

PROCEEDINGS OF THE STEELE COUNTY BOARD OF COMMISSIONERS

REGULAR SESSION

January 8, 2019

STATE OF MINNESOTA)
) ss
COUNTY OF STEELE)

The Steele County Board of Commissioners met in Regular Session at 5:00 p.m. on January 8, 2019 with Commissioners Gnemi, Glynn, Brady, Krueger, and Abbe present. Also present were County Engineer Greg Ilkka, Chief Deputy Attorney Christy Hormann, Steele County Sheriff Lon Thiele, County Treasurer Cathy Piepho, Public Health Director Amy Caron, IT Director Dave Purscell, Planning & Zoning Director Dale Oolman, Jail Administrator Officer Anthony Buttera, Human Resources Director Julie Johnson, Assistant County Assessor Tyler Diersen, 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. Ayes all.

Motion by Commissioner Krueger, seconded by Commissioner Brady to approve the minutes of December 20, 2018. Ayes all.

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

CHAIRMAN

ATTEST: _____
AUDITOR

PROCEEDINGS OF THE STEELE COUNTY BOARD OF COMMISSIONERS

SPECIAL SESSION

January 8, 2019

STATE OF MINNESOTA)
) ss
COUNTY OF STEELE)

The Steele County Board of Commissioners met in Regular Session at 5:05 p.m. on January 8, 2019 with Commissioners Gnemi, Glynn, Brady, Krueger, and Abbe present. Also present were County Engineer Greg Ilkka, Chief Deputy Attorney Christy Hormann, Steele County Sheriff Lon Thiele, County Treasurer Cathy Piepho, Public Health Director Amy Caron, IT Director Dave Purscell, Planning & Zoning Director Dale Oolman, Jail Administrator Officer Anthony Buttera, Human Resources Director Julie Johnson, Assistant County Assessor Tyler Diersen, County Administrator Scott Golberg and County Auditor Laura Ihrke.

The Board was called to Order by the County Auditor who called for nominations for Chairman for 2019.

Motion by Commissioner Glynn, seconded by Commissioner Gnemi to nominate Commissioner Greg Krueger as Chairman for 2019.

Upon the vote being taken, Commissioner Krueger was unanimously elected Chairman for 2019. Commissioner Krueger then took the Chair.

Motion by Commissioner Brady, seconded by Commissioner Gnemi to nominate Commissioner Jim Abbe as Vice Chairman for 2019.

Upon the vote being taken, Commissioner Abbe was unanimously elected Vice Chairman for 2019.

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

Motion by Commissioner Glynn, seconded by Commissioner Gnemi to adopt the Rules of Order for 2019. Ayes all.

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

- A. Approve the Listing of Bills.
- B. Approve the following Personnel Report:

New Hires/Promotions

<i>Name</i>	<i>Position/Dept.</i>	<i>Step</i>	<i>Start Date</i>
Scott Mittelstaedt	Landfill Operator-Env. Svcs.	B22/4	12/31/18
Kaiya Martin	Probation Officer I-Comm. Corr.	C42/1	01/07/19
Madison Tebay (.5 FTE)	Office Support Specialist-Ext.	B21/1	01/07/19

Resignations/Retirements/Terminations:

<i>Name</i>	<i>Position</i>	<i>Department</i>	<i>End Date</i>
Abbey Paukert	Public Health Nurse	Public Health	01/11/19
Richelle Olson	Correctional Sergeant	Detention Center/Sheriff	01/14/19

Anniversaries:

<i>Name</i>	<i>Position-Dept</i>	<i>Anniv.Date</i>	<i>Yrs.Service</i>
Timothy Schammel	Community Corrections Director	02/19/19	15

- C. Approve Temporary Event Body Art Establishment permit for Kat's Tat's for an event at the Steele County Free Fair.
- D. Accept Internal Central Services Committee Meeting Minutes.
- E. Accept Public Safety Committee Meeting Minutes.

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

ACCEPTANCE OF DONATION FOR PUBLIC HEALTH

WHEREAS, Minnesota Statute §465.03 allows counties to accept grants and donations of real or personal property for the benefit of its citizens;

WHEREAS, said donations must be accepted via resolution of the County Board of Commissioners by a two-thirds majority of its members; and

WHEREAS, the Board of Commissioners finds that it is appropriate to accept the donation offered;

NOW THEREFORE BE IT RESOLVED by the Board of County Commissioners in and for the County of Steele, Minnesota, that it accepts, with sincere appreciation, the donations of:

- Children's clothes and diapers from Anonymous
- Baby Quilts from First Baptist Church, Owatonna MN
- \$500 from Piepho Roofing Inc, Owatonna MN

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 Glynn, seconded by Commissioner Gnemi to award the publication of the Financial Statement for 2018, Commissioner proceedings for 2019, Delinquent Tax List for 2018 and all other legal publications as required to the Owatonna People's Press. Ayes All.

Motion by Commissioner Glynn, seconded by Commissioner Gnemi to award the 2nd Publication of the 2018 Financial Statement to another paper located in the County to the Steele County Times. Ayes all.

Motion by Commissioner Gnemi, seconded by Commissioner Glynn to approve travel and training for offices and employees of Steele County, if within the State of Minnesota and the approved budget as per Steele County Personal Rules and Policies. Ayes all.

Motion by Commissioner Gnemi, seconded by Commissioner Abbe to approve the Board Meeting Schedule for 2019. Ayes All.

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

**RESOLUTION DESIGNATING OFFICIAL WEBSITE OF STEELE COUNTY
AND TRANSPORTATION PROJECT BIDS**

NOW, THEREFORE, BE IT RESOLVED, that 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.rmn.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 Glynn, seconded by Commissioner Gnemi to approve the 2019 Board of Commissioner Committee Assignments as proposed by Board Chairman Commissioner Krueger. Ayes all.

Motion by Commissioner Glynn, seconded by Commissioner Gnemi to approve the following Citizen appointments and re-appointments: Bill Arthur to the Extension Committee; Eric Stanton, Jeff Kropp, Grace Bartlett, Mark Spurgeon, Chris Goodew and Scott Kozelka to the Park & Recreation Board Committee. Ayes all.

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

**Resolution Establishing Per Diem Amounts for Citizens on Boards and
Commissions in 2019**

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 Abbe, seconded by Commissioner Gnemi to approve the 2019 AMC 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 Glynn, seconded by Commissioner Gnemi to appoint the five Commissioners, County Administrator, County Auditor and County Treasurer as the AMC Delegates for 2019. Ayes all.

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

Delegation of Duties

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, 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 and Finance Director or their designee, pursuant to Minn. Stat. §375.18, subd. 1b; and

WHEREAS the Steele County Auditor and Finance Director 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 and Finance Director 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 2019.

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 Glynn, seconded by Commissioner Abbe to set the mileage rate for 2019 at 58 cents/mile per the IRS guidelines. Ayes all.

Motion by Commissioner Glynn, seconded by Commissioner Brady to set the interest rate on ditch liens for 2019 at 5%. Ayes all.

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

RESOLUTION ESTABLISHING THE 2019 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 Glynn offered the following **Resolution**, seconded by Commissioner Gnemi

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

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 “UBS Financial Services, LLC,” be and hereby is designated as depository 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 UBS Financial Services, LLC for funds to be transferred to another Steele County Depository in whatever form shall be signed by one if the following officers is Catherine Piepho, Treasurer 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, sell, receive, or transfer investment securities on behalf of Steele County shall be initiated by Catherine Piepho, Steele County Treasurer.

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 UBS Financial Services LLC 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 Glynn, seconded by Commissioner Gnemi to set the date for the Board of Equalization on June 18, 2019 at 7:00 p.m. Ayes all.

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

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 Gnemi, seconded by Commissioner Glynn to dismiss the previous proposal for the removal of the metal buildings from the old highway shop property and approve the proposal from Keith Johnson Construction to remove the metal buildings from the old highway shop property and authorize staff to execute documents. Ayes all.

Motion by Commissioner Glynn, seconded by Commissioner Gnemi to approve backfilling a Public Health Nurse position in the Public Health Department due to a resignation. Ayes all.

Motion by Commissioner Glynn, seconded by Commissioner Gnemi to approve the refilling of the Building Inspector position in the Planning & Zoning Department. Upon the vote being taken three

Commissioners voting in favor thereof, Commissioner Abbe and Commissioner Brady voting against. Motion passed.

Motion by Commissioner Glynn, seconded by Commissioner Gnemi to approve backfilling an Assessment Technician in the Assessor's Department due to a resignation. Ayes all.

Motion by Commissioner Gnemi, seconded by Commissioner Abbe to approve a contract with the State of Minnesota Department of Corrections to house participants in the Institution Community Work Crew (ICWC) at \$55 a day per person housed in Steele County. Ayes all.

Commissioner Reports:

Commissioner Brady reported on his attendance at the 911 Joint Powers meeting, Public Safety meeting, Planning Commission and the Oath of Office.

Commissioner Glynn reported his attendance at Internal Central Services Committee meeting and the Oath of Office.

Commissioner Gnemi reported on his attendance at Drug Court Graduation, Public Safety Committee and SEMCAC meeting.

Commissioner Abbe reported on his attendance at 911 Joint Powers meeting.

Commissioner Krueger reported his attendance at the unveiling of the Zamboni, Employee Retirement parties, Internal Central Services Committee and Steele County Health Alliance meetings.

LISTING OF BILLS

01/08/2019

Davidson Septic Service LLC	3,923.33
Maco	2,940.00
MCCC MI 33	19,352.17
Mn Counties Intergovernmental Trust	9,719.00
61 Payments less than 2,000	<u>13,525.13</u>
Total:	\$49,459.63

Motion by Commissioner Gnemi, seconded by Commissioner Abbe to adjourn to the Call of the Chair at 6:10 p.m. Ayes all.

CHAIRMAN

ATTEST: _____
AUDITOR