

PROCEEDINGS OF THE STEELE COUNTY BOARD OF COMMISSIONERS

REGULAR SESSION

January 5, 2021

STATE OF MINNESOTA) ) ss
COUNTY OF STEELE )

The Steele County Board of Commissioners met in Regular Session at 5:00 p.m. on January 5, 2021 with Commissioners Glynn, Krueger, Abbe, Brady and Gnemi present. Also present were County Engineer Greg Ilkka, County Attorney Dan McIntosh, County Administrator Scott Golberg and County Auditor Laura Ihrke.

Call to Order and Pledge of Allegiance.

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

Motion by Commissioner Glynn, seconded by Commissioner Gnemi to approve the minutes of December 22, 2020.

Motion by Commissioner Gnemi, seconded by Commissioner Krueger to approve the Work Session minutes of December 22, 2020. Ayes all.

Motion by Commissioner Krueger, seconded by Commissioner Brady to adjourn Sine Die at 5:04 p.m. Ayes all.

CHAIRMAN

ATTEST: AUDITOR

PROCEEDINGS OF THE STEELE COUNTY BOARD OF COMMISSIONERS

REGULAR SESSION

January 5, 2021

STATE OF MINNESOTA) ) ss
COUNTY OF STEELE )

The Steele County Board of Commissioners met in Regular Session at 5:05 p.m. on January 5, 2021 with Commissioners Glynn, Krueger, Abbe, Brady and Gnemi present. Also present were County Engineer Greg Ilkka, County Attorney Dan McIntosh, 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 2021.

Motion by Commissioner Krueger, seconded by Commissioner Gnemi to nominate Commissioner James Brady as Chairman for 2021.

Upon the vote being taken, Commissioner Brady was unanimously elected Chairman for 2021. Commissioner Brady then took the Chair.

The Chairman then called for nominations for Vice-Chairman for 2021.

Motion by Commissioner Krueger, seconded by Commissioner Gnemi to nominate Commissioner John Glynn as Vice Chairman for 2021.

Upon the vote being taken, Commissioner Glynn was unanimously elected Vice Chairman for 2021.

Motion by Commissioner Gnemi, seconded by Commissioner Glynn to move consent agenda Item 15 to 33B.

Motion by Commissioner Abbe, seconded by Commissioner Krueger to adopt the Rules of Order for 2021. Ayes all.

Motion by Commissioner Abbe, 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/Demotions/Transfers. (Positions previously approved by Board):**

<i>Name</i>	<i>Position/Dept.</i>	<i>Rating/Step</i>	<i>Start Date</i>
Madison Hadoff	Financial Specialist/Treasurer's Office	B25/2	01/11/21

- C. Approve travel & training for officers and employees of Steele County 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 2021 Board meeting schedule.
- 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 2021. Ayes all.
- H. Approve the 2021 AMC Policy Committee appointments as follows: Commissioner Glynn-Environmental & 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 2021.

- J. Set the mileage rate for 2021 at 56 cents/mile per the IRS guidelines.
- K. 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.

L. Approve the following **Resolution**:

**RESOLUTION ESTABLISHING THE 2021 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

M. Approve the following **Resolution**:

**RESOLUTION**

**ACCEPTANCE OF DONATION FOR EXTENSION  
MASTER GARDNER PROGRAM**

**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 donation of:

- Nagel Sod - \$257.00

N. Approve a **Resolution** for the Nine Month Extension of the Current Agreement for Delivery of Human Resources Services Between Minnesota Prairie County Alliance and Steele County.

O. Approve the following **Resolution**:

**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 officer 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.

P. Set the date for the Board of Equalization on June 15, 2021 at 7:00 p.m.

Q. Approve the following **Resolution**:

**RESOLUTION**

**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.

Motion by Commissioner Krueger, seconded by Commissioner Gnemi to approve the 2021 Board Committee Appointments. Ayes all.

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

**Resolution Establishing Per Diem Amounts for  
Citizens on Boards and Commissions in 2021**

**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.

Motion by Commissioner Gnemi, seconded by Commissioner Glynn to award the publication of the Financial Statement for 2020, Commissioner proceedings for 2021, Delinquent Tax List for 2020 and all other legal publications to the Blooming Prairie Times. Ayes all.

Motion by Commissioner Glynn, seconded by Commissioner Gnemi to award the 2<sup>nd</sup> Publication of the 2020 Financial Statement to another paper located in the County to the Owatonna People's Press. Ayes all.

R. Approve the following **Resolution**:

**RESOLUTION**

**WHEREAS**, The County Board of Commissioners of the County of Steele, State of Minnesota, desires to offer for sale certain parcels of land that have forfeited for non-payment of taxes; and

**WHEREAS**, said parcels of land have been viewed by the County Board of Commissioners and have been classified as non-conservation lands as provided for in Minnesota Statute 282.01.

**NOW, THEREFORE, BE IT RESOLVED** that the Steele County Board of Commissioners hereby certify that all parcels of land on the attached list have been viewed and comply with the provisions of Minnesota Statutes 85.012, 92.461,

282.01, Subd. 8 and 282.018, and other statutes that require the withholding of tax-forfeited lands from sale.

S. Approve the following **Resolution**:

**Resolution Adopting Negotiated Changes To The  
2021 – 2022 LELS**

**Sheriff’s Department – Licensed Sergeants Unit**

**WHEREAS**, the current Collective Bargaining Agreement between the Law Enforcement Labor Services (LELS), Sheriff’s Department – Licensed Sergeants Unit expired effective December 31, 2020; and

**WHEREAS**, the County has recently negotiated a two (2) year labor agreement with LELS; and

**WHEREAS**, the proposed agreement is reasonable, fiscally prudent and within current budget parameters;

**NOW, THEREFORE, BE IT RESOLVED**, that the Steele County Board of Commissioners approves the proposed labor agreement effective January 1, 2021 through December 31, 2022 between Steele County and the Law Enforcement Labor Services, Sheriff’s Department – Licensed Sergeants Unit.

T. Approve the following **Resolution**:

**Resolution Adopting Negotiated Changes To The  
2021 – 2022 AFSCME**

**Courthouse Unit Labor Agreement**

**WHEREAS**, the current Collective Bargaining Agreement between the American Federation of State, County and Municipal Employees – Courthouse Unit expired effective December 31, 2020; and

**WHEREAS**, the County has recently negotiated a two (2) year labor agreement with AFSCME; and

**WHEREAS**, the proposed agreement is reasonable, fiscally prudent and within current budget parameters;

**NOW, THEREFORE, BE IT RESOLVED**, that the Steele County Board of Commissioners approves the proposed labor agreement effective January 1, 2021 through December 31, 2022 between Steele County and the American Federation of State, County and Municipal Employees AFL-CIO, Council 65, Local 147 – Courthouse Unit.

Commissioner Reports:

Commissioner Krueger reported his attendance at South Country Health Alliance meetings, Virtual Recognition, Oath of Office and Criminal Justice meeting.

Commissioner Abbe reported his attendance at Virtual Recognition and CRF Committee meeting.

Commissioner Glynn – No report.

Commissioner Gnemi reported his attendance at Drug Court meetings and Oath of Office.

Commissioner Brady – No report.

Motion by Commissioner Gnemi, seconded by Commissioner Abbe to adjourn to the Call of the Chair at 5:52 p.m. Ayes all.

LISTING OF BILLS  
01/05/2021

Advanced Correctional Healthcare Inc	9,226.83
Honeywell Inc	4,099.98
Owatonna Heating & Cooling Inc	9,800.00
Zeise Plastering & Construction	2,000.00
25 Payments less than 2,000	<u>10,218.53</u>
<b>Total:</b>	<b>\$35,345.34</b>

\_\_\_\_\_  
CHAIRMAN

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