



Motion by Commissioner Brady, seconded by Commissioner Krueger to adopt the Rules of Order for 2020. Ayes all.

Motion by Commissioner Glynn, 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:

**Resignations/Retirements/Terminations:**

<i>Name</i>	<i>Position</i>	<i>Department</i>	<i>End Date</i>
Christopher Gannon	Deputy Emergency Mgmt. Director	Emergency Management	12/31/19
Bradley Busho	Correctional Corporal	Detention Center	01/05/20

**Anniversaries:**

<i>Name</i>	<i>Position-Dept</i>	<i>Anniv. Date</i>	<i>Yrs. Service</i>
Michael Johnson	Emergency Management Director	01/01/20	18
Bradley Busho	Correctional Officer – Det. Ctr.	01/02/20	5
Julia Forbes	Assistant County Attorney II	01/02/20	7
Lyudmila Danilyuk	Custodian – Bldg & Grounds	01/02/20	2
Erin Cahoon	Nurse – Public Health	01/03/20	3
Nancy Stitz	Accounting Support Specialist	01/03/20	1
Bruce Holland	Landfill Supervisor	01/05/20	11
Laura Isenor	Asst. County Attorney II	01/05/20	5
Linda Skala	Corporal – Det. Ctr.	01/05/20	5
Alicyn Hinze	Correctional Officer – Det. Ctr.	01/06/20	5
Kaiya Martin	Probation Officer I – Comm. Corrections	01/07/20	1
Madison Tebay (.5 FTE)	Office Support Specialist – Extension	01/07/20	1
Stacie Peterson	Correctional Officer – Det. Ctr.	01/08/20	2
Jerry Wencl	Maintenance Foreperson – Highway	01/10/20	15
Andrew Seifert	Licensed Sergeant – Sheriff’s Office	01/12/15	5
Brian Rinehart	Correctional Officer – Det. Ctr.	01/17/20	3
Josh Johnson	Maintenance Technician – Highway	01/17/20	2
Brenda Blood	Chief Deputy Auditor – Auditor	01/20/20	22
Nicholas Golbuff	Correctional Officer – Det. Ctr.	01/21/20	4
Dale Oolman	Planning & Zoning Director	01/22/20	19
David Hoffman	Correctional Officer – Det. Ctr.	01/22/20	1
Gabe Kasper	Mechanic – Highway	01/22/20	2
Greg Born	Maintenance Technician – Highway	01/22/20	2
Julie Johnson	Human Resources Director	01/23/20	6
Christy Hormann Ayers	Chief Deputy – County Attorney	01/23/20	14
Steve Kasper	Facilities Maint. Worker II – Bldg& Grds.	01/23/20	31
Joyce Hartle	Chief Deputy – Treasurer	01/27/20	20
Steven Gjerald	Correctional Officer – Det. Ctr.	01/31/20	15

- C. Approve travel & training for officers and employees of Steele County, if within the State of Minnesota and the approved budget as per Steele County Personnel Rules & Policies.
- D. Approve the expense reimbursement for registration, travel, lodging & meal expense for Commissioners and staff to attend AMC & NACO meetings.
- E. Approve the 2020 Board meeting schedule with changing the December 8<sup>th</sup> meeting to December 10<sup>th</sup>
- F. Approve the following **Resolution**

**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.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.

This resolution shall become effective upon its passage and publication in the official newspaper for Steele County.

- G. Appoint the five Commissioners, County Administrator, County Auditor and County Treasurer as the AMC Delegates for 2020. Ayes all.
- H. Approve the 2020 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.

I. Approve the following **Resolution**

**RESOLUTION**  
**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 2020.

J. Approve the following **Resolution**

**RESOLUTION ESTABLISHING THE 2020 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

K. Set the mileage rate for 2020 at 61 cents/mile per the IRS guidelines.

L. Approve the following **Resolution**

**RESOLUTION**

**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.

M. Approve the following **Resolution**



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.

Motion by Commissioner Krueger, seconded by Commissioner Gnemi to approve the 2020 Board Committee Appointments. Ayes all.

Motion by Commissioner Brady, seconded by Commissioner Gnemi to set the ditch interest on ditch liens for 2020 at 4%. Ayes all.

Motion by Commissioner Krueger, seconded by Commissioner Gnemi to award the publication of the Financial Statement for 2019, Commissioner proceedings for 2020, Delinquent Tax List for 2019 and all other legal publications as required 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 2019 Financial Statement to another paper located in the County to the Steele County Times. Ayes all.

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

Extension Committee – Eric Kylo

Planning Commission – Greg Lammers, Leroy Meier, Brian Schmidt and Steve Jaster

Bixby Sewer District Committee – Tom Kramer

Park & Rec Board – Jennifer Wayne

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

**Resolution Establishing Per Diem Amounts for Citizens on Boards and Commissions in 2020**

**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 \$55 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.

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

**RESOLUTION AUTHORIZING A COUNTY ABSENTEE BALLOT BOARD**

**WHEREAS**, Steele County is required by Minnesota Statute 203B.121, 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, 5 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

**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, 5 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 backfilling a Technical Clerk I position in the Planning & Zoning Department. Ayes all.

Motion by Commissioner Brady, seconded by Commissioner Gnemi to approve the wage adjustment for the Sheriff’s Special Deputies from \$17.00 per hour to \$20.00 per hour. Ayes all.

Motion by Commissioner Brady, seconded by Commissioner Gnemi to approve the Special Deputy hourly fee increase for events from \$22.00 to \$25.00 per hour. Ayes all.

Kimberly Dickey, Mike Weich and Mark Lennox from NextEra Energy were present to update the Board on the status of the Dodge County Wind Project.

Commissioner Reports:

Commissioner Glynn – No report

Commissioner Krueger reported his attendance at Internal Central Services Committee meeting, South Country Health Alliance, Planning Commission and a Criminal Justice meeting.

Commissioner Gnemi reported on his attendance at a South Central Human Relations meeting and an upcoming Drug Court.

Commissioner Brady – No report.

Commissioner Abbe reported his attendance at a South Country Health Alliance meeting, Internal Central Services, and a 911 Joint Powers Union negotiation meeting.

LISTING OF BILLS

01/07/2020

City of Blooming Prairie	10,313.46
City of Ellendale	7,090.50
City of Medford	9,782.62
CPS Technology	2,830.00
High point Networks	3,348.00
MCCC MI 33	2,876.00
Olympic Fire Protection Corp	20,627.55
Owatonna Heating & Cooling	3,748.00
South Central Drug Investigation Unit	13,000.00
The Transportation Alliance	2,642.00
29 Payments less than 2,000	<u>8,123.28</u>
<b>Total:</b>	<b>\$84,381.41</b>

Motion by Commissioner Krueger, seconded by Commissioner Gnemi to adjourn to the Call of the Chair at 5:42 p.m. Ayes all.

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CHAIRMAN

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