



**STEELE COUNTY BOARD 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.***

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**TUESDAY, JANUARY 3, 2023 at 5:00 PM**  
**County Boardroom, Steele County Administration Center**

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*Persons with background material for agenda items are asked to provide them to the Administrator's Office 5 days prior to the meeting date so that the material can be linked to the online agenda. If handouts at the Board meeting are necessary, please bring enough copies for the Board, county staff, the press and the public. Generally, 15 copies should be sufficient.*

**2022 Agenda**

1. Call to Order
2. Pledge of Allegiance
3. Approve Agenda
4. Approve December 27, 2022 Meeting Minutes (pg. 4)
5. Approve December 27, 2022 Work Session Minutes (pg. 8)
6. Adjourn Sine Die

**2023 Agenda**

7. Call to Order – County Auditor
8. Election of 2023 Board Chair
9. Election of 2023 Board Vice Chair
10. Approve Agenda
11. Rules of Order – 2023 (pg. 9)

**Public Comment**

Those wishing to speak must state their name and address for the record after they are acknowledged by the Board Chair. Each person will be limited to two (2) minutes to make his/her remarks.

Speakers will address all comments to the Board as a whole and not one individual commissioner. The Board may not take action on an item presented during the Public Comment period, unless the item is already on the agenda for action. When appropriate, the Board may refer inquiries and items brought up during the Public Comment period to the County Administrator for follow up.

## **Correspondence**

12. Steele County Historical Society – Appreciation Letter (pg. 13)

**Consent Agenda** - *Items listed on the Consent Agenda 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.*

13. Approve Bills (pg. 14)
14. Approve 2023 Board Meeting Schedule (pg. 22)
15. Approve Resolution Designating Official Website for Steele County & Advertisement of Transportation Projects (pg. 24)
16. Appoint AMC Delegates (pg. 25)
17. Appoint AMC Policy Committee Members (pg. 26)
18. Approve Travel & Training within State of MN (pg. 27)
19. Approve Travel & Training – AMC & NACO (pg. 28)
20. Approve Resolution Authorizing Auditor & Treasurer to Process Auditor's Warrants (pg. 29)
21. Approve Resolution Designating UBS Financial Services as County's Depository (pg. 31)
22. Approve Resolution to Authorize Personnel to Process EFT Transactions (pg. 33)
23. Set Date for Board of Equalization Meeting – June 13<sup>th</sup>, 2023 at 7:00 p.m. (pg. 34)

## **General**

24. Board Committee Appointments for 2023 (pg. 35)
25. Resolution – 2023 Citizen Per Diem (pg. 38)
26. Organizational and Committee Structures (pg. 39)
27. Resolution for Delegation of Duties (pg. 42)
28. Award Publication Bid for 2023 (pg. 43)

29. Award 2<sup>nd</sup> Publication Bid for 2022 Financial Statement (pg. 44)

**Commissioner Reports:**

**Next Meeting Notices:**

Internal Central Services – **Tuesday, January 3 at 9:30 a.m., Boardroom**

Property & Maintenance – **Thursday, January 5 at 8:00 a.m., Boardroom**

Public Safety Committee – **Wednesday, January 11 at 8 a.m. in the Boardroom**

Public Works Committee – **Thursday, January 12 at 8:00 a.m., Public Works Facility**

Land Use/Records – **Tuesday, January 17 at 8 a.m., Boardroom**

County Board Work Session – **Tuesday, January 24 at 4:00 p.m. in the Boardroom**

County Board Meeting – **Tuesday, January 24 at 5:00 p.m. in the Boardroom**

**Adjourn**

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

## SPECIAL SESSION

STATE OF MINNESOTA)

) SS

COUNTY OF STEELE )

Call to order and Pledge of Allegiance.

Motion by Commissioner Abbe, seconded by Commissioner Gnemi to approve the Consent Agenda.

Ayes all.

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

**Resignations/Retirements/Terminations:**

E. Approve Body Art Establishment License Renewal for Seven Tattoo Parlor and Thee Dragon's Lair  
F. Adopt **Resolution** for the 2022 Petty Cash/Cash Change Funds

**BE IT RESOLVED**, that the following amounts be appropriated for Petty Cash/Change Funds to the following listed departments as custodians of these funds in Steele County for 2023:

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.

- G. Adopt Final Payment **Resolution** for Contract No. 222202; CP 074-022-002 to Crane Creek Asphalt for overlays in the amount of \$81,193.74
- H. Adopt Final Payment **Resolution** for Contract No. 221242; SAP 074-612-042 and SAP 074-618-030 to Crane Creek Asphalt for reclaims in the amount of \$41,822.26
- I. Approve the annual Ditch Inspector Contract for 2023 with the Soil & Water Conservation District with an increase from \$42 to \$47 per hour

Commissioner Brady offered the following **Resolution**, seconded by Commissioner Krueger

**RESOLUTION**

**SETTING THE 2023 COMMISSIONER SALARY & PER DIEM**

**BE IT RESOLVED** that the salary for the position of Steele County Commissioner be set at \$24,232 per year for 2023.

**BE IT RESOLVED** that the per diem rate shall be set at \$80.00 per day. The following meetings, committees, boards, or commissions are deemed to be eligible for per diem payment:

- |                                              |                                             |
|----------------------------------------------|---------------------------------------------|
| Association of Minnesota Counties (AMC)      | National Association of Counties (NACo)     |
| Area Agency on Aging                         | Parks & Recreation Commission Liaison       |
| Bixby Subordinated District Service          | Planning Commission Liaison                 |
| Cannon River 1W1P Policy Committee           | Recorder's Compliance Fund Committee        |
| Cannon River Watershed Joint Powers Board    | Regional Radio Board                        |
| Children's Mental Health Collaborative       | Regional Railroad Authority                 |
| Community Corrections Advisory Board         | Resource Conservation & Development         |
| Counties Providing Technology                | Rice-Steele 911 Dispatch Joint Powers Board |
| Criminal Justice Committee                   | SE Minnesota Association of Regional Trails |
| Cultural Diversity Network                   | SE MN Community Action Agency (SEMCAAC)     |
| Dodge/Steele Community Health Board          | SE MN Emergency Communications Board        |
| Drainage Ditch Meetings and Inspections      | SE MN Emergency Medical Services            |
| Economic Development Authority               | SE MN Recyclers Exchange (SEMREX)           |
| Extension Committee                          | SMART Transit Advisory Board                |
| Fair Board Liaison                           | Soil & Water Conservation District Liaison  |
| Hope Drainage                                | Southern Minnesota Tourism                  |
| Intergovernmental Committee                  | Southern MN Association of Regional Trails  |
| Intergovernmental Joint Agency Task Force    | Steele County Historical Society Liaison    |
| Joint Transportation Committee (City/County) | Steele County Water Planning Committee      |
| Law Enforcement Center Committee             | Steele County Weed Management Association   |
| Law Library Board                            | Steele-Waseca Drug Court                    |
| MN Counties Intergovernmental Trust          | U.S. Highway 14 Partnership                 |
| MNPrairie All Commissioner Meeting           | Watershed Meetings                          |
| MNPrairie County Alliance Meetings           | Workforce Development Board                 |
| Multi-County Solid Waste Committee           |                                             |

In addition, any other official committee, board, or commission appointed by the County Board of Commissioners through the course of the year shall be eligible for per diem payment.

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 Abbe to set the 2023 Ditch Interest Rate at 3%. Ayes all.

Motion by Commissioner Krueger, seconded by Commissioner Abbe to authorize the Administrator to execute all documents at the closing for the 2655 Alexander Street property purchase. Ayes all.

Motion by Commissioner Brady, seconded by Commissioner Gnemi to approve the Fund Transfer from the Highway Department to Capital Fund in the amount of \$1,000,000. Ayes all.

Motion by Commissioner Gnemi, seconded by Commissioner Brady to approve a temporary speed limit change to 45 mph by the Medford Public School along County Road 12 until MN DOT completes the speed study. Ayes all.

Ben Johnson, South Central Drug Investigation Unit gave a presentation. The presentation was put on hold due to the Public Hearing.

Motion by Commissioner Gnemi, seconded by Commissioner Brady to open the Public Hearing for the 2023 Fee Schedule at 5:15 p.m. Ayes all.

Scott reviewed the current fees and recommended changes.

The meeting was then open for public comment.

Motion by Commissioner Krueger, seconded by Commissioner Abbe to close the Public Hearing at 5:20 p.m. Ayes all.

Motion by Commissioner Brady, seconded by Commissioner Gnemi to approve the 2023 Fee Scheduled as proposed. Ayes all.

Ben Johnson, South Central Drug Investigation Unit resumed his presentation.

Motion by Commissioner Krueger, seconded by Commissioner Abbe to approve the South Central Drug Investigation Unit (SCDIU) Investigator Position for 2023. Ayes all.

Motion by Commissioner Abbe, seconded by Commissioner Brady to rescind the motion from the 12-13-2022 meeting approving the Coroner Service Agreement. Ayes all.

Motion by Commissioner Abbe, seconded by Commissioner Gnemi to approve the Coroner Service Agreement requesting a 3% increase per year. Ayes all.

Motion by Commissioner Brady, seconded by Commissioner Gnemi to appoint Myron Pool to the Planning Commission for his first term. Ayes all.

Motion by Commissioner Brady, seconded by Commissioner Gnemi to appoint Keith Dinse to the Planning Commission for his first term. Ayes all.

Motion by Commissioner Gnemi, seconded by Commissioner Abbe to approve the 2023 Citizen Committee re-appointment of Greg Lammers to the Planning Commission; Greg Lammers and Steve Jaster to the Board of Adjustments; Tom Kramer to the Bixby Sewer District Committee; Angie Jensen and Eric Kylo to the Extension Committee and Jennifer Wayne to the Park & Recreation Committee. Ayes all.

Motion by Commissioner Abbe, seconded by Commissioner Krueger to approve the Property Tax Abatement for Eric Marshall, parcel #17-136-0104. Ayes all.

Motion by Commissioner Krueger, seconded by Commissioner Abbe to approve the Property Tax Abatement for Joseph & Patricia Gonzales, parcel #17-265-0102. Ayes all.

Commissioner Abbe – No report.

Commissioner Brady reported on his attendance at Land Use & Records meeting, Human Relations Center meeting and Judicial Ditch #2 and a Work Session.

Commissioner Gnemi reported on his attendance at Work Session's, Drug Court meetings, South Central Human Relations Center.

Commissioner Krueger reported on his attendance at Smart Transportation meeting, MnPrairie Joint Powers meeting and South Country Health Alliance Finance Committee meeting.

Commissioner Glynn – No report.

#### LISTING OF BILLS 12/27/2022

|                                      |           |
|--------------------------------------|-----------|
| Accurate Controls Inc                | 20,751.21 |
| Advanced Correctional Healthcare Inc | 9,796.69  |
| American Solutions for Business      | 4,876.23  |
| Association of Mn Counties           | 20,436.00 |
| Axon Enterprise Inc                  | 2,822.64  |
| Central Farm Services                | 27,697.88 |
| City of Owatonna                     | 14,795.25 |
| CPS Technology Solutions             | 3,090.00  |
| Dell Marketing LP                    | 28,671.16 |
| Hillyard-Hutchinson                  | 6,237.19  |
| I & S Group Inc                      | 8,225.00  |
| Jones Haugh & Smith Inc              | 5,459.00  |
| Kronos Incorporated                  | 2,000.00  |
| Loken Excavating & Draining          | 3,144.12  |
| Minnesota Valley Testing Labs        | 7,540.85  |
| Moore Md/Kellyanna J                 | 3,642.42  |
| Mower County Jail                    | 5,460.00  |

|                              |                  |
|------------------------------|------------------|
| Olympic Fire Protection Corp | 7,361.49         |
| OPG-3 Inc                    | 3,945.00         |
| RSBS Management Inc          | 10,982.44        |
| SCR                          | 19,827.50        |
| Steele County Treasurer      | 6,758.75         |
| Summit Food Services LLC     | 4,985.68         |
| Superior Jetting Inc         | 6,665.00         |
| Univ Of Mn Regents           | 53,908.81        |
| WSB & Associates Inc         | 5,954.00         |
| 92 Payments less than 2,000  | <u>44,904.10</u> |
| <b>Total:</b>                | 339,938.41       |

Motion by Commissioner Gnemi, seconded by Commissioner Abbe to adjourn to the Call of the Chair at 6:02 p.m. Ayes all.

\_\_\_\_\_  
CHAIRMAN

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

DRAFT

# PROCEEDINGS OF THE STEELE COUNTY BOARD OF COMMISSIONERS

## SPECIAL SESSION

December 27, 2022

STATE OF MINNESOTA) )ss  
COUNTY OF STEELE )

The Steele County Board of Commissioners held a Work Session at 4:00 p.m. on December 27, 2022 with Commissioner's Abbe, Glynn, Krueger, Gnemi and Brady present. Also present were County Assessor Tom Reineke, County Sheriff Lon Thiele, Human Resources Director Julie Johnson, Facilities & Fleet Director Jake Rysavy, County Administrator Scott Golberg and County Auditor Laura Ihrke.

Call to Order.

Discussion regarding the City of Medford speed zone by the Medford school. Representatives from the City of Medford and the school superintendent spoke regarding the speed limit being too high by the school and wanting it lowered to 45 mph.

Scott reviewed the Alexander property purchase. Purchase agreement was signed on 11/8 and contains a 60-day discovery by buyer discovery period. Jake reviewed the planned layout of the building.

Discussion regarding a transfer of funds from the highway fund to the capital fund.  
Recommendation to transfer approximately \$1.0 million from the highway fund to cover capital projects in other county areas.

AMC Legislative Conference is February 21-23<sup>rd</sup>.

Discussion on the current per diem rates for Commissioners.

Meeting was adjourned at 4:50 p.m.

CHAIRMAN

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

# **RULES OF ORDER**

## **STEELE COUNTY BOARD OF COMMISSIONERS**

January 3, 2023

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### **I. Meetings**

#### **(A) TIME**

1. Regular meetings of the Board shall be as per Statutes, on the 1<sup>st</sup> Tuesday after the 1<sup>st</sup> Monday in January
2. Special meetings of the County Board shall be held on the 2<sup>nd</sup> Tuesday and 4<sup>th</sup> Tuesday of each month (except January) at 5:00 p.m. or at such time and day as determined by the County Board of Commissioners

#### **(B) PLACE**

The designated County Board Room shall be the meeting place of the County Board, provided however, that occasional special meetings may on notice to the public, be held at any location as determined by the Board, and further adjourned to such other time and/or location as may be determined by the Board of Commissioners

### **II. Presiding Officer**

The Presiding Officer of the Board shall be the Chair, who shall be elected annually at the first regular meeting, from the membership. The Vice-Chair shall be selected in the same manner. The Chair, or in their absence, the Vice-Chair, shall take the chair precisely at the hour appointed for the meeting, and shall immediately call the Board to order.

### **III. Quorum**

A majority of all members elected to the Board shall constitute a quorum at any Regular or Special Meeting.

### **IV. Order of Business**

The order of business shall be determined by the Chair, and the following is a suggested order of business:

1. Call to Order
2. Pledge of Allegiance
3. Approve Agenda
4. Comments from the Public
5. Correspondence
6. Consent Agenda
  - a. Approval of Minutes
  - b. Approval of Bills
  - c. Other

7. General Business/Administration
8. Policy Committee Reports and Items of Action
9. Reports of Officers, Boards & Committees
10. Adjournment

- a. Provided, however, that unless otherwise directed by the Board, bills against the County will be allowed at both meetings of the month, and provided further, that all bills to be so considered shall be on file in the Auditor's Office no later than the close of business on the Tuesday preceding said meeting.
- b. Provided further, that meetings of the Board called for a particular object and purpose unless the business for such meeting was called has been disposed of, or, unless with the unanimous consent of the members present.
- c. Provided further, that no items of business shall come before the Board until same shall have had a proper review by the Committee of the Board so charged.
- d. Emergency items may be taken in their proper order, without going before the Committee upon the affirmative vote of the Board. When an agenda item is added to the Board meeting agenda without previous review by a Committee of the Board, the Chair or presiding officer shall allow Board discussion or comment prior to the making of a formal motion and may, at his or her discretion, allow limited public comment on potential action items.
- e. All items to be included on the proposed agenda shall be listed with the Administrator at least three days preceding the meeting excluding emergency meetings.

V. Reading of the Minutes

Unless a reading of the Minutes at the Board meeting is requested by a member of the Board, such Minutes may be approved without reading, if the Auditor has previously furnished each member with a copy thereof.

VI. Motions

A motion must have a second prior to discussion of the specific motion being permitted. In the event, there is not a second, the motion will not be considered by the Board. The motion shall be stated by the Chair or presiding officer before debate; and any such motion shall be reduced to writing, by the maker, if the Chair or any member desires it.

VII. Precedence of Motion

When a question is under debate, no motion shall be received but to adjourn – to lay on the table – for the previous question to postpone indefinitely – to postpone to a certain day – to commit or amend; which several motions shall have precedence in the order which they stand arranged.

- VIII. Motion to Adjourn  
A motion to adjourn shall always be in order except when a member is addressing the Chair, or a vote is being taken; that, and the motion to lay on the table shall be decided without debate.
- IX. Silence Constituting Affirmative Vote  
Majority vote construed where no roll call is called, and where no ballots are cast, unless a member of the board stated that they are not voting their silence shall be recorded as an affirmative vote. Where a mere majority vote on proposition is required, and there is a quorum present, it shall be sufficient to carry such proposition if a number voting on such proposition shall be a majority of the vote actually cast provided that a number voting in favor of such proposition shall equal a majority of the number required to constitute a quorum.
- X. Roll Call Vote  
The Ayes and Nays shall be called upon any question upon the requisition of the Chair or any member of the Board. Roll Call shall be by successive district number with the first call determined by lot and progressive therewith.
- XI. Introducing for Passage of Approval  
a. No ordinance shall be passed and/or adopted unless the requirements of Notice of Intent to adopt, proof of Publication have been followed and passed by a majority of the Board pursuant to Minn. Stat. §375.51.  
b. Resolutions may be sponsored by any member of the Board or staff provided County Administrator or Committee recommendation and unless so sponsored, they shall not be considered.  
c. Proposed, resolutions must be in writing and a copy of each before each Commissioner before being considered.  
d. All resolutions and ordinances shall become effective upon their publication as provided by law.
- XII. Absence from Meeting  
Every member of the Board about to leave the County for a period of one week or more shall notify the Chair of the Board or the County Administrator.
- XIII. Records  
It shall be the duty of the County Auditor to keep a current journal of the proceedings of the Board and perform such duties as required by the statutes. Auditor shall not allow any original journal, paper or record of the County to be taken from their custody without knowledge of the Board.
- XIV. Parliamentary Practice  
The rules of parliamentary practice, embraced in Robert's Rules of Order, as amended, shall govern the Board in all cases to which they are applicable, and in which they are not inconsistent with Minnesota Statutes and with the Standing Rules of the Board. The County Attorney shall act as parliamentarian, and the Chair, or in their absence, the Vice-Chair, shall decide the question of Order subject to an appeal to the Board.

XV. Suspension of Rules

No rule of the Board shall be suspended, altered, or rescinded except upon the affirmative vote of three members of the Board, unless notice of such change shall have been given at a previous meeting.

DRAFT

Amended: Amended January 4, 2022  
Amended: No amendment for 2023

STEELE COUNTY



HISTORICAL  
SOCIETY

*It's About Time...*

December 19, 2022

Steele County Auditor  
Attn: Laura Ihrke  
630 Florence Ave  
Owatonna, MN 55060

Dear Laura,

The Steele County Historical Society gratefully appreciates the county's recent semi-annual contribution of \$4,000 in support of the Society's mission of serving county residents and visitors to preserve and share history today for tomorrow. It is very much appreciated as our services continually expand with outreach to schools in the History on Wheels program and to seniors with memory issues in twice monthly membership supported Memory Care sessions.

Sincerely,



Board of Directors  
Steele County Historical Society,  
a 501 ©3 organization #41-6048581  
1700 Austin Road  
Owatonna, MN 55060  
507-451-1420



Print List in Order By: 2 1 - Fund (Page Break by Fund) Page Break By: 1 1 - Page Break by Fund  
2 - Department (Totals by Dept) 2 - Page Break by Dept  
3 - Vendor Number  
4 - Vendor Name

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Paid on Behalf Of Name  
on Audit List?: N

Type of Audit List: D D - Detailed Audit List  
S - Condensed Audit List

Save Report Options?: N

SBENDORF

12/28/22 4:22PM

10 Road &amp; Bridge Fund

## Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 2

|     | Vendor Name                           | Rpt  |          | Warrant Description               | Invoice #     | Account/Formula Descripti         | 1099 |
|-----|---------------------------------------|------|----------|-----------------------------------|---------------|-----------------------------------|------|
|     | No. Account/Formula                   | Accr | Amount   | Service Dates                     | Paid On Bhf # | On Behalf of Name                 |      |
| 301 | DEPT                                  |      |          | Administration                    |               |                                   |      |
|     | 37025 Innovative Office Solutions LLC |      |          |                                   |               |                                   |      |
| 6   | 10-301-000-0000-6410                  |      | 16.50    | (5) desk calendars                | IN4043649     | Office Supplies                   | N    |
|     | 37025 Innovative Office Solutions LLC |      | 16.50    | 1 Transactions                    |               |                                   |      |
|     | 4710 Interstate Power Systems Inc     |      |          |                                   |               |                                   |      |
| 7   | 10-301-000-0000-6512                  |      | 92.50    | Field - generator labor           | 1193098:01    | Bldg Repair & Maintenance         | N    |
|     | 4710 Interstate Power Systems Inc     |      | 92.50    | 1 Transactions                    |               |                                   |      |
| 301 | DEPT Total:                           |      | 109.00   | Administration                    | 2 Vendors     | 2 Transactions                    |      |
| 302 | DEPT                                  |      |          | Road & Bridge Maintenance Expense |               |                                   |      |
|     | 1308 Miners's Outdoor & Rec           |      |          |                                   |               |                                   |      |
| 8   | 10-302-000-0000-6525                  |      | 56.65    | Tools for brush cutting           | 197881        | CSAH Supplies - Aggregate/Asphalt | N    |
| 9   | 10-302-000-0000-6525                  |      | 59.38    | New chains for chainsaws          | 198018        | CSAH Supplies - Aggregate/Asphalt | N    |
|     | 1308 Miners's Outdoor & Rec           |      | 116.03   | 2 Transactions                    |               |                                   |      |
| 302 | DEPT Total:                           |      | 116.03   | Road & Bridge Maintenance Expense | 1 Vendors     | 2 Transactions                    |      |
| 304 | DEPT                                  |      |          | Equipment Maintenance & Shops     |               |                                   |      |
|     | 7846 Boss Supply Co                   |      |          |                                   |               |                                   |      |
| 1   | 10-304-000-0000-6520                  |      | 17.34    | Hose menders                      | 36887         | Machinery/Vehicle Parts           | N    |
|     | 7846 Boss Supply Co                   |      | 17.34    | 1 Transactions                    |               |                                   |      |
|     | 10150 Carquest Auto Parts             |      |          |                                   |               |                                   |      |
| 2   | 10-304-000-0000-6513                  |      | 55.48    | Brake hone & stone glaze break    | 449340        | Tools                             | N    |
| 3   | 10-304-000-0000-6520                  |      | 9.28     | Lube                              | 449476        | Machinery/Vehicle Parts           | N    |
|     | 10150 Carquest Auto Parts             |      | 64.76    | 2 Transactions                    |               |                                   |      |
|     | 16480 Crysteel Truck Equipment Inc    |      |          |                                   |               |                                   |      |
| 4   | 10-304-000-0000-6520                  |      | 293.00   | Valve, drain, coupler plow        | L33859        | Machinery/Vehicle Parts           | N    |
| 5   | 10-304-000-0000-6520                  |      | 1,306.58 | Cutting edge forms & bolt kit     | LP212378      | Machinery/Vehicle Parts           | N    |
|     | 16480 Crysteel Truck Equipment Inc    |      | 1,599.58 | 2 Transactions                    |               |                                   |      |
|     | 86520 Terminal Supply Company         |      |          |                                   |               |                                   |      |
| 10  | 10-304-000-0000-6511                  |      | 333.75   | Headlight & fender guards         | 94869-00      | Maint Shop Supplies & Materials   | N    |
| 11  | 10-304-000-0000-6511                  |      | 43.82    | 3/4" washers                      | 94869-01      | Maint Shop Supplies & Materials   | N    |

SBENDORF  
 12/28/22 4:22PM  
 10 Road & Bridge Fund

# Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 3

| Vendor | Name                    | Rpt  | Warrant Description | Invoice #                     | Account/Formula Description | 1099                      |
|--------|-------------------------|------|---------------------|-------------------------------|-----------------------------|---------------------------|
| No.    | Account/Formula         | Accr | Amount              | Service Dates                 | Paid On Bhf #               | On Behalf of Name         |
| 86520  | Terminal Supply Company |      | 377.57              | 2 Transactions                |                             |                           |
| 99500  | Ziegler, Inc            |      |                     |                               |                             |                           |
| 12     | 10-304-000-0000-6520    |      | 101.36              | Filters, unit#2150            | N000816956                  | Machinery/Vehicle Parts N |
| 13     | 10-304-000-0000-6520    |      | 101.36              | Filters, unit#2161            | N000816956                  | Machinery/Vehicle Parts N |
| 99500  | Ziegler, Inc            |      | 202.72              | 2 Transactions                |                             |                           |
| 304    | DEPT Total:             |      | 2,261.97            | Equipment Maintenance & Shops | 5 Vendors                   | 9 Transactions            |
| 10     | Fund Total:             |      | 2,487.00            | Road & Bridge Fund            |                             | 13 Transactions           |
|        | Final Total:            |      | 2,487.00            | 8 Vendors                     | 13 Transactions             |                           |

# Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

| Recap by Fund | <u>Fund</u> | <u>AMOUNT</u> | <u>Name</u>        |                    |
|---------------|-------------|---------------|--------------------|--------------------|
|               | 10          | 2,487.00      | Road & Bridge Fund |                    |
|               | All Funds   | 2,487.00      | Total              | Approved by, ..... |
|               |             |               |                    | .....              |
|               |             |               |                    | .....              |

Print List in Order By: 2 1 - Fund (Page Break by Fund) Page Break By: 1 1 - Page Break by Fund  
2 - Department (Totals by Dept) 2 - Page Break by Dept  
3 - Vendor Number  
4 - Vendor Name

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Paid on Behalf Of Name  
on Audit List?: N

Type of Audit List: D D - Detailed Audit List  
S - Condensed Audit List

Save Report Options?: N

SBENDORF  
12/28/22 4:14PM  
1 General Revenue Fund

# Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 2

|     | <u>Vendor Name</u>                    | <u>Rpt</u>  | <u>Warrant Description</u> | <u>Invoice #</u>              | <u>Account/Formula Descripti</u> | <u>1099</u>              |
|-----|---------------------------------------|-------------|----------------------------|-------------------------------|----------------------------------|--------------------------|
|     | <u>No. Account/Formula</u>            | <u>Accr</u> | <u>Amount</u>              | <u>Service Dates</u>          | <u>Paid On Bhf #</u>             | <u>On Behalf of Name</u> |
| 41  | DEPT                                  |             | Auditor                    |                               |                                  |                          |
|     | 2673 MACO                             |             |                            |                               |                                  |                          |
| 1   | 01-041-000-0000-6241                  |             | 480.00                     | 2023 MACO dues                | 11/14/22                         | Membership Dues N        |
|     | 2673 MACO                             |             | 480.00                     | 1 Transactions                |                                  |                          |
| 41  | DEPT Total:                           |             | 480.00                     | Auditor                       | 1 Vendors                        | 1 Transactions           |
| 42  | DEPT                                  |             | Treasurer                  |                               |                                  |                          |
|     | 2673 MACO                             |             |                            |                               |                                  |                          |
| 2   | 01-042-000-0000-6241                  |             | 480.00                     | 2023 MACO dues                | 11/14/22                         | Membership Dues N        |
|     | 2673 MACO                             |             | 480.00                     | 1 Transactions                |                                  |                          |
| 42  | DEPT Total:                           |             | 480.00                     | Treasurer                     | 1 Vendors                        | 1 Transactions           |
| 62  | DEPT                                  |             | Central Services           |                               |                                  |                          |
|     | 8975 Minnesota Counties Computer Coop |             |                            |                               |                                  |                          |
| 4   | 01-062-000-0000-6301                  |             | 5,564.72                   | 2023 IFS support              | 2301162                          | Equip/Software Maint N   |
| 5   | 01-062-000-0000-6301                  |             | 600.00                     | 2023 JIC-IFS enhancement fund | 2301162                          | Equip/Software Maint N   |
| 6   | 01-062-000-0000-6301                  |             | 1,150.00                   | 2023 MnCCC dues for JIC       | 2301162                          | Equip/Software Maint N   |
|     | 8975 Minnesota Counties Computer Coop |             | 7,314.72                   | 3 Transactions                |                                  |                          |
| 62  | DEPT Total:                           |             | 7,314.72                   | Central Services              | 1 Vendors                        | 3 Transactions           |
| 101 | DEPT                                  |             | County Recorder            |                               |                                  |                          |
|     | 2673 MACO                             |             |                            |                               |                                  |                          |
| 3   | 01-101-000-0000-6241                  |             | 480.00                     | 2023 MACO dues                | 11/14/22                         | Membership Dues N        |
|     | 2673 MACO                             |             | 480.00                     | 1 Transactions                |                                  |                          |
| 101 | DEPT Total:                           |             | 480.00                     | County Recorder               | 1 Vendors                        | 1 Transactions           |
| 1   | Fund Total:                           |             | 8,754.72                   | General Revenue Fund          |                                  | 6 Transactions           |

SBENDORF  
12/28/22 4:14PM  
53 Landfill Fund

# Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

Page 3

| Vendor Name |                                     | Rpt  | Warrant Description |                               | Invoice #      | Account/Formula Description |  | 1099 |
|-------------|-------------------------------------|------|---------------------|-------------------------------|----------------|-----------------------------|--|------|
| No.         | Account/Formula                     | Accr | Amount              | Service Dates                 | Paid On Bhf #  | On Behalf of Name           |  |      |
| 398         | DEPT                                |      |                     | Landfill                      |                |                             |  |      |
|             | 77570 Short Elliott Hendrickson Inc |      |                     |                               |                |                             |  |      |
| 7           | 53-398-000-0000-6542                |      | 955.12              | Permitting & expansion - 2023 | 438292         | Testing & Monitoring        |  | N    |
|             | 77570 Short Elliott Hendrickson Inc |      | 955.12              | 1 Transactions                |                |                             |  |      |
| 398         | DEPT Total:                         |      | 955.12              | Landfill                      | 1 Vendors      | 1 Transactions              |  |      |
| 53          | Fund Total:                         |      | 955.12              | Landfill Fund                 |                | 1 Transactions              |  |      |
|             | Final Total:                        |      | 9,709.84            | 5 Vendors                     | 7 Transactions |                             |  |      |

# Steele County



Audit List for Board COMMISSIONER'S VOUCHERS ENTRIES

| Recap by Fund | <u>Fund</u> | <u>AMOUNT</u> | <u>Name</u>          |                    |
|---------------|-------------|---------------|----------------------|--------------------|
|               | 1           | 8,754.72      | General Revenue Fund |                    |
|               | 53          | 955.12        | Landfill Fund        |                    |
|               | All Funds   | 9,709.84      | Total                | Approved by, ..... |
|               |             |               |                      | .....              |
|               |             |               |                      | .....              |

# Steele County Board of Commissioners

## Board Meeting Schedule for 2023

*Board of Commissioners – 5:00 p.m. the 2<sup>nd</sup> and 4<sup>th</sup> Tuesday of each Month (Unless changed by Board Action or otherwise noted)*

### Steele County Administration Center Board Room

|                              |                            |                               |                                |
|------------------------------|----------------------------|-------------------------------|--------------------------------|
| January 3*<br>January 24     | February 14<br>February 28 | March 14 (4 p.m.)<br>March 28 | April 11<br>April 25           |
| May 9<br>May 23              | June 13<br>June 27         | July 11<br>July 25            | August 8 (4 p.m.)<br>August 22 |
| September 12<br>September 26 | October 10<br>October 24   | November 14<br>November 28    | December 12<br>December 26     |

\*Minn. Stat. §37507 states: "The board shall meet at the county seat for the transaction of business on the first Tuesday after the first Monday in January..."

# Steele County Board of Commissioners

## Board Work Session Schedule for 2023

*Board Work Sessions - 4:00 p.m. the 2<sup>nd</sup> and 4<sup>th</sup> Tuesday of each Month (Unless changed by Board Action or otherwise noted)*

### Steele County Administration Center Board Room

|                              |                            |                               |                                |
|------------------------------|----------------------------|-------------------------------|--------------------------------|
| January 24                   | February 14<br>February 28 | March 14 (3 p.m.)<br>March 28 | April 11<br>April 25           |
| May 9<br>May 23              | June 13<br>June 27         | July 11<br>July 25            | August 8 (3 p.m.)<br>August 22 |
| September 12<br>September 26 | October 10<br>October 24   | November 14<br>November 28    | December 12<br>December 26     |

**Planning Session**  
**Steele County Board of Commissioners 2024 Planning Session**

Annex Conference Room  
Thursday, November 16<sup>th</sup> - 8:00 a.m. to Noon

**Joint Meetings**

**Annual County/Township Meeting**

Community Center  
Monday, March 27<sup>th</sup> – 4:00 p.m. to 6 p.m.

**Annual County/Fair Board Fall Meeting**

Steele County Administration Center Board Room  
Wednesday, November 15<sup>th</sup> - 11:30 a.m. to 1:00 p.m.

**STEELE COUNTY**

**RESOLUTION DESIGNATING OFFICIAL WEBSITE  
OF STEELE COUNTY AND TRANSPORTATION  
PROJECT BIDS 2023**

NOW, THEREFORE, BE IT RESOLVED, that [www.steelecountymn.gov](http://www.steelecountymn.gov) 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.steelecountymn.gov](http://www.steelecountymn.gov) 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.

**STEELE COUNTY  
BOARD OF COMMISSIONERS**

---

Greg Krueger, Chair

**CERTIFICATION**

I hereby certify that the above is a true and correct copy of a Resolution duly passed, adopted and approved by the County Board of said County on the 3<sup>rd</sup> day of January 2023.

---

Chief Deputy Auditor



## Steele County Agenda Item

---

**Subject:** AMC Delegates - 2023

**Department:** Administrator's Office

**Committee Meeting Date:** n/a

**Board Meeting Date:** January 3, 2023

**Consent Agenda:** ☒ Yes ☐ No

**Resolution:** ☐ Yes ☒ No

**Policy Committee Recommendation:**

n/a

**Recommendation:**

Approve the Association of Minnesota Counties (AMC) Delegates the same as previous year

**Background (*Including Budget Impact*):**

Minnesota Counties are requested to appoint delegates to AMC

The 2022 Delegates were

- \*Commissioner James Brady
- \*Commissioner John Glynn
- \*Commissioner James Abbe
- \*Commissioner Greg Krueger
- \*Commissioner Rick Gnemi
- \*County Administrator
- \*County Auditor
- \*County Treasurer

**Attachments:**

n/a



## Steele County Agenda Item

---

**Subject:** AMC policy Committee Members - 2023

**Department:** Administrator's Office

**Committee Meeting Date:** n/a

**Board Meeting Date:** January 3, 2023

**Consent Agenda:** ☒ Yes ☐ No

**Resolution:** ☐ Yes ☒ No

**Policy Committee Recommendation:**

n/a

**Recommendation:**

Appoint Commissioners to the same AMC Policy Committees as previous year

**Background (*Including Budget Impact*):**

AMC Policy Committees:

- Environ. & Natural Resources: Commissioner John Glynn
- General Government: Commissioner Jim Abbe
- Health & Human Services: Commissioner Greg Krueger
- Public Safety: Commissioner Rick Gnemi
- Transportation & Infrastructure: Commissioner James Brady

**Attachments:**

n/a



## Steele County Agenda Item

---

**Subject:** Travel & Training – In State

**Department:** Auditor's Office

**Committee Meeting Date:**

**Board Meeting Date:** January 3, 2023

**Consent Agenda:** ☒ Yes ☐ No

**Resolution:** ☐ Yes ☒ No

**Policy Committee Recommendation:**

**Recommendation:**

Approve travel & training for officers and employees of Steele County, if within the State of Minnesota and the approved budget as per Steele County Personnel Rules and Policies

**Background (*Including Budget Impact*):**

**Steele County Personnel Rules & Policies states:**

Conferences and workshops are to be specifically related to the current job of the attending employee and used to develop the information and skills of departmental staff. These sessions may be attended upon approval of the supervisor and payment of fees and expenses must be part of the approved departmental budget.

Expense reimbursements for such training is outlined in the Personnel Rules & Policies, Chapter 19

**Attachments:**



## Steele County Agenda Item

---

**Subject:** Travel & Training – AMC & NACO meetings

**Department:** Auditor's Office

**Committee Meeting Date:**

**Board Meeting Date:** January 3, 2023

**Consent Agenda:** ☒ Yes ☐ No

**Resolution:** ☐ Yes ☒ No

**Policy Committee Recommendation:**

**Recommendation:**

Authorize the expense reimbursement for registration, travel, lodging & meal expense for Commissioners and staff to attend AMC & NACO meetings.

**Background (*Including Budget Impact*):**

Both AMC & NACO provide various training, meetings and conferences throughout the year available to the Commissioners and staff. The ability to learn best practices and network with peers and state and national leadership (both within the organization and state and federal government) provides a valuable return to Steele County.

**Attachments:**



## Steele County Agenda Item

---

**Subject: Resolution-Accounts Payable**

**Department:** Auditor's Office

**Committee Meeting Date:**

**Board Meeting Date:** January 3, 2023

**Consent Agenda:** ☐ Yes ☒ No

**Resolution:** ☒ Yes ☐ No

**Policy Committee Recommendation:**

N/A

**Recommendation:**

Approve Resolution authorizing the County Auditor & County Treasurer to process payments by Auditor's Warrants

**Background (*Including Budget Impact*):**

Annually the County Board adopts the Resolution authorizing the County Auditor & County Treasurer to process payments by Auditor's Warrants

**Attachments:**

Accounts Payable Resolution

## RESOLUTION

### Authorizing Auditor & Treasurer to Process Auditor's Warrants

**Be it Resolved**, that the County Auditor or designee & County Treasurer or designee 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.

Dated: January 3, 2023

STEELE COUNTY BOARD OF COMMISSIONERS

\_\_\_\_\_  
Chairman

Attest: \_\_\_\_\_  
County Auditor

## CERTIFICATION

I hereby certify that the above is a true and correct copy of the Resolution duly passed, adopted and approved by the county Board of said County on the 3<sup>rd</sup> day of January 2023.

\_\_\_\_\_  
Steele County Auditor



## Steele County Agenda Item

---

**Subject:** Designating Depository and Persons Authorized to Sign Orders

**Department:** Treasurer's Office/Finance

**Committee Meeting Date:**

**Board Meeting Date:** January 3, 2023

**Consent Agenda:** ☐ Yes ☒ No

**Resolution:** ☒ Yes ☐ No

**Policy Committee Recommendation:**

**Recommendation:**

Adopt resolution to designate UBS as Steele County's depository and authorize the persons stated to sign orders

**Background (*Including Budget Impact*):**

The attached resolution is to name UBS as the County's depository for its investments. It also authorizes Catherine Piepho, Steele County Treasurer, to purchase, sell, receive, or transfer investment securities on behalf of Steele County. In the event the Treasurer is not available, the resolution requires two signatures of and authorizes both Brenda Blood, Steele County Chief Deputy Auditor, and Madison Melcher, Steele County Financial Specialist, to purchase, sell, receive, or transfer investment securities on behalf of Steele County.

**Attachments:**

Resolution – Designation of depository for the County of Steele and persons authorized to sign orders

## 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 Brenda Blood, Steele County Chief Deputy Auditor, and Madison Melcher, 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.

Dated this 3<sup>rd</sup> day of January 2023.

---

Chairman

## CERTIFICATION

I hereby certify that the above is a true and correct copy of a Resolution duly passed, adopted and approved by the County Board of said County on the 3<sup>rd</sup> day of January 2023.

---

County of Steele

## RESOLUTION

### Resolution to Authorize Personnel to Process EFT Transactions

**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; Madison Melcher, Financial Specialist; Jonathan Walstrom, Financial Analyst; Barb Osmon, Financial Specialist; Karen Winter, Property Tax Specialist; Susan Bendorf, Accounting Technician; and Jordynn Finer, Human Resources Generalist.

**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.

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 \_\_\_\_\_

Madison Melcher, Financial Specialist \_\_\_\_\_

Jonathan Walstrom, Financial Analyst \_\_\_\_\_

Barb Osmon, Financial Specialist \_\_\_\_\_

Karen Winter, Property Tax Specialist \_\_\_\_\_

Susan Bendorf, Accounting Technician \_\_\_\_\_

Jordynn Finer, Human Resources Generalist \_\_\_\_\_

\_\_\_\_\_  
Board Chairman



## Steele County Agenda Item

---

**Subject:** Set Date for the County Board of Appeal and Equalization

**Department:** Assessor's Office

**Committee Meeting Date:**

**Board Meeting Date:** January 3, 2023

**Consent Agenda:** ☒ Yes ☐ No

**Resolution:** ☐ Yes ☒ No

**Policy Committee Recommendation:**

**Recommendation:**

Officially set the special meeting of the 2023 County Board of Appeal and Equalization for June 13, 2023 at 7:00 pm in the Board Room

**Background (*Including Budget Impact*):**

The County Board of Appeal and Equalization (CBAE) is the final step for property owners to appeal their 2023 assessments. Property owners may appeal the 2023 market valuation or classification placed on their properties. These assessments will be used to calculate the taxes payable in 2024. Attendees are encouraged to contact the County Assessor's Office prior to attending the meeting so that we can provide the necessary documents for discussion.

The first step in the appeal processes is to contact the Assessor to discuss their areas of concern. Most issues can be resolved in this manner. If after discussing the issues with the Assessor's Office, there is still disagreement, the next step in the appeal process is to attend the Local Board of Appeal and Equalization (LBAE). Property owners must attend the LBAE prior to attending the CBAE. If townships hold Open Book Meetings, property owners may appeal directly to the CBAE.

**Attachments:**

# 2023 STEELE COUNTY BOARD

## COMMITTEE APPOINTMENTS

---

*2023 Chair: Greg Krueger*

*2023 Vice Chair: Jim Abbe*

### Internal Policy Committees

---

#### Internal Central Services Committee

Greg Krueger, Chair (Board Chair)

Jim Abbe (Board Vice-Chair)

James Brady, Alternate

#### Land Use/Records Committee

Rick Gnemi, Chair

Greg Krueger

John Glynn, Alternate

#### Property & Maintenance Committee

John Glynn, Chair

Rick Gnemi

Jim Abbe, Alternate

#### Public Safety & Health Committee

James Brady, Chair

John Glynn

Rick Gnemi, Alternate

#### Public Works Committee

Jim Abbe, Chair

James Brady

Greg Krueger, Alternate

#### Board of Equalization

All Commissioners

### Joint Powers, Advisory Board, Regional Representation

---

#### Cannon River 1W1P Joint Policy Committee

Rick Gnemi

James Brady, Alternate

#### Cannon River Watershed Joint Powers Board

Rick Gnemi

James Brady, Alternate

#### Children's Mental Health Collaborative

James Brady

Greg Krueger

#### Community Corrections Advisory Board

John Glynn

Greg Krueger, Alternate

#### Community Health Board (Dodge/Steele)

John Glynn

Jim Abbe

Greg Krueger

#### Counties Providing Technology

Jim Abbe, Delegate

John Glynn, Alternate

#### Criminal Justice Committee

Greg Krueger

#### Cultural Diversity Network

Greg Krueger

Jim Abbe, Alternate

#### Economic Development Authority

Jim Abbe

Greg Krueger, Alternate

#### Extension

James Brady

John Glynn

#### Fair Board Liaison

John Glynn

James Brady, Alternate

#### Hope Drainage

James Brady

John Glynn, Alternate

#### Intergovernmental Committee

All Commissioners

Intergovernmental Joint Agency Task Force

Jim Abbe  
James Brady

Intergovernmental Joint Transportation Committee

Jim Abbe  
James Brady

Judicial Ditch 1, 6, 24

Jim Abbe  
John Glynn  
Rick Gnemi

Judicial Ditch 2

John Glynn  
James Brady  
Jim Abbe

Judicial Ditch 5

James Brady  
John Glynn  
Greg Krueger

Judicial Ditch 7, 10, 11, 12, 23, 19

James Brady  
John Glynn

Law Enforcement Center Committee

John Glynn  
Greg Krueger

Law Library

Jim Abbe  
Greg Krueger, Alternate

Minnesota Prairie County Alliance

Jim Abbe  
Greg Krueger  
James Brady, Alternate  
Cathy Piepho, Finance Committee  
Scott Golberg, Finance Committee Alternate

Multi-County Solid Waste Committee

Jim Abbe  
Rick Gnemi, Alternate

Park & Rec Commission Liaison

John Glynn  
James Brady, Alternate

Planning Commission Liaison

James Brady  
John Glynn, Alternate

Recorder's Compliance Fund Committee

Rick Gnemi (Land Use/Record Chair)

Regional Railroad Authority

All Commissioners

Resource Conservation & Development

Jim Abbe  
John Glynn, Alternate

Rice-Steele 911 Dispatch Joint Powers Board

James Brady  
Jim Abbe

SE MN Comm Action Agency (SEMCAC)

Rick Gnemi

SE MN Emergency Communications Board

James Brady  
Rick Gnemi, Alternate

SE MN Emergency Medical Services

Rick Gnemi

SE MN Recyclers Exchange (SEMREX)

John Glynn

SMART Transit Advisory Board

Greg Krueger

Soil & Water Conservation District Liaison

James Brady  
John Glynn, Alternate

South Central Human Relations Center

James Brady  
Rick Gnemi

South Country Health Alliance

Greg Krueger  
Jim Abbe, Alternate

Southern MN Tourism

James Brady  
John Glynn, Alternate

Southern MN Association of Regional Trails

Greg Krueger  
Jim Abbe, Alternate

Steele County Historical Society Liaison

Rick Gnemi  
Greg Krueger, Alternate

Steele County Water Planning Committee

James Brady  
John Glynn

Steele County Weed Management Association

James Brady  
John Glynn, Alternate

Steele-Waseca Drug Court

Rick Gnemi

U.S. Highway 14 Partnership

All Commissioners

Workforce Development Board

Rick Gnemi

Zumbro River Watershed Partnership

James Brady  
John Glynn, Alternate

State / National

Association of Minnesota Counties (AMC)

All Commissioners

AMC Policy Committees

Environ. & Natural Resources: John Glynn  
General Government: Jim Abbe  
Health & Human Services: Greg Krueger  
Public Safety: Rick Gnemi  
Transportation & Infrastructure: James Brady

James Brady  
Greg Krueger, Alternate

National Association of Counties

All Commissioners

Minnesota Counties Intergovernmental Trust

# STEELE COUNTY

## Resolution Establishing Per Diem Amounts for Citizens on Boards and Commissions in 2023

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 \$65.00 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.

This resolution shall become effective upon its passage and without further publication.

Dated this 3<sup>rd</sup> day of January, 2023.

STEELE COUNTY  
BOARD OF COMMISSIONERS

---

Greg Krueger, Chair

### CERTIFICATION

I hereby certify that the above is a true and correct copy of a Resolution duly passed, adopted and approved by the County Board of said County on the 3<sup>rd</sup> day of January, 2023.

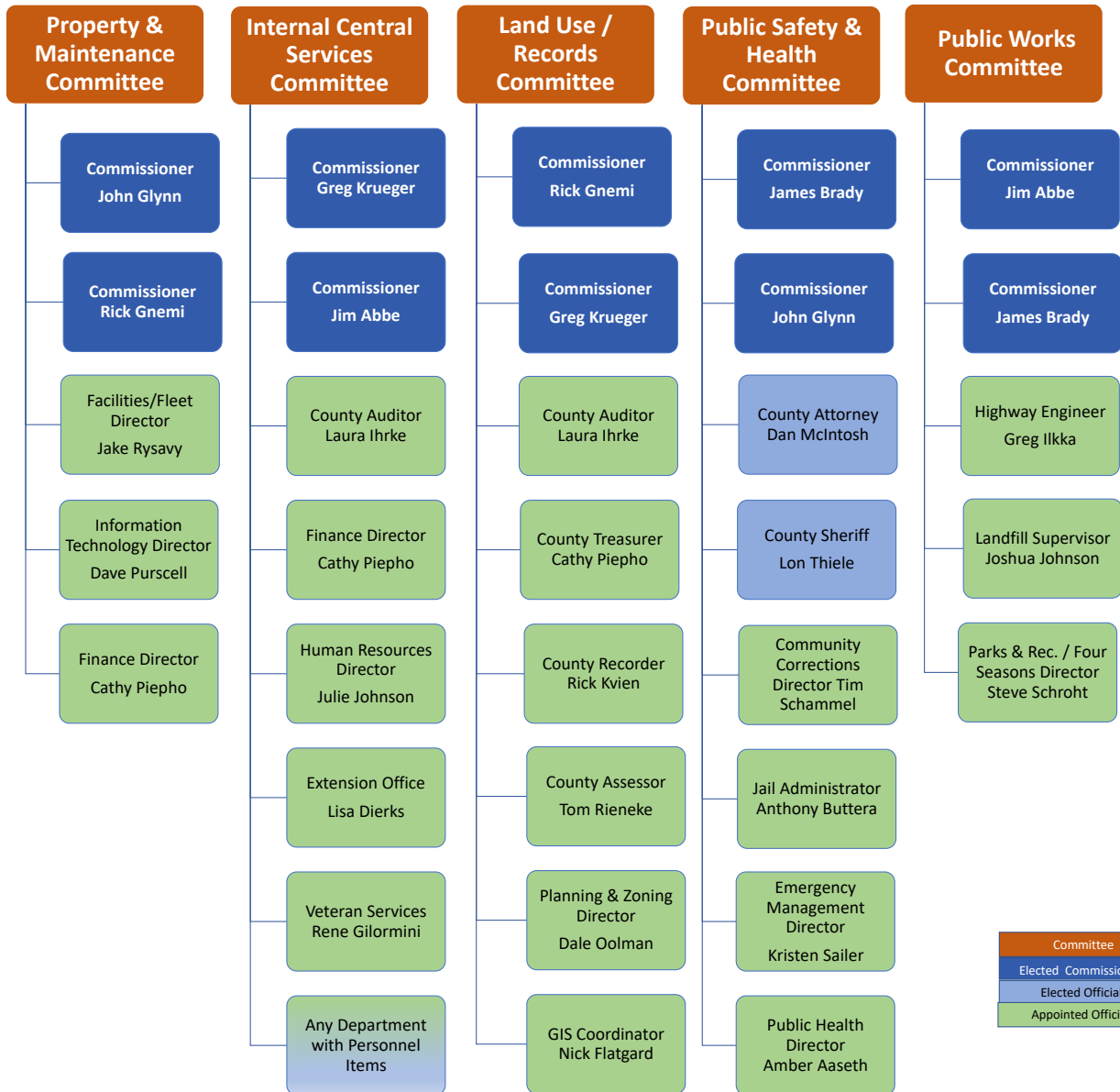
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Laura Ihrke, Steele County Auditor



# Steele County

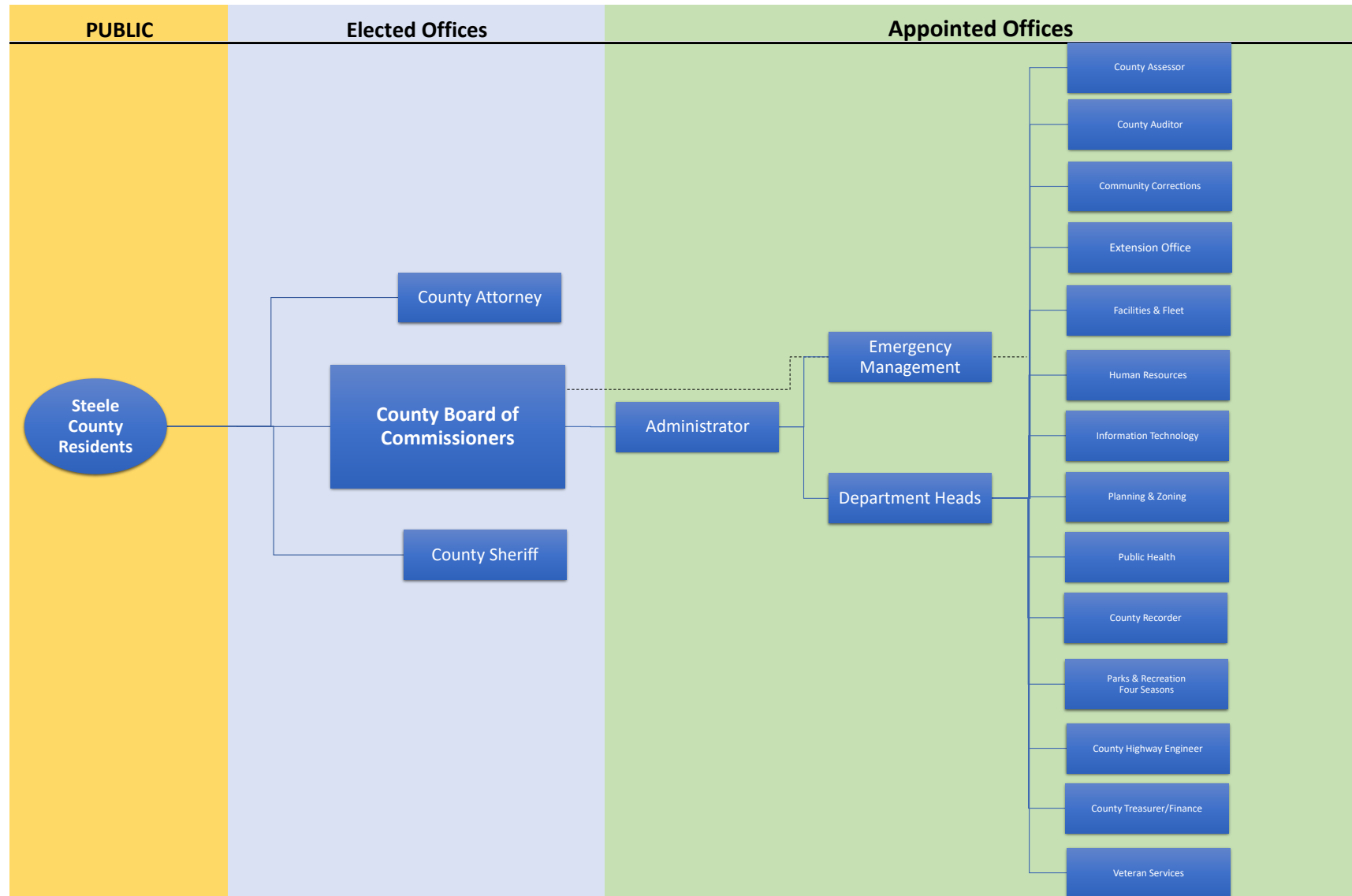
## 2023 Committee Structure



|                       |
|-----------------------|
| Committee             |
| Elected Commissioners |
| Elected Officials     |
| Appointed Officials   |

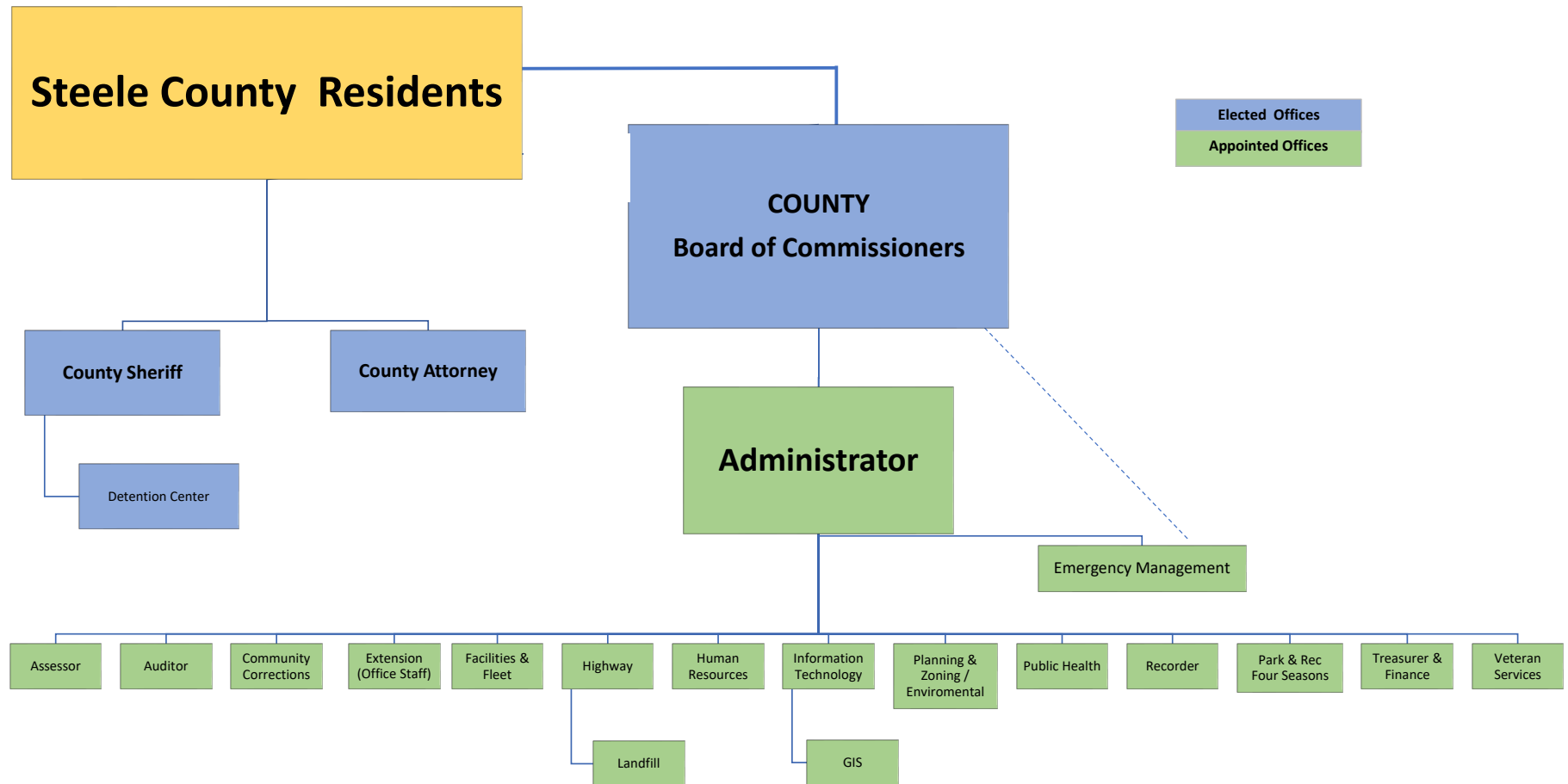


## Steele County 2023 Organizational Structure





# Steele County Reporting Structure 2023



**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 2023.

Dated: January 3, 2023

\_\_\_\_\_  
Chairman

Attest: \_\_\_\_\_  
Chief Deputy Auditor



## Steele County Agenda Item

---

**Subject:** Award Publication Bid for 2023

**Department:** Auditor's Office

**Committee Meeting Date:**

**Board Meeting Date:** January 3, 2023

**Consent Agenda:** ☐ Yes ☒ No

**Resolution:** ☐ Yes ☒ No

**Policy Committee Recommendation:**

**Recommendation:**

Award the publication bid for printing of the Financial Statement for 2022; Commissioner proceedings for 2023, Delinquent Tax List for 2022 and all other legal publications as required

**Background (*Including Budget Impact*):**

Annually the county Board sends out bids for the Publication of the Financial Statement, the Delinquent Tax List and the Commissioner Proceedings and all other legal publications as required by 331A.01 and 375.12.

**Attachments:**



## Steele County Agenda Item

---

**Subject:** Award 2<sup>nd</sup> Publication Bid

**Department:** Auditor's Office

**Committee Meeting Date:**

**Board Meeting Date:** January 3, 2023

**Consent Agenda:** ☐ Yes ☒ No

**Resolution:** ☐ Yes ☒ No

**Policy Committee Recommendation:**

**Recommendation:**

Award the 2<sup>nd</sup> Publication bid for the 2022 Financial Statement to another paper located in the County.

**Background (*Including Budget Impact*):**

Annually the County Board awards the bid for the 2<sup>nd</sup> Publication of the Financial Statement to another paper located in the County.

**Attachments:**