District for the period January 1, 2020 to December 31, 2020.
E. Approve backfilling the Technical Clerk I position in the Auditor’s office
F. Approve committing the surplus balance of the 2019 capital budget towards future equipment purchases, with the amount to be determined after year end.
G. Approve the updated investment policy with proposed changes to Section 6-Authorized Investments and Portfolio Composition.
H. Approve a Resolution authorizing the IT Director to determine whether IT hardware or equipment is obsolete or inoperable and to dispose of said equipment in the appropriate manner.
I. Approve setting the Internal Central Services Committee Meeting dates on Jan. 2nd and 22nd (tentative).
J. Approve Resolution for Final Payment for SAP 074-601-014, Contract 190114 to Heselton Construction, LLC in the amount of \$8,039.86.
K. Approve Resolution for Final Payment to ICON Constructors, LLC in the amount of \$27,301.43.
L. Authorize the Chairman to sign bills on December 27, 2019.

Amanda from Northland Securities was present to discuss the Bond Sale Summary for the GO Jail Bonds.

Commissioner Glynn offered a Resolution, seconded by Commissioner Abbe authorizing issuance, awarding sale, prescribing the form and details and providing for the payment of General Obligation Jail Bonds, Series 2020A.

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 read aloud a summary of County Administrator Scott Golberg’s performance evaluation.

Motion by Commissioner Brady, seconded by Commissioner Glynn to approve a step increase for Administrator Scott Golberg, based on overall satisfactory annual performance evaluation results retroactive to October 30, 2019. Ayes all.

Motion by Commissioner Glynn, seconded by Commissioner Abbe to approve the Access Variance Request on CSAH 38 (Bell). Ayes all.

Motion by Commissioner Glynn, seconded by Commissioner Gnemi to approve price increases on Landfill rates for Asbestos, Mattresses/Box Springs and Tires/Tracks. Ayes all.

Motion by Commissioner Glynn, seconded by Commissioner Abbe to authorize the Chair to sign the Waste Hauler Contracts for the years 2020/2021. Ayes all.

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

**RESOLUTION SUPPORTING THE
UTILITY INFRASTRUCTURE IMPROVEMENT
AT THE STEELE COUNTY FAIRGROUNDS PROPERTY**

WHEREAS, the Steele County Fairgrounds property serves as a vital resource for community and regional events including the Steele County Free Fair; and

WHEREAS, it has been identified that the electrical power and overhead lines on the property pose a public safety hazard and are currently not in compliance with the requirements of NFPA 70 (National Electrical Code); and

WHEREAS, the proposed project to move all electrical power and overhead lines underground is a priority capital project identified by the Steele County Board of Commissioners in its capital plan; and

WHEREAS, Steele County has not requested state capital funding for any other capital projects; now, therefore,

BE IT RESOLVED, the Steele County Board of Commissioners is fully supportive of the proposed utility infrastructure capital improvement project to protect public safety. This resolution shall become effective upon its passage and without further publication.

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 annual cash-out or conversion option policy as presented. Ayes all.

Motion by Commissioner Brady, seconded by Commissioner Abbe to approve the Wage Schedule for Part-time, On-Call/Intermittent and Seasonal Positions. To be eligible for a step increase, an employee would have to meet the following eligibility requirements: Work a minimum of 300 hours in the past calendar year; have satisfactory work performance; and have completed one full year of employment with the county. Ayes all.

Motion by Commissioner Gnemi, seconded by Commissioner Abbe to create the position of Chief Deputy Recorder. Ayes all.

Commissioner Reports:

Commissioner Brady reported on his attendance at the Internal Central Services, Joint 911 meeting, Extension meeting, Employee Recognition, Association of Minnesota Counties and Public Works meeting.

Commissioner Glynn reported on his attendance at an Extension meeting, Semrex meeting, Employee Recognition, and Public Works meeting.

Commissioner Gnemi reported on his attendance at two Drug Court meetings, Historical Society meeting, Workforce meeting, Association of Minnesota Counties and an Owatonna Public Utilities meeting.

Commissioner Abbe reported on his attendance at a Joint 911 meeting, Secretary of State meeting at Admin Center and Employee Recognition.

Commissioner Krueger reported on his attendance at Internal Central Services, South Country Health Alliance, South Country Health Alliance quality meeting, Employee Recognition, Association of Minnesota Counties, Minnesota Counties Insurance Trust meeting and Owatonna Public Utilities meeting.

Motion by Commissioner Glynn, seconded by Commissioner Gnemi to recess at 5:41 p.m. until the 6:00 p.m. Public Hearing. Ayes all.

The Public Hearing and Presentation of the 2020 Budget and Tax Levy was called to order at 6:00 p.m.

County Administrator Scott Golberg and County Treasurer Cathy Piepho gave an overview of the budget process and talked about the major drivers for the 2020 budget increase of 3.7%.

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

Motion by Commissioner Glynn, seconded by Commissioner Gnemi to close the Public Hearing at 6:26 p.m. Ayes all.

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

RESOLUTION
Steele County
2020 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 2020 tax levy totaling \$25,697,008. The 2020 tax levy and budget are detailed as follows:

	<u>Tax Levy</u>		<u>Budget</u>
General Government	\$ 22,041,533		\$ 30,392,249
Road & Bridge	2,952,123		17,002,836
Ditch Fund	-		300,000
Bixby Sewer District	-		24,150
Bonded Debt	1,840,318		1,840,318
Capital Improvements	865,280		6,056,461
Community Wellness	-		278,175
Landfill	-		1,988,270
Clean Water Partnership	-		139,000
Other Trust Funds	-		300
SUBTOTAL	\$ 27,699,254		\$ 58,021,759
Public Library (excluding cities of Owatonna)	191,500		191,500
TOTAL TAX LEVY	27,890,754		
Less County Aid	(2,193,746)	TOTAL CERTIFIED	
TOTAL CERTIFIED TAX LEVY	\$ 25,697,008	BUDGET	\$ 58,213,259

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	\$ 257,600		\$ 270,480
2015A – G. O. Refunding Bond Detention Center & Road Bonds	1,057,338		1,057,338
2007A – G.O. Refunding CIP Bond Administration Building Construction	512,500		512,500
Totals	\$ 1,827,438		\$ 1,840,318

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, Gnemi to approve the following listing of bills. Ayes all.

LISTING OF BILLS
12/12/2019

Advanced Correctional Healthcare Inc	8,956.83
Amazon	6,788.05
Clearview Window Cleaning	3,280.00
Community Co-op Oil Assn.	17,873.36
Corporate Recognition Inc.	3,147.65
CRK Properties LLC	6,569.73
Dakota County Financial Services	3,915.00
Distad, Dennis	4,180.00
Four Seasons Centre	4,550.00
Hillers Flooring America	3,316.00
I & S Group Inc.	76,094.55
Jim & Dude's Plg & Htg Inc.	6,927.70
Jones, Haugh & Smith Inc.	11,681.80
Minnesota Paving & Materials	6,059.09
Nuss Truck & Equipment	40,230.00
Owatonna Groundsmasters Inc.	3,002.00
Owatonna Park & Recreation	6,860.00
Owatonna Public Utilities	33,292.19
Sanco Equipment LLC	3,158.75
Short Elliott Hendrickson Inc.	3,393.44
SRF Consulting Group Inc.	3,261.42
Steele County Highway Dept.	11,727.67
Streamline Communications LLC	2,980.00
Summit Food Services LLC	12,950.20
Vanguard Appraisals Inc.	18,700.00
Walmart	4,090.65
Ziegler, Inc.	2,404.60
138 Payments less than 2000	<u>58,865.19</u>
Final Total:	368,255.87

Motion by Commissioner Brady, seconded by Commissioner Gnemi to adjourn to the call of the chair at 6:28 p.m. Ayes all.

CHAIRMAN

ATTEST: _____
AUDITOR