

## **Respectful Behavior at a Board Meeting**

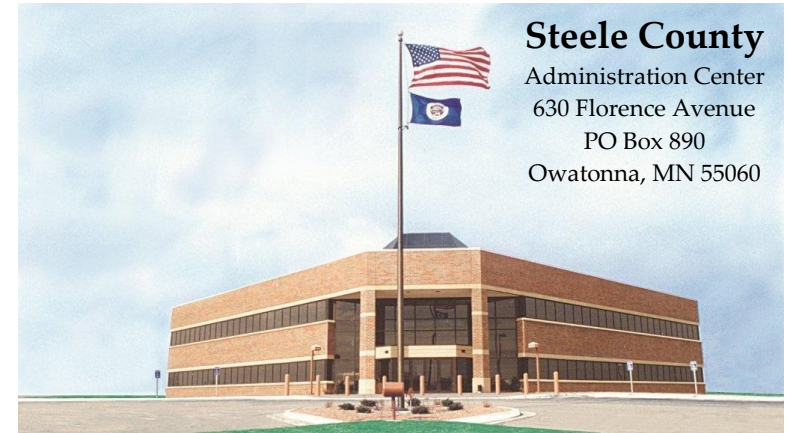
Steele County is committed to respectful behavior in its work environment. This applies to the Board room as well. Speakers should show dignity and respect toward others. Comments from the public during the County Board Meeting or Public Hearings should be directed to the full Board of Commissioners. Comments will be limited to two (2) minutes unless otherwise directed by the Board Chair. Comments from speakers may be curtailed by the Board Chair if the speaker is overly argumentative, redundant or repetitive. There will be no name-calling or abusive language permitted. Disrespectful behavior will result in being asked to leave the board room.

## **Board Meeting Schedule and Location**

Steele County Board Meetings are typically held at 5:00 pm on the 2<sup>nd</sup> and 4<sup>th</sup> Tuesdays of the month. Any deviations from this will be published in the county's legal newspaper and the County website. The meetings are held in the County Board Room at the Steele County Administration Building located at 630 Florence Avenue in the county seat of Owatonna, MN.

## **Advisory Committees**

The county has many advisory committees and encourages citizens to consider serving on one of them as an integral part of county government. For more information about the committee process and openings, please call the County Auditor at 507-444-7414.



# **Steele County Board of Commissioners**

## **Guide to Board Meetings**

### **Steele County's Mission:**

*Exceptional Public Service*

*Steele County  
Established in 1855*

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[www.co.steele.mn.us](http://www.co.steele.mn.us)  
[www.facebook.com/SteeleCountyMN](https://www.facebook.com/SteeleCountyMN)  
507-444-7400

## Welcome to Your County Board Meeting

Steele County is governed by the Steele County Board of Commissioners. They represent the five districts of the county (see district maps and Commissioners elected for each district on the county website: [www.co.steele.mn.us](http://www.co.steele.mn.us)) and serve staggered four-year terms of office. The County Board elects the Chair and Vice Chair during the first meeting of the calendar year. The Chair is the presiding officer during Board Meetings and the Vice Chair presides in the Chair's absence.

## Purposes of County Board Meetings

During Board Meetings, the Commissioners develop policy, make decisions, and make or amend laws for governing the county. The Board's responsibilities include establishing a county budget and tax levy, setting policy for delivery of services, and approving and revising ordinances.

## Board Meeting Agenda

The agenda lists the items to be addressed by the Board in the order of presentation. Agendas and Board Minutes are available on the county website: [www.co.steele.mn.us](http://www.co.steele.mn.us).

1. Call to order
2. Pledge of Allegiance
3. Comments from the Public
4. Correspondence – Letters received by County Board
5. Consent Agenda— Items listed are considered routine and non-controversial by the County Board. There will be no separate discussion of these items unless requested by a member of the County Board.
6. General Administration – County business needs are presented, permits and licenses are addressed and Public Hearings are set.
7. Policy Committee Reports– County business that has been discussed at a committee are presented for action by the Board.
8. Reports– County Attorney, County Administrator, Auditor and Commissioners
9. Adjournment

## Public Hearings at Board Meetings

Public Hearings are held as separate items of business on the agenda. Public Hearings are the public's opportunity to express their opinions and solutions to the County Board on a specific county issue. Typically, the process leading up to a Public Hearing has included public meetings and/or review by one of the county's advisory committees. Public Hearings are required in various government areas, such as Truth-in-Taxation; Board of Equalization; conditional use and interim use permits; land use variance applications and establishment of zoning ordinances to name a few.

## Public Hearing Procedure:

1. County Staff introduces the Public Hearing subject.
2. Board Chair opens the hearing to the public.
3. Speakers from the public are selected to make comments (see Respectful Behavior at a Board Meeting.)
4. Board Chair closes Public Hearing.
5. Commissioners discuss the public comments and subject.
6. Commissioners take action or may schedule a Public Hearing continuation date.

## Closed Meetings

Closed meetings are meetings closed to the public. State law allows such meetings on a limited range of subjects, such as actual or threatened litigation or labor negotiation strategy. The meeting may occur before a Board Meeting is adjourned and any action taken will be recorded on the Board minutes.

## County Board Videos

All regular Steele County Board of Commissioners Meetings are recorded and are available for view on the county website: [www.co.steele.mn.us](http://www.co.steele.mn.us).