

WASECA COUNTY BOARD OF COMMISSIONERS — MARCH 2, 2021

The Waseca County Board of Commissioners met in regular session on Tuesday, March 2, 2021, in the boardroom, 300 North State Street, Waseca, Minnesota. Members present were Chair DeAnne Malterer, Doug Christopherson, Brian Harguth, Blair Nelson, and Brad Krause.

Others present were Michael Johnson, Administrator; Tammy Spooner, Auditor-Treasurer; Melissa Sexton, Human Resources Manager; Brad Milbrath, Sheriff; Brian Zabel, Feed Lot Officer; Mark Leiferman, Planning & Zoning Administrator; Jennifer Novak, Assistant County Attorney; and Alan Forsberg, Interim Public Works Director.

Chair Malterer 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.

Harguth moved and Krause seconded to approve the agenda with the change to move items e, f, and g from the Consent Agenda to action items. Motion carried unanimously.

Christopherson moved and Krause seconded to approve the Minutes from February 2, 2021 and February 16, 2021 Commissioner Meetings. Motion carried unanimously.

Harguth moved and Nelson seconded to approve the Consent Agenda, with the removal of items e, f and g. Motion carried unanimously.

- a. Approval of Bills
- b. Approve Howard E. Hyhart Company Agreement in the amount of \$12,100.00 over a 3-year period.
- c. Aquatic Invasive Species Radio Advertising Space in the amount of \$2,400.00
- d. Partial Release of Exclusive Agricultural Use Zone Restrictive Covenant; Gregory T. and Barbara J. Roesler
- e. Adopt Resolution 2021-16 approving the collective bargaining agreements with Minnesota Public Employee Association, representing the Courthouse Unit, Highway & Solid Waste & Recycling Unit, Licensed Essential Unit and Nonlicensed Essential Unit, for the period of January 1 through December 31, 2021
- f. Adopt Resolution 2021-17 establishing 2021 wage increases for non-union employees
- g. Adopt Resolution 2021-18 approving #7000 Waseca County Emergency Response Plan
- h. Approve reclassification of Public Works Director/County Engineer to a grade 19
- i. Approve purchase agreement with Waseca Area Senior Center in the amount of \$11,3641.48.

Brian Zabel, Feed Lot Officer, requested to set a date and time for a Public Hearing to set a fee for electronic testing for manure and pesticide licensing. Krause

moved and Christopherson seconded to set the hearing date for March 16, 2021 at 9:45 a.m. Motion carried unanimously.

At 9:45 a.m., a Public Hearing was held to set a \$250.00 Administrative Forfeiture Fee, plus \$5.00 per day for vehicle or property held by the Sheriff's Office. The Hearing was opened at 9:47 a.m. for public comment. There was no public comment. The Public Hearing was closed at 9:49 a.m. Krause moved and Christopherson seconded to approve the fees as presented. Motion carried unanimously.

Mark Leiferman, Planning & Zoning Administrator, presented a Conditional Use Permit Request for Winegar Family LTD Partnership and Everson Garden LLC for a solar farm in Section 11 of St. Mary Township. Having previously reviewed the findings of fact and criteria, the Board dispensed with the formal readings. Nelson moved and Christopherson seconded to approve the criteria as presented. Motion carried unanimously.

Nelson moved and Krause seconded to approve the Conditional Use Permit for Winegar Family LTD Partnership and Everson Garden LLC. Motion carried unanimously.

Alan Forsberg, Interim Public Works Director, presented bids that were received for a mill and overlay project on CSAH 4, Snake Trail Road. Forsberg recommended awarding the project to the low bidder, Ulland Brothers. Christopherson moved and Nelson seconded to adopt Resolution 2021-15 to award the bid to Ulland Brothers in the amount of \$1,598,987.20. Motion carried unanimously.

RESOLUTION # 2021-15

Whereas, CSAH 4, Snake Trail, from Clear Lake to CSAH 10 pavement is in poor condition and a mill and overlay is needed to preserve and improve the pavement; and

Whereas, CSAH Regular funds have been budgeted for this work, now

Therefore, this contract is awarded to Ulland Brothers Construction

Alan Forsberg, Interim Public Works Director, requested adoption of a resolution authorizing the County Engineer to acquire right-of-way easements for the CSAH 41 project. Krause moved and Christopherson seconded to adopt Resolution #2021-14 to approve the right-of-way acquisition. Motion carried unanimously.

RESOLUTION # 2021-14

Whereas, CSAH 41 from just south of the railroad tracks is in very poor condition and does not meet State Aid standards, and

Whereas, an additional 16.5' of right of way is needed on both sides of the road to construct the project, now

Therefore, the County Engineer is authorized to acquire this right of way.

Alan Forsberg, Interim Public Works Director, presented bids that were received for asphalt emulsion for seal coating projects. Forsberg recommended awarding the bid to the low bidder, H.G. Meigs, in the amount of \$151,200.00. Harguth moved and Christopherson seconded to adopt Resolution #2021-13 to award the bid. Motion carried unanimously.

RESOLUTION # 2021-13

Whereas, seal coating of bituminous roads is an important maintenance practice which preserves bituminous road pavement, and

Whereas funds have been budgeted for this purchase, now

Therefore resolved, the Waseca County Board of Commissioners awards the contract to H.G. Meigs, the low bidder.

Mr. Forsberg shared information on the following items:

- Motor Grader for Waldorf
- Pup Trailer
- Rubber Tire Roller
- Tractor with Mower and Loader
- Salt Sheds Janesville and New Richland
- Fuel Systems

Michael Johnson provided an administrative update.

Melissa Sexton, Human Resources Manager, provided an HR Update.

Melissa Sexton, Human Resources Manager, gave an overview of the collective bargaining agreements and requested adoption of a resolution to approve agreements. Nelson moved and Harguth seconded to adopt Resolution #2021-16 approve the collective bargaining contracts with the Waseca County Courthouse Unit, Licensed Essential Unit and Non-licensed Essential Unit. Motion carried unanimously.

RESOLUTION #2021-16

WHEREAS, the negotiation team representing Waseca County and Minnesota Public Employees Association representing the Waseca County Courthouse Unit, Licensed Essential Unit and Non-licensed Essential Unit, have reached a tentative settlement on the terms of an agreement for the period of January 1, 2021 through December 31, 2021; and

WHEREAS, representatives of the Courthouse Unit, Licensed Essential Unit and Non-licensed Essential Unit, have ratified the agreement; and

WHEREAS, the settlement is recommended by the Human Resource Director, Melissa Sexton, and the County Administrator, Michael Johnson.

NOW THEREFORE BE IT RESOLVED, by the Board of Commissioners, in and for the County of Waseca, Minnesota, hereby authorize to execute and implement the terms of the Bargaining Agreements.

Melissa Sexton, Human Resources Manager, requested adoption of a resolution to approve wage increases for non-union employees, to mirror the union contracts. Harguth moved and Christopherson seconded to adopt Resolution 2021-17. Motion carried unanimously.

RESOLUTION #2021-17

WHEREAS, the Board established an intent to maintain a competitive compensation schedule for County employees within the County's Classification and Compensation system; and,

WHEREAS, the compensation adjustments of non-union employees, unclassified employees, appointed positions and department heads for 2021 need to be established; and,

WHEREAS, the Human Resource Director has recommended to the Waseca County Board of Commissioners that the potential salary adjustments of non-union employees, unclassified employees, appointed positions and department heads be increased as described below, except for specific exclusions as are on file in Human Resources:

NOW, THEREFORE, BE IT RESOLVED that effective March 2, 2021, non-union employees, unclassified employees, appointed positions and department heads shall be adjusted as follows: Eligible employees shall receive a 1.5% general wage adjustment within their salary grade, effective at the beginning of the first full pay period following January 1, 2021. Employees' wages will be adjusted by 1.0% within their salary grade, effective at the beginning of the first full pay period in March 2021. In no event may an employee move beyond the max pay of the pay grade; and,

BE IT FURTHER RESOLVED that the 2021 Salary Ranges for the Waseca County Classification and Compensation Plan shall be adjusted by .5% general increase with an adjustment to the spread of the min and max to 30%, effective January 1, 2021.

Melissa Sexton, Human Resources Manager, requested adoption of a resolution to adopt an Emergency Response Plan for Waseca County. Nelson moved and Christopherson seconded to adopt Resolution 2021-18 approving the Emergency Response Plan. Motion carried unanimously.

RESOLUTION #2021-18

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

WHEREAS, this policy recommendation has been reviewed in consultation with the management team, and

WHEREAS, the County Human Resources Department recommends the adoption of the Emergency Response Plan to establish a continuing state of readiness for the protection of Waseca County employees and the public in all Waseca County buildings in an event of an emergency situation.

NOW, THEREFORE, BE IT RESOLVED Waseca County shall adopt the following personnel policy effective March 2, 2021:

SECTION: HEALTH, SAFETY & EMERGENCY

1. #7000 Waseca County Emergency Response Plan

Commissioner Reports were shared.

Nelson moved and Krause seconded to close the meeting at 10:44 a.m. per M.S.13.D.05, sub. 3(a) to conduct a performance review of Michael Johnson, County Administrator. Motion carried unanimously. The closed session ended at 11:39 a.m.

Christopherson moved and Nelson seconded to follow the strategy as discussed in the closed session. 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 11:40 a.m.

DeAnne Malterer, Chairperson
Waseca County Board of Commissioners

ATTEST:

Tamara J. Spooner, Clerk
Waseca County Auditor/Treasurer

The following bills were audited and allowed:

A.H. HERMEL COMPANY	\$511.11
ADV CORRECTIONAL HEALTHCARE INC	3,119.70
ASSOC OF MN COUNTIES	258.00
AVENU ENTERPRISE SOLUTIONS LLC	720.00
BOMGAARS SUPPLY	343.36
BOSS SUPPLY OF JANESVILLE INC	221.45
CDW GOVERNMENT INC	307.31
COLE PAPERS INC	347.00
CONSOLIDATED COMMUNICATIONS MN	69.70

CPS TECHNOLOGY SOLUTIONS INC	98.00
DIGGER ENTERPRISES LLP	17,510.00
EMERGENCY AUTOMOTIVE TECH, INC	3,191.91
GS DIRECT INC	540.31
H&H EXCAVATING INC	23,780.00
HAWK ALARM SYSTEMS INC	499.50
INNOVATIVE OFFICE SOLUTIONS LLC	347.79
INTEREUM	854.88
INTERNET CONNECTIONS	1,800.00
JANESVILLE HARDWARE LLC	121.24
JEAN STEFFENS	30.00
JOBS PLUS INC	207.76
LOFFLER	435.29
MATHESON	116.40
MIDWEST MOTOR SUPPLY CO INC	439.77
MN TRUCK & EQUIPMENT REPAIR	620.00
MJB HANSEN FAMILY LP	1,219.78
MN ASSOC OF CO FEEDLOT OFFICERS	125.00
MN COUNTIES COMPUTER COOP	3,867.50
MN SHERIFFS ASSOC	300.00
MN.IT SERVICES	1,300.00
NAPA AUTO PARTS MPEC	504.02
NO WAIT INSIDE LLC	29.00
NOW MICRO	318.68
POWERPLAN INC	200.38
RECOVERY TREK LLC	270.00
RINKE-NOONAN ATTORNEYS AT LAW	295.00
RIVER BEND BUSINESS PRODUCTS	320.38
RIVER VALLEY FORENSIC SERVICES PA	250.00
RS EDEN	68.55
RUSSELL GUSE	202.76
RWV SIGNS INC	975.00
SAFETY KLEEN SYSTEMS INC.	1,694.00
STOP STICK LTD	967.00
WALMART PYMT PROCESSING ATLANTA	46.42