



# WASECA COUNTY BOARD OF COMMISSIONERS

**January 5, 2021 · 9:30 a.m.**

East Annex Public Meeting Room

300 North State Street – East Annex · Waseca, Minnesota 56093

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**9:30 a.m.**

## **1. Call to Order and Pledge of Allegiance**

## **2. Election of 2021 Board Officers: Chair, Vice Chair and Clerk**

### **Public Comment**

*Those wishing to speak must state their name and address for the record after they reach the podium. Each person will have three (3) 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.*

## **3. Approval of Agenda**

## **4. Approval of County Board Minutes**

- a. Waseca County Board of Commissioner Meeting Minutes December 1, 2020
- b. Waseca County Board of Commissioner Budget and Levy Hearing Meeting Minutes December 8, 2020
- c. Waseca County Board of Commissioner Work Session December 15, 2020

## **5. Consent Agenda**

- a. Approval of Bills
- b. Transfer of Funds
- c. Investment Portfolio
- d. Electronic Funds Report
- e. Delegation –Wire Transfer Policy
  - i. *Appendix A*
- f. 2020 Transfer of Development Rights Report

## **6. Set Public Hearing for County Ditch #19**

## **7. 2021 County Board Organizational Business**

- a. Adoption of Regular Board Meeting Schedule (calendar)
- b. Board Committee and Organization Assignments
- c. AMC Appointments
- d. Adoption of Per Diem Amount for Citizens on Boards and Commissions
- e. Appointments of Citizens to Boards and Commissions

- f. Award Bid for Official 2021 Newspaper Publication Resolution 2021-1
- g. Authorization for Payment of Auditor/Treasurer Warrants
- h. Adoption of Mileage Allowance for Official County Business (2021 IRS Standard Mileage Rate: \$.56 /mile)
- i. Appoint Representative to MnPrairie Finance Committee
- j. Resolution 2021-2 to Set Minimum/Actual Salaries of Elected Offices

**8. Administration**

- a. Administration Update
- b. Resolution 2021-3 Personnel Policies
  - i. Holidays*
  - ii. Paid Time Off (PTO)*
  - iii. Leave of Absence*
  - iv. Probationary and Trial Periods*
  - v. Severance Compensation*
- c. Human Resources Agenda

**9. Commissioner Reports**

**10. Other Business**

Lunch – None

## **Upcoming Board Events**

*January 2 – January 19, 2021*

**January 2, 9:30 a.m.**

**County Board Meeting**

Board Room, East Annex

**January 18, All Day**

**County Offices Closed in Observation of  
Martin Luther King Jr. Day**

**January 19, 2021, 9:30 a.m.**

**County Board Meeting**

Board Room, East Annex

**January 19, 2 p.m.**

**MN Prairie Finance Committee Meeting**

Virtual Meeting

**January 19, 3 p.m.**

**MN Prairie Joint Powers Board Meeting**

Virtual Meeting

WASECA COUNTY BOARD OF COMMISSIONERS — DECEMBER 1, 2020

The Waseca County Board of Commissioners met in regular session on Tuesday, December 1, 2020, in the boardroom, 300 North State Street, Waseca, Minnesota. Members present were Chair Doug Christopherson, Brian Harguth, Blair Nelson, DeAnne Malterer and Brad Krause.

Others present were Michael Johnson, Administrator; Tammy Spooner, Auditor-Treasurer; Brad Milbrath, Sheriff; Mark Leiferman, Planning & Zoning Administrator; and Rachel Cornelius, County Attorney. A Waseca County News representative was present via the online platform.

Chair Christopherson called the meeting to order at 9:30 a.m. Roll call was taken and the Pledge of Allegiance was recited.

There was no public comment.

Krause moved and Nelson seconded to approve the agenda amended to add acceptance of snowmobile grant funds and scheduling of a public hearing. Motion carried unanimously.

Harguth moved and Malterer seconded to approve the minutes from the regular meeting on October 6, 2020 and the regular meeting on October 20, 2020. Motion carried unanimously.

Malterer moved and Krause seconded to approve the Consent Agenda as presented. Motion carried unanimously.

a. Approval of Bills

b. Electronic Funds Transfer

c. Second Half 2020 Appropriations

New Richland Ambulance	\$2,500.00
Historical Society	\$33,750.00
Southern MN Tourism Assoc.	\$478.50
Minn. Agricultural Interpretive Center – Farm America	\$7,500.00
Waseca Art Council	\$6,000.00
Senior Citizens	\$2,500.00
Minnesota Valley Action Council	\$4,500.00
Open Door Health Center	\$250.00
Neighborhood Service Center	\$4,750.00
Waseca School District – Space Grant	\$3,500.00
Waseca School District – Therapeutic Program	\$25,000.00
Cannon River Watershed Partnership	\$250.00
Soil & Water Conservation District	\$52,837.50
Agricultural Society	\$23,887.50
Small Business Development Center	\$1,500.00
Southern MN Initiative Foundation	\$2,625.00
Economic Development Assistance:	
Janesville	\$5,000.00
New Richland	\$5,000.00
Waldorf	\$5,000.00

- d. Aquatic Invasive Species Fund Transfer \$6,042.86 from fund (25) to Fund (01)
- e. Partial Release of Exclusive Agricultural Covenant - Hinna/Matz and Draheim

Sheriff Brad Milbrath presented a contract for medical examiner services for 2021 between Dr. Kelly Millis and River Valley Forensic Services, P.A. and Waseca County. The compensation shall be \$250.00 per month plus approximately \$2,000.00 per complete forensic autopsy with basic toxicology and approximately \$1,000.00 per external examination with basic toxicology. Additionally, the County will be responsible for court related preparation/consultation on an hourly basis of \$300.00 per hour. Krause moved and Harguth seconded to approve the contract for medical examiner services at the rates given. Motion carried unanimously.

Sheriff Brad Milbrath presented a 2020-2021 Motorola Service Agreement. The annual cost is \$22,743.00 and will be paid with 911 funds. Nelson moved and Harguth seconded to approve the agreement and authorize Sheriff Milbrath to sign the contract. Motion carried unanimously.

Mark Leiferman, Planning & Zoning, presented the Aquatic Invasive Species (AIS) Prevention Plan in the amount of \$47,200.00 for 2021. Harguth moved and Krause seconded to approve the AIS Prevention Plan budget. Motion carried unanimously.

Leiferman requested adoption of Resolution 2020-43 to adopt the AIS Prevention Plan. Malterer moved and Harguth seconded to adopt Resolution 2020-43. Motion carried unanimously.

**RESOLUTION 2020-43**  
**Resolution to Adopt Aquatic Invasive Species Prevention Plan**  
**and Further Responsibility of Plan Implementation**  
**by Waseca County Planning & Zoning**

**Whereas**, 2014 Session Law Chapter 308 enacted by the Legislature provides Minnesota counties a County Program Aid grant for Aquatic Invasive Species (AIS) prevention. The amount designated for each county is based on the number of watercraft trailer launches as well as the number of watercraft trailer parking spaces within each county. Waseca County was allocated \$47,047 in 2021 with potential funding for years following,

**Whereas**, the legislation requires that Waseca County must establish, by resolution or through adoption of a plan, guidelines for the use of the proceeds which are to prevent the introduction or limit the spread of aquatic invasive species at all access sites within the county, and

**Whereas**, the County may appropriate the proceeds directly or may use any portion of the proceeds to provide funding for a joint powers board or cooperative agreement with another political subdivision, a soil and water conservation district in the county, a watershed district in the county, or a lake association located in the county. Any money appropriated by the county to a different entity or political subdivision must be used as required under this section, and

**Whereas**, the county must submit a copy of its guidelines for the use of the proceeds to the Minnesota Department of Natural Resources by December 31st of the year the payments are received, and

**Whereas**, prevention and limitation of Aquatic Invasive Species is one of the top three priority concerns included in the Waseca County Water Plan Update. The County Water Plan also includes Minnesota State's goal that the County provide leadership and in the fight against aquatic invasive species by developing proactive solutions aimed at educating and empowering local citizens to assist in these efforts.

**Now, Therefore, Be it Resolved**, that the Waseca County Board of Commissioners furthers oversight of Waseca County's AIS prevention efforts to the Waseca County Planning & Zoning Department and delegates to them the responsibility to prepare, implement and report annually, a plan to allocate the funding in accordance with the above legislation, and

**Be it Further Resolved**, that Waseca County adopts Waseca County's Invasive Species Prevention Plan as attached and as presented at the County Board of Commissioners' meeting of December 1, 2020.

Mark Leiferman, Planning & Zoning Administrator, presented a Conditional Use Permit from Warren Arthur Krienke, Paul H. Krienke and Ronald J. Krienke and DG Minnesota CS II, LLC (known as Rolling Hills Solar Farm) to operate a 1 Megawatt Community Solar Farm in Section 4 of St. Mary Township. The Commissioners having read the criteria, dispensed with the formal reading.

Malterer moved and Nelson seconded to approve the criteria as presented. Motion carried unanimously.

Harguth moved and Malterer seconded to approve the Rolling Hills Solar Farm Conditional Use Permit. Motion carried unanimously.

Mark Leiferman, Planning & Zoning Administrator, presented a Conditional Use Permit request from Steven and Helen Clark, Elysian Lake Solar, to operate a 1 Megawatt Solar Garden in Section 35 of Janesville Township. Having read the criteria, the Commissioners dispensed with the formal reading.

Malterer moved and Nelson seconded to approve the criteria as presented. Motion carried unanimously.

Krause moved and Nelson seconded to approve the Conditional Use Permit for Elysian Lake Solar, amended to add the approval by the Waseca County Sheriff. Motion carried unanimously.

Nathan Richman, County Engineer, requested to purchase a crew cab pickup truck and with the addition of a box and hoist. This item was tabled to December 15<sup>th</sup> to obtain further information on the warranty and to look into a quote from local dealers.

Nathan Richman, County Engineer, requested to purchase a Sweeper to replace a 20 year-old sweeper. The subcommittee recommends the Advance SW8000 Rider Sweeper in the amount of \$41,111.60 from Nilfisk, Inc. of Brooklyn Park, which is the low bid. Krause moved and Malterer seconded to approve the purchase. Motion failed 3-2 by the following roll call: Harguth - nay, Nelson - nay, Malterer - nay; Krause - aye; and Christopherson - aye. This item was tabled for further information.

Nathan Richman, County Engineer, provided a brief update for ongoing projects.

Michael Johnson, Administrator, provided an administrative update.

Tammy Spooner, Auditor-Treasurer, requested approval of a Grant Agreement from the State of Minnesota for Snowmobile Trails in the amount of \$34,052.12. This is pass-thru money with Waseca County acting as the fiscal host for the Waseca County Trails Association. Harguth moved and Krause seconded to approve the agreement and authorize the Board Chair and Auditor-Treasurer to sign on behalf of Waseca County. Motion carried unanimously.

Michael Johnson, County Administrator, requested to set a Public Hearing for December 15, 2020 to set a county fee schedule. Krause moved and Malterer seconded to set the Public Hearing for 9:45 a.m. on December 15, 2020. Motion carried unanimously.

Commissioner Reports were shared.

Having no further county board business, Krause moved and Harguth seconded the motion to adjourn the meeting. Motion carried unanimously and meeting adjourned at 11:45 a.m.

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Doug Christopherson, Chairperson  
Waseca County Board of Commissioners

ATTEST:

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Tamara J. Spooner, Clerk  
Waseca County Auditor/Treasurer

The following bills were audited and allowed:

A.H. HERMEL COMPANY	\$ 330.35
AMAZON CAPITAL SERVICES	3,252.05
AMERICAN SOLUTIONS BUSINESS	1,254.95
APG MEDIA OF SOUTHERN MN LLC	777.58
BARBARA J. BUKER	332.60
BOMGAARS SUPPLY	218.30
CDW GOVERNMENT INC	17.35
CEMSTONE PRODUCTS CO	74.72
CHARLES VINCENT DAWLEY	1,200.00
CIT INC	300.00
COLE PAPERS INC	3,811.85
CPS TECHNOLOGY SOLUTIONS INC	98.00
DENNIS DISTAD	1,000.00
DENNIS FUNERAL HOMES	575.00

DONNELLY LAW FIRM PLLC	1,125.00
EHLERS & ASSOCIATES INC	750.00
EMERGENCY AUTOMOTIVE TECH	4,648.80
FINLEY ENGINEERING CO	13,005.67
FRONTIER PRECISION INC	5,161.00
H&L MESABI INC	3,515.24
HOUSTON ENGINEERING INC	965.00
IAAO	220.00
INNOVATIVE OFFICE SOLUTIONS	211.18
J SCOTT BRADEN LAW OFFICE	156.00
JOHN DEERE FINANCIAL	41.80
JONES HAUGH & SMITH	6,000.00
KENDALL LANGSETH	4,121.60
KENT D OLMANSON	658.80
KIBBLE EQUIPMENT LLC	479.36
L & L STREET ROD & SPORTS TRUCK	3,308.90
LARKSTUR ENGINEERING & SUPPLY	200.72
LITTLE FALLS MACHINE INC	963.80
MADDEN, GALANTER, HANSEN LLP	72.00
MJB HANSEN FAMILY LP	1,219.78
MN PRAIRIE WASECA	5,713.37
MN VALLEY TESTING LAB	114.60
M-R SIGN COMPANY INC	12,099.95
NOW MICRO	1,274.72
PATTON HOVERSTEN & BERG PA	840.00
POWER PHONE INC	229.00
RECOVERY TREK LLC	157.50
REGENTS OF UNIVERSITY OF MN	18,813.99
RIVER BEND BUSINESS PRODUCTS	39.32
SANCO EQUIPMENT LLC	499.02
SPEE-DEE DELIVERY SERVICE	9.52
STONEBROOKE ENGINEERING INC	28,383.04
THE RETROFIT COMPANIES	506.20
WASECA MOTOR CO	105.10
WASECA SAND & GRAVEL INC	225.00

WASECA COUNTY BOARD OF COMMISSIONERS — DECEMBER 8, 2020

The Waseca County Board of Commissioners met in regular session on Tuesday, December 8, 2020, in the boardroom, 300 North State Street, Waseca, Minnesota. Members present were Chair Doug Christopherson, Brian Harguth, Blair Nelson, DeAnne Malterer and Brad Krause.

Others present were Michael Johnson, Administrator; Tammy Spooner, Auditor-Treasurer; Rachel Cornelius, County Attorney; Brad Milbrath, Sheriff; Melissa Sexton, Human Resources Manager; Linda Karst, County Recorder; Peder & Pam Lehrke; Paul Pfennig; Dan Seys; Scott Beckman; and Jerry Summer.

Chair Christopherson called the meeting to order at 6:30 p.m. Roll call was taken and the Pledge of Allegiance was recited.

Chair Christopherson gave an overview of the parameters and purpose of the meeting, being the 2021 Waseca County Budget and Levy. Christopherson also addressed the effect that COVID-19 has had on Waseca County. Christopherson then turned the meeting over to Michael Johnson, Administrator, to present the Waseca County 2021 Budget. The Waseca County Preliminary Levy was set at \$17,119,154.00, which represents a 2.25% increase over the 2020 Final Levy. The presentation was based on those numbers.

Paul Pfennig, Janesville business owner, commented on the tax difference between residential and commercial property.

Peter & Pam Lehrke, property owners in the City of Janesville, commented on the valuation and tax increases on their mini storage business.

Dan Seys, owner of Janesville Bowl, commented on the tax increase on his commercial property and the impact of COVID 19 on his business.

Jerry Summer, City of Waseca resident, commented on the value of his condo and the value of the land around the condo. Mr. Summer expressed frustration in not being able to obtain the values of the land. He also questioned the difference in values between nearly identical units.

There was no comment from parties on the online platform.

After discussion on the county budget and levy, Harguth moved and Nelson seconded to set the 2021 levy at a 1.95% increase over 2020. Motion carried unanimously.

Having no further county board business, Krause moved and Harguth seconded the motion to adjourn the meeting. Motion carried unanimously and meeting adjourned at 7:43 p.m.

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Doug Christopherson, Chairperson

Waseca County Board of Commissioners

ATTEST:

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Tamara J. Spooner, Clerk  
Waseca County Auditor/Treasurer

WASECA COUNTY BOARD OF COMMISSIONERS

WORK SESSION – DECEMBER 15, 2020

The Waseca County Board of Commissioners met in a work session on Tuesday, December 15, 2020, in the public meeting room, 300 North State Street, Waseca, Minnesota. Members present were Chair Doug Christopherson, Brian Harguth, DeAnne Malterer, Blair Nelson and Brad Krause.

Others present were Michael Johnson, County Administrator, Tammy Spooner, Auditor-Treasurer; Brian Tomford, Buildings & Grounds Director; and Mark Leiferman, Planning & Zoning Administrator.

Chair Christopherson called the Work Session to order at 8:35 a.m. Roll call was taken and the Pledge of Allegiance was recited.

Mark Leiferman, Planning & Zoning Administrator, gave a presentation on Economic Development and various funding options.

Discussion was held regarding County owned property.

The work session ended at 9:29 a.m.

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Doug Christopherson, Chairperson  
Waseca County Board of Commissioners

ATTEST:

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Tamara J. Spooner, Clerk  
Waseca County Auditor/Treasurer

12/30/2020 15:16  
5264aschauer

Waseca, MN  
Vendor Warrant List Report

P 1  
apwarrnt

DATE: 01/05/2021 CHECK RUN: C010521 AMOUNT: \$ 56,776.97

APPROVED BY: \_\_\_\_\_

12/30/2020 15:16  
5264aschauer

Waseca, MN  
| DETAIL INVOICE LIST

P 2  
| apwarrnt

CASH ACCOUNT: 99000000 1001

Cash

CHECK RUN: C010521 01/05/2021 DUE DATE: 01/05/2021

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	CHECK
<u>4687</u>	<u>JONES HAUGH &amp; SMITH</u> 1 <u>41610000 6260</u>	00000		INV	01/01/2021	<u>41466</u> 4,106.00 4,106.00	
				Ditch	ProTechSvc		
				Invoice Net			
						CHECK TOTAL	4,106.00
<u>2211</u>	<u>MACO-AITKIN (MN ASSOC</u> 1 <u>01041000 6241</u>	00000		INV	01/01/2021	<u>2021 STMNT</u> 1,080.00 1,080.00	
				Aud-Treas	CnfTrngRgd		
				Invoice Net			
						CHECK TOTAL	1,080.00
<u>2017</u>	<u>MN COUNTIES COMPUTER C</u> 1 <u>01061061 6262</u>	00000		EFT	01/01/2021	<u>2101259</u> 8,111.66 8,111.66	
				ITTechnlgy	SftwrSpprt		
				Invoice Net			
<u>2017</u>	<u>MN COUNTIES COMPUTER C</u> 1 <u>01061061 6262</u>	00000		EFT	01/01/2021	<u>2101261</u> 3,845.05 3,845.05	
				ITTechnlgy	SftwrSpprt		
				Invoice Net			
<u>2017</u>	<u>MN COUNTIES COMPUTER C</u> 1 <u>01061061 6262</u>	00000		EFT	01/01/2021	<u>2101292</u> 5,297.00 5,297.00	
				ITTechnlgy	SftwrSpprt		
				Invoice Net			
<u>2017</u>	<u>MN COUNTIES COMPUTER C</u> 1 <u>01061061 6262</u>	00000		EFT	01/01/2021	<u>2101262</u> 1,166.66 1,166.66	
				ITTechnlgy	SftwrSpprt		
				Invoice Net			
<u>2017</u>	<u>MN COUNTIES COMPUTER C</u> 1 <u>01061061 6262</u>	00000		EFT	01/01/2021	<u>2101258</u> 20,103.80 20,103.80	
				ITTechnlgy	SftwrSpprt		
				Invoice Net			
<u>2017</u>	<u>MN COUNTIES COMPUTER C</u> 1 <u>01061061 6262</u>	00000		EFT	01/01/2021	<u>2101260</u> 8,402.80 8,402.80	
				ITTechnlgy	SftwrSpprt		
				Invoice Net			
						CHECK TOTAL	46,926.97
<u>8588</u>	<u>SAGE SOFTWARE INC</u> 1 <u>19398000 6260</u>	00000		INV	01/01/2021	<u>1006325236</u> 1,064.00 1,064.00	
				SdWstAdmn	ProTechSvc		
				Invoice Net			
						CHECK TOTAL	1,064.00
<u>4779</u>	<u>TECH TRONIX INC</u> 1 <u>01451453 6260</u> 2 <u>01061061 6450</u>	00000		INV	01/01/2021	<u>169</u> 1,800.00 1,800.00 3,600.00	
				CmEnvrHlth	ProTechSvc		
				ITTechnlgy	SftwrUpgrd		
				Invoice Net			
						CHECK TOTAL	3,600.00
=====							
10	INVOICES					CHECK RUN TOTAL	56,776.97
						CASH ACCOUNT BALANCE	56,776.97
=====							
							9,376,475.25
=====							

12/30/2020 15:16  
5264aschauer

Waseca, MN  
CHECK RUN SUMMARY

P 3  
apwarrnt

CHECK RUN: C010521 01/05/2021

DUE DATE: 01/05/2021

FUND ORG	ACCOUNT		AMOUNT	AVLB BUDGET	
01	01041000 Auditor-Treasurer	01-041-010-000-0000-0000-6241-	Conference/Trainig/Reg	1,080.00	3,000.00
01	01061061 IT Technology	01-061-010-061-0000-0000-6262-	Software Support	46,926.97	43,361.43
01	01061061 IT Technology	01-061-010-061-0000-0000-6450-	Software & Upgrades	1,800.00	97,360.67
01	01451453 Comm Envirnmntal H	01-451-050-453-0000-0000-6260-	Prof & Tech Services	1,800.00	-16,373.71
			FUND TOTAL	51,606.97	
CASH ACCOUNT 99000000 1001	BALANCE	9,376,475.25			
19	19398000 Solid Waste Admini	19-398-040-000-0000-0000-6260-	Prof & Tech Services	1,064.00	-2,423.95
			FUND TOTAL	1,064.00	
CASH ACCOUNT 99000000 1001	BALANCE	9,376,475.25			
41	41610000 Ditch	41-610-090-000-0000-0000-6260-	Prof & Tech Services	4,106.00	-61,187.50
			FUND TOTAL	4,106.00	
CASH ACCOUNT 99000000 1001	BALANCE	9,376,475.25			
			CHECK RUN SUMMARY TOTAL	56,776.97	
			GRAND TOTAL	56,776.97	

\*\* END OF REPORT - Generated by Amy Schauer \*\*



**Waseca County Board of Commissioners  
Request for Board Action**

Transfer of Funds

<b>Meeting Date:</b>	01/05/2021	<b>Fiscal/FTE Impact:</b>
<b>Item Type:</b>	<input checked="" type="checkbox"/> Consent <input type="checkbox"/> Action	<input checked="" type="checkbox"/> None
<b>Department:</b>	Waseca County Sheriff's Office	<input type="checkbox"/> Current budget
<b>Contact:</b>	Sheriff Brad J. Milbrath	<input type="checkbox"/> New FTE(s) Requested
<b>Contact Phone:</b>	507-835-0510	<input type="checkbox"/> Other
<b>Prepared by:</b>	Sheriff Brad J. Milbrath	<input type="checkbox"/> Amendment Requested

**PURPOSE/ACTION REQUESTED**

Transferring \$65.00 from account 25-228-5525 to account 01-201-5525.

**SUMMARY**

Funds were deposited into account 25-258-5525 for a paper service and the funds should have been deposited into 01-201-5525. The total amount that needs to be transferred is \$65.00. In order to complete this process, it is mandated to have the Waseca County Board of Commissioners approve this request.

**RECOMMENDATION**

Waseca County staff recommends that the Waseca County Board of Commissioner approve the transferring of \$65.00 from the 25-258-5525 account to the 01-201-5525 account.

**EXPLANATION OF FISCAL/FTE IMPACTS**

**Supporting Documents:**

Attachment A:  
Attachment B:

**Previous Board Action(s):**

Resolution #

## WASECA COUNTY INVESTMENT PORTFOLIO AS OF DECEMBER 29, 2020

DATE	BANK	CERT #	RATE	TERM	GEN REV-1	R&B-13	W MGT-19	EC DEV-27	MATURE	INT EARN
		8 Savings Bonds		Missing Heir	16,478.74				8/1/21	Note 1 Below
12/23/2014	Roundbk			Missing Heir					12/23/19	335.46
12/23/2019	Roundbk			Missing Heir	7,653.20				12/23/24	
		6 Savings Bonds			24,519.68					
	MAGIC WF Adv			Liquid	14,945,650.00				Liquid	37,560.39
		Money Market			108,303.43					
4/11/2013	NRSB	50173	2.000	30 mo	88,000				10/11/2020	2,647.23
4/15/2015	WF Adv	99000FHV3	2.000						4/15/2020	997.27
8/31/2017	WF Adv	15118RNB9	2.100	5 years			(2/29/2020 rpt/\$152,000 listed under CASH)		8/31/2022	787.07
8/22/2017	MBS	02587DW79	1.850	30 mo					2/24/2020	1,885.48
9/26/2018	St Clair St Bk	5035238	3.200	30 mo	245,000				3/26/2021	7,861.49
11/28/2018	WF Adv	20451PVY9	3.100	24 mo					11/30/2020	7,657.43
1/18/2019	First Natl	69760	2.250						1/18/2020	6,750.00
2/21/2019	RB	76507	2.500						5/21/2020	15,582.19
3/20/2019	First Natl	62361	2.500						3/20/2020	12,506.31
5/28/2019	JSB	14072	2.400	26 mo	300,000				7/28/2021	7,219.73
6/13/2019	WF Adv	02007GKF9	2.400	24 mo	200,000				6/14/2021	4,813.16
6/28/2019	WF Adv	33847E2P1	2.300	24 mo	245,000				6/28/2021	2,825.22
6/6/2019	MBS	61760AE96	2.500	24mo	147,000				6/7/2021	1,842.53
6/12/2019	MBS	7954503J2	2.400	24 mo	100,000				6/14/2021	1,203.29
7/18/2019	FNB	68824	2.150						7/18/2020	13,434.61
7/18/2019	FNB	68816	2.150						7/18/2020	6,448.61

7/23/2019	WF Adv	35471TFF4	2.100				7/23/2021	1,047.12
7/31/2019	WF Adv	14042TBG1	2.100	24 mo	245,000		8/2/2021	5,159.09
8/7/2019	MBS	14042RMT5	2.150	36 mo	247,000		8/8/2022	5,325.05
8/17/2019	FNB	69096	2.050				8/17/2020	1,023.17
8/26/2019	RB	77599	2.190				5/27/2020	4,125.00
8/29/2019	JSB	14091	2.400	26 mo	200,000		10/29/2021	4,813.15
9/18/2019	WF Adv	95001UCL4	2.000	48 mo			12/18/2023	3,721.91
9/29/2019	Roundbk	76931	2.190	12 mo			9/29/2020	21,960.00
10/5/2019	Roundbk	76940	1.750				7/5/2020	6,568.49
10/6/2019	FNB	68440	2.050				10/6/2020	22,116.08
10/31/2019	WF Adv	48128LHG7	2.000				12/31/2021	1,505.87
11/20/2019	WF Adv	38149MKF9	1.700	24 mo	200,000		11/22/2021	3,409.31
11/20/2019	WF Adv	05581W3M5	2.000				11/20/2023	2,443.29
12/8/2019	NRSB	51145	1.500	24 mo	162,000		12/8/2021	2,436.66
12/12/2019	WF Adv	61690UQF0	1.750	24 mo	100,000		12/13/2021	1,754.80
1/18/2020	FNB	69760	1.500	12 mo		300,000	1/18/2021	
2/14/2020	MBS	538036HR8	1.900	54 mo	200,000		8/14/2025	2,727.27
2/28/2020	MBS	649447TM1	1.600				2/28/2022	789.04
3/26/2020	WF Adv	05465DAF5	1.550	24 mo	97,000		3/28/2022	1,009.19
3/18/2020	WF Adv	06652XGU3	1.350				6/18/2020	187.15
3/26/2020	MBS	05465DAJ7	1.600	48 mo	150,000		3/26/2024	1,610.98
3/20/2020	FNB	62361	1.000	12 mo	500,000		3/20/2021	
3/27/2020	WF Adv	947547LY9	1.000				3/28/2022	504.11

5/27/2020	RB		77599	0.750	12 mo	250,000		5/27/2021	
6/5/2020	WF Adv	48128UDV8		1.000	60 mo	150,000		6/5/2026	752.05
6/12/2020	WF Adv	05581W7Y5		0.500	42 mo	200,000		12/12/2023	504.83
7/5/2020	RB		76940	0.750	12 mo	500,000		7/5/2021	
7/18/2020	FNB		68816	0.250	12 mo		300,000	7/18/2021	
7/20/2020	RB		77952	0.750	12 mo	625,000		7/20/2021	
8/17/2020	FNB		71080	0.250	12 mo		\$111,156.25	8/17/2021	
9/30/2020	WF Adv	48128UNB1		0.500	72 mo	95,000		9/30/2026	79.38
9/24/2020	WF Adv	78658RED9		0.150	13 mo	245,000		10/25/2021	
10/7/2020	RB		77990	0.400	12 mo	1,000,000		10/7/2021	
11/18/2020	WF Adv St Bk	3130AKGE0		0.200	60 mo	300,000		11/25/2025	
12/9/2020	Ceylon		8996	1.250	36 mo	250,000		12/9/2023	
12/18/2020	WF Adv	05580AYD0		0.300	36 mo	200,000		12/18/2023	

<b>TOTAL CURRENT INVESTED/FUND</b>						22,343,605.05	0	600,000.00	111,156.25	23,054,761.30
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INTEREST COLLECTED TO DATE

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INVESTMENTS HELD PER BANK

ROUNDBK	MBS	FIRST NATL	BONDS	JSB	Local Banks	WellsFarAdv	MAGIC	TOTAL INVEST	
\$2,382,653.20	\$ 844,000.00	\$ 1,211,156.25	\$40,998.42	\$500,000.00	\$745,000.00	\$ 2,385,303.43	\$14,945,650.00	\$23,054,761.30	<u>\$219,431.00</u>

Respectfully prepared and submitted by Tamara J. Spooner, Waseca County Auditor-Treasurer

1 The 6 savings bonds are being held in the Auditor-Treasurer's office safe. Waseca County has ownership of these bonds due to a release of funds in missing heirs account.

# Waseca County Board of Commissioners

## Monthly Electronic Funds Transfer Report

December 2020

<b>Date</b>	<b>From Account</b>	<b>To Account</b>	<b>Amount</b>	<b>Description</b>
12/02/20	First National Bank	City of Waseca	\$2,532,649.42	11/15/20 Property Tax Settlement
12/02/20	First National Bank	School District 829	\$421,768.32	11/15/20 Property Tax Settlement
12/02/20	First National Bank	School District 2143	\$88,068.92	11/15/20 Property Tax Settlement
12/02/20	First National Bank	School District 2168	\$108,073.78	11/15/20 Property Tax Settlement
12/02/20	First National Bank	School District 2835	\$248,922.89	11/15/20 Property Tax Settlement
12/03/20	First National Bank	MN Prairie	\$1,581,856.50	2nd half Property Tax Levy
12/03/20	MAGIC	First National Bank	\$2,000,000.00	Redemption
12/09/20	First National Bank	State Bank of Ceylon	\$250,000.00	New CD
12/17/20	MAGIC	First National Bank	\$2,000,000.00	Cash to Cash
12/22/20	First National Bank	Roundbank	\$1,500,000.00	Cash to Cash



**Waseca County Board of Commissioners  
Request for Board Action**

**Delegation – Wire Transfer Policy**

<b>Meeting Date:</b>	January 5, 2021	<b>Fiscal/FTE Impact:</b>	<input checked="" type="checkbox"/> None
<b>Item Type:</b>	<input checked="" type="checkbox"/> Consent <input type="checkbox"/> Action		<input type="checkbox"/> Current budget
<b>Department:</b>	Auditor-Treasurer		<input type="checkbox"/> New FTE(s) Requested
<b>Contact:</b>	Tammy Spooner		<input type="checkbox"/> Other
<b>Contact Phone:</b>	507-835-0616		<input type="checkbox"/> Amendment Requested
<b>Prepared by:</b>	Tammy Spooner		

**PURPOSE/ACTION REQUESTED**

Approval of delegation of employees authorized to electronically transfer funds, updating Appendix A to the Waseca County Electronic Funds Transfer Policy.

**SUMMARY**

Annual review of policy, updating to include new employees.

**RECOMMENDATION**

Waseca County staff recommends that the Waseca County Board of Commissioners approve the changes to Appendix A of the Electronic Funds Transfer Policy.

**EXPLANATION OF FISCAL/FTE IMPACTS**

**Supporting Documents:**

Attachment A:  
Attachment B:

**Previous Board Action(s):**

Resolution #

**“APPENDIX A”**  
(Updated 1-5-2021)

**Waseca County Electronic Funds Transfer Policy**

**Authorized Personnel – Non-Payroll Transfers**

Auditor-Treasurer / Finance persons authorized are as follows:

- Tamara J. Spooner – Auditor-Treasurer
- Robin Nelson – Chief Deputy Auditor-Treasurer
- Dori Papke – Deputy Auditor-Treasurer

**Authorized Personnel – Payroll Related Transfers**

Auditor-Treasurer / Finance persons authorized are as follows:

- Tamara J. Spooner – Auditor-Treasurer
- Robin Nelson – Chief Deputy Auditor-Treasurer
- Katherine Burns – Deputy Auditor-Treasurer / Payroll Coordinator
- Mary Jo Stangler – Deputy Auditor-Treasurer / Payroll Support
- Amy Schauer – Deputy Auditor-Treasurer
- Dori Papke – Deputy Auditor-Treasurer



Waseca County Board of Commissioners  
Request for Board Action

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**2020 Transfer of Development Rights Report**

<b>Meeting Date:</b>	January 5, 2021	<b>Fiscal/FTE Impact:</b>
<b>Item Type:</b>	<input checked="" type="checkbox"/> Consent <input type="checkbox"/> Action	<input checked="" type="checkbox"/> None
<b>Department:</b>	Planning and Zoning Department	<input type="checkbox"/> Current budget
<b>Contact:</b>	Mark Leiferman, Planning and Zoning Administrator	<input type="checkbox"/> New FTE(s) Requested
<b>Contact Phone:</b>	(507) 835-0651	<input type="checkbox"/> Other
<b>Prepared by:</b>	Shelley Hyatt	<input type="checkbox"/> Amendment Requested

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**PURPOSE/ACTION REQUESTED**

Report on Transfer of Development Rights easements filed in 2020

**SUMMARY**

Waseca County has a residential density in the A-1 Agriculture Protection District of one residential unit per quarter-quarter. The Transfer of Development Rights (TDR) process is a method the County uses to allow developers to obtain the development rights of certain parcels within a designated "sending quarter-quarter" and transfer the rights to another "receiving quarter-quarter" to increase the residential density of their new development.

The Waseca County Planning and Zoning Administrator is to issue a report to the Planning Commission and the County Board by January 31 of each year pursuant to the following:

*Article 6 Zoning District Regulations, Section 9 Transfer of Development Rights (TDR) The Planning and Zoning Administrator shall annually prepare a report regarding the use of TDRs within the County by January 31<sup>st</sup> of each year to assist the Planning Commission and the County Board in assessing the TDR program.*

Over the past few years the County has experienced limited requests for Transfer of Development Rights. There have been eight (8) new Transfer of Development Rights Certificate in 2020.

**RECOMMENDATION**

Accept the 2020 Transfer of Development Rights Report.

**EXPLANATION OF FISCAL/FTE IMPACTS**

None.

**Administrator's Comments:**

- Recommend Action
- Do Not Recommend Action
- Reviewed – No Recommendation
- Reviewed – Information Only
- Submitted at Commissioner Request

**Reviewed By (if required):**

- County Attorney's Office
- Risk Management
- Human Resources
- Information Technology
- Building and Grounds

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County Administrator

Attachment A



**TRANSFER OF DEVELOPMENT RIGHT (TDR)**  
**For 2020**

Waseca County Planning and Zoning Office  
300 North State Street  
Waseca, Minnesota 56093  
Phone: 507-835-0651

**CERTIFICATE NO. 19: Ardie/Barbara Schweim to Troy Schweim**

The Sending site is PID 06.033.0100:

The SW 1/4 of the NW 1/4, Section 33, Township 108 North, Range 24 West

The Receiving site is PID 06.033.0150:

In Gov't Lot 1, Section 33, Township 108 North, Range 24 West

**CERTIFICATE NO. 20: Justin/Cynthia Manthe to self**

The Sending site is PID 12.014.0800:

The SW 1/4 of the SE1/4, Section 14, Township 107 North, Range 22 West

The Receiving site is PID 12.014.0800:

In Gov't Lot 6, Section 14, Township 107 North, Range 22 West

**CERTIFICATE NO. 21: Glenn/Sharon Ewert to self**

The Sending site is PID 01.015.0300:

The SW 1/4 of the NE 1/4 Section 15, Township 107 North, Range 24 West

The Receiving site is PID 01.015.0350:

In the NE 1/4 of the NW 1/4, Section 15, Township 107 North, Range 24 West

**CERTIFICATE NO. 22: Timothy/Lisbeth Kormann to self**

The Sending site is PID 10.005.0200:

The SW 1/4 of the NE 1/4, Section 05, Township 105 North, Range 24 West

The Receiving site is PID 07.017.2100:

In the SE 1/4 of the NE 1/4, Section 17, Township 105 North, Range 22 West

### **CERTIFICATE NO. 23: Mary/Jan Iversen to Jan Iversen**

The Sending site is PID 08.010.1100:

The NW 1/4 of the SW 1/4, Section 10, Township 106 North, Range 22 West

The Receiving site is PID 09.036.0800:

In the E 1/2 of the SW 1/4, Section 36, Township 107 North, Range 23 West

### **CERTIFICATE NO. 24: Brent/Dawn Dauk to self**

The Sending site is PID 06.006.0410:

The Gov't Lot 3, Section 6, Township 108 North, Range 24 West

The Receiving site is PID 06.006.TBD:

In Gov't Lot 2, Section 6, Township 108 North, Range 24 West

### **CERTIFICATE NO. 25: Kevin/Jessica Androli to self**

The Sending site is PID 05.008.0300:

The NE 1/4 of the NW 1/4, Section 8, Township 108 North, Range 23 West

The Receiving site is PID 05.008.TBD:

In the SE 1/4 of the NW 1/4, Section 8, Township 108 North, Range 23 West

### **CERTIFICATE NO. 26: Melanie Born to Jessica Born**

The Sending site is PID 01.008.1005:

The SE 1/4 of the NE 1/4, Section 8, Township 107 North, Range 24 West

The Receiving site is PID 01.008.1000:

In the NE 1/4 of the NE 1/4, Section 8, Township 107 North, Range 24 West

### **CERTIFICATE NO. 27: Galler to Galler**

The Sending site is PID 06.004.0300:

The SW 1/4 of the SE 1/4, Section 4, Township 18 North, Range 24 West

The Receiving site is PID 06.004.0300:

In the SE 1/4 of the SE 1/4, Section 4, Township 108 North, Range 24 West



**Waseca County Board of Commissioners  
Request for Board Action**

**Set Public Hearing Date**

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<b>Meeting Date:</b>	January 5, 2021	<b>Fiscal/FTE Impact:</b>	<input type="checkbox"/> None
<b>Item Type:</b>	<input type="checkbox"/> Consent <input checked="" type="checkbox"/> Action	<input type="checkbox"/> Current budget	<input type="checkbox"/> New FTE(s) Requested
<b>Department:</b>	Auditor-Treasurer	<input type="checkbox"/> Other	<input type="checkbox"/> Amendment Requested
<b>Contact:</b>	Tammy Spooner		
<b>Contact Phone:</b>	507-835-0616		
<b>Prepared by:</b>	Tammy Spooner		

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**PURPOSE/ACTION REQUESTED**

Request to set a Public Hearing for County Ditch #19.

**SUMMARY**

Request to set a Public Hearing for February 16, 2021 at 9:45 a.m. to hold a Final Hearing for the Improvement to County Ditch #19.

**RECOMMENDATION**

Waseca County staff recommends that the Waseca County Board of Commissioners set the hearing as requested.

**EXPLANATION OF FISCAL/FTE IMPACTS**

**Supporting Documents:**

Attachment A:

Attachment B:

**Previous Board Action(s):**

Resolution #

**STATE OF MINNESOTA**  
*Before the*  
**WASECA COUNTY BOARD OF COMMISSIONERS**  
**SITTING AS THE DRAINAGE AUTHORITY FOR**  
**WASECA COUNTY DITCH #19**

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**In the Matter of:**

**Petition for Improvement of  
Waseca County Ditch #19**

**ORDER FOR PUBLIC HEARING**

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At a public meeting conducted by the Waseca County Board of Commissioners, sitting as the drainage authority for Waseca County Ditch #19 Improvement, on January 5, 2021, \_\_\_\_\_ moved, seconded by \_\_\_\_\_ for adoption of the following Findings and Order:

**Findings:**

1. Waseca County Board of Commissioners is the drainage authority for Waseca County Ditch #19.
2. On April 27, 2016, a petition for an Improvement to Waseca County Ditch #19 was received by the Waseca County Auditor-Treasurer.
3. On May 17, 2016, the drainage authority adopted findings and an order accepting the petition and appointing Steve Penkava of Jones Hough & Smith, Inc. as the project engineer. Steve Penkava was ordered to prepare a preliminary survey and file a preliminary survey report with the drainage authority.
4. The preliminary survey report was filed with the Waseca County Auditor-Treasurer on May 3, 2019.
5. On July 16, 2019, the drainage authority noticed and held a preliminary hearing on the preliminary survey report. The drainage authority adopted findings and an order accepting the preliminary survey report, ordering the engineer to proceed with the detailed survey, and appointing viewers to determine benefits and damages.

6. On December 4, 2020, the engineer filed the detailed survey report with the Waseca County Auditor-Treasurer. A copy of the detailed survey report was mailed to the commissioner of natural resources for review.
7. On October 30, 2020, the viewers filed a draft viewers' report with the Waseca County Auditor-Treasurer.
8. Within 30 days after the draft viewers' report was filed, the Waseca County Auditor-Treasurer mailed a draft viewers report, a draft benefits statement, a draft property owners' report, to each owner of property affected by the proposed drainage project.
9. No commissioner's final advisory report was filed.
10. Pursuant to Minn. Stat. § 103E.325, subd. 3 the final hearing must be noticed by publication, posting, and mail.

**Order:**

Based on the foregoing Findings and the entire record of proceedings before the Board, the Board, acting as the drainage authority for Waseca County Ditch #19 Improvement, hereby orders as follows:

- A. A final hearing on the detailed survey report and viewers' report shall be held on February 16, 2021 at 9:45 a.m. in the public meeting room, 300 North State Street, Waseca, Minnesota.
- B. The Waseca County Auditor-Treasurer shall publish notice of the final hearing once per week for three successive weeks in the Waseca County News, the official newspaper of county record.
- C. The Waseca County Auditor-Treasurer shall post a printed copy of the final hearing notice at least three weeks before the date of the final hearing at the public notice board of the Waseca County Courthouse.
- D. Within one week after the first publication of notice, the Waseca County Auditor-Treasurer shall give notice by mail of the time and location of the final hearing to the commissioner of natural resources, all property owners, and others affected by the proposed drainage project and listed in the detailed survey report and the viewers' report.

After discussion, the Board Chair called the question. The question was on the adoption of the foregoing findings and order, and there were \_\_\_\_\_ yeas, \_\_\_\_\_ nays, \_\_\_\_\_ absent, and \_\_\_\_\_ abstentions as follows:

	Yea	Nay	Absent	Abstain
Chair, Doug Christopherson	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Brian Harguth	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DeAnne Malterer	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Blair Nelson	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Brad Krause	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Upon vote, the Chair declared the motion passed and the Findings and Order adopted.

\_\_\_\_\_  
Doug Christopherson, Chairperson

Dated: \_\_\_\_\_

# ENGINEER'S FINAL REPORT

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## IMPROVEMENT OF COUNTY DITCH NO. 19 WASECA COUNTY, MN

PREPARED FOR:  
Waseca County  
307 N State St  
Waseca, MN 56093

PREPARED BY:  
Jones, Haugh & Smith Inc.  
515 South Washington Ave  
Albert Lea, MN 56007  
507-373-4876



**JONES  
HAUGH  
SMITH**  
Engineers + Surveyors

SIGNATURE SHEET

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.



STEVEN J. PENKAVA

LIC. NO. 43895

DATE: December 4, 2020

PREPARED BY:

JONES, HAUGH & SMITH INC.

515 S WASHINGTON AVE

ALBERT LEA, MN 56007

IMPROVEMENT TO COUNTY DITCH NO. 19

PROJECT NUMBER: 16-108

**ENGINEER'S FINAL REPORT**  
**IMPROVEMENT OF**  
**COUNTY DITCH NO. 19**  
**WASECA COUNTY, MINNESOTA**

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**APPENDICES**

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Plans .....	Sheets 1-10

ENGINEER'S FINAL REPORT  
IMPROVEMENT OF MAIN TILE  
TO COUNTY DITCH NO. 19  
WASECA COUNTY, MINNESOTA

SUMMARY

1. HISTORY

- a. County Ditch No. 19, (CD 19) was established around 1920. CD 19 construction consisted of approximately 1,850 feet of 18 inch tile and 1,900 feet of 14 inch tile.
- b. An Improvement petition was filed in 1960 at which time the open ditch was added and the lower 130 feet of 18 inch tile was replaced. The total cost of the project was \$1,751.40.
- c. The established outlet of CD 19 is into a tributary to the Le Sueur River in the SW  $\frac{1}{4}$  NE  $\frac{1}{4}$  Section 18, St Mary Township, Waseca County.

2. INVESTIGATION AND FINDINGS

- a. A topographic survey of the watershed area described in the Petition was made. Aerial photography, LIDAR, U.S. Geological Survey contour maps, as-built plans, and soils surveys were used to assist in determining the watershed divides. The total watershed of CD 19 is approximately 432 acres.
- b. The Main Tile was located and found to be in poor condition with signs of longitudinal cracks and misaligned joints.
- c. The Main Tile is undersized and lacks sufficient capacity to provide adequate drainage for the watershed. The current drainage coefficients range between 0.26 to 0.64 inches per day and the recommended NRCS design is 0.50 inches per day.
- d. Attempts were made to locate the Lateral E tile at the locations shown on available maps. Numerous excavations were made along the alignment and no evidence of the tile was found. It appears Lateral E tile was not constructed.

3. PROPOSED SOLUTION

- a. The general shape of the proposed storage pond has been modified and enlarged to 1.17 acres, the side slopes flattened to 8 foot horizontal to 1 foot vertical and the pond moved west and northerly to avoid impacts to an adjacent field road and farm fields.
- b. A Multipurpose Drainage Management Grant was secured with the assistance of the Soil and Water Conservation District and will provide \$50,000 of funding for the project.
- c. Construct a replacement Main Tile beginning at the junction with the proposed pond. The proposed tile will generally parallel the course of the existing tile and consist of 1,979 linear feet of 24-inch tile and 2,300 feet of 18-inch tile.
- d. The proposed extension of the main tile across the W  $\frac{1}{2}$  SW  $\frac{1}{4}$  Section 8, St Marys Township has been eliminated from the project.
- e. No construction is proposed for Lateral E Tile.

4. ABANDONMENT OF EXISTING TILE

- a. The proposed tile is designed to replace the existing County Ditch No. 19 Main Tile. We recommend the existing Main Tile be abandoned and said tile made private and therefore no longer maintained by the Drainage Authority. The tile will remain and can be used by landowners for their own private use.

5. APPORTIONMENT OF REPAIR COSTS

- a. In accordance with Minnesota Statute 103E.215 Subdivision 6, the repair cost allocation for the project is 81.2%. Engineering, legal, administrative, bonding and interest costs could be allocated similarly.
- b. The estimated cost of the storage pond (\$113,262) should be considered an improvement.

6. OPINION OF PROBABLE COST

- a. The total estimated cost of the Main Tile and pond construction is \$320,619. A detailed breakdown of the cost is below.

**MAIN TILE CONSTRUCTION**

<i>Description</i>	<i>Est. Quantity</i>	<i>Amount</i>
24" Tile	1,879 LF	\$48,854
18" Tile	2,300 LF	46,000
Bore 24" casing @ CSAH 2	100 LF	25,000
Crushed rock pipe bedding	500 TON	12,500
Tile Inlets & Misc Construction	1 LS	21,600
<b>Total Estimated Construction Cost</b>		<b>\$153,954</b>
<b>Contingencies</b>		<b>15,400</b>
<b>Engineering, Legal &amp; Administrative</b>		<b>38,000</b>
<b>Total Estimated Main Tile Cost</b>		<b>\$207,354</b>

**STORAGE POND CONSTRUCTION**

<i>Description</i>	<i>Est. Quantity</i>	<i>Amount</i>
Common Excavation	8,583 CY	\$42,915
Pond Outlet Structure	1 LS	7,500
Rip Rap	50 CY	3,500
Seeding	3.6 AC	12,600
Permanent Easement	3 AC	21,000
Temporary Easement	2.5 AC	1,750
<b>Total Estimated Construction Cost</b>		<b>\$89,265</b>
<b>Contingencies</b>		<b>9,000</b>
<b>Engineering, Legal &amp; Administrative</b>		<b>15,000</b>
<b>Total Estimated Storage Pond Cost</b>		<b>\$113,265</b>

7. OUTLET ANALYSIS

- a. The outlet for the 432 acre project watershed is into a tributary to the Le Sueur River in the SW ¼ NE ¼ Section 18, St Mary Township, Waseca County.
- b. The proposed improvements result in increased capacity throughout the CD 19 system and increased flows. To mitigate impacts of the proposed construction, a storage pond will be constructed near the CD 19 outlet in the SW ¼ NE ¼ Section 18, St Mary Township.
- c. The proposed storage pond will reduce flows for all storm events.
- d. It is the opinion of the Engineer that the outlet is adequate for the proposed improvements.

8. ENVIRONMENTAL CRITERIA

- a. The Waseca County Local Water Management Plan Amendment, Agricultural BMP Handbook for Minnesota, Le Sueur River Watershed Total Maximum Daily Load and the Le Sueur River WRAPS Report were reviewed for this project.
- b. The proposed project is consistent with Goal 1, Objective 4; Reduce erosion and sediment loading of surface water resources, Goal 1, Objective 5; Properly manage stormwater runoff and Goal 2, Objective 1; Properly manage the County's drainage systems of the Waseca County Local Water Management Plan Amendment.
- c. Adverse effects of the proposed project will be temporary in nature and include temporary disruption of normal cropping practices and potential for reduced yields within the project construction limits.
- d. Potential soil erosion will be addressed as required by the MPCA erosion control permit.
- e. Construction of the proposed alternative tile inlets and storage pond will reduce peak flows and improve water quality. The proposed project will not decrease water quality leaving the CD 19 watershed.

9. RIGHT-OF-WAY REQUIRED

- a. We recommend a 200-foot-wide construction easement, 100 feet either side of the tile and open ditch centerline be acquired.
- b. A 5.51 acre easement will be acquired for the storage pond. The easement consists of a 2.71 acre Perpetual Conservation Easement for Drainage Management and Flowage and a 2.80 acre CD 19 construction and maintenance easement.
- c. We recommend the storage pond, berm and side slopes be planted to perennial vegetation.
- d. The site of the proposed storage pond is enrolled in the Conservation Reserve Program (CRP), we estimate 2 acres will need to be released from the program. The Viewers should consider reimbursing the landowner for reasonable expenses incurred to release the acres.
- e. We recommend the Drainage Authority define and document the established right of way of CD 15 pursuant to Statute 103E.101 subd 4a

## 10. RECOMMENDATIONS

- a. The plans, profiles and narrative outlined herein provide sufficient details for the landowners and the Ditch Authority to evaluate the project.
- b. The General Conditions of the Contract, Supplemental General Conditions, Special Provisions for the project and the Notice of Letting, Instructions to Bidders, Bid Proposal Form and other contract documents will be prepared upon establishment of the ditch by Order of the Drainage Authority.
- c. It is believed that the benefits derived from construction will exceed the costs and that the project is practical, necessary and feasible. Therefore, it is recommended that said project be ordered and constructed.

STATE OF MINNESOTA  
COUNTY OF WASECA

IN THE MATTER OF IMPROVEMENT OF A SEPARABLE PART  
OF COUNTY DITCH NO. 19  
WASECA COUNTY, MINNESOTA

ENGINEER'S FINAL REPORT

TO THE HONORABLE BOARD OF COUNTY COMMISSIONERS:

The undersigned Professional Engineer, Steven J. Penkava, representing Jones, Haugh & Smith Inc., Consulting Engineers, duly appointed by Order of said Board of County Commissioners, dated May 17, 2016, having qualified as provided by law and assumed the duties of the office of Engineer, having filed the Preliminary Report in said matter, and proceeded further by Board of County Commissioners Order to make a final survey and report on the basis of said Preliminary Report; would now respectfully report on the investigation and examination of said drainage system as follows:

PREVIOUS REPORT

Reference is hereby made to the Preliminary Report filed in this matter dated May 3, 2019, consisting of a typewritten report, plan and profiles. All details of said Preliminary Report are confirmed, as a part of this Final Report unless specifically changed in said Final Report or Exhibit "A" thereto, in which case the data given therein will govern.

The Petition, Location, History, Investigation and Findings and Abandonment of Existing Tile remain the same as presented in the Engineer's Preliminary Report.

PROPOSED SOLUTION

The construction proposed is believed the most practical to accomplish the results envisioned by the Petitioners. Factors considered and/or evaluated include; design requirements for the contributing watershed, minimizing disruption of wildlife areas, downstream impacts and general economics.

Storage Pond

The proposed storage pond has been modified at the request of the landowner and to meet the criteria of Multipurpose Drainage Management Grant Program. The Multipurpose Drainage Management Grant was secured with the assistance of the Soil and Water Conservation District and will provide \$50,000 of funding for the project. The general shape of the pond has been modified and enlarged to 1.17 acres, the side slopes flattened to 8 foot horizontal to 1 foot vertical and the pond moved west and northerly to avoid impacts to an adjacent field road and farm fields. The proposed pond will maintain or reduce peak flows leaving the CD 19 watershed and improve water quality.

The site of the proposed storage pond is enrolled in the Conservation Reserve Program (CRP). The landowner is working on having the area released from the program. We recommend the Viewers consider reimbursing the landowner for reasonable expenses incurred to release the acres. It is also our understanding the nearby lagoon will be closed by the landowner.

**Main Tile**

Construct a replacement main tile beginning at the junction with the proposed storage pond and course in a north and easterly direction before terminating on the east line of the SE ¼ Section 7, St Mary Township. The main tile will be connected to the existing tile and the outlet extended downstream to the proposed storage pond. The proposed tile will generally parallel the course of the existing tile and consist of 1,979 linear feet of 24-inch tile and 2,300 feet of 18-inch tile. Drainage coefficient of the proposed tile are shown in Table 2.

Location	Length (ft)	Size (in)	Grade (%)	Proposed Drainage Coefficient (in/day)
0+00 to 9+00	900	24	0.15	0.56
9+00 to 19+79	1,079	24	0.30	0.79
19+79 to 42+79	2,300	18	0.45	0.50

**Table 1: Proposed CD 19 Tile Summary.**

The proposed extension of the main tile across the W ½ SW ¼ Section 8, St Marys Township has been eliminated from the project.

**General Provision of the Proposed Construction**

The intent of the proposed construction is to provide adequate tile capacity and depth to remove surface and subsurface water from all lands in the petitioned area. Preservation, utilization and or improvements of private drainage systems will be the responsibility of the landowner thereof. The proposed tile alignment will generally parallel the existing tile but should be determined at the time of construction. The existing tile should be connected to the proposed tile at locations to maximize efficiency of the two systems. Existing tile intercepted will be connected if clean and in good condition. Landowners are encouraged to furnish the Engineer with private tile maps and provide input when staking for construction. Tile inspection inlets will be installed at property boundaries and alternative tile inlets installed in low areas which will allow surface waters to enter the tile system. Tile Inspection inlets will be installed approximately 4 feet above the natural grade and capped to prevent surface water from entering the system.

APPORTIONMENT OF REPAIR COSTS

In accordance with Minnesota Statute 103E.215 Subdivision 6, repair costs of the proposed construction could be allocated as follows:

Description	Est. Qty.	Unit Price	Amount
<b>Mobilization</b>	1 LS	\$ 8000.00	\$ 8,000
<b>18" Tile</b>	2,050 LF	20.00	41,000
<b>14" Tile</b>	1,600 LF	17.00	27,200
<b>Bore 18" casing @ CSAH 2</b>	100 LF	250.00	25,000
<b>24" CMP Tile Outlet</b>	1 EA	1,000.00	1,000
<b>Connect existing tile</b>	10 EA	350.00	3,500
<b>Crushed rock for foundation</b>	650 TON	25.00	16,250
<b>Tile Inlets</b>	3 EA	1,000.00	3,000
<b>SUBTOTAL:</b>			<b>\$124,950</b>
<b>Contingencies (10%):</b>			<b>12,500</b>
<b>Total Estimated Repair Construction Costs:</b>			<b>\$137,450</b>

**Table 2: Total Repair Cost Allocation for Main Tile.**

The Total Estimated Repair Construction Costs (\$137,450) is divided by the Total Main Tile Construction Cost (\$169,354), resulting in a Project Repair cost allocation of 81.2%. Engineering, legal, administrative, bonding and interest cost could be allocated similarly.

The estimated cost of the storage pond (\$113,265) should be considered an improvement and not included in the repair cost allocation.

OUTLET ANALYSIS

The proposed tile was designed to remove 0.50 inches of runoff from the project watershed over a 24-hour period. An existing and proposed conditions HydroCAD model was developed to determine the effects of the proposed construction. The model is based on the NRCS TR-20 Hydrograph methods and simulates flow for a storm event, and models the runoff, stream flow, discharge and storage for each storm event. Design storms and rainfall data were obtained from the National Oceanic and Atmospheric Administration's (NOAA) Atlas 14 precipitation frequency estimates. Model results before and after the proposed project for the 2, 5, 10, 25, 50 and 100-year storm events are show in Appendix 1, attached to this report.

The proposed improvements result in increased tile capacity throughout the CD 19 system and increased flows. To mitigate impacts of the proposed construction, a storage pond will be constructed near the CD 19 outlet in the SW ¼ NE ¼ Section 18, St Mary Township. The proposed storage pond will reduce flows for all storm events. It is the opinion of the Engineer that the outlet is adequate for the proposed improvements.

## ENVIRONMENTAL CRITERIA

Pursuant to the requirements of Minnesota Statutes 103E.015, Subdivision 1 with respect to Environmental land use and multipurpose water management criteria, the following information is herewith submitted relative to the above referenced project:

### Subd. 1a. Investigating potential use of external sources of funding and technical assistance.

With the assistance of the Waseca County Soil and Water Conservation District and the Greater Blue Earth River Basin Alliance (GBERBA) the project secured a \$50,000 Multipurpose Drainage Management Grant to construct the proposed storage pond.

The Environmental Quality Incentives Program (EQIP) provided by the Natural Resources Conservation Service is a voluntary conservation program that helps agricultural producers in a manner that promotes agricultural production and environmental quality. Numerous areas within the CD 19 watershed are suitable for Best Management Practices (BMP's) which would qualify for funding through EQIP. The EQIP program can fund practices throughout the watershed and landowners are encouraged to contact the local NRCS office for more details.

MINNESOTA STATUTE 103E.015, SUBD 1: Environmental land use and multipurpose water management criteria:

#### 1. Private and public benefits and costs of the proposed drainage project:

Project benefits include more manageable fields, timely cropping procedures, reduced compaction, and improved crop yields. Additional benefits will be derived from increased farm revenue, and improved tax base within the watershed. The proposed storage pond will reduce peak flows and improve water quality.

Public and Private benefits for the project will be established by the Viewers and their report will be available for review at the Final Hearing.

#### 2. Alternative measures, including measures identified in applicable state-approved and locally adopted water management plans, to: (i) conserve, allocate, and use drainage waters for agriculture, stream flow augmentation, or other beneficial uses; (ii) reduce downstream peak flows and flooding; (iii) provide adequate drainage system capacity; (iv) reduce erosion and sedimentation; and (v) protect or improve water quality;

The Waseca County Local Water Management Plan Amendment, Agricultural BMP Handbook for Minnesota, Le Sueur River Watershed Total Maximum Daily Load and the Le Sueur River WRAPS Report were reviewed as part of this report.

The proposed project is consistent with the following goals and objectives of the Waseca County Local Water Management Plan Amendment:

- Goal 1, Objective 4; Reduce erosion and sediment loading of surface water resources.
- Goal 1, Objective 5; Properly manage stormwater runoff.
- Goal 2, Objective 1; Properly manage the County’s drainage systems.

The Le Sueur River WRAPS Report provides strategies to restore and protect water quality within the Le Sueur River watershed. A summary of the 10-year targeted water quality goals is below in Table 4.

Pollutant/Stressor	Goal	10-Year Target	Priority Sources	10-Year Target Portioned to Source
<b>Watershed Wide</b>				
Excessively high river flow, including peak flows	Decrease 25%	Decrease 5%	Human-altered hydrology: decreased evapotranspiration and storage due to vegetation, land use, and drainage changes	Decrease 5%
Excessively low river base flow	Increase	Increase	Human-altered hydrology: low water table, infiltration, and soil moisture due to vegetation, land use, and drainage changes	Increase
High Total Suspended Solids concentrations	Decrease 65%	Decrease 10%	Bank and bluff erosion	Decrease 4%
			Upland and field erosion	Decrease 4%
			Ravine and gully erosion	Decrease 2%
High nitrogen concentrations	Decrease 45%	Decrease 12%	Ag tile drainage and ground water	Decrease 12%
High phosphorus concentrations	Decrease 60%	Decrease 10%	Field surface runoff	Decrease 4%
			Bank and bluff erosion	Decrease 2%
			Tile drainage water	Decrease 4%
High E. coli concentrations	Decrease 50%	Decrease 27%	Manure-treated ag field surface runoff	Decrease 17%
			Improperly treated human sewage	Decrease 10%
Poor habitat	Improve	Improve	Degraded riparian	Improve
			Altered hydrology and high TSS	See above
<b>Lake Watersheds</b>				
High phosphorus	Decrease 60%	Decrease 10-15%	Field surface runoff, malfunctioning septic systems, and tile drainage	Decrease 10-15%
<b>Cities</b>				
Non-point contributions	Decrease	Decrease 5%	Stormwater runoff: impervious surfaces, constructions sites, etc.	Decrease 5%

**Table 3: Summary of the 10-year targeted water quality goals within the Le Sueur River.**

The proposed storage pond decreases flow from the project watershed and improves water quality. All of which are consistent with the goals of the Waseca County Local Water Management Plan Amendment, Le Sueur River Watershed Total Maximum Daily Load and the Le Sueur River WRAPS Report.

Several alternatives to the proposed project were evaluated as part of this investigation and were discussed with the petitioners. Options considered ranged from the “Do Nothing” option, replace all tile with open ditch and a wetland restoration. The “Do Nothing” alternate has been discussed but the Petitioners experience poor drainage and crop loss occurs frequently. The crop loss results in lower property values for wet acres and landowners do not receive a reasonable return on their investment.

Replacing the entire tile system with an open ditch was considered but due to increased right-of-way costs and the general course of the ditch, this option was not preferred.

Another alternative is to restore typically flooded areas of the watershed to wetlands. This alternative provides storage in low areas to temporarily hold runoff until the existing drainage system can convey the flows. The gently rolling topography of the watershed generally has adequate surface drainage and naturally low areas within the watershed are limited. The best location for a wetland restoration is on the east side of County State Aid Highway No. 17. However, said area is traversed by two natural gas lines and would provide treatment for a small percentage of the watershed.

3. The present and anticipated land use within the drainage project or system, including compatibility of the project with local land use plans:

Land use within the watershed varies and is comprised of prime farmland, pasture, building sites, roads, and natural areas. All of the agricultural lands in the project watershed are used for growing diversified crops or are pastured. It is not anticipated that lands will be used for purposes other than agricultural production. The proposed project is consistent with the goals, objectives and actions of the Waseca County Comprehensive Water Plan.

4. Current and potential flooding characteristics of property in the drainage project or system and downstream for 5-, 10-, 25-, and 50-year flood events, including adequacy of the outlet for the drainage project:

See the Outlet Analysis section of the report for more detailed information regarding outlet adequacy.

5. The effects of the proposed drainage project on wetlands:

Landowners are encouraged to contact the Natural Resource Conservation Service (NRCS) to complete Form AD 1026. Said Form allows the NRCS to review each parcel to identify wetlands and measures required to avoid wetland impacts. Due to federal data privacy regulations, the obligation for completing the Form rests with the individual landowners and not the project.

Drainage of wetlands away from the project area is controlled by private landowners and is beyond the scope of this project. Waseca County is a strong supporter of wetland restoration projects. Restoration of wetlands will continue to be encouraged after establishment of this project. The project is not anticipated to negatively affect wetlands.

6. The effects of the proposed drainage project on water quality:

Construction and use of the proposed tile system will not decrease existing water quality. Construction of the proposed alternative tile inlets will improve water quality and reduce sediment transport downstream. Implementation of the proposed construction will improve the quality of water leaving the project watershed and be consistent with goals of the Waseca County Water Plan.

7. The effects of the proposed drainage project on fish and wildlife resources:

Aerial photographs were reviewed, and a cursory visual inspection of the watershed conducted. Wildlife habitat areas within the watershed typically consist of CRP, farm groves, fence lines and road ditches. Wildlife habitat will not be substantially reduced by the proposed construction.

There may be some temporary disruption of upland wildlife habitat during construction, but the extent and duration of habitat disturbance will be similar to that experienced during normal agricultural cropping practices. During the field survey for this project, the wildlife observed was common to that of other similar drainage systems in the general area, which have been properly repaired and maintained in the past.

8. The effects of the proposed drainage project on shallow groundwater availability, distribution, and use:

Shallow ground water is widely distributed over the entire watershed. The proposed project does not provide a drainage system substantially deeper than that existing. Agricultural subsurface drainage systems are installed to maintain the water table elevation sufficiently below the surface of the ground to provide for efficient crop production. The elevation of private tile will continue to determine the shallow groundwater elevation, which is typically at a depth of 4 feet. No change in availability, distribution or use of the ground water as a result of this project is anticipated.

9. The overall environmental impact of all the above criteria:

Adverse effects of the proposed project will be temporary in nature and include temporary disruption of normal cropping practices and potential for reduced yields within the project construction limits. After construction, the trench area will be restored and salvaged topsoil re-spread, however said area may lack in productivity for the first few years. Over time we anticipate crop production to return to pre-construction conditions.

Temporary noise and dust will be generated during construction. The impacts will be similar to that experienced during the normal course of farming activities and are not viewed as significant. Temporary soil erosion within the construction limits may occur until permanent stabilization is achieved. Potential soil erosion will be addressed as required by the MPCA erosion control permit.

Project benefits include more manageable fields, timely cropping procedures, reduced compaction, and improved crop yields. Additional benefits will be derived from increased farm revenue and improved tax base within the watershed.

Construction of the proposed alternative tile inlets and storage pond will reduce peak flows and improve water quality. All of which are consistent with the goals of the Waseca County Local Water Management Plan Amendment, Le Sueur River Watershed Total Maximum Daily Load and the Le Sueur River WRAPS Report. The proposed project will not decrease water quality leaving the CD 19 watershed.

#### RIGHT-OF-WAY REQUIRED

We recommend a 200-foot-wide construction easement, 100 feet either side of the tile and open ditch centerline be acquired as part of the project.

A total easement area of 5.51 acres will be acquired for construction of the storage pond. The easement will consist of a 2.71 acre Perpetual Conservation Easement for Drainage Management and Flowage which will be acquired as part of the Multipurpose Drainage Management Grant along with a 2.80 acre CD 19 construction and maintenance easement.

A Certificate of Survey for the Perpetual Conservation Easement for Drainage Management and Flowage and ingress and egress easements are attached to this report.

We recommend the storage pond, berm and side slopes be planted to perennial vegetation.

We recommend the landowner request a release of the CRP acres within the construction easement. Based on aerial photo measurements we estimate approximately 2 acres need to be released. The Viewers should consider reimbursing the landowner for reasonable expenses incurred to release the acres.

We recommend the Drainage Authority define and document the established right of way of CD 15 pursuant to Statute 103E.101 subd 4a.

#### EXHIBITS AND APPENDICES

Model results before and after the proposed project for the 2, 5, 10, 25, 50 and 100-year storm events are appended at the end of this report in Appendix 1, under the heading "Hydraulic Summary".

Estimates of the cost of the project are appended at the end of this report in Appendix 2, under the heading "Preliminary Opinion of Probable Cost".

A Certificate of Survey for the Perpetual Conservation Easement for Drainage Management and Flowage is appended at the end of this report in Appendix 3.

The location, sizes, grades and depths of the proposed drains are shown on the plan-profile sheets attached to this report.

The General Conditions of the Contract, Supplemental General Conditions, Special Provisions for the project and the Notice of Letting, Instructions to Bidders, Bid Proposal Form and other contract documents will be prepared upon establishment of the ditch by Order of the Drainage Authority.

#### RECOMMENDATIONS

The plans, profiles and narrative outlined herein provide sufficient details for the landowners and the Ditch Authority to evaluate the project. It is the opinion of the Engineer that for the best type of construction and a system that will function adequately for the longest period, the design as shown on the plans attached to this report should be followed.

Hearings should be held to determine whether any additions to or deletions from the construction proposed herein and shown in the attached plans to this report should be made. Landowners should be cognizant of the proposal and understand that only the construction outlined in the Engineer's Report, as amended during the proceedings and included in the Final Order of the Ditch Authority may be done as part of the project. The Engineer has no authority to make changes from the Final Engineer's Report as ordered by the Ditch Authority.

It is believed that the benefits derived from construction will exceed the costs and that the project is practical, necessary, and feasible. Therefore, it is recommended that said project be ordered and constructed.

**ENGINEER'S FINAL REPORT**  
**IMPROVEMENT OF COUNTY DITCH NO. 19**  
**WASECA COUNTY, MN**  
**HYDRAULIC SUMMARY**

PEAK FLOW SUMMARY										
LOCATION	Storm	2-year			5-year			10-year		
		Existing	Proposed	Change	Existing	Proposed	Change	Existing	Proposed	Change
CSAH 17 Sta 56+00	Tile	2.7	4.9	81%	2.8	5.0	77%	2.8	5.0	79%
	Total	2.7	4.9	81%	2.8	5.0	77%	2.8	5.0	79%
CSAH 2 Sta 17+10	Tile	8.7	8.8	1%	9.0	9.4	5%	9.0	9.9	10%
	Culvert	17.5	17.5	0%	17.9	17.9	0%	18.2	18.2	0%
	Overflow	50.7	53.6	6%	93.4	95.3	2%	132.9	134.3	1%
	Total	76.9	79.9	4%	120.3	122.6	2%	160.1	162.3	1%
CD 19 Outlet	Ditch	45.3	33.1	-27%	65.6	49.0	-25%	83.3	64.9	-22%
	Total	45.3	33.1	-27%	65.6	49.0	-25%	83.3	64.9	-22%

PEAK FLOW SUMMARY										
LOCATION	Storm	25-year			50-year			100-year		
		Existing	Proposed	Change	Existing	Proposed	Change	Existing	Proposed	Change
CSAH 17 Sta 56+00	Tile	2.8	5.1	81%	2.9	5.1	76%	2.9	5.2	78%
	Total	2.8	5.1	81%	2.9	5.1	76%	2.9	5.2	78%
CSAH 2 Sta 17+10	Tile	9.1	10.6	16%	9.1	11.1	22%	9.2	11.5	25%
	Culvert	18.6	18.6	0%	18.9	18.9	0%	19.2	19.2	0%
	Overflow	194.4	195.5	1%	247.8	248.1	0%	306.8	306.8	0%
	Total	222.1	224.7	1%	275.8	278.1	1%	335.2	337.5	1%
CD 19 Outlet	Ditch	108.9	89.7	-18%	128.9	110.3	-14%	150.8	132.8	-12%
	Total	108.9	89.7	-18%	128.9	110.3	-14%	150.8	132.8	-12%

WATER SURFACE ELEVATION SUMMARY										
LOCATION	Storm	2-year			5-year			10-year		
		Existing	Proposed	Change	Existing	Proposed	Change	Existing	Proposed	Change
CSAH 17		1123.7	1123.6	-0.1	1124.3	1124.1	-0.2	1124.7	1124.6	-0.1
CSAH 2		1108.8	1108.8	0.0	1109.0	1109.0	0.0	1109.1	1109.1	0.0
CD 19 Outlet		1090.5	1090.2	-0.3	1090.9	1090.6	-0.3	1091.2	1090.9	-0.3

WATER SURFACE ELEVATION SUMMARY										
LOCATION	Storm	25-year			50-year			100-year		
		Existing	Proposed	Change	Existing	Proposed	Change	Existing	Proposed	Change
CSAH 17		1125.3	1125.1	-0.2	1125.7	1125.6	-0.1	1126.1	1126.0	-0.1
CSAH 2		1109.3	1109.3	0.0	1109.4	1109.4	0.0	1109.6	1109.6	0.0
CD 19 Outlet		1091.6	1091.3	-0.3	1091.8	1091.6	-0.2	1092.1	1091.9	-0.2

ENGINEER'S FINAL REPORT  
 IMPROVEMENT OF COUNTY DITCH NO. 19  
 WASECA COUNTY, MN  
**OPINION OF PROBABLE COST**

<b>MAIN TILE</b>				
Item No.	Description	Est. Qty.	Unit Price	Amount
1.	Mobilization	1 LS	\$ 8,000.00	\$ 8,000.00
2.	24" Tile	1,879 LF	26.00	48,854.00
3.	18" Tile	2,300 LF	20.00	46,000.00
4.	Bore 24" casing @ CSAH 2	100 LF	250.00	25,000.00
5.	Drain Tile Cross Connection	2 EA	2,000.00	4,000.00
6.	Connect existing tile	8 EA	350.00	2,800.00
7.	Tile Inspection Inlets	3 EA	1,000.00	3,000.00
8.	Crushed rock for pipe foundation	500 TON	25.00	12,500.00
9.	Rip Rap	40 CY	70.00	2,800.00
10.	Erosion Control	1 LS	1,000.00	1,000.00
SUBTOTAL:				\$ 153,954.00
+ Contingencies				15,400.00
Total Estimated Construction Costs:				\$ 169,354.00
+ Engineering, Legal, Viewing & Administrative:				38,000.00
TOTAL ESTIMATED MAIN TILE COST:				\$ 207,354.00

<b>STORAGE POND</b>				
Item No.	Description	Est. Qty.	Unit Price	Amount
1.	Common Excavation	8,583 CY	\$ 5.00	\$ 42,915.00
2.	Pond Outlet Structure	1 EA	7,500.00	7,500.00
3.	Rip Rap	50 CY	70.00	3,500.00
4.	Seeding and Erosion Control	3.6 AC	3,500.00	12,600.00
5.	Permanent Easement	3.0 AC	7,000.00	21,000.00
6.	Construction Easement	2.5 AC	700.00	1,750.00
SUBTOTAL:				\$ 89,265.00
+ Contingencies (10%)				9,000.00
Total Estimated Construction Costs:				\$ 98,265.00
+ Engineering, Legal, Viewing & Administrative:				15,000.00
TOTAL ESTIMATED POND COST:				\$ 113,265.00

<b>SUMMARY</b>	
<b>MAIN TILE:</b>	<b>\$ 207,354.00</b>
<b>STORAGE POND:</b>	<b>\$ 113,265.00</b>
<b>TOTAL ESTIMATED COST:</b>	<b>\$ 320,619.00</b>

# DRAWING OF EASEMENTS

IN NE1/4 SECTION 18-T107N-R23W  
WASECA COUNTY, MINNESOTA

## PREPARED LEGAL DESCRIPTION

A 33.00 foot wide ingress and egress access easement over, under and across all that part of the NE1/4 Section 18-T107N-R23W, Waseca County, Minnesota; said easement being 16.50 feet on each side of the following described centerline:

Commencing at the northwest corner of said NE1/4; thence South 89°33'15" East a distance of 91.01 feet on an assumed bearing on the north line of said NE1/4, to the point of beginning;

thence South 04°20'41" East a distance of 840.82 feet;

thence South a distance of 26.88 feet on a tangential curve concave to the East with a radius of 100.00 feet and a central angle of 15°24'03";

thence South 19°44'44" East a distance of 139.65 feet on a tangential line;

thence South a distance of 30.76 feet on a tangential curve concave to the West with a radius of 100.00 feet and a central angle of 17°37'28";

thence South 02°07'16" East a distance of 143.53 feet on a tangential line;

thence Southeast a distance of 41.32 feet on a tangential curve concave to the Northeast with a radius of 30.00 feet and a central angle of 78°55'24";

thence South 81°02'40" East a distance of 278.11 feet on a tangential line;

thence Southeast a distance of 43.45 feet on a tangential curve concave to the Southwest with a radius of 30.00 feet and a central angle of 82°59'21";

thence South 01°56'40" West a distance of 383.68 feet on a tangential line, to a point hereinafter referred to as Point A;

thence South 01°56'40" West a distance of 4.82 feet, to the point of termination;

The sidelines of said easement are lengthened or shortened to terminate on the north line of said NE1/4 and perpendicular to the point of termination.

and a Perpetual Conservation Easement for Drainage Management and Flowage purposes over, under and across said NE1/4; said easement described follows;

Beginning at the aforementioned Point A;

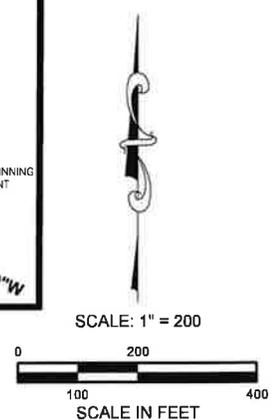
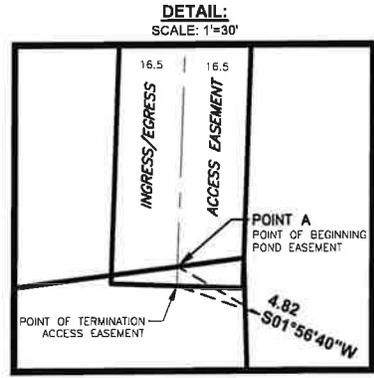
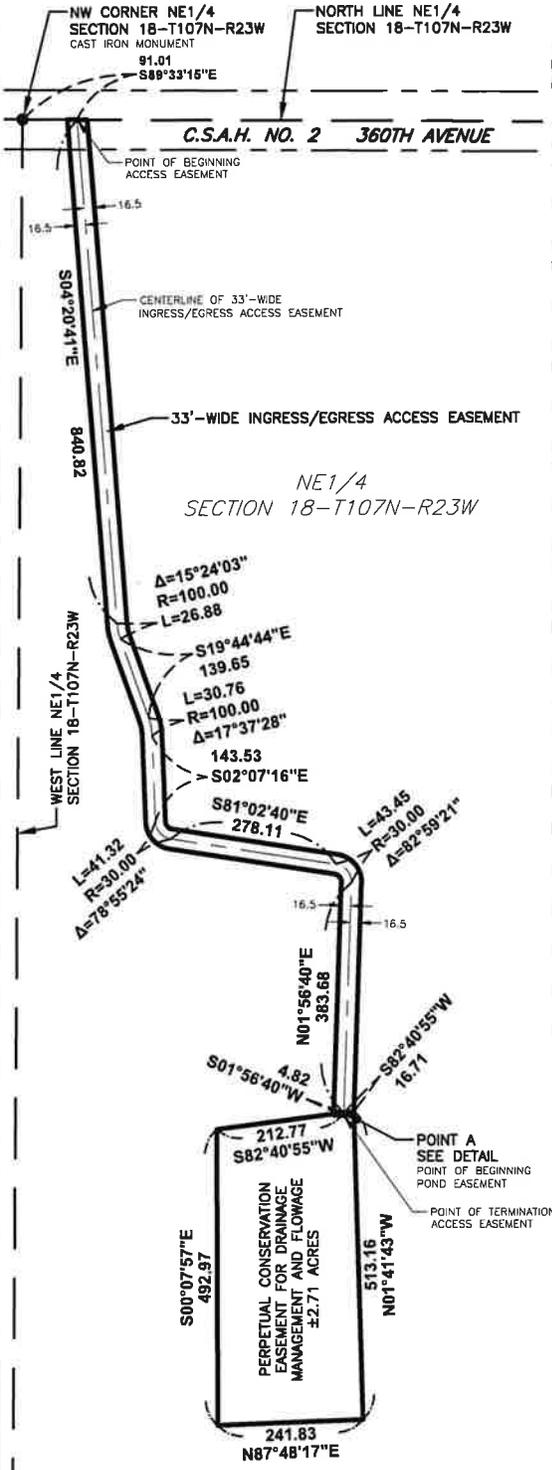
thence South 82°40'55" West a distance of 212.77 feet;

thence South 00°07'57" East a distance of 492.97 feet;

thence North 87°48'17" East a distance of 241.83 feet;

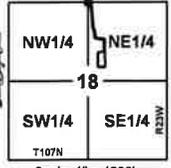
thence North 01°41'43" West a distance of 513.16 feet;

thence South 82°40'55" West a distance of 16.71 feet, to the point of beginning.



### FOR: WASECA COUNTY

#### LOCATION MAP



Date: 11/3/2020  
Revised date: -  
Drawn by: ADM  
Survey: -  
Coord-System: MNDOT CO. NAD83 1906  
Page 1 of 1  
Job No: 16-180 EASEMENT.DWG

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I hereby certify that this survey, plan, or report was prepared by me or under my direct supervision and that I am a duly Licensed Land Surveyor under the laws of the State of Minnesota.

Steven J. Thompson,  
L.S. No. 22705

Date



**JONES  
HAUGH  
SMITH**  
Engineers + Surveyors

515 South Washington Ave.  
Albert Lea, MN 56007  
507-373-4876

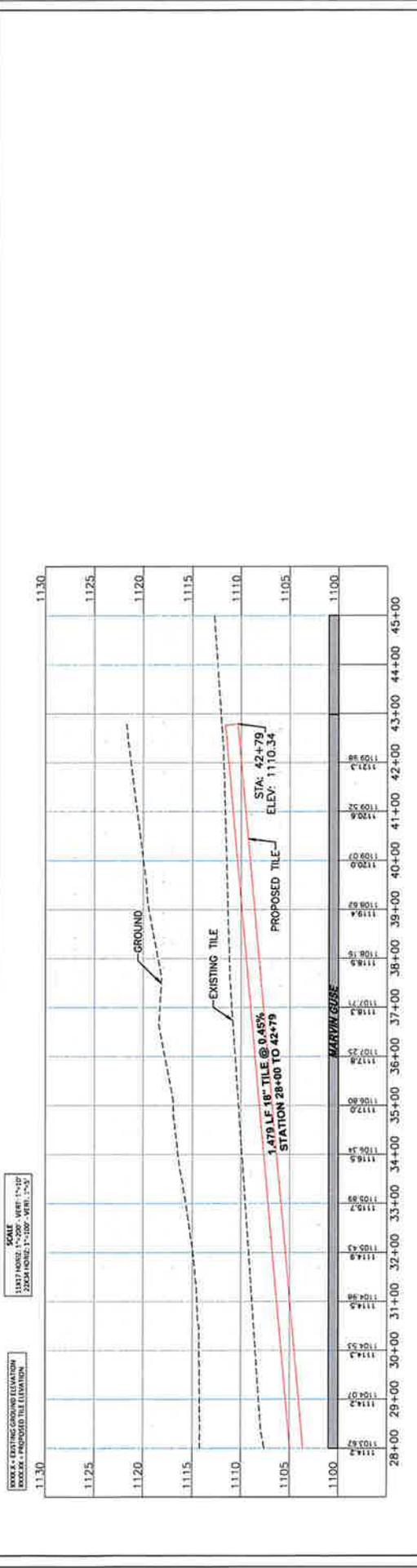
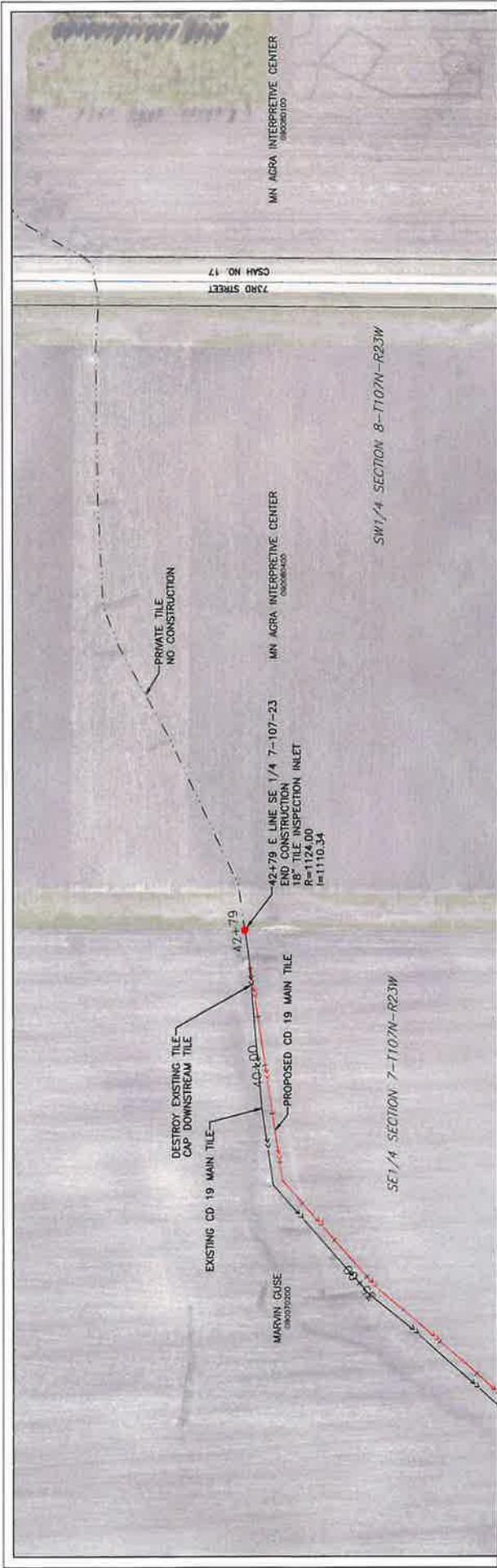
415 West North Street  
Owatonna, MN 55060  
507-451-4598











**INDEX A - EXISTING GROUND ELEVATION**  
**INDEX B - PROPOSED TILE ELEVATION**

**SCALE**  
 HORIZ: 1"=100'  
 VERT: 1"=5'

REVISIONS

NO.	DATE	BY	DESCRIPTION
1	08/27/20	SP	ISSUED FOR PERMITS
2	08/27/20	SP	ISSUED FOR PERMITS
3	08/27/20	SP	ISSUED FOR PERMITS

NO RESPONSIBILITY IS ACCEPTED FOR THE BOUNDARY OF THE PROPERTY SHOWN ON THIS PLAN. THE USER SHOULD BE RESPONSIBLE FOR OBTAINING THE NECESSARY SURVEY DATA AND PERMITS FOR THE PROJECT.

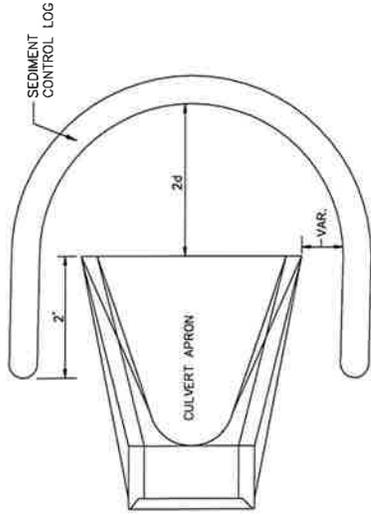
CONTRACT DATE: 08/27/20  
 CONTRACT NO.: 1-000-252-1168

PROJECT: WASECA COUNTY, MN  
 IMPROVEMENT TO COUNTY DITCH NO. 19  
 MAIN TILE

PLAN & PROFILE  
 SHEET 5 OF 10  
 SECTION 7-1107N-R23W

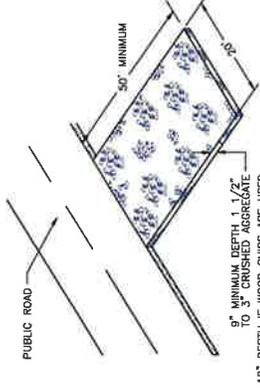
0 10 200 FEET





SEDIMENT CONTROL LOG  
(COMPOST, WOOD CHIP OR ROCK)  
d = CULVERT SIZE: 12" TO 36"

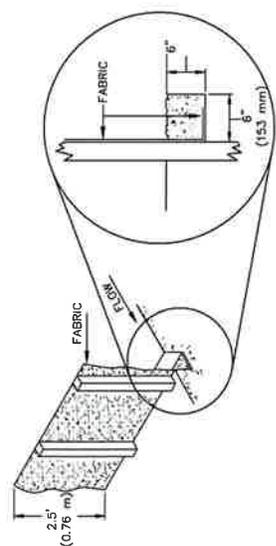
**CULVERT END CONTROLS**



9" MINIMUM DEPTH 1 1/2" TO 3" CRUSHED AGGREGATE TO 3" WOOD CHIPS ARE USED  
18" DEPTH IF WOOD CHIPS ARE USED

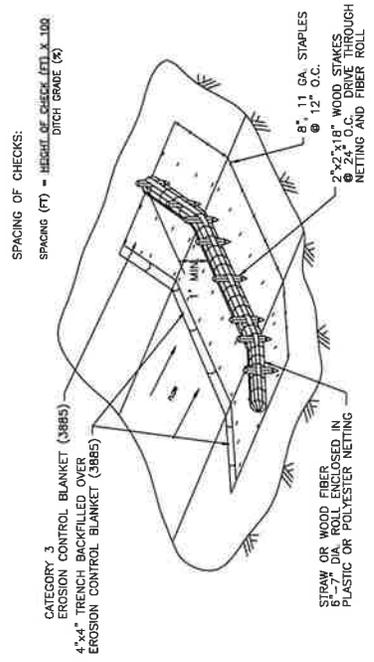
- NOTES:
1. FILTER FABRIC SHALL BE PLACED UNDER ROCK TO STOP MIGRATION OF MUD THROUGH ROCK.
  2. WOOD CHIPS USED FOR CONSTRUCTION ENTRANCES MUST BE 80% NOT LESS THAN 2 INCHES AND NOT MORE THAN 5 INCHES. NO CHIPPED UP MANUFACTURED WOOD CHIPS TO BE USED.
  3. ENTRANCE MUST BE REGULARLY MAINTAINED TO PREVENT SEDIMENTATION ON PUBLIC ROADWAYS. FLIGHTIVE ROCK OR WOOD CHIPS WILL BE REMOVED FROM ADJACENT ROADWAYS DAILY OR MORE FREQUENTLY AS NECESSARY.

**EROSION CONTROL PROTECTION AT CONSTRUCTION ACCESS**



- NOTES:
- PLACE BOTTOM EDGE OF FENCE INTO 6" (153 mm) DEEP
  - POSTS SHALL BE:
    - 4" (122 mm) ON CENTER
    - 2" (50.8 mm) X 2" (50.8 mm) HARDWOOD, PINE OR STANDARD STEEL FENCE POSTS
    - DRIVEN 2' (0.61 m) INTO THE GROUND.

**EROSION CONTROL FENCE**



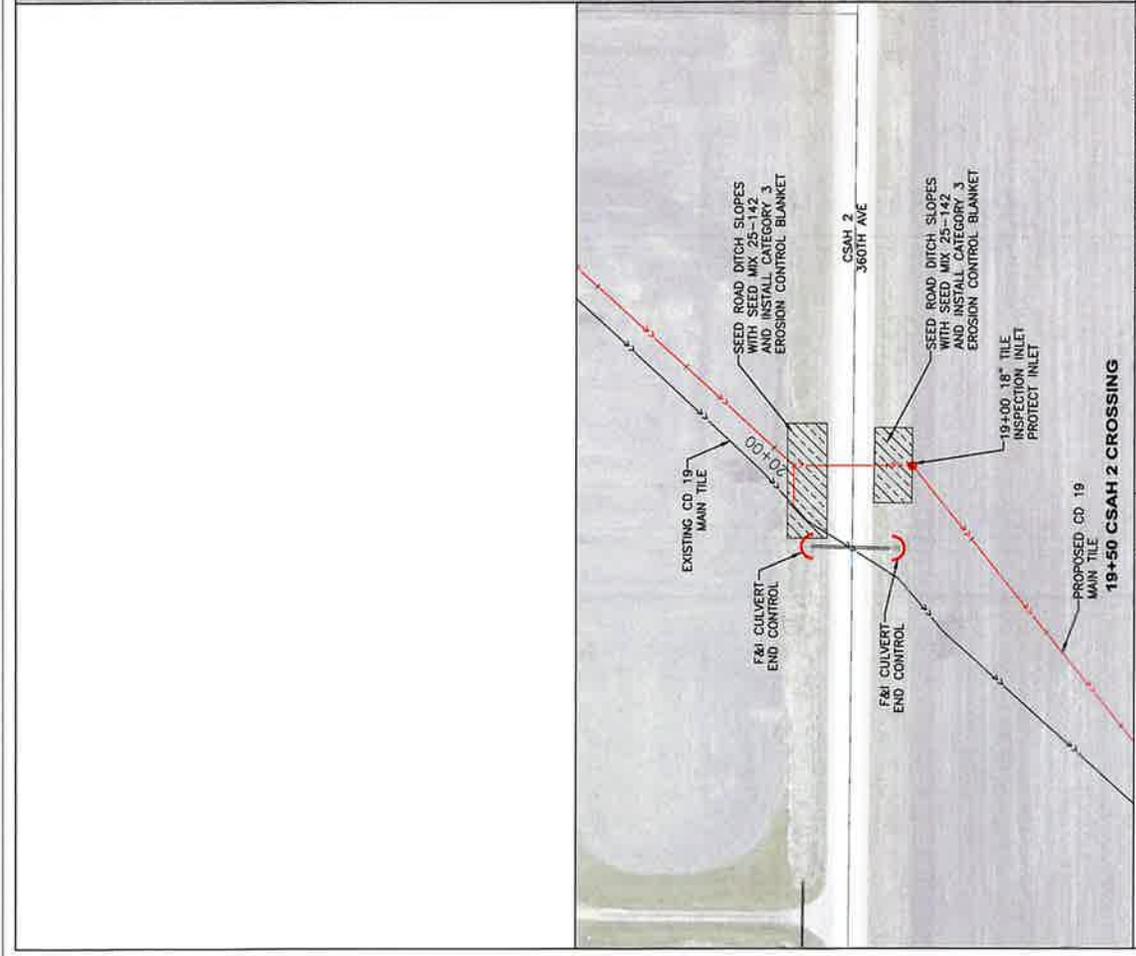
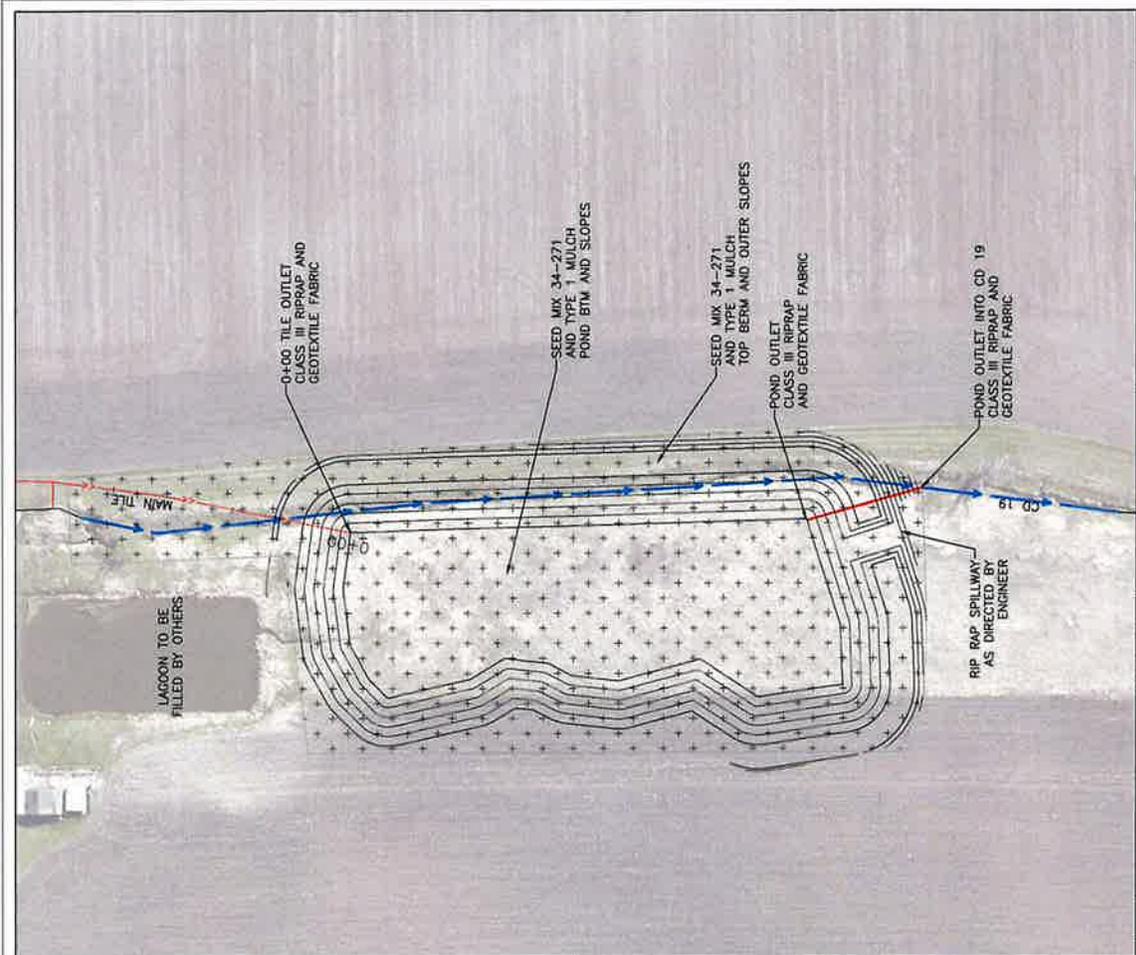
SPACING OF CHECKS: (FT) = HEIGHT OF CHECK LEFT X 100 DITCH GRADE (%)

- CATEGORY 3  
EROSION CONTROL BLANKET (3885)  
4" X 4" TRENCH BACKFILLED OVER  
EROSION CONTROL BLANKET (3885)

STRAW OR WOOD FIBER 6-7" DIA. ROLL ENCLOSED IN PLASTIC OR POLYESTER NETTING AND FIBER ROLL  
8" 11 GA. STAPLES @ 12" O.C.  
2" X 2" X 18" WOOD STAKES @ 24" O.C. DRIVE THROUGH NETTING AND FIBER ROLL

**BIO-ROLL BLANKET DITCH CHECK**

NOT TO SCALE	No responsibility is accepted for the foundation of structures shown on this drawing. The contractor shall be responsible for the foundation of any structure shown on this drawing. No liability shall be assumed for any damage or injury resulting from the use of this drawing.	1515 Jones Avenue Jones, IA 52240 319-251-2200 www.jones.com	DESIGNED: J.P. DRAWN: S.P. CHECKED: J.P. DATE: 12-2-08	I hereby certify that the plan, specification, and notes are correct and that the contractor shall be responsible for the foundation of any structure shown on this drawing.	SHEET 7 of 10
			JONES HAUGH SMITH ENGINEERS 1515 Jones Avenue Jones, IA 52240 319-251-2200 www.jones.com	WASECA COUNTY, MN COUNTY DITCH NO. 18 SWPPP DETAILS	



**SCALE**  
1" = 100'  
2020 AUGUST 14, 2020

**HOME SCALE**  
0 50 100 FEET

**NO. RESPONSIBILITY**  
No responsibility is accepted for the installation of any equipment or materials unless specifically stated on the drawings. The contractor should be required to verify the construction of all items shown on any other station vying for construction.

**CONTRACTOR**  
This drawing and design are prepared by Jones Hough Smith Inc. and are the property of Jones Hough Smith Inc. All rights reserved. No part of this drawing may be reproduced without the written permission of Jones Hough Smith Inc.

**REVISIONS**

NO.	DATE	BY	DESCRIPTION

**DESIGNED** SJP  
**DRAWN** SJP  
**CHECKED** SJP  
**DATE** 07-17-20  
**DWG. NO.** 19-001-002

**11500 Hennepin Ave  
Minneapolis, MN 55412  
43 West Lake Street  
Oakdale, WI 53450**

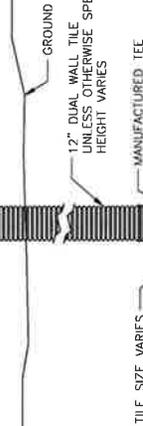
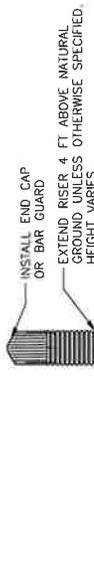
**JONES  
HOUGH  
SMITH  
INC.**  
Engineers & Surveyors

**WASECA COUNTY, MN  
IMPROVEMENT TO  
COUNTY DITCH NO. 19  
SWPPP DETAILS**

**SHEET  
8  
OF  
10**

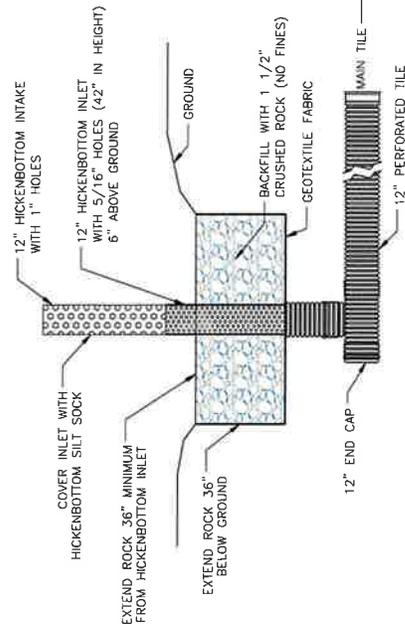
**Author** 03-11-20  
**Scale** 1" = 100'  
**Drawn** SJP  
**Checked** SJP  
**Design** SJP

TILE SIZE VARIES



**TILE INSPECTION INLET**

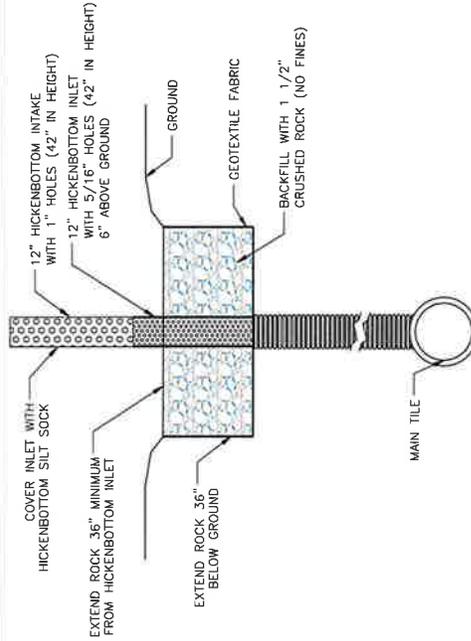
- NOTES:
1. EXTEND VERTICAL RISER A MINIMUM OF 4 FT ABOVE NATURAL GROUND SURFACE AND INSTALL END CAP OR BAR GUARD.
  2. ALL CONNECTIONS SHALL BE MADE WITH MANUFACTURED FITTINGS WHENEVER POSSIBLE.
  3. TILE INSPECTION INLETS SHALL BE PAID FOR AS A LUMP SUM PER SPECIFICATIONS. ALL FITTINGS AND BAR GUARD ARE INCIDENTAL TO TILE INSPECTION INLET CONSTRUCTION.



**OFFSET ALTERNATIVE TILE INLET (OATI)**

COMPOST  
This shall not be used as permitted by  
of the same as materials that are  
above the ground surface and partitioned at  
above the ground surface.

NOT TO SCALE



**ALTERNATIVE TILE INLET (ATI)**

- NOTES:
1. ALL HICKENBOTTOM INLET SECTIONS SHALL BE 12" IN DIAMETER AND 42" IN HEIGHT.
  2. ALL CRUSHED ROCK AGGREGATE BACKFILL SHALL BE CLEAN OF FINES AND DEBRIS.
  3. CRUSHED ROCK AGGREGATE SHALL EXTEND A MINIMUM OF 36" FROM CENTER OF HICKENBOTTOM INLET.
  4. CRUSHED ROCK AGGREGATE SHALL EXTEND A MINIMUM OF 36" BELOW GROUND.
  5. ALL CONNECTIONS SHALL BE MADE WITH MANUFACTURED FITTINGS.
  6. ALTERNATIVE TILE INLETS SHALL BE PAID FOR AS A LUMP SUM PER SPECIFICATIONS AND INCLUDE ALL FITTINGS AND AGGREGATE MATERIAL.
  7. OFFSET ALTERNATIVE TILE INLETS SHALL BE PAID FOR AS A LUMP SUM PER SPECIFICATIONS AND INCLUDE ALL FITTINGS AND AGGREGATE MATERIAL. BID QUANTITY-BASED ON ZOLF OF PIPE. ADDITIONAL PIPE TO BE PAID FOR PER SPECIFICATIONS.

NOTE: PROPOSED TILE TO BE TELEVIEWED AS PER SPECIFICATIONS. CONTRACTOR IS RESPONSIBLE FOR PROVIDING ACCESS TO TILE FOR TELEVIEWING. INLETS MAY BE UP-SIZED TO ACCOMMODATE TELEVIEWING EQUIPMENT AT NO COST TO OWNER. IF INLETS ARE UNDERSIZED FOR TELEVIEWING THE CONTRACTOR MUST EXCAVATE TILE TO PROVIDE ACCESS. NO EXTRA COMPENSATION WILL BE PROVIDED TO EXCAVATE AND REPAIR TILE.

Res. responsibility is accepted for the accuracy of the information provided herein. The contractor shall be responsible for the accuracy of the information provided herein. The contractor shall be responsible for the accuracy of the information provided herein.

REV. BY DATE

1-800-253-1188

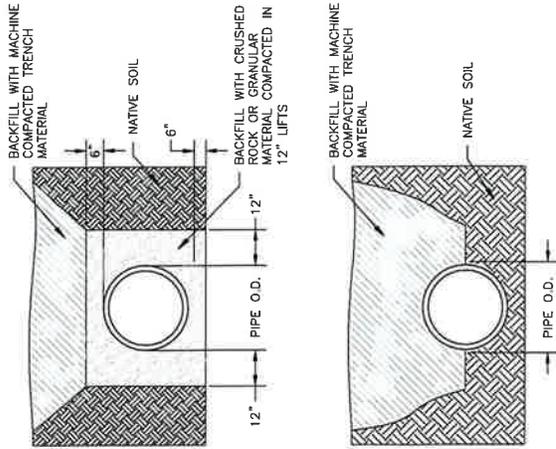
EXHIBIT STATE DOC-5411

IONES HAUGH SMITH  
Professional Engineer  
1500 Westwood Ave  
St. Paul, MN 55108  
612-291-3300  
www.ioneshsmith.com

DESIGNED BY: [Blank]  
CHECKED BY: [Blank]  
DATE: 12-1-2019  
FILE NO: 19-100292

WASECA COUNTY, MN  
COUNTY DITCH NO. 19  
STANDARD DRAINAGE DETAILS

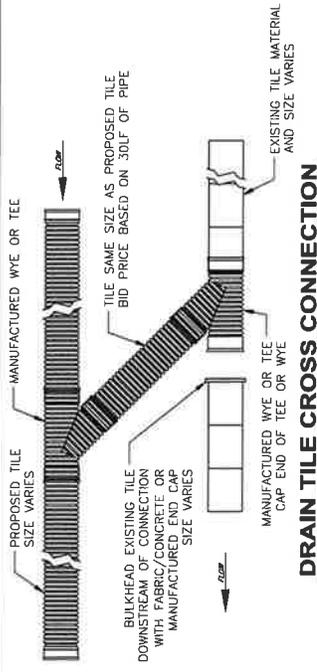
SHEET 9 of 10



- NOTES:
1. PIPE SHALL BE INSTALLED IN ACCORDANCE WITH ASTM D2321, "STANDARD PRACTICE FOR UNDERGROUND INSTALLATION OF THERMOPLASTIC PIPE FOR SEWERS AND OTHER GRAVITY FLOW APPLICATIONS", LATEST EDITION.
  2. UNSTABLE. THE CONTRACTOR SHALL EXCAVATE TO A DEPTH REQUIRED BY THE ENGINEER AND REPLACE WITH SUITABLE MATERIAL.
  3. BEDDING MATERIAL SHALL BE CLASS I, II OR III IN THE PIPE ZONE EXTENDING NOT LESS THAN 6" ABOVE CROWN OF PIPE. MATERIAL SHALL BE INSTALLED AS REQUIRED IN ASTM D2321, LATEST EDITION.

- NOTES:
1. NATIVE SOIL, SUITABLE IN-SITU MATERIAL SHALL BE OF ADEQUATE STRENGTH TO WITHSTAND TRENCHING OPERATIONS AND MAINTAIN THE FINAL TRENCH SHAPE. IF ANY PART OF THE TRENCH SIDEWALL SLOUGHS OFF DURING EXCAVATION, REMOVE MATERIAL FROM TRENCH AND REPLACE WITH SUITABLE MATERIAL.
  2. TRENCH AND REPLACE WITH SUITABLE MATERIAL.
  3. DEPTH SUCH THAT THE TOP OF THE BACKFILL TRENCH BOTTOM EXTENDS TO PIPE SPRINGLINE OR HIGHER.
  4. FILL MATERIAL: AFTER PLACEMENT OF THE PIPE IN THE SHAPED TRENCH, FILL MATERIAL MEETING A CLASS I, II, III OR IV MAY BE PLACED AND COMPACTED AROUND THE PIPE.

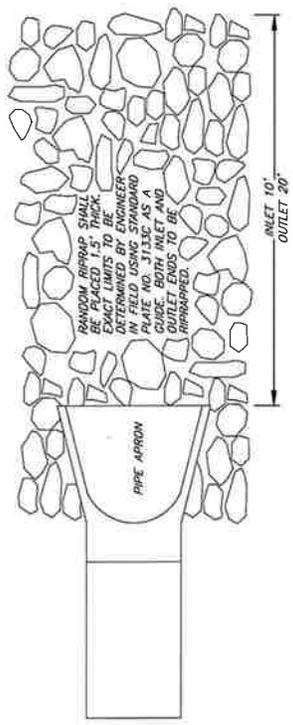
### DWPE INSTALLATION & BEDDING DETAIL



- NOTES:
1. ALL FITTINGS ARE INCIDENTAL TO DRAIN TILE CROSS CONNECTION.
  2. CONNECTIONS TO CONCRETE OR CLAY TILE SHALL BE MADE BY SLIDING DUAL WALL TILE OVER THE EXISTING TILE AND WRAPPING THE JOINT IN GEOTEXTILE FABRIC.
  3. DRAIN TILE CROSS CONNECTIONS SHALL BE PAID FOR AS A LUMP SUM PER SPECIFICATIONS.
  4. PRICE IS BASED ON 30 LF. OF PIPE. ADDITIONAL PIPE TO BE PAID FOR PER SPECIFICATIONS.

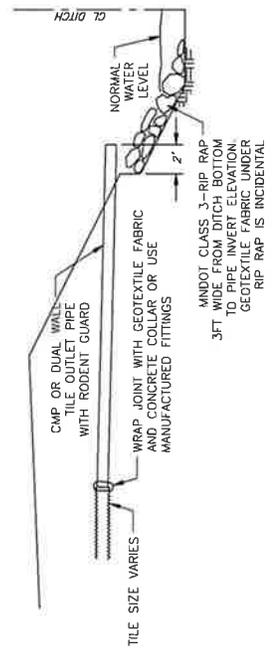
COMPARISON  
This shall be used in conjunction with the specifications and drawings for the project. The size and quantity of material shall be determined by the contractor and verified by the engineer without the written consent and participation of the engineer.

NOT TO SCALE



### TYPICAL TILE OUTLET RIP RAP DETAIL

- NOTES:
1. OUTLET PIPES SHALL BE ONE SIZE LARGER THAN TILE.
  2. MANUFACTURED FITTING OR TILE OUTLET PIPE SHALL BE SLIDED OVER THE EXISTING TILE AND THE JOINT WRAPPED IN GEOTEXTILE FABRIC.
  3. OUTLET PIPES 12" IN DIAMETER ARE GREATER SHALL BE RWETED CMP. PIPES SMALLER THAN 12" IN DIAMETER SHALL BE DUAL WALL TILE.
  4. AT THE TIME OF CONSTRUCTION THE ENGINEER WILL DESIGNATE OUTLETS TO BE REPLACED. EXISTING OUTLETS IN GOOD CONDITION SHALL BE ARMORED WITH TILE.
  5. TILE OUTLET PIPES SHALL BE PAID FOR AS A LUMP SUM PER SPECIFICATIONS.
  6. RODENT GUARDS SHALL BE INSTALLED ON ALL TILE OUTLET PIPES LESS THAN 15" IN DIAMETER AS PER SPECIFICATIONS.
  7. SLOPE PIPE TO TERMINATE APPROXIMATELY 2 FT ABOVE NORMAL WATER LEVEL EXCEPT AS REQUIRED BY GRADE AND ELEVATION, OR AS OTHERWISE DIRECTED BY ENGINEER.



### TYPICAL TILE OUTLET PIPE INSTALLATION



## 2021 Board Calendar

### JANUARY

1 – CLOSED – New Year’s Day  
 5 – County Board Meeting  
 18 – CLOSED – MLK Day  
 19 – County Board Meeting  
 TBD – Day At The Capitol

### APRIL

2 – CLOSED Good Friday  
 TBD - AMC Leadership Summit  
 6 – County Board Meeting  
 20 – County Board Meeting

### JULY

5 – CLOSED – Independence Day  
 6 – County Board Meeting  
 16-19 – NACo Conference  
 20 – County Board Meeting

### OCTOBER

5 – County Board Meeting  
 11 – Highway Dept. CLOSED – Columbus Day  
 19 – County Board Meeting

### FEBRUARY

2 – County Board Meeting  
 15 – CLOSED – President’s Day  
 16 – County Board Meeting  
 TBD – AMC Legislative Conference  
 11 - 16 – NACo Legislative Conf.

### MAY

4 – County Board Meeting  
 18 – County Board Meeting  
 31 – CLOSED – Memorial Day

### AUGUST

3 – County Board Meeting  
 10 – Possible Budget Work Session  
 17 – County Board Meeting  
 24 – Possible Budget Work Session

### NOVEMBER

2 – County Board Meeting  
 11 – CLOSED – Veteran’s Day  
 16 – County Board Meeting  
 25 – CLOSED – Thanksgiving  
 26 – CLOSED – Friday after Thanksgiving (except Highway)

### MARCH

2 – County Board Meeting  
 16 – County Board Meeting

### JUNE

1 – County Board Meeting  
 15 – County Board Meeting

### SEPTEMBER

6 – CLOSED – Labor Day  
 7 – County Board Meeting  
 21 – County Board Meeting  
 TBD – AMC Fall Policy Conf.

### DECEMBER

7 – County Board Meeting & Budget Hearing Presentation  
 TBD – AMC Conference  
 21 – County Board Meeting  
 24 – Christmas Eve – ½ Day  
 27 – CLOSED – Christmas

January						
Su	Mo	Tu	We	Th	Fr	Ss
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February						
Su	Mo	Tu	We	Th	Fr	Ss
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

July						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Board Meeting  
 Work Session

Offices Closed  
 Special Meeting



**Waseca County Board of Commissioners  
Request for Board Action**

---

**2021 Citizen Board/Commission Appointments and Per Diem Rates**

<b>Meeting Date:</b>	January 5, 2021	<b>Fiscal/FTE Impact:</b>
<b>Item Type:</b>	<input type="checkbox"/> Consent <input checked="" type="checkbox"/> Action	<input type="checkbox"/> None
<b>Department:</b>	Administration	<input type="checkbox"/> Current budget
<b>Contact:</b>	Michael Johnson, Administrator	<input type="checkbox"/> New FTE(s) Requested
<b>Contact Phone:</b>	507-835-0631	<input type="checkbox"/> Other
<b>Prepared by:</b>	Michael Johnson	<input type="checkbox"/> Amendment Requested

---

**PURPOSE/ACTION REQUESTED**

The Waseca County Board of Commissioners make appointments to Citizen Boards and Commissions as well as set per diem rates.

**SUMMARY**

In 2020 per diem rates were set at \$ 75.00.

**RECOMMENDATION**

Waseca County staff recommends that the Waseca County Board of Commissioners set a 2021 per diem for citizens serving on Boards and Commissions on behalf of Waseca County. Staff recommends that the board consider per diem rates for meetings to be set for citizen boards and the 2021 mileage rate instituted by the County, which follows IRS standards.

**EXPLANATION OF FISCAL/FTE IMPACTS**

**Supporting Documents:**

Attachment A:  
Attachment B:

**Previous Board Action(s):**

Resolution #



Waseca County Board of Commissioners  
Request for Board Action

---

Appointments of Citizens to Boards and Commissions

<b>Meeting Date:</b>	January 5, 2021	<b>Fiscal/FTE Impact:</b>
<b>Item Type:</b>	<input type="checkbox"/> Consent <input checked="" type="checkbox"/> Action	<input type="checkbox"/> None
<b>Department:</b>	Planning and Zoning Department	<input checked="" type="checkbox"/> Current budget
<b>Contact:</b>	Mark Leiferman, Planning and Zoning Administrator	<input type="checkbox"/> New FTE(s) Requested
<b>Contact Phone:</b>	(507) 835-0651	<input type="checkbox"/> Other
<b>Prepared by:</b>	Shelley Hyatt	<input type="checkbox"/> Amendment Requested

---

**PURPOSE/ACTION REQUESTED**

Appointments of Citizens to Boards and Commissions

**SUMMARY**

One (1) member of the Board of Adjustment and two (2) members of the Planning Commission have terms that expire in December 2020. For the Planning Commission and the Board of Adjustment, each member is eligible for reappointment at the discretion of the County Board for a term of three (3) years and there is no term limit. The following members are up for renewal to serve another term:

**Planning Commission**

- Replacement needed for Marty Armstrong
  - o New 3 Year Term: 2021, 2022, 2023
  - o District 3 - NELSON
- Russ Frederick
  - o New 3 Year Term: 2021, 2022, 2023
  - o District 2 - HARGUTH
- Mark Sommers
  - o New 3 Year Term: 2021, 2022, 2023
  - o District 5 - KRAUSE

**Board of Adjustment**

- Robert Vogelsang
  - o New 3 Year Term: 2021, 2022, 2023
  - o District 1 - CHRISTOPHERSON

**Economic Development Authority**

The following is a summary of the status of the appointments to the various boards and commissions discussed herein:

<b>WASECA BOARD AND COMMISSIONS</b>			<b>Re- appointment</b>
<b>Planning Commission</b>			<b>2021</b>
1	Leon Schoenrock	2019-2020-2021	
2	Stephanie Roemhildt	2019-2020-2021 *	
3	Marv Pearson	2019-2020-2021	
4	Mark Sommers	2021-2022-2023	X
5	Vacant	2021	?
6	Russ Frederick	2021-2022-2023	X
7	De Malterer- Board Appointee **	2021	
<b>Board of Adjustment</b>			<b>2021</b>
1	Duane Rathman	2020-2021-2022	
2	Rodney Born	2019-2020-2021	
3	Robert Vogelsang	2021-2022-2023	X
4	Stephanie Roemhildt	2019-2020-2021 *	
5	Richard Possin	2020-2021-2022	
<b>Economic Development Authority</b>			<b>2021</b>
1	Charles Benson	2018-2019-2020-2021-2022-2023	
2	Pam Lehrke	2019-2020-2021-2022-2023-2024	
3	Chris Osterloh	2020-2021-2022-2023-2024-2025	
4	Carol Raiman	2016-2017-2018-2019-2020-2021	
5	Russ Frederick	2017-2018-2019-2020-2021-2022	
6	Brad Krause – Board Appointee	**	
7	Doug Christopherson – Board Appointee	**	

\* Planning Commission and Board of Adjustment Member

\*\* Board to appoint annually

**RECOMMENDATION**

Move to approve the reappointment of the above members to their respected regulatory bodies.

**EXPLANATION OF FISCAL/FTE IMPACTS**

Per Diem for Meetings + Mileage

**Administrator’s Comments:**

- Recommend Action
- Do Not Recommend Action
- Reviewed – No Recommendation
- Reviewed – Information Only
- Submitted at Commissioner Request

**Reviewed By (if required):**

- County Attorney’s Office
- Risk Management
- Human Resources
- Information Technology
- Building and Grounds

\_\_\_\_\_  
County Administrator



**Waseca County Board of Commissioners  
Request for Board Action**

**Official Newspaper for 2021**

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<b>Meeting Date:</b>	January 5, 2021	<b>Fiscal/FTE Impact:</b>	<input checked="" type="checkbox"/> None
<b>Item Type:</b>	<input type="checkbox"/> Consent <input checked="" type="checkbox"/> Action	<input type="checkbox"/> Current budget	<input type="checkbox"/> New FTE(s) Requested
<b>Department:</b>	Auditor-Treasurer	<input type="checkbox"/> Other	<input type="checkbox"/> Amendment Requested
<b>Contact:</b>	Tammy Spooner		
<b>Contact Phone:</b>	(507) 835-0616		
<b>Prepared by:</b>	Tammy Spooner		

---

**PURPOSE/ACTION REQUESTED**

Requesting adoption of Resolution #2021-1 to designate Waseca County News as the 2021 official newspaper for Waseca County.

**SUMMARY**

Two bids were received for the official newspaper publications for Waseca County for 2021. Bids were received from Janesville Journal and Waseca County News. The low bid was an index of .17289 from Waseca County News.

**RECOMMENDATION**

Waseca County staff recommends that the Waseca County Board of Commissioners adopt Resolution #2021-1 awarding the bid to Waseca County News.

**EXPLANATION OF FISCAL/FTE IMPACTS**

**Supporting Documents:**

Attachment A: Resolution #2021-1  
Attachment B:

**Previous Board Action(s):**

Resolution #

**RESOLUTION # 2021-1**

**Resolution Designating the Legal Paper of Waseca County for 2021**

**BE IT RESOLVED**, that the Waseca County News of Waseca, Minnesota, a legal paper of the County of Waseca, be and hereby is designated the official newspaper to publish the proceedings of the County Board, ordinances, official notices, real estate delinquent tax lists, County Board of Equalization, and all other legal notices required by law to be published in the official newspaper of Waseca County for the year 2021.

**BE IT FURTHER RESOLVED**, that the Waseca County Website [www.co.waseca.mn.us](http://www.co.waseca.mn.us) will be the official website for the posting of the 2020 financial statement.

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

Dated this 5<sup>th</sup> day of January, 2021.

Waseca County Board of Commissioners

By: \_\_\_\_\_, Board Chair

ATTEST:

\_\_\_\_\_  
Tamara J. Spooner  
Waseca County Auditor-Treasurer

**Administrator's Comments:**

- Recommend Action
- Do Not Recommend Action
- Reviewed – No Recommendation
- Reviewed – Information Only
- Submitted at Commissioner Request

**Reviewed By (if required):**

- County Attorney's Office
- Risk Management
- Human Resources
- Information Technology
- Building and Grounds

\_\_\_\_\_  
County Administrator



**Waseca County Board of Commissioners  
Request for Board Action**

**Authorize Auditor's Warrants**

<b>Meeting Date:</b>	January 5, 2021	<b>Fiscal/FTE Impact:</b>	<input checked="" type="checkbox"/> None
<b>Item Type:</b>	<input type="checkbox"/> Consent <input checked="" type="checkbox"/> Action	<input type="checkbox"/> Current budget	<input type="checkbox"/> New FTE(s) Requested
<b>Department:</b>	Auditor-Treasurer	<input type="checkbox"/> Other	<input type="checkbox"/> Amendment Requested
<b>Contact:</b>	Tammy Spooner		
<b>Contact Phone:</b>	507-835-0616		
<b>Prepared by:</b>	Tammy Spooner		

**PURPOSE/ACTION REQUESTED**

Request annual authorization to process Auditor's Warrants

**SUMMARY**

Request for authorization for the County Auditor-Treasurer to process payments by Auditor's Warrants, for which the precise amount is fixed by law or authorized by some other person, officer, or tribunal, which incidental fees, utility bills, salaries, highway department fuel bills, freight, postage, and sheriff's paper service to other counties. Incidental fees include prepayment of expenses for seminars and other county business trips. Further to authorize payments 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. Also, to refund an application fee or overpayment and to purchase miscellaneous supplies for the jail as authorized by the jail administrator.

**RECOMMENDATION**

Waseca County staff recommends that the Waseca County Board of Commissioners grant authority as requested.

**EXPLANATION OF FISCAL/FTE IMPACTS**

**Supporting Documents:**

Attachment A:  
Attachment B:

**Previous Board Action(s):**

Resolution #



**Waseca County Board of Commissioners  
Request for Board Action**

**2021 County Mileage Rate**

<b>Meeting Date:</b>	January 5, 2021	<b>Fiscal/FTE Impact:</b>	<input type="checkbox"/> None
<b>Item Type:</b>	<input type="checkbox"/> Consent <input checked="" type="checkbox"/> Action	<input checked="" type="checkbox"/> Current budget	<input type="checkbox"/> New FTE(s) Requested
<b>Department:</b>	Auditor-Treasurer	<input type="checkbox"/> Other	<input type="checkbox"/> Amendment Requested
<b>Contact:</b>	Tammy Spooner		
<b>Contact Phone:</b>	507-835-0616		
<b>Prepared by:</b>	Tammy Spooner		

**PURPOSE/ACTION REQUESTED**

Request to set the 2021 mileage rate for Waseca County.

**SUMMARY**

The IRS has set the 2021 mileage rate at 56 cents per mile (a 1.5 cent decrease from the 2020 rate).

**RECOMMENDATION**

Waseca County staff recommends that the Waseca County Board of Commissioners follow the IRS guideline and set the 2021 mileage rate at 56 cents per mile.

**EXPLANATION OF FISCAL/FTE IMPACTS**

**Supporting Documents:**

Attachment A:  
Attachment B:

**Previous Board Action(s):**

Resolution #



**Waseca County Board of Commissioners  
Request for Board Action**

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**MnPrairie Finance Committee 2021 Representative**

<b>Meeting Date:</b>	January 5, 2021	<b>Fiscal/FTE Impact:</b>	<input checked="" type="checkbox"/> None
<b>Item Type:</b>	<input type="checkbox"/> Consent <input checked="" type="checkbox"/> Action	<input type="checkbox"/> Current budget	<input type="checkbox"/> New FTE(s) Requested
<b>Department:</b>	Auditor-Treasurer	<input type="checkbox"/> Other	<input type="checkbox"/> Amendment Requested
<b>Contact:</b>	Tammy Spooner		
<b>Contact Phone:</b>	507-835-0616		
<b>Prepared by:</b>	Tammy Spooner		

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**PURPOSE/ACTION REQUESTED**

Requesting appointment of a representative to the MnPrairie Finance Committee.

**SUMMARY**

Waseca County is required to appoint a representative to the MnPrairie Finance Committee for 2021. The representative must be an administrator, coordinator, finance director, auditor, or treasurer.

**RECOMMENDATION**

Waseca County staff recommends that the Waseca County Board of Commissioners appointment of a representative and an alternate to the Finance Committee.

**EXPLANATION OF FISCAL/FTE IMPACTS**

**Supporting Documents:**

Attachment A:  
Attachment B:

**Previous Board Action(s):**

Resolution #



**Waseca County Board of Commissioners  
Request for Board Action**

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**Establish 2021 Elected Officials' Annual Salaries**

<b>Meeting Date:</b>	January 5, 2021	<b>Fiscal/FTE Impact:</b>	<input type="checkbox"/> None
<b>Item Type:</b>	<input type="checkbox"/> Consent <input checked="" type="checkbox"/> Action	<input checked="" type="checkbox"/> Current budget	<input type="checkbox"/> New FTE(s) Requested
<b>Department:</b>	Human Resources	<input type="checkbox"/> Other	<input type="checkbox"/> Amendment Requested
<b>Contact:</b>	Melissa Sexton, HR Director		
<b>Contact Phone:</b>	507-835-0617		
<b>Prepared by:</b>	Melisa Sexton		

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**PURPOSE/ACTION REQUESTED**

Establish 2021 Elected Officials' annual salaries.

**SUMMARY**

Elected Officials, shall receive as compensation for services rendered by them for their respective county, annual salaries and reimbursement for necessary expenses in performing the duties of the office as set by resolution of the county board. The annual salary shall be effective for the 2021 calendar year.

Waseca County Board of Commissioners has established a process by which the Labor Committee annual meets with each elected official, reviews comparable market data and presents a recommendation to the board. Proposed salaries for 2021 have been computed based upon relevant statutory provisions.

**RECOMMENDATION**

The action requested is to adopt the resolution establishing Waseca County elected salaries amounts for 2021.

**EXPLANATION OF FISCAL/FTE IMPACTS**

Funding is included in the current 2021 budget

**Supporting Documents:**

Attachment A:  
Attachment B:

**Previous Board Action(s):**

**RESOLUTION #2021-2**

**WHEREAS**, the County Board of Commissioner has the duty and responsibility, by law, to establish by resolution the minimum and annual salaries to be paid to its elected officials; and

**WHEREAS**, the County Board of Commissioner has considered the position responsibilities and duties, as well as, the elected officials individual’s experience, qualifications and performance;

**NOW, THEREFORE, BE IT RESOLVED** that effective January 1, 2021, the annual salaries of elected officials shall be as follows:

<b>Title</b>	<b>Minimum Salary 2020</b>	<b>Annual Salary 2020</b>	<b>Minimum Salary 2021</b>	<b>Annual Salary 2021</b>
Attorney (MN Stat. §388.18)	\$66,633.42	\$105,019.20	\$66,633.42	\$108,169.78
Auditor-Treasurer (MN Stat. §385.373)	\$60,942.29	\$95,992.00	\$60,942.29	\$98,871.76
Recorder (MN Stat. §386.16)	\$49,792.37	\$83,408.00	\$49,792.37	\$85,076.16
Sheriff (MN Stat. §387.20)	\$66,633.42	\$99,999.00	\$66,633.42	\$107,000.00

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

Adopted by Waseca County Board of Commissioners this 5<sup>th</sup> day of January;

Waseca County Board of Commissioners

\_\_\_\_\_  
By: \_\_\_\_\_, Board Chair

ATTEST:

\_\_\_\_\_  
Tamara J. Spooner  
Waseca County Auditor-Treasurer

<p><b>Administrator’s Comments:</b></p> <p><input checked="" type="checkbox"/> Recommend Action</p> <p><input type="checkbox"/> Do Not Recommend Action</p> <p><input type="checkbox"/> Reviewed – No Recommendation</p> <p><input type="checkbox"/> Reviewed – Information Only</p> <p><input type="checkbox"/> Submitted at Commissioner Request</p> <p>_____ County Administrator</p>	<p><b>Reviewed By (if required):</b></p> <p><input type="checkbox"/> County Attorney’s Office</p> <p><input type="checkbox"/> Risk Management</p> <p><input checked="" type="checkbox"/> Human Resources</p> <p><input type="checkbox"/> Information Technology</p> <p><input type="checkbox"/> Building and Grounds</p>
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Waseca County Board of Commissioners  
Request for Board Action

Adoption of Personnel Policies

<b>Meeting Date:</b>	January 5, 2021	<b>Fiscal/FTE Impact:</b>	<input type="checkbox"/> None
<b>Item Type:</b>	<input type="checkbox"/> Consent <input checked="" type="checkbox"/> Action	<input type="checkbox"/> Current budget	<input type="checkbox"/> New FTE(s) Requested
<b>Department:</b>	Human Resources	<input type="checkbox"/> Other	<input type="checkbox"/> Amendment Requested
<b>Contact:</b>	Melissa Sexton, HR Director		
<b>Contact Phone:</b>	507-835-0617		
<b>Prepared by:</b>	Melissa Sexton		

**PURPOSE/ACTION REQUESTED**

Human Resources is recommending updates and new provisions to certain County personnel policies and programs to promote positive, productive, safe, and effective workplace culture and practices, and to support continued compliance with applicable law and regulations and effective delivery of public services.

**SUMMARY**

The proposed policies will apply to all non-represented employees and have been reviewed by the labor committee, labor attorney and the management team. Summary to each of the proposed policies are described below.

*#2010 Probationary and Trial Periods:* The proposed language removes the existing waiting period for employees to be able to use their earned PTO during their probation. The proposed language promotes the County’s objective to provide equity, consistency, and flexibility in the delivery of paid time off benefits to all eligible County staff.

*#3004 Severance Compensation:* The policy is rewritten to provide clarity and understanding for employees. Language is updated to align with the proposed PTO policy. Language is added to offer retiree’s the option to allocate their PTO payouts to a deferred compensation plan. Also added to the language is the allocation of the Extended sick leave payouts to a Health Care Savings Plan.

*#4000 Holidays:* The proposed policy is rewritten to provide clarity and understanding for employees. There are not substantive changes to the policy with the exception that the one paid personal holiday language is removed supporting the proposed PTO policy.

*#4001 Paid Time Off (PTO)* The newly developed PTO policy is a compilation of existing accrual policies that promote the County’s objective to provide equity, consistency, and flexibility in the delivery of paid time off benefits to all eligible County staff. It is also consistent with Waseca County’s effort to enhance its position as a preferred employer. It is the County’s belief that balanced and flexible plans like this one are the best way to attract and retain valued employees. The PTO policy will replace the existing vacation and sick leave policies as well as the one paid personal holiday in the existing Holiday policy.

*#4002 Leave of Absence:* The policy is rewritten to provide clarity and understanding for employees. There are not substantive changes to the policy with the exception that language is updated to align with the proposed PTO policy and to continue to support compliance with the law.

**RECOMMENDATION**

Waseca County staff recommends that the Waseca County Board of Commissioners adopt resolution 2021-3 adopting the updated personnel policies.

## **EXPLANATION OF FISCAL/FTE IMPACTS**

### **Supporting Documents:**

Attachment A: #2010 Probationary and Trial Periods  
Attachment B: #3004 Severance Compensation  
Attachment C: #4000 Holidays  
Attachment D: #4001 Paid Time Off (PTO)  
Attachment E: #4002 Leave of Absence

### **Previous Board Action(s):**

Resolution #

**RESOLUTION # 2021-3**

**WHEREAS**, the Waseca County Board of Commissioners has authority to establish and revise county personnel policies; and

**WHEREAS**, these policy recommendations have been reviewed in consultation with the Labor Committee, Labor Attorney; and

**WHEREAS**, the County Human Resources Department recommends the adoption of new and updated policies to promote positive, productive, safe, and effective workplace culture and practices, and to support continued compliance with applicable law and regulations, and effective delivery of public services; and

**Therefore, be it resolved**, Waseca County shall adopt the following personnel policies effective January 1, 2021:

**SECTION: STAFFING & EMPLOYMENT PRACTICES**

- 1. #2010 Probationary and Trial Periods

**SECTION: CLASSIFICATION AND COMPENSATION**

- 1. #3004 Severance Compensation

**SECTION: BENEFITS AND LEAVE OF ABSENCES**

- 1. #4000 Holidays
- 2. #4001 Paid Time Off (PTO)
- 3. #4002 Leave of Absence

Adopted by Waseca County Board of Commissioners this 5<sup>th</sup> day of January;

Waseca County Board of Commissioners

By: \_\_\_\_\_, Board Chair

ATTEST:

\_\_\_\_\_  
Tamara J. Spooner  
Waseca County Auditor-Treasurer

**Administrator's Comments:**

- Recommend Action
- Do Not Recommend Action
- Reviewed – No Recommendation
- Reviewed – Information Only
- Submitted at Commissioner Request

**Reviewed By (if required):**

- County Attorney's Office
- Risk Management
- Human Resources
- Information Technology
- Building and Grounds

\_\_\_\_\_  
County Administrator



## #4000 Holidays

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Category: Personnel Policies  
 Section: Benefits & Leave of Absences  
 Department: Human Resources  
 Original/Revision Date(s):  
 Revised:  
 Approved: Board of Commissioners Resolution #

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### STATEMENT

The County establishes a consistent process for compensating employees for specific holidays.

### POLICY

The following days, and other such days as the Board may designate, are holidays, to be compensated at straight time for regular and probationary full-time and probationary employees, provided the employee is in compensated payroll status the last working day preceding the holiday and the first working day following the holiday:

<u>Designated Holidays</u>	<u>Date</u>
New Year's Day	January 1
Martin Luther King Day	Third Monday in January
President's Day	Third Monday in February
Good Friday	Friday before Easter Sunday
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	First Monday in September
Veteran's Day	November 11
Thanksgiving Day	Fourth Thursday in November
Friday after Thanksgiving	Generally the Fourth Friday in November
Christmas Eve (1/2 day)	December 24
Christmas Day	December 25

\*The County Highway Department observes Columbus Day (the second Monday in October) as a legal holiday instead of the Friday after Thanksgiving.

Designated holidays that fall on Sunday will be observed the following Monday, those that fall on Saturday will be observed the preceding Friday, unless another day is specified for observance by the Board. An employee scheduled to work other than the normal workweek of Monday through Friday shall receive the same number of holidays. Employees will receive holiday pay for either the designated or the observed holiday based upon their regularly assigned work schedule.

### PROCEDURE

Each full-time and part-time employee who holds a non-limited term position will receive holiday pay at his or her regular rate of pay if the employee is on pay status on both the last scheduled workday prior to the observed holiday and the first scheduled workday following the designated holiday.

- Employees who are in an out-of-pay status or on an unpaid leave of absence when a holiday occurs will not be entitled to holiday pay for that holiday.

- Designated holidays that occur within an employee's approved compensated leaves of absence or paid time off shall not be charged to the employee's paid time off, but shall be recorded as a holiday.
- Employees will not receive holiday pay for holidays occurring while on an unpaid leave of absence.

Holiday pay when no work is performed on a designated holiday: Eligible full-time employees will receive eight (8) hours of holiday pay for a designated holiday on which they perform no work. Eligible part-time employees, whose budgeted FTE is 0.50 or greater will also receive holiday pay for a designated holiday on which they perform no work; the number of hours of such holiday pay is calculated based on a pro-rated basis, determined by their budgeted full time equivalent (FTE).

Holiday pay when work is performed on a designated holiday: Non-exempt employees who are required to work on a designated holiday will be paid at a rate of one and one-half (1.5) times their applicable regular rate of pay for all hours actually worked in addition to the 8 hours of holiday pay.

Exempt employees required to work on a designated holiday by the Department Head or Supervisor shall be eligible for flex time off at one and one half (1.5) time for the hours worked on that holiday in addition to the eight (8) hours of holiday pay. For exempt employees who are required to work on an observed holiday, the premium flex time rate described in this section does not apply. If exempt employees choose to work on a designated or observed holiday, the premium flex time rate described in this section does not apply.

In no case shall the total compensation exceed two and one-half (2.5) times the employee's regular rate of pay.



## #4001 Paid Time Off (PTO)

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Category: Personnel Policies  
Section: Benefits & Leave  
Department: Human Resources  
Original/Revision Date(s): January 2021  
Revised:  
Approved: Board of Commissioners Resolution #

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### STATEMENT

It is a continuing objective of Waseca County to provide equity, consistency and flexibility in the delivery of all benefits programs to county staff. Where appropriate, certain benefits have also been designed to incorporate employee tenure to recognize and reward loyal service to the County. These considerations are particularly significant in the accrual, utilization and administration of paid time off (PTO).

### DEFINITIONS

*Paid Time Off (PTO):* PTO is a flexible bank of time off that an employee earns and may use for any reason with prior supervisory approval. Paid Time off is a combination of vacation, sick leave and floating holiday.

*Tenure:* the total length of continuous employment with Waseca County, including approved leaves of absence and aggregate time served in benefit eligible positions, since the most recent date of hire.

*Full-time equivalent (FTE):* The calculation of FTE is an employee's scheduled hours divided by the employer's hours for a full-time workweek.

### POLICY

PTO provides all participating County employees with adequate and necessary paid time off work while ensuring necessary departmental coverage by requiring adequate advance notice so that necessary planning can occur. PTO can be used for any purpose, subject only to non-intrusive request/approval procedures consistent with policy and labor contracts.

### PROCEDURE

#### Eligibility

- All full-time and part-time regular employees whose budgeted FTE is 0.50 or greater shall be eligible for, and accrue PTO.
- Regular part-time employees, who's budgeted FTE is 0.50 or greater, shall accrue pro-rated PTO benefits in accordance with the schedule based on their budgeted FTE.
- Seasonal, casual, on-call, temporary, and intern employees are not entitled to PTO, but may request permission from their supervisor to take unpaid time off.

## Accrual Rates

PTO accrues on a per pay period basis. PTO shall accrue in accordance with the following schedule, provided that the employee is in compensated payroll status or approved leave:

Years of Service	Approximate Hours Accrued Per Pay Period (24 Pay Periods)	Approximate Annual Accrual Rate
Less than 5 years	7.667	23 days/184 hours
5 years but less than 10 years	8.667	26 days/208 hours
10 years but less than 15 years	10.000	30 days/240 hours
15 years but less than 20 years	10.667	32 days/256 hours
20 years or more	11.667	35 days/280 hours

Provisions for accruals: The accrual rate shall be determined by the employee's continuous service in a regular full-time or part-time position, including all authorized paid leave(s) and authorized leave(s) without pay for military service.

- New employees that are eligible for PTO will start accruing PTO on the first day of employment.
- When continuous service reaches a point entitling the employee to the next higher accrual rate, the new accrual rate will commence on the eligible anniversary date.
- When an employee's FTE status changes, the updated accrual rate will commence on the first day of the pay period following the date of the status change.
- One hour of PTO shall be equal to the employee's regular hourly straight time earnings.

## Credit for Prior Experience

In exceptional situations where an individual is offered a position that has posed challenges in recruitment and/or retention, and/or that individual has extraordinary skills based on directly related experience in other employment, adjustments may be made to their PTO balance and/or accruals at the time of hire. Requests for additional accruals and/or PTO balance will only be granted if determined appropriate and approved by the Human Resource Director and County Administrator.

Employee Tenure restoration: The accumulation of those benefits related to years of service (such as eligibility for service awards and PTO accrual rates) is based on tenure. Employees who previously worked for the County and terminated in good standing may request to have previous County tenure restored. All such requests will be approved at the discretion of the Human Resource Director. General considerations relating to tenure restoration are as follows:

1. The length of the employee's previous service (minimum twenty-four months);
2. The length of the employee's separation from employment (maximum twenty-four months);
3. Whether tenure restoration would be consistent with previous decisions regarding tenure restoration.

## **Availability and Scheduling PTO**

- PTO accumulates and may be used during the probationary period.
- Employees are not allowed to use PTO until after the pay period in which it was earned.
- The minimum amount of PTO that can be used at any one time is 15 minutes, unless the leave bank is being exhausted at the time the leave is taken.
- When a designated holiday occurs during a scheduled PTO event, the time shall be considered a holiday.
- PTO requests are granted at the discretion of the Supervisor.

To ensure necessary departmental coverage, non-emergency (planned) use of PTO should be requested in advance. Employees should give their supervisor advance notice equal to the amount of requested time off, up to five days. Emergency (unplanned) use of PTO may require documentation. Established department rules and requirements concerning employee's absences from work will be applied.

At no time shall an employee be granted PTO when the Supervisor determines that the employee's absence may impair the efficient operation of the Department or Office. Once a request is approved, the County must show substantial cause to cancel or postpone a previously approved request.

## **Carryover of Accrued PTO and Annual Conversion Options**

Employees may carry forward a balance of unused PTO. The maximum carryover from one payroll year to the next is 720 hours. Any unused hours over the 720 hours will be lost if no conversion options have been elected during the required time frame.

Annual conversion options: Employees have the option to convert their accrued PTO into deferred compensation or to wages. To exercise this option, the employee must make an irrevocable election by November 30<sup>th</sup>, prior to the year of the conversion or to wages.

To be eligible to participate in the annual conversion of PTO to deferred compensation and/or wages, employees must meet the following criteria:

- Employees must have used 60 hours of PTO during the first three payroll quarters;
- Employees must have a balance of 40 hours of PTO after conversion

Conversion of PTO to deferred compensation: The maximum amount of PTO that can be converted to deferred compensation is 20 percent (subject to maximum deferral regulations as stated in IRC Section 457, and state salary statute limitations if applicable) of the total PTO balance. Conversion of PTO to deferred compensation will be effective the following year.

Conversion of PTO to wages: Employees may convert to wages up to 100 PTO hours in order to offset the cost of benefits enrollments, provided they meet the conversion requirements above.

## **Conversion of Sick and Vacation Accruals (for employees hired before December 31, 2020)**

Conversion of unused accrued vacation leave: All unused vacation balances as of the last payroll in 2020 shall be converted hour for hour to PTO accounts

Conversion of unused accrued regular sick leave: Unused sick leave balances shall be converted hour for hour to an Extended Sick Leave bank (ESLB) to a max of 720. Any remaining sick leave hours above the 720 will be converted to PTO.

## **Extended & Deferred Sick Leave Banks**

The Extended Sick Leave Bank (ESLB): Formally referred to as sick leave accruals and available to those employees who were able to convert their unused sick leave balances..

The Deferred Sick Leave Bank (DSLb): Remains available only to employees who had existing deferred sick leave banks. No additional accruals may be earned in DSLB.

No additional accruals may be earned in DSLB or ESLB.

Availability of ESLB and DSLB: An employee may use either bank for absences due to illness, injury, disability, exposure to contagious disease, or the necessity of medical or dental care of the employee or family members pursuant to Minn. Stat. §181.9413.

Absences due to illness, disability or injury may be taken from the ESLB, DSLB or PTO may be used in increments of 30 minutes at the employee's choice. However, the supervisor may require acceptable medical verification before approving the use of ESLB or DSLB time.

## **Employee Responsibility**

Employees are responsible for managing their own accruals. While employees may use PTO as they see necessary and with approval, it is recommend the employees monitor their usage and reserve sufficient hours to accommodate personal needs. Employees that do not manage their time correctly and do not have sufficient hours to cover time off could be subject to disciplinary action.

## **Separation from Employment**

Upon termination of employment in good standing, a regular employee shall be compensated for accumulated unused PTO in accordance with the Severance Compensation policy. Payment for unused PTO may be withheld or reduced if the employee is in any way indebted to the County or in possession of County equipment or property.



## #4002 Leave of Absence

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Category: Personnel Policies  
Section: Benefits & Leave of Absences  
Department: Human Resources  
Original/Revision Date(s):  
Revised:  
Approved: Board of Commissioners Resolution #

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### STATEMENT

The County strives to balance the demands of the workplace and our call to public service with the needs of employees and their families. Consistent with this statement, the County provides eligible employees with leave rights in accordance Minnesota state statutes, federal law, and in certain additional situations as defined in these policies.

Because these leaves are typically provided as a convenience to employees at some additional expense and inconvenience to the employer, employees, except where otherwise provided by law, assume any and all risks related to such leaves. These risks include the elimination, reallocation or reassignment of their duties which may result in employees being reassigned, demoted or terminated upon completion of their leaves.

### DEFINITIONS

*Paid leave* - Employees on paid leaves of absence receive the same compensation and benefits they would receive if the leave day(s) had been covered by accrued paid time off.

*Unpaid Leave* - For Non-FMLA leaves, employees must use all accrued paid time off before unpaid time off will be approved. Employees on a continuous unpaid leave of absence are not compensated for any workday which occurs during their leave of absence, nor do they earn any other benefit, privilege, or right on an unpaid leave day.

### POLICY

All requests for leaves of absence are granted or denied on the basis of the following factors:

1. Applicable state and federal laws and regulations.
2. The County will not approve any leave of absence in excess of 12 months unless required by law (for example USERRA 38 U.S.C. 4301 -4335).
3. The current and projected workload of the affected department.
4. The expense and availability of required replacement.
5. Any other legitimate business needs of the County.

If, after a consideration of the above factors, the County grants a leave, except where otherwise controlled by state or federal laws or regulations, the following stipulations apply:

- Whenever possible, employees return to their previous positions upon completion of their leaves. If their positions are no longer available, the County offers any other available positions for which they are eligible.
- If, during a leave of absence, permanent replacements are needed, the County notifies the employees on leave and gives them the opportunity to return early if they are able to do so.

## **TYPES OF PAID AND UNPAID LEAVES**

Employees may request a combination of leaves, including use of accrued paid time off and/or unpaid time off. However, any approved pay time must be used first and concurrently before unpaid leave

Military Leave: In accordance with state and federal laws, for qualifying military training or active service in accordance with official military orders or related authority, an employee shall receive full pay at base wage rate for a period not to exceed fifteen (15) days per calendar year. The employee may choose when to take all or part of the 15 paid days for required service throughout the year. Military leave in excess of fifteen (15) days in a calendar year may be provided without pay.

Extended Military Leave: In accordance with state and federal laws, an employee shall be entitled to a military leave of absence without pay of up to five (5) years for service in the armed forces of the United States. Reinstatement shall be made upon the request of an employee and within the timeframes outlined in Minnesota Statutes and in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA).

Elections and Voting: All employees eligible to vote in an election shall be provided time off from work necessary to appear at the employee's polling place, cast a ballot, and return to work on the day of that election, without penalty or deduction from salary or wages because of the absence. The employee must make prior arrangements for the absence with their immediate supervisor.

Election Judge: An employee selected to serve as an election judge pursuant to Minnesota law shall be provided time off with pay for purposes of serving as an election judge, provided the employee gives the County at least twenty days written notice. The employee's request to be absent must be accompanied with a certification from the appointing elections authority stating the hourly compensation to be paid to the employee for service as an election judge and the hours during which the employee will serve. In order to receive regular pay for the time served as an election judge, the employee shall be required to submit any compensation received for this duty, minus mileage and other expense reimbursement, to the County.

Jury Duty: Employees called for jury duty will be provided their regular compensation for scheduled work days. The employee shall be required to submit any compensation received for jury duty, minus mileage and other expense reimbursement, to the County. If an employee is excused or released from jury duty prior to the end of their scheduled work shift, the employee shall return to work as directed by the County or make arrangements with their supervisor for approved leave utilizing their available accrued PTO, or compensatory time, or other approved paid or unpaid leave time. Employees are required to notify their supervisor as soon as possible after receiving notice to report for jury duty.

Employees will receive their regular compensation to testify in court for County-related business, unless the action is instituted by the employee. Any compensation received for court appearances related to county employment as described above, minus mileage and expense reimbursement, shall be submitted to the County.

Victim or Witness Leave: An employee who is a victim or witness, who is subpoenaed or requested by the prosecutor to attend court for the purpose of giving testimony, or is the spouse or immediate family member (parent, spouse, child, or sibling of the employee) of such victim, shall be provided reasonable time off from work to attend criminal proceedings related to the victim's case. This time off may be leave with or without pay as determined appropriate by the County, in accordance with the circumstances and the employee's available accrued leave.

Bone Marrow Donation Leave: An employee who work at least half time for the County who seeks to undergo a medical procedure to donate bone marrow shall be provided paid leave not to exceed 40 work hours, unless agreed to by the employer. The County may require verification by a physician for the purpose and length of each leave requested by the employee to donate bone marrow. A medical determination that the employee does not qualify as a bone marrow donor does not result in forfeiture of the paid leave of absence granted to the employee prior to that medical determination.

Organ Donation Leave: An employee who work at least half time for the County who seeks to undergo a medical procedure to donate an organ or partial organ to another person shall be provided paid leave not to exceed 40 work hours for each donation, unless agreed to by the employer. The County may require verification by a physician for the purpose and length of each leave requested by the employee for organ donation. A medical determination that the employee does not qualify as an organ donor does not result in forfeiture of the paid leave of absence granted to the employee prior to that medical determination.

Minnesota School-Related Activities Leave: Eligible employees are entitled to take up to 16 hours of unpaid leave during any 12-month period to attend their children's school conferences, classroom activities, child care, or other early childhood programs, or to observe and monitor the services or program, provided the conference, activity, or observation cannot be scheduled during non-work hours.

To be eligible for this leave, employees need to work for the County at least half time. Eligible activities must be school, early childhood or childcare related and do not include community or private extracurricular programs. Employees are required to provide reasonable notice of the leave request and make a reasonable effort to schedule the leave so as to not unduly disrupt the operations of the employer. This leave may be unpaid leave; however, the County may require the use of accrued paid leave under this section.

Bereavement Leave: The bereavement/Funeral leave policy establishes uniform guidelines for providing time off to employees for absences related to the death of immediate family members.

- Immediate family for the purpose of this section is defined as spouse, child, son-in-law, daughter-in-law, stepchild, parent (in-law), brothers and sisters (in-law), grandparent (in-law) and grandchild.

An employee shall be allowed three (3) working days with pay for a death in their immediate family to attend a funeral of or make funeral arrangements. One (1) working day with pay shall be allowed to attend a funeral of or make funeral arrangements for a niece, nephew, aunt, uncle, or great grandparent of the employee. Two (2) additional days shall be allowed when travel, of at least one hundred-twenty (120) miles, is necessary, subject to the approval of the Employer or department head. Additional time in excess of the five (5) days indicated above shall be charged against the employee's PTO, ESLB, DSLB, or compensatory time, at the employee's choosing.

Employees may use up to four (4) hours of accumulated sick leave PTO, ESLB, DSLB, or compensatory time to attend the funeral of another county employee or retiree.

Medical Leave: A medical or disability leave of absence may be granted to an employee who is either ineligible for leave under the FMLA and the Minnesota Pregnancy and Parental Leave or who has exhausted their entitlement to both leaves. An employee requesting a medical or disability leave of absence should contact Human Resources and may be granted a leave of absence as a reasonable accommodation that will enable the individual to perform the essential functions of the job. Such leave will be evaluated through the interactive process and based on the specific facts of each case. The status

of the leave will be reviewed at approximately 30-day intervals or as deemed appropriate based on the facts of the specific case.

Requests for such leave will be subject to prior certification by the attending medical authority or a medical authority designated by the County. The employee may be required to submit documentation from the healthcare provider stating the need for the leave, the expected duration of the leave, and a general explanation of the nature of the medical condition or disability including its impact on ability to perform the job, as well as an explanation of how the leave of absence will assist the employee in being able to return to work and perform the essential functions of the job.

- Employees are required to use all available paid leave accruals prior to converting to an unpaid leave of absence.
- Returning employees may be required to submit certification from the healthcare provider of their ability to safely perform the essential functions of the position.

Work Related Injury: An employee temporarily disabled from work due to an injury or illness sustained directly in the performance of the employee's work with the County may be eligible for Workers' Compensation. See Workers' Compensation policy for additional information. All injuries or illness must be reported to the Supervisor on the date of the injury or as soon as possible thereafter.

Pregnancy and Parental Leave: Employees of Waseca County who work for the County at least half time, and have been employed with the County for at least 12 months before commencement of leave, are eligible to receive 12 weeks of unpaid pregnancy and parental leave under Minnesota Parental Leave laws.

- Parental leave due to birth or adoption of a child must begin within 12 months of the birth or adoption. However, if a child must remain in the hospital longer than the mother, the leave must begin within 12 months after the child leaves the hospital.
- The 12 weeks of pregnancy or parental leave may be taken consecutively or intermittently.
- Employees who take pregnancy and parental leave under Minnesota law are entitled to reinstatement in their same job after returning from leave, or return to a position of comparable duties, hours, and pay. In addition, an employee taking pregnancy or parental leave will be provided with continuation of their employer-provided health insurance during the leave.

An employee who is not also eligible for FMLA leave or who has exhausted their FMLA leave entitlement and then takes leave under Minnesota pregnancy and parental leave laws may be required to pay the full premium for continuation of insurance coverage and may not be eligible for continued regular County contributions during their leave. In some cases, Affordable Care Act provisions may provide for continuation of County contribution when maintaining coverage. If an employee is not eligible to maintain regular insurance contributions throughout their leave of absence, regular County contributions toward benefits will be reinstated in accordance with County policy and insurance plan eligibility provisions following the employee's return to work. An employee who is also eligible for FMLA leave shall have FMLA leave run concurrently with pregnancy and parental leave, and in this situation the employer contributions toward insurance benefits will continue during the FMLA leave of absence.

Minnesota pregnancy and parental leave runs concurrently with FMLA leave whenever the employee is eligible for leave under both laws. However, if an employee has taken FMLA leave for unrelated reasons, the employee will still be entitled to 12 weeks of leave for pregnancy-related illness and parental leave.

- Both paid and unpaid leave count toward the total of 12 weeks of pregnancy and parental leave. Therefore, if an employee utilizes, for example PTO, disability, or sick time for all or part of their time off for the birth of a child or for health conditions related to pregnancy, the employee would not be entitled to an *additional* 12 weeks of unpaid pregnancy and parental leave.
- Employees are required to use all available and applicable accrued paid leave such as sick leave, vacation leave, PTO, etc., during pregnancy and parental leave prior to converting to unpaid leave of absence.

Employee Notice: Employees are required to provide reasonable notice to Human Resources of the date the leave will begin and the estimated amount of leave.

Pregnancy Accommodation: The County will provide the following accommodations to a pregnant employee who desires any of these accommodations, without requirement for the employee to provide a note from their doctor or any other certification of the necessity of the accommodations:

- More frequent restroom breaks or food and water breaks;
- Seating arrangements; and
- A limit of lifting no more than 20 pounds.

In addition to the accommodations listed above, a pregnant employee seeking additional or other reasonable accommodations must notify Human Resources of their request for accommodation by completing and submitting the Accommodation Request Form. The employee and the employer shall engage in an interactive process with respect to the employee's request for a reasonable accommodation under this policy. The County will provide reasonable accommodations to an employee for health conditions related to pregnancy or childbirth if requested, with the advice of the employee's licensed health care provider or certified doula, unless the accommodation would impose an undue hardship on the operation of the employer's business. Reasonable accommodation may include temporary transfer to an existing and available position that is less strenuous or less hazardous.

Nursing/Lactation Support: The County supports employees in meeting their infant feeding goals and will provide reasonable unpaid break time to an employee to express milk for their child, provided doing so will not unduly disrupt the employer's operations. When possible, this break time will run concurrently with regular break time already provided to the employee. For time needed beyond usual break times, employees may use personal leave or may make up the time as approved by their supervisor. The County will provide space for an employee to express milk that is in close proximity to the work area, is a room other than a bathroom, is shielded from view, is free from intrusion from coworkers or the public, and includes access to an electrical outlet. Employees should contact Human Resources to make arrangements for use of lactation rooms or other space which meets the above provisions. Employees should contact their supervisor to discuss appropriate break time arrangements under the lactation support policy.

Personal Leave: An employee may request a personal leave of absence (for reasons other than disability) in writing.

- A Department Head may approve a personal leave of absence for a maximum of ten (10) work days.
- A request for leave of more than ten (10) days, up to and including thirty (30) days, shall require the approval of Human Resources.
- A personal leave in excess of thirty (30) days shall require the approval of the County Administrator.

- Such leaves shall not exceed one (1) year, unless extended by mutual agreement of the County Administrator, the employee, and the Department Head.
- Upon return from an unpaid leave of absence, the employee will be offered the first available like or similar position.
- Available paid leave accruals including PTO and compensatory time must be exhausted prior to approval of any unpaid personal leave, excepting a leave of absence for a campaign for political office.

Seniority and Benefits during Unpaid Leaves of Absence in Excess of 30 days: Employees receiving leave without pay in excess of thirty (30) calendar days, for reasons other than FMLA, parental leave, or other protected leave of absence under law:

- Except as required by law, seniority shall not accumulate during any unpaid leave of absence exceeding 30 days.
- The employee shall not accrue additional PTO and will not be eligible for holiday pay.
- Health insurance benefits will be offered in accordance with state and federal law. Continuation provisions may apply at the end of the month in which the leave begins or following loss of eligibility for regular County contributions, and will resume upon completing the eligibility and/or waiting period requirement, if any, following return from leave.
- Failure to comply with the return-to-work date established for the leave, or failure to request an extension from the Department Head within three (3) days prior to the expiration of the leave, may be grounds for termination of employment.

### **Third Party (disability or sick) Payments**

Employees who are collecting third party sick pay while on FMLA or workers' compensation shall not be required to supplement with accumulated paid leave. Employees who are collecting third party sick pay, but not covered by FMLA, shall be required to supplement the third party sick pay with accrued leave to total 100% of their regular base pay.

### **Retaliation Prohibited**

Retaliation is prohibited for requesting, taking leave, or asserting other rights provided under these policies. An employee who believes they have been retaliated against or have not been afforded rights under these policies should promptly report any concerns to the Human Resource Director.



## #2010 Probationary and Trial Periods

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Category: Personnel Policies  
Section: Staffing & Employment Practices  
Department: Human Resources  
Original/Revision Date(s):  
Revised:  
Approved: Board of Commissioners Resolution #

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### STATEMENT

In order to ensure that newly hired, rehired, transferred, reclassified, demoted or promoted employees are able and willing to meet the performance and conduct expectations of the position, such employees shall serve a probationary or trial period.

### DEFINITIONS

*Probationary Period:* The first six (6) month period following an employee's initial hiring or re-hiring when they are in active service in a position. The probationary period is designed to be an extended selection period to determine if regular status should be granted. Under certain circumstances, the probationary period may be extended.

### POLICY

Newly hired, rehired, transferred, demoted, and promoted employees shall continue the selection process through a probationary period or trial period designed to assess their ability to meet the performance and conduct requirements of the position. For newly hired employees the appointing authority shall determine whether regular employment status is to be granted or denied. Such a determination is final.

### PROCEDURE

The probationary or trial period shall begin when the employee reports for duty, and shall normally continue for six (6) months of active service for non-supervisory positions and twelve (12) months for supervisory positions. For certain statutory and Sheriff's Office positions, the probationary period is also defined as twelve (12) months. Employees shall be notified of the length of their probationary or trial period as a part of the employment offer.

The employee's Supervisor shall define the expectations during the probationary or trial period, explain them to the employee, provide orientation and learning opportunities for the employee, monitor performance, provide periodic feedback and complete performance evaluations during the probationary or trial period, normally at the mid-term of the period and one month prior to the end of the period. Such evaluations shall indicate areas of successful work, performance deficiencies, if any, and recommendations for improvement.

The Department Head shall determine whether or not the employee's performance and conduct are satisfactory to grant regular employment status at the conclusion of the probationary period. If the employee does not exhibit the necessary job skills, or the required work habits, the Department Head in consultation with the Human Resources Director may terminate the employee at any time during the probation period. In this case, the Department Head shall notify the employee of the termination in writing.

In some instances, the newly hired employee may not meet all of the required performance and conduct expectations during the probationary period. The Department Head, in consultation with the Human Resources Director, may extend the probationary period for up to six (6) months, with the agreement of the probationary employee. In these cases, the Department Head and Human Resources shall prepare a written statement for the employee's signature indicating the specific expectations required for successful completion of the extended probationary period. If the probationary employee does not agree to the extension of probation in these cases, the employee shall be terminated.

A regular employee who accepts a transfer, promotion, or seeks a voluntary demotion and does not successfully complete the trial period following that transfer, promotion, or voluntary demotion may, upon the acceptance of the Department Head, be eligible for reemployment in the first available position in the job previously held.

Newly hired employees promoted while serving a new hire probationary period shall complete a full probationary period in the new position before being granted regular status. Following the completion of the new hire probationary period, employees who were promoted while serving a new hire probationary period shall complete the full applicable trial period (e.g., 6 or 12 months).

Demoted or transferred employees may have the trial period waived upon the agreement of the Department Head in consultation with the Human Resources Director.

Benefits during Probation: Probationary employees who are eligible to accumulate PTO are eligible to use PTO during probation based upon established practice and policy. Probationary employees who are eligible for County-paid insurance benefits must first meet the eligibility and/or the waiting period requirements for these benefits.



## #3004 Severance Compensation

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Category: Personnel Policies  
Section: Classification & Compensation  
Department: Human Resources  
Original/Revision Date(s):  
Revised:  
Approved: Board of Commissioners Resolution #

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### STATEMENT

The County provides compensation to employees in a consistent manner when they terminate employment, to meet legal obligations and to recognize employees that have not used all of their paid leave over their years of service with the County. The benefits described in this policy shall apply to all employees unless otherwise specified in a collective bargaining agreement.

### DEFINITIONS

*Resignation:* Voluntary separation of employment from County service.

*Severance Pay:* Payout of benefits and compensation to regular employees leaving County employment in good standing.

*Tenure:* The total length of continuous employment with Waseca County, including approved leaves of absence and aggregate time served in benefit eligible positions, since the most recent date of hire.

### POLICY

The County may provide employees who resign or retire in good standing with compensation upon their leaving the organization. The amount and method of payment varies based on the most recent hire date for the employee, their years of continuous employment with the County, their leave or paid time off (PTO) balances, and the position the employee held during employment.

The County reserves the right not to make the post-employment payment of unused leave or PTO if an employee is terminated for cause or if the employee is in any way indebted to the County or in possession of County equipment or property.

In the event of an employee's death prior to resignation or retirement, the employee's spouse or estate shall receive post-employment compensation upon the employee's death.

### PROCEDURE

Severance compensation of PTO: Upon separation of County employment, employees who leave the County in good standing by providing adequate notice are entitled to payment for accrued and unused PTO at the rate of pay on their last paid day. The Employer may authorize exceptions to the requirement of notice in its discretion. This will normally be handled in a separate payment during the pay period of the final payment for hours worked.

An employee who has terminated Waseca County employment and qualifies as a Waseca County retiree may convert PTO to deferred compensation, subject to maximum deferral regulations as stated in IRC Section 457, on their final paycheck prior to receiving their severance payment.

Severance compensation of Compensatory time: Upon separation of County employment, employees are entitled to payment for accrued and unused compensatory time at the rate of pay on their last paid day.

Severance payment of Extended Sick Leave Bank (ESLB) for non-union employees: This section shall not apply to any employee hired on or after December 31, 2017.

<b>Years of service</b>	<b>Qualifying reason for Severance pay</b>	<b>% of entitled ESLB severance pay</b>
10 years or more	Retires or has a disability requiring termination of employment	50% of accumulated of ESLB, up to a maximum of \$2,350
15 years or more	Retires or has a disability requiring termination of employment	50% of accumulated of ESLB, up to a maximum of \$3,350
20 years or more	Retires or has a disability requiring termination of employment	60% of accumulated of ESLB, up to a maximum of \$6,500
30 years or more	Retires, resigns or has a disability requiring termination of employment	100% of accumulated of ESLB, up to a maximum of \$8,000

- In the event of death of an employee, severance pay of the deceased shall be paid to the employee's spouse, if living, or to the estate of the deceased employee.
- Severance pay based on sick leave shall pertain only to the first ninety (90) days of accumulated sick leave. The above maximum amounts shall be computed on a pro-rata basis for part-time employees.
- The value of unused sick leave shall be computed according to the employee's rate of pay immediately prior to the separation.
- All payments of unused ESLB under this section shall be made into a post-retirement health care savings plan.

Severance Payment of ESLB for supervisors: Upon completion of five (5) years of service as a supervisor, employees shall receive ESLB pay out upon separation, except for in the case of discharge from employment per the following schedule:

<b>Years of service</b>	<b>% of unused sick leave to be converted.</b>
0 to 5 years	0 days
6 to 10 years	Up to 30 days (240 hours)
10 to 20 years	Up to 60 days (480 hours)
20 + years	Up to 90 days (720 hours)

- In the event of death of an employee, severance pay of the deceased shall be paid to the employee's spouse, if living, or to the estate of the deceased employee.
- The value of unused sick leave shall be computed according to the employee's rate of pay immediately prior to the separation.
- This section shall not apply to any employee hired on or after December 31, 2020.
- All payments of unused ESLB under this section shall be made into a post-retirement health care savings plan.

Deferred Sick Leave Bank: No Severance payment shall be permitted for any deferred sick leave.

**WASECA COUNTY  
HUMAN RESOURCES DEPARTMENT  
AGENDA  
January 5, 2021**

**1. Human Resources, Melissa Sexton:**

- a. Resignation of Darin Milbrett, Highway Shop Foreman (grade 6) effective January 8<sup>th</sup>, 2021. (Highway)
- b. Recruitment initiated for Highway Shop Foreman (grade 6: \$22.22 – 27.77) (Highway)