PROCEEDINGS OF THE STEELE COUNTY BOARD OF COMMISSIONERS

SPECIAL SESSION February 9, 2021

STATE OF MINNESOTA)
) ss
COUNTY OF STEELE)

The Steele County Board of Commissioners met in Special Session at 5:00 p.m. on February 9, 2021 with Commissioners Brady, Gnemi, Glynn, Krueger, and Abbe present. Also present were County Attorney Dan McIntosh, County Sheriff Lon Thiele, County Jail Administrator Anthony Buttera, IT Director Dave Purscell, Planning & Zoning Director Dale Oolman, County Administrator Scott Golberg and County Auditor Laura Ihrke.

Call to order and Pledge of Allegiance.

Motion by Commissioner Glynn, seconded by Commissioner Gnemi to approve the agenda with the addition of the SEMCAC presentation.

Motion by Commissioner Krueger, seconded by Commissioner Gnemi to approve the following Consent Agenda items. Ayes all.

A. Approve the minutes of January 26, 2021
B. Approve Bills
C. Approve Personnel Report

New Hires/Promotions/Demotions/Transfers. (Positions previously approved by Board):

Name	*Position/Dept.*	*RatingStep*	*Start Date*
JodiHauser	RN-MN Choices Assessor/Public Health	C42/7	02/05/21

D. Approve the revised Depository **Resolution** updating persons authorized on account to include Madison Hadoff

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 Madison Hadoff, Steele County Financial Specialist.

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.

E. Approve the revised Electronically Transfer Funds **Resolution** updating authorizations to include Madison Hadoff

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; Madison Hadoff, Financial Specialist; 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 &

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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.

A transfer of funds by wire or electronic funds transfer in any of the Banks used by Steele County shall be by the signatures of the following officers or their alternatives;

Catherine Piepho, Treasurer/Finance Director _____

Laura Ihrke, Auditor _____

Madison Hadoff, Financial Specialist _____

Kortney Miller, Payroll Specialist _____

Nancy Gritz, Deputy Auditor _____

Karen Winter, Deputy Auditor _____

F. Authorize IT Director to switch Four Seasons from existing Internet contract to dark fiber for $325 per month and to switch the secondary Internet connection at the Detention Center to dark fiber for $325 per month.
G. Approve renewal of the Equitable Sharing Agreement and authorize the Chairman's signature.
H. Approve **Resolution** accepting Master Gardener Donation of $100.00

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:

- Laverne Klecker - $100.00

I. Approve Contract Award for Pavement Reclamation Projects on CSAH's 7, 29 & 43 SAP's 74-607-024, 074-629-004 & 074-643-008 to Crane Creek Asphalt in the amount of $1,457,731.77.

County Administrator Scott Golberg read the following Personnel Anniversaries for February.

Anniversaries:

Name	*Position-Dept*	*Anniv. Date*	*Yrs. Service*
Mary Urch	Health Planner – Public Health	02/01/21	30
Kortney Miller	Payroll Specialist – Auditor/Finance	02/02/21	5
Jonathan Walstrom	Financial Analyst – Finance	02/06/21	4
Matt Koch	Engineering Technician II – Highway	02/06/21	6
Stacey Zabel	Legal Admin Asst – Attorney	02/11/21	30
Chad Staska	Arena/Park Maint Worker – Park & Rec.	02/13/21	4
Karen Winter	Accounting Technician – Auditor	02/19/21	8
Timothy Schammel	Community Corrections Director	02/19/21	17
Nicole Meixner-Frear	Admin Asst – Comm Corrections	02/24/21	11
Todd Edel	Facilities Maint. Worker II – B & G	02/26/21	20
Barb Alford	Legal Admin Asst – Attorney	02/26/21	20
Renee Babcock	Records Specialist – Sheriff's Office	02/27/21	20
Loren Jensen	Maintenance Technician – Highway	02/28/21	27
Laura Ihrke	County Auditor - Auditor	02/25/21	41

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Motion by Commissioner Abbe, seconded by Commissioner Krueger approving the renewal of CUP #216 allowing mining of sand and gravel, Wondra Pit in Section 8-105-19 of Blooming Prairie township with 13 conditions per the Planning Commission and to approve the Findings of Fact. Ayes all.

Motion by Commissioner Krueger, seconded by Commissioner Gnemi approving the renewal of CUP #218 allowing the mining of sand and gravel and stockpiling and processing of recyclable aggregate material, Wondra Pit in Section 20-105-19 of Blooming Prairie township with 14 conditions per the Planning Commission and to approve the Findings of Fact. Ayes all.

Motion by Commissioner Gnemi, seconded by Commissioner Abbe approving the renewal of CUP #285 allowing the mining, processing and stockpiling of sand and gravel, Wondra Pit in Section 17-105-19 of Blooming Prairie township with 18 conditions per the Planning Commission and to approve the Findings of Fact. Ayes all.

Motion by Commissioner Glynn, seconded by Commissioner Gnemi to deny leave of absence request for Mattie Lestrud for educational purposes. Ayes all.

Motion by Commissioner Glynn, seconded by Commissioner Gnemi approving a one-year contract with Granicus for there GovD Communications Cloud (formerly GovDelivery) at a cost of $6,000 for 12 months of service plus a one-time onboarding fee of $2,900. Ayes all.

Executive Director Doug Grout and Jeff Wyant of Semcac Community Action Agency gave an update on their operations.

Commissioners Reports:

Commissioner Krueger reported his attendance at Dodge/Steele Public Health meeting, SCHA Executive Committee meeting, AMC Business & Partnership Committee meeting, SCHA Joint Powers meeting, COVID Relief Committee meeting and Joint Transportation Committee meeting with the City of Owatonna.

Commissioner Abbe reported his attendance at Joint meeting with City/School and OPU, Dodge/Steele Community Health Board meeting, Rice/Steele 911 Joint Powers meeting, Downtown informational meeting on the Cedar Street Project and COVID Relief Committee meeting.

Commissioner Gnemi reported his attendance at Workforce meeting, Drug Court graduations and SEMCAC.

Commissioner Glynn reported his attendance at Community Health Board meeting with Dodge/Steele County Internal Central Services meeting, Fair Board meeting and a Park and Recreation meeting.

Commissioner Brady reported his attendance at City, School OPU meeting, Planning & Zoning, Internal Central Service meeting, Rice/Steele 911 Joint Powers meeting and Emergency Communication Board meeting.

LISTING OF BILLS
02/09/2021

Advanced Correctional Healthcare Inc	$ 7,541.03
ANCOM COMMUNICATIONS INC	2,529.60
Applied Concepts Inc	2,966.00
Association of Mn Counties	2,298.00
Bolton & Menk Inc	11,218.00
Central Farm Services	5,007.27
City of Owatonna	94,179.26
Dodge County Public Health	5,500.00
ESRI Inc	38,500.00
Kiesler's Police Supply Inc	5,003.62
Loken Excavating & Drainage	2,733.90
Mike's Repair	2,300.50
RDO Equipment Co, Inc.	2,807.60
Rice County Solid Waste Dept	2,310.00
Short Elliott Hendrickson Inc	4,423.05
Steele County Highway Dept	4,044.42
Summit Food Services LLC	15,567.99
90 Payments less than $2,000	24,317.73
Final Total:	**$233,244.97**

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Motion by Commissioner Gnemi, seconded by Commissioner Abbe to adjourn at 5:55 p.m. Ayes all.

_____
CHAIRMAN

ATTEST: _____
AUDITOR

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