



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

Steele County's Mission – Driven to deliver quality services for Steele County in a respectful and fiscally responsible way (draft)

Wednesday, January 20, 2021 at 8:00 a.m. – Steele County Board Room

Agenda

1. Back Fill Appraiser Position – Bill Effertz
2. Request to hire 4-H/Youth Development Extension Educator

Informational

- Implementation of Duo MFA is in final testing.
- Update on 2020 Computer Refresh.
- Data received from MDH.
- Working with PHN to explore enhanced communications related to COVID-19 Vaccine

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: Back fill Appraiser position

Department: Assessor's Office

Committee Meeting Date: January 20, 2021

Board Meeting Date: January 26, 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:

Staff recommends filling the position of Appraiser for the opening that has been created with filling the Assistant County Assessor position.

Background (*Including Budget Impact*):

Tyler Diersen has resigned as Assistant County Assessor in December of 2020. This position has been filled with the promotion of Brock Nelson from an Appraiser position. The request is to back fill the created vacancy. We are looking for an experienced appraiser that can contribute the Departmental success as soon as possible. These two positions would be filled within the current staff budgeting allowances.

Attachments:

2021 Property Appraiser requisition and Job Description.



POSITION DESCRIPTION STEELE COUNTY

SECTION I: GENERAL INFORMATION

Position Title: Appraiser	Division/Department: Land Use & Records/Assessor
Immediate Supervisor's Position Title: Assistant County Assessor	FLSA Status: Non-Exempt
Job Summary: Under the direction of the Assistant County Assessor, the Appraiser is responsible for appraising and classifying all types of real and personal property for tax purposes to determine a fair and equitable estimated market value in accordance with MN statutes and regulations.	

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

<p>Performs intermediate skilled technical work providing appraisals, maintaining property records, analyzing sales data, communicating with the public, and related work as apparent or assigned. Work is performed under the limited supervision of the County Assessor.</p> <p>Locates, inspects, measures, photographs and values parcels of new, existing and remodeled property and structures; collects information on condition, quality, age and size to determine market value and classification of property or structure being considered; determine if property qualifies for any special programs.</p> <p>Provides information to taxpayers and the general public on property values, classification, tax programs, assessment and valuation procedures and standards; acts as a first point of contact for residents.</p> <p>Provides testimony or information, performs review appraisals upon request by the taxpayer or Boards of Review regarding disputed valuations or classifications; determines if change in value or re-classification is necessary.</p> <p>Documents, records and maintains various records and files of information on classification, description and valuation of property. Gathers and analyzes sales data by reviewing information on certificates of real estate; contacts sellers and/or buyers on properties with extreme sales ratios to help to determine market trends and qualification of sales; utilizes data to set values in property appraisals.</p> <p>While these areas are the primary focus of the position, we believe strongly in teamwork and employees will be called upon to perform a variety of duties as a part of their role with the County.</p>
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SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:

REQUIRED EDUCATION/TRAINING (choose one)		DEGREE INFORMATION: Type of degree: (B.S., M.A., etc.)		
	less than high school diploma	Major field of study or degree emphasis: Real Estate or related fields		
x	High school diploma or GED.			
	1 year college			2 years college
	3 years college			4 years college
	1st year graduate level	Essential knowledge and specialized subject knowledge required to perform the essential functions of the job: <ul style="list-style-type: none"> Principles, practices, and methods of computers and assessment related software applications, especially mapping, Computer Aided Mass Appraisal (CAMA) systems, and imaging and electronic record storage and retrieval programs. Principles, practices, and methods of all approaches to value as recognized by the MN DOR (e.g. Cost, Income and sales Approach). Principles, practices, and methods of the appraisal process. Knowledge of building construction and materials. Laws and regulations governing the assessment of property. Application and interpretation of laws and regulations governing the assessment of property. 		
	2nd year graduate level			
	Doctoral Degree			
Required Work Experience in Addition to Formal Education/Training: Work experience directly related experience related to real estate valuing and appraising all types of property.				
LICENSE/ CERTIFICATION	Identify licenses/certification required: Requires a Certified Minnesota Assessor license within two years, various education opportunities through the Minnesota State Board of Assessors, ability to maintain certification through continuing education and a valid driver's license in the State of Minnesota. High school diploma or GED and moderate experience working in construction, agriculture, appraising, or equivalent combination of education and experience. Associates/Technical degree preferred.			
ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK	Skilled in: <ul style="list-style-type: none"> Oral and written communications. Interpreting and applying complex tax legislation and statutes pertaining to property valuation and property tax. Establishing and maintaining effective working relationships with employees, other departments, governmental officials, and the general public. Using the CAMA system, computer programs and general business productivity software applications. Time management skills. Using methods and practices of all approaches to value. Evaluating property and providing sound judgment in the determination and equalization of property values across the entire County and between neighboring counties. Responding to the general public on tax and assessment issues in the County. Communicating and enforcing departmental and County policies and practices. Analyzing tax and assessment data. Preparing and presenting numerical and narrative reports, abstracts, or other documents. 			

- Conflict resolution
- Mathematics and descriptive statistics.

PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities

<u>Employee is required to:</u>	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand			X	
Walk			X	
Sit			X	
Use hands dexterously (use fingers to handle, feel)				X
Reach with hands and arms			X	
Climb or balance		X		
Stoop/kneel/crouch or crawl		X		
Talk or hear				X
Taste or smell	X			
Physical (Lift & carry): up to 10 pounds			X	
up to 25 pounds		X		
up to 50 pounds	X			
up to 75 pounds	X			
up to 100 pounds	X			
more than 100 pounds	X			

PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities

Physical requirements associated with the position can be best summarized as follows:

Light Work:

Exerting up to 20 pounds of force occasionally, and/or up to 10 pounds of force frequently, and/or negligible amount of force constantly to lift, carry, push, pull or otherwise move objects in the performance of the job.

HAZARDOUS WORKING CONDITIONS: *The essential duties of the work are performed under various physical hazards or environmental conditions noted.*

Unusual or hazardous working conditions related to performance of duties:

Duties of the job involve viewing, inspecting, measuring, and appraising property at time in remote locations, construction sites, unsafe buildings, in snow, varying weather conditions, and at time exposed to angry animals and irate citizens that make the job less than desirable. Risks and hazards associated with the job can be minimized to some extent by general risk management procedures, proper equipment, and rescheduling appointments/visits as needed.



SECTION IV: CLASSIFICATION HISTORY AND APPROVAL

This description is intended to describe the kinds of tasks and levels of work difficulty being performed by people assigned to this classification. The list of responsibilities is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.

Department Head's Signature

Date

Classification History:

Prepared 1/2014 by BCC.



**Steele County
Position Requisition Form (PRF)**

Section 1: Current Position Information

Date Prepared: _____

Is this a new position? _____

Title: _____ Division: _____
Former Incumbent: _____ Department: _____
Former Incumbent's Wage: _____ DBM Rating: _____ Step: _____ Full-time/Part-time: _____
Incumbent's Last Working Day: _____

Section 2: Proposed Position Information

Title: _____ Division: _____
Department: _____ Date of Need: _____
Regular/Seasonal/Temporary: _____ <i>If seasonal or temporary, list state/end dates:</i> _____

Section 3: Position Type

____ Supervisory ____ Non-Supervisory Full-time/Part-time: _____ Hours per week: _____

Section 4: Funding Source (Chart of Accounts)

Fund Code: _____ Department: _____ Program Code: _____ Account: _____ % Percentage: _____
Fund Code: _____ Department: _____ Program Code: _____ Account: _____ % Percentage: _____
Target Salary: _____ Estimated Budget Impact: _____
Budgeted position: _____ Reallocation: _____

Section 5: Revenue Source

Grant (Amount/Percent): _____ Reimbursement (Amount/Percent): _____ Levy (Amount/Percent): _____
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Section 6: Justification for Position

1. Can the position be filled by a temporary/part-time employee? Yes _____ No _____
2. Can the job function be restructured in such a way as to:
 - Make the functioning of the department more effective (which may require re-evaluating positions and responsibilities)? Yes _____ No _____
 - Contracting with/purchasing services from another agency/government? Yes _____ No _____
 - Contracting with a consultant/contractor/vendor? Yes _____ No _____
3. Is the position legally mandated and a decision not to fill the position would result in penalties to the County? *If yes, please specify.*

4. Does this position require specialized skills/training/licenses that current staff do not possess? *If yes, please specify.*

5. How is this position critical to achieving departmental goals which are aligned to the strategic initiatives of the County? *Please specify.*

6. Provide additional information to justify fulfilling this position (additional cost savings, programmatic initiatives/needs, supports mandated services, etc.)

7. What options were considered for redistribution of job functions to create efficiencies and salary savings for the County?

- 8. If the position were not filled, indicate the organizational impact and recommended action to address the mission critical duties.

- 9. Will this position require additional resources? (computing equipment, furniture, special accommodations, etc.)

<u>APPROVAL SIGNATURES</u>

Department Head: _____ Date: _____

Division Director: _____ Date: _____
(If Applicable)

Human Resources Director: _____ Date: _____

County Administrator Signature: _____ Date: _____

<u>HR USE ONLY</u>

Non-Exempt (OT Eligible) Exempt (OT Ineligible)
 Bargaining Unit: Court House DBM Rating: C-41
 Salary amount budgeted for position: \$71,680 before benefits



Steele County Agenda Item

Subject: Request to hire 4-H/Youth Development Extension Educator

Department: Extension

Committee Meeting Date: January 20, 2021

Board Meeting Date: January 26, 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:

Approval to hire a full time 4-H/Youth Development Extension Educator due to resignation of Melissa Koch effective 2/3/21

Background (*Including Budget Impact*):

Steele County and the University of Minnesota-Extension work in partnership to provide youth development opportunities thru the 4-H program. The Memorandum of Agreement for 2019-2021 (attached) includes a staffing model of 2 full time Youth Development Extension Educators who are responsible for program administrative oversight, hands on programming and volunteer management. Steele County has one of the largest 4-H programs in the state of Minnesota. Due to the number of youth, volunteers and program opportunities, it is requested to rehire the vacated Extension Educator position.

4-H is an out-of-school, hands-on learning program for people age 5-19. Youth choose a project that is interesting to them and explore it with peers and caring adults. Youth who participate in 4-H build self-confidence, begin career development and learn firsthand from community leaders. There are over 500 youth enrolled in the 4-H program in Steele County with almost 175 screened adult volunteers. Additional programming opportunities such as 4-H-on-wheels, day camps and weekly programs have allowed an additional >1200 youth to be served. Our 2 Youth Development Extension Educators have been instrumental in bringing new opportunities and partnerships together for Steele County Youth.

2021 Goals set by Youth Development Extension Educators for 4-H Program

- Explore and reach new audiences in the Latino community by establishing a 4-H Club.
- Work with the established 4-H on Wheels program to redesign the structure, so it is in alliance with MN State 4-H guidelines. This will create 5 new partnerships and one new 4-H club. This new structure will create opportunities for youth of color to participate in the 4-H program in their local housing units.
- Increase the overall Cloverbud (Grade K-3) retention in our Steele County 4-H program from 69% to 74% at the end of 2021 year.
- Increase recruitment efforts for 4-H volunteers

Due to the number of youth reached by the Steele County 4-H program as well as the future opportunities noted above it is recommended to rehire for the vacated position.

Attachments:

2019-21 Memorandum of Agreement with Steele County and University of Minnesota-Extension

Agreement
Between the University of Minnesota
And
Steele County
For providing Extension programs locally and Employing
Extension Staff

This Agreement (“Agreement”) between the County of Steele Minnesota (“County”) and the Regents of the University of Minnesota on behalf of its Extension unit, 240 Coffey Hall, St. Paul, Minnesota, 55108 (“University”) is effective January 1, 2019, and supersedes and replaces any and all current or existing agreements relating to Extension and its programs that may exist between the County and University.

The term of this Agreement shall be three (3) years, beginning on January 1, 2019 and ending on December 31, 2021, unless earlier terminated as provided in paragraphs 8 and 9.

WITNESSETH:

WHEREAS, Minn. Stat. §38.34 authorizes a Board of County Commissioners to incur expenses and spend money for County Extension work; and

WHEREAS, the money set aside and appropriated by the County Board in the County Extension Fund may be paid out by orders of the University’s Director of Extension, or the Director’s designee, as identified in Minn. Stat. §38.36, Subd. 3; and

WHEREAS, Minn. Stat. §38.37 provides that Extension educators must be employed according to University personnel procedures and must be University employees; and

WHEREAS, it is the intention of the County and University that the University shall provide Extension services on behalf of the County in exchange for considerations as detailed herein.

NOW THEREFORE, in consideration of the mutual undertaking and agreements contained within this Agreement, the County and University hereby agree as follows:

1. In accordance with Minn. Stat. §38.37 County desires to augment University’s state-wide Extension programs. The programs that the County will augment are detailed in Table A below.

Table A

Program	FTE	2019 Price	FTE	2020 Price	FTE	2021 Price
Extension Educator *	0.50	\$47,406	0.50	\$48,354	0.50	\$49,321
4-H Program Coordinator	2.00	\$147,560	2.00	\$150,512	2.00	\$153,522
		\$0		\$0		\$0
Total	2.50	\$194,966	2.50	\$198,866	2.50	\$202,843

* For multiple Educators, list program area of responsibility:

2. County recognizes that University costs for supporting these positions may increase from year to year. The costs payable for these positions are reviewed by the Association of Minnesota Counties' ("AMC") Extension Committee and University's Extension central administration, at which time the parties will agree on an appropriate inflation factor for the coming year(s). Unless County and University otherwise agree, the inflation factor will be as agreed to by AMC and University.

3. Based on the County's funding commitment, University will be responsible for providing salary & fringe benefits for the positions, enhanced programming from regional extension educator staff, program supervision, travel (mileage, meals, and lodging), in-service training within program area, payroll, and accounting services.

The County agrees to provide local support in the form of office space, telephone, computer, network connections for email and other communications, software, support staff and other general office supplies. The University will recommend technology needs and other office standards. Nevertheless, the level of availability and type of such support will be determined by the County.

4. University will bill the County on a quarterly basis and the County will submit payment within 35 days of receipt of the bill. The total annual amount to be paid by the County shall be paid in four equal quarterly payments.

5. As vacancies occur, and if the County and University agree to continue to support the desired program and position, University will hire new personnel with involvement and concurrence of the County Extension Committee. The County will not be billed for a position during the time that position is vacant.

6. The University will complete an annual performance evaluation of each University Extension employee working in the County and supporting the programs identified in paragraph 1. The County Extension Committee will have the option to provide input to University on such evaluation. The University in accordance with University personnel guidelines will determine salary adjustment of each University Extension employee.

7. Annually, the County Extension Committee, in coordination with University, will be responsible for approving the County Extension educational programming and services, as provided for in Minn. Stat. §38.34. The parties acknowledge that County extension educational programming includes University's Nutrition Education Program educational programming.

8. Nothing in this Agreement precludes the County or University at any time during the term of this Agreement from requesting a modification of the County Extension program, including an adjustment of the number of University Extension personnel working in the County. The County or University will provide a minimum of 90 days' notice if either party desires a change in programs that results in a decrease in the staffing or funding level, and both parties agree to enter into good faith discussions to address such request.

9. If University or the County in good faith determines that funding is no longer available to support the programs or positions providing services locally, either party may terminate this Agreement. Termination of the Agreement in its entirety requires a minimum of 90 days prior notice. Notice shall be dated and provided in writing to the parties listed below as the contacts for this Agreement.

If to County:

Steele County
Attn: County Administrator
Steele County Administration Center
PO Box 890, 630 Florence Avenue
Owatonna, MN 55060-0890
Email: sgolberg@co.steele.mn.us

If to University:

University of Minnesota
Minnesota Extension
Attn: Director of Field Operations
240 Coffey Hall
1420 Eckles Avenue
St. Paul, MN 55108
Facsimile No.: 612-625-6227
E-mail: byrne007@umn.edu

10. Each party agrees that it will be responsible for its own actions and the results thereof to the extent authorized by law and shall not be responsible for the acts of the other party or the results thereof. The County's liability is governed by the provisions of Minn. Stat. Chap. 466 and other applicable laws. The University's liability is governed by the provisions of the Minnesota Tort Claims Act, Minn. Stat. §3.736 and other applicable law.

11. Pursuant to Minn. Stat. §16C.05, Subd. 5, the University agrees that County, the State Auditor, or any of their duly authorized representatives at any time during normal business hours and as often as they may reasonably deem necessary, shall have access to and the right to examine, audit, excerpt, and transcribe any books, documents, papers, records, etc., which are pertinent to the

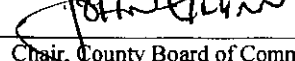
accounting practices and procedures of relating to this Agreement. University agrees to maintain these records in accordance with applicable law.

12. All data collected, created, received, maintained, or disseminated for any purposes by the activities of University because of this Agreement is governed by the Minnesota Government Data Practices Act, Minn. Stat. Chap. 13, as amended, the Minnesota Rules implementing such Act now in force or as adopted, as well as Federal Regulations on data privacy.

13. The University is committed to the policy that all persons shall have equal access to its programs, facilities, and employment without regard to race, color, creed, religion, national origin, sex, age, marital status, disability, public assistance status, veteran status, sexual orientation or other classifications protected by state or federal law. In adhering to this policy, the University abides by the Minnesota Human Rights Act, Minnesota Statute Ch. 363A; by the Federal Civil Rights Act, 42 U.S.C. 2000e; by the requirements of Title IX of the Education Amendments of 1972; by Sections 503 and 504 of the Rehabilitation Act of 1973; by the Americans With Disabilities Act of 1990; by Executive Order 11246, as amended; by 38 U.S.C. 2012, the Vietnam Era Veterans Readjustment Assistance Act of 1972, as amended; and by other applicable statutes and regulations relating to equality of opportunity.


IN WITNESS WHEREOF, the parties by their respective authorized agents or officers have executed this Agreement.

COUNTY of Steele

BY 
Chair, County Board of Commissioners

DATE 5/8/18

Regents of the University of Minnesota

BY 

DATE 6/8/18

Approved as to form:

BY 
County Attorney

DATE 5/21/18

BY _____

DATE _____

Attachment I
Addendum to Memorandum of Agreement Between the University of Minnesota
and Steele County For providing Extension programs locally and Employing
County Extension Staff

This addendum replaces Table A in the Memorandum of Agreement. This Addendum will remain in place for the term of the Memorandum of Agreement and will be effective as of March 14, 2018.

Steele County agrees to provide the funds identified below to support the following Extension programs and positions:

<u>Program</u>	<u>Position</u>	<u>FTE</u>	<u>Amount</u>
AFNR	Extension Educator	.50	\$46,386
Youth Development	4H Program Coordinator	2.0	\$144,382

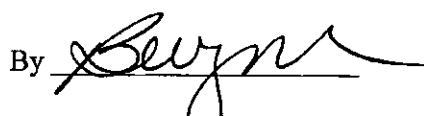
Total

The parties by their respective authorized agents or officers have executed this addendum.

COUNTY of Steele

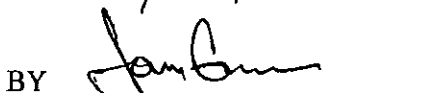
Regents of the University of
Minnesota

BY 
Chair, County Extension Committee

By 

DATE 3/22/18

DATE 3/3/18

BY 
Chair, County Board of Commissioners

DATE 3/22/18