



**STEELE COUNTY
INTERNAL CENTRAL SERVICES COMMITTEE AGENDA
Administration Center – 630 Florence Avenue – Owatonna, MN 55060**

*Steele County's Mission:
Driven to deliver quality services in a respectful and fiscally responsible way.*

Wednesday, June 2, 2021 at 8:00 a.m. – Steele County Board Room

Agenda

1. Personnel Policy Amendment – Professional employees – Attorney
2. Detention Center Operations – Jail Administrator
3. Compensation comparison - Administration
4. Board Meetings – Re-opening to in-person attendance, Live Streaming - Administration
5. Detention Center – Facilities
6. Old Highway Shop Property

Department Head Reports

Disclaimer: This agenda has been prepared to provide information regarding and upcoming meeting of the Steele County Policy Committee. This document does not claim to be complete and is subject to change.



Steele County Agenda Item

Subject: Personnel Policy Amendment – Professional employees

Department: HUman Resources

Committee Meeting Date: June 2, 2021

Board Meeting Date: June 14, 2021

Consent Agenda: Yes No

Resolution: Yes No

Policy Committee Recommendation:

Approve proposed policy amendment.

Recommendation:

Several current County positions – including peace officers, registered nurses, attorneys, engineers, assessor, appraisers – require professional licenses to hold the position. The current policy states that the County covers the costs of professional license fees and continuing education necessary to remain licensed. See Sections 19.5.4. County policy (19.5.2) *previously* stated the County covered employees’, “work related expenses [that] serve a public purpose when those expenses are incurred by an employee in connection with their actual work assignments or official duties.” This policy language was removed in 2020 and replaced with an updated meals policy in 19.5.2. Current policy also provides that the County will, “to indemnify and provide defense for any employee or officer against judgments or any amounts paid in settlement, actually and reasonably incurred in connection with any tort claim or demand, arising out of an alleged act or omission occurring within the scope of employment or official duties, subject to the limitations set forth in M.S. §466.04.” Section 1.4.4. This protection does not apply in the event of, “willful commission of an unlawful or wrongful act which is outside the scope of the authority of the public official in which it infringes on the rights of any person or entity while in office or willful or wanton neglect of duty.” The proposed policy amendment would provide that for professional positions for which licensure is required by a regulatory body, the County would provide defense for any employee or official who is subject to a complaint through any professional regulatory body, provided that the complaint is based upon actions taken in performance of the employee’s or official’s duties and such actions do not constitute an intentional or criminal violation of the law. Unlike the tort claims that are already covered, there are not damages associated with professional regulatory proceedings.

Background (Including Budget Impact):

Attachments:

Proposed policy amendment: Two options:

- 1.) Proposed Policy 19.5.4 (added language is underlined; deleted language ~~struck~~):

19.5.4 Professional License ~~Fee Renewal~~ Required for Employment

Reimbursement for the cost of maintenance and renewal of professional licenses shall be permitted for those positions for which holding and maintaining the professional license is a requirement of the position or is deemed necessary by the Department Head (for example: peace officer license for patrol deputies, attorney license for assistant county attorneys, etc.) Rates paid either in full or part as stated in Department policy. The County will indemnify and provide defense for any employee or official who is subject to a complaint through any professional regulatory body, provided that the complaint is based upon actions taken in performance of the employee's or official's duties and such actions as outlined in the complaint do not constitute an intentional or criminal violation of the law or actions taken outside the scope of employment. This policy only indemnifies the employee or official for costs directly related to the regulatory proceeding and necessary to respond to the complaint. Collateral costs, such as any resulting wage loss or fines, will not be reimbursed by the County. An employee or official intending to request defense under this policy may do so only after consultation with the County Administrator.

- 2.) Proposed Policy 1.4.4 (added language is underlined; deleted language struck):

1.4.4 Indemnification

The County Board hereby declares its intent to indemnify and provide defense for any employee or officer against judgments or any amounts paid in settlement, actually and reasonably incurred in connection with any tort claim or demand, arising out of an alleged act or omission occurring within the scope of employment or official duties, subject to the limitations set forth in M.S. §466.04. The County will not be required to indemnify pursuant to this policy in the case of willful commission of an unlawful or wrongful act which is outside the scope of the authority of the public official in which it infringes on the rights of any person or entity while in office or willful or wanton neglect of duty. The County Board will further defend, save harmless and indemnify any of its officers and employees against any tort claim or demand, whether groundless or otherwise, arising out of an alleged act or omission occurring in the performance of duty to the extent of insurance coverage available and in force for this purpose.

The County will also indemnify and provide defense for any employee or official who is subject to a complaint through any professional regulatory body, provided that the complaint is based upon actions taken in performance of the employee's or official's duties and such actions as outlined in the complaint do not constitute an intentional or criminal violation of the law or actions taken outside the scope of employment. This policy only indemnifies the employee or official for costs directly related to the regulatory proceeding and necessary to respond to the complaint. Collateral costs, such as any resulting wage loss or fines, will not be reimbursed by the County. An employee or official intending to request defense under this policy may do so only after consultation with the County Administrator.



Steele County Agenda Item

Subject: Detention Center Operational Adjustment

Department: Sheriff's Office

Committee Meeting Date: 6/2/2021

Board Meeting Date: June 8, 2021

Consent Agenda: Yes No

Resolution: Yes No

Policy Committee Recommendation:

Informational

Recommendation:

Informational

Background (*Including Budget Impact*):

In light of current inmate populations and Detention Center staffing level, we will be making a temporary operational adjustment to the way inmates are housed. This decision comes after exhausting all available options surrounding inmate housing, while keeping in mind possible partnerships with other local agencies and still adhering to our contractual obligations with partnering counties. Making this temporary operational adjustment will allow us to save roughly 24 hours of OT per day while we work through the hiring process, which on average can take up to 4 to 6 months from start to finish.

MN DOC has approved a temporary variance for inmate housing to ensure this is conducted safely and within the guidelines set forth by 2911 statute.

Attachments: None



Steele County Agenda Item

Subject: Compensation and Benefits Comparison - Elected vs. Non-elected Employees

Department: Administrator's Office

Committee Meeting Date: June 2, 2021

Board Meeting Date: June 8, 2021

Consent Agenda: Yes No **Resolution:** Yes No

Policy Committee Recommendation:

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Recommendation:

Informational

Background (*Including Budget Impact*):

Information is attached showing benefit and compensation comparisons of elected officials (Sheriff, Attorney, Treasurer, Auditor) and non-elected exempt employees. The Board had requested information about the elected official's compensation.

Attachments:

Benefits Comparisons

Compensation Scenarios

**Comparison of Wages and Benefits Between Appointed Position and Elected Position
With Additional 5% Pay for Elects**

Example #1 - 8th year			
	Appointed \$65/hr		Elected \$65/hr
Base Pay 2021	\$ 135,200	Base Pay 2021	\$ 135,200
PTO Cashout	6,500	5% add'l pay	6,760
Total Wages & PTO Cashout	141,700	Total Wages	141,960
PERA	10,628	PERA	10,647
P/R Taxes	10,840	P/R Taxes	10,860
Total Wages & Benefits	\$ 163,168	Total Wages & Benefits	\$ 163,467

In this scenario, both employees make the same amount per hour during their 8th year working in their positions at the County. The appointed employee cashes out 100 hours of PTO while the Elect does not have that option/benefit.

Example #2 - 9th year			
	Appointed \$65/hr		Elected \$65/hr
Base Pay 2021	\$ 135,200	Base Pay 2021	\$ 135,200
PTO Cashout	6,500	5% add'l pay	6,760
Total Wages & PTO Cashout	141,700	Total Wages	141,960
PERA	10,628	PERA	10,647
P/R Taxes	10,840	P/R Taxes	10,860
		Health Care Spending Plan (HCSP) Contribution	24,133
Total Wages & Benefits	\$ 163,168	Total Wages & Benefits	\$ 187,600

In this scenario, both employees make the same amount per hour during their 9th year working in their positions at the County. The appointed employee cashes out 100 hours of PTO every year while the elected employee does not have that benefit/option but is now eligible for the 2% post retirement health care spending plan contribution (worked > 8 years at County).

Example #3 - Termination Year - Year 10			
	Appointed \$65/hr		Elected \$65/hr
Base Pay 2022	\$ 135,200	Base Pay 2022	\$ 135,200
PTO Cashout	6,500	5% add'l pay	6,760
Total Wages & PTO Cashout	141,700	Total Wages	141,960
PERA	10,628	PERA	10,647
P/R Taxes	10,840	P/R Taxes	10,860
Subtotal	\$ 163,168	HCSP Contribution	2,839
Remaining PTO Cashout	26,780		
Total Wages & Benefits	\$ 189,948	Total Wages & Benefits	\$ 166,306

In this scenario, both employees are in their 10th year working at the County and retires at the end of the year. This example assumes the appointed employee will still cash out 100 hours of PTO during the year and will have a remaining balance of 800 hours in their PTO bank at retirement

Example #4 - 10 Year, Accumulation				
	Appointed \$65/hr		Elected \$65/hr	
Base Pay 2022	\$	1,352,000	Base Pay 2022	\$ 1,352,000
PTO Cashout		58,500	5% add'l pay	67,600
Total Wages & PTO Cashout		1,410,500	Total Wages	1,419,600
PERA		105,788	PERA	106,470
P/R Taxes		107,903	P/R Taxes	108,599
Subtotal	\$	1,624,191	HCSF Contribution	29,812
Remaining PTO Cashout		26,780		-
Total Wages & Benefits	\$	1,650,971	Total Wages & Benefits	\$ 1,664,481

This information shows the accumulated totals for the two positions over the 10 years of their service. Over the course of 10 years, the elected position cost nearly \$14,000 (<1%) more than the appointed position.

Example #5 - 20 Year, Accumulation				
	Appointed \$65/hr		Elected \$65/hr	
Base Pay 2032	\$	2,704,000	Base Pay 2032	\$ 2,704,000
PTO Cashout		123,500	5% add'l pay	135,200
Total Compensation		2,827,500	Total Wages	2,839,200
PERA		212,063	PERA	212,940
P/R Taxes		216,304	P/R Taxes	217,199
Subtotal	\$	3,255,866	HCSF Contribution	58,204
Remaining PTO Cashout		52,000		-
Total Wages & Benefits	\$	3,307,866	Total Wages & Benefits	\$ 3,327,542

This information shows the accumulated totals for the two positions over the 20 years of their service. Over the course of 20 years, the elected position would cost about \$20,000 (<1%) more than the appointed position. The longer an elected position serves and the County continues to contribute towards their HCSF account, the more it will exceed the pay and benefits of the appointed position, assuming all other pay and benefits remain the same.

**Comparison of Wages and Benefits Between Appointed Position and Elected Position
Without Additional 5% Pay for Elects**

Example #1 - 8th year			
	Appointed \$65/hr		Elected \$65/hr
Base Pay 2021	\$ 135,200	Base Pay 2021	\$ 135,200
PTO Cashout	6,500	5% add'l pay	-
Total Wages & PTO Cashout	141,700	Total Wages	135,200
PERA	10,628	PERA	10,140
P/R Taxes	10,840	P/R Taxes	10,343
Total Wages & Benefits	\$ 163,168	Total Wages & Benefits	\$ 155,683

In this scenario, both employees make the same amount per hour during their 8th year working in their positions at the County. The appointed employee cashes out 100 hours of PTO while the Elect does not have that option/benefit.

Example #2 - 9th year			
	Appointed \$65/hr		Elected \$65/hr
Base Pay 2021	\$ 135,200	Base Pay 2021	\$ 135,200
PTO Cashout	6,500	5% add'l pay	-
Total Wages & PTO Cashout	141,700	Total Wages	135,200
PERA	10,628	PERA	10,140
P/R Taxes	10,840	P/R Taxes	10,343
		Health Care Spending Plan (HCSP) Contribution	22,984
Total Wages & Benefits	\$ 163,168	Total Wages & Benefits	\$ 178,667

In this scenario, both employees make the same amount per hour during their 9th year working in their positions at the County. The appointed employee cashes out 100 hours of PTO every year while the elected employee does not have that benefit/option but is now eligible for the 2% post retirement health care spending plan contribution (worked > 8 years at County).

Example #3 - Termination Year - Year 10			
	Appointed \$65/hr		Elected \$65/hr
Base Pay 2022	\$ 135,200	Base Pay 2022	\$ 135,200
PTO Cashout	6,500	5% add'l pay	-
Total Wages & PTO Cashout	141,700	Total Wages	135,200
PERA	10,628	PERA	10,140
P/R Taxes	10,840	P/R Taxes	10,343
Subtotal	\$ 163,168	HCSP Contribution	2,704
Remaining PTO Cashout	26,780		
Total Wages & Benefits	\$ 189,948	Total Wages & Benefits	\$ 158,387

In this scenario, both employees are in their 10th year working at the County and retires at the end of the year. This example assumes the appointed employee will still cash out 100 hours of PTO during the year and will have a remaining balance of 800 hours in their PTO bank at retirement

Example #4 - 10 Year, Accumulation

	Appointed \$65/hr		Elected \$65/hr
Base Pay 2022	\$ 1,352,000	Base Pay 2022	\$ 1,352,000
PTO Cashout	58,500	5% add'l pay	-
Total Compensation	<u>1,410,500</u>	Total Compensation	<u>1,352,000</u>
PERA	105,788	PERA	101,400
P/R Taxes	107,903	P/R Taxes	103,428
Subtotal	\$ 1,624,191	HCSP Contribution	28,392
Remaining PTO Cashout	26,780		-
Total Wages & Benefits	<u>\$ 1,650,971</u>	Total Wages & Benefits	<u>\$ 1,585,220</u>

This information shows the accumulated totals for the two positions over the 10 years of their service. Over the course of 10 years, the appointed position would cost nearly \$66,000 more than the elected position.

Example #5 - 20 Year, Accumulation

	Appointed \$65/hr		Elected \$65/hr
Base Pay 2032	\$ 2,704,000	Base Pay 2032	\$ 2,704,000
PTO Cashout	123,500	5% add'l pay	-
Total Compensation	<u>2,827,500</u>	Total Compensation	<u>2,704,000</u>
PERA	212,063	PERA	202,800
P/R Taxes	216,304	P/R Taxes	206,856
Subtotal	\$ 3,255,866	HCSP Contribution	55,432
Remaining PTO Cashout	52,000		-
Total Cost over 20 Years of Employment	<u>\$ 3,307,866</u>	Total Cost over 20 Years of Employment	<u>\$ 3,169,088</u>

This information shows the accumulated totals for the two positions over the 20 years of their service. Over the course of 20 years, the appointed position compensation would cost about \$20,000 more than the appointed position.

Benefit	Elected	Appointed
Step Increase	Same	Same
COLA	Same	Same
Life Insurance	Same	Same
Health Care	Same	Same
Health Care Savings Plan (HSA/VEBA) - County Funded portion	Same	Same
Longevity Pay	Same	Same
PERA	Same	Same
Short Term Disability	No	Yes
PTO	No	Yes
PTO Cash Out Option: Max of 100 hrs. per year	No	Yes
Termination PTO Benefit - Up to 800 hours: Retirement: 50% goes to PRHCS Plan and 50% cash payout or approved compensation plan. Before retirement: 100% cash out	No	Yes
Post Retirement Health Care Savings (PRHCS) Plan : 17% after 8 years completed, 2% every year after	Yes	No
5% Additiona Annual Compensation (Non-compounding)	Yes	No



Steele County Agenda Item

Subject: Board Meetings - Live Streaming and In-person Attendance

Department: Administrator's Office

Committee Meeting Date: June 2, 2021

Board Meeting Date: June 8, 2021

Consent Agenda: Yes No **Resolution:** Yes No

Policy Committee Recommendation:

Recommendation:

Reopen meetings for in person attendance and discontinue live streaming starting on July 1st . Recommend continuation of virtually or phone attendance as an option for members of the public till further notice.

Background (*Including Budget Impact*):

Due to the federal and state emergency declarations and guidance about limiting person-to-person contact due to the COVID-19 (coronavirus) pandemic, effective on 12/9/2020 in person attendance at all meetings of the of the Steele County Board of Commissioners were suspended till further notice in accordance with the Minnesota Statute 13D.021. Meetings by Telephone or Other Electronic means were available.

Following the Mn Stay Safe Plan updated on May 20, 2021, the plan fully lifts the indoor meeting attendee restrictions on May 27, 2021. Meetings can safely be reopened for in person attendance.

If Steele County chooses not to continue live streaming, Owatonna Live will record the meetings and make them available on the Owatonna Lives website and local public access. There is no charge for this. If the county would to continue livestreaming the main meetings, the cost would be reduced to \$150 per meeting with a long-term agreement.

The view numbers on the livestreams and the recorded video of the past year have been averaging 125 per meeting on the county Facebook page and 160 per meeting on Owatonnalive.com Facebook page. The count on the website has been an average of 85 per meeting. Before you started livestreaming the average count on Owatonnalive.com was 65 per meeting.

Attachments:



Steele County Agenda Item

Subject: Steele County Detention Center Security Upgrades/Contract Award

Department: Building & Grounds

Committee Meeting Date: June 2, 2021

Board Meeting Date: June 8, 2021

Consent Agenda: Yes No

Resolution: Yes No

Policy Committee Recommendation:

Enter the recommendation from the Committee to the Board of Commissioners. This must be filled out for all Board Meeting agenda items. If the item did not go to a committee list as “N/A” or a reason why.

Recommendation:

To approve the Facilities and Fleet Director to accept the low bid in the amount of \$1,596,000.00 and to execute the contract with Rochon for the Detention Center Security Upgrades Project.

Background (*Including Budget Impact*):

Previously the County Board authorized the Facilities and Fleet Director to Advertise for Bids for the Steele County Detention Center Security Upgrades Project. Three bids were received on May 13, 2021 with Rochon being the low bidder in the amount of \$1,596,000.00. The low bid was over budget and value engineering items were reviewed. These items will be reflected in change order #1.

Attachments:

Attachments to Follow