

WASECA COUNTY BOARD OF COMMISSIONERS — January 5, 2021

The Waseca County Board of Commissioners met in regular session on Tuesday, January 5, 2021, in the boardroom, 300 North State Street, Waseca, Minnesota. Members present were Doug Christopherson, Brian Harguth, Blair Nelson, DeAnne Malterer and Brad Krause.

Others present were Michael Johnson, Administrator; Tammy Spooner, Auditor-Treasurer; Brad Milbrath, Sheriff; and Joe Udermann, Assessor; Judge Carol Hanks. A representative of Waseca County News was present via online platform.

Judge Carol Hanks administered the Oath of Office to Doug Christopherson, Commissioner District 1; Brian Harguth, Commissioner District 2; and Joseph Udermann, Assessor.

Tammy Spooner, Auditor-Treasurer called the meeting to order at 9:35 a.m. Roll call was taken and the Pledge of Allegiance was recited.

Spooner called for nominations for the 2021 Board Chair. Christopherson nominated and Harguth seconded to nominate DeAnne Malterer. There were no other nominations and the nomination carried unanimously.

Chair Malterer called for nominations for the 2021 Vice Chair. Nelson nominated and Christopherson seconded to nominate Brad Krause. There were no other nomination and the nomination carried unanimously.

Chair Malterer called for nominations for the 2021 Clerk to the Board. Nelson nominated and Harguth seconded to nominate Tammy Spooner, Auditor-Treasurer. There were no other nominations and the nomination carried unanimously.

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

Krause moved and Christopherson seconded to approve the Minutes from December 1, 2020 Commissioner Meeting; December 8, 2020 Budget and Levy Hearing; and December 15, 2020 Work Session. Motion carried unanimously.

Motion by Christopherson moved and Krause seconded to approve the Consent Agenda. Motion carried unanimously.

- a. Approval of Bills
- b. Transfer \$65.00 from Fund 25 to Fund 01- Sheriff's Office
- c. Investment Portfolio
- d. Electronic Funds Report
- e. Delegation -Wire Transfer Policy
 - i. Appendix A
- f. 2020 Transfer of Development Rights Report

Tammy Spooner, Auditor-Treasurer, requested to set a Public Hearing for February 16, 2021 at 9:45 a.m. for a Final Hearing on County Ditch #19 Improvement.

Nelson moved and Krause seconded to set the Public Hearing as requested. Motion carried unanimously.

A 2021 calendar and meeting schedule was distributed. Harguth moved and Christopherson seconded to approve the calendar with regular meetings held the first and third Tuesday of each month at 9:30 a.m. Motion carried unanimously.

Board Committee Assignments were distributed. Krause moved and Christopherson seconded to approve the Committee Assignments for 2021. Motion carried unanimously.

<u>Type / Committee</u>	<u>Delegate</u>
Chair:	
Purchasing Agent	Malterer/Krause
Extension	Malterer/Christopherson
Union Contract Grievances	Malterer (Alt. Harguth)
Internal:	
Budget (including Economic Development)	All Commissioners
Labor Relations/Group Insurance	Harguth/Nelson
Law Enforcement (including Emergency Comm., Security & Domestic Abuse)	Harguth/Malterer
Roads and Bridges (Hwy Subcommittee)	Christopherson/Krause
Planning/Zoning/EDA	Krause/Christopherson
Solid Waste Committee	Harguth/Krause
Building and Grounds Committee	Nelson/Christopherson
Ditch Committee	Krause/Malterer
County-Wide:	
Road Inspections	All Commissioners
Ditch Inspections	All Commissioners
Township Board Meetings	All Commissioners
City Council Meetings	All Commissioners
School Board Meetings	All Commissioners
Waseca Arts Council	Nelson
FCI-Community Relations Board	Administrator (Malterer)
Planning Commission	Malterer
Neighborhood Service Center	Nelson
Family Collaborative	Malterer
Waseca County Historical Society	Harguth
Waseca Lakes Assoc./Clear Lake Trail	Nelson/Harguth
Ag Society	Krause (Harguth alt.)
Soil & Water Conservation District	Christopherson/Krause
LeSueur County Public Library	Malterer
Area-Wide:	
AMC District VII General Sessions	All Commissioners
Amberfield Place Post-Litigation	All Commissioners

AMC District Policy Committees	Appointed by AMC District VII
South Country MN EMS	Malterer
MN Valley Council of Governments	Administrator/Sexton/Krause
Regional Radio Board	Malterer (Krause alt.)
So. Central Multi-County HRA	Malterer(Christopherson alt.)
Minnesota Valley Action Council	Malterer
Greater Blue Earth River Basin Alliance	Christopherson
Region Nine Development Commission	Nelson (Krause alt.)
IMMTRAC	Sarah Berry (Harguth alt.)
So. Central Human Relations Center	Christopherson/Krause
Southern Minnesota Tourism Association	Nelson
South Country Health Alliance	Nelson(Christopherson alt.)
MNPrairie County Alliance	Christopherson/Malterer(Krause alt.)
South Central Workforce Council	Malterer
SEMREX Joint Powers Board	Harguth (Krause)
One Watershed/One Plan Cannon River	Christopherson
One Watershed/One Plan LeSueur River	Malterer/Krause
SHIP (CLT) Community Leadership Team	Krause

State/National:

Association of Minnesota Counties (AMC)	All Commissioners
Great Lakes Co. Council Association	All Commissioners
MN Social Services Association	All Commissioners
Department of Human Services	All Commissioners
National Association of Counties (NACo)	All Commissioners
NACO - Western Region	All Commissioners
MN Transportation Alliance	All Commissioners
Minnesota Co. Intergovernmental Trust	Nelson (Malterer alt.)

Ditch Committee s:

Joint County Ditch (BE)	Krause/Christopherson/Malterer
Joint County Ditch 3 (BE)	Krause/Malterer
Joint County Ditch 6	Christopherson/Krause
Joint County Ditch 11	Christopherson/Malterer/Krause
Joint County Ditch 24	Harguth/Christopherson
Joint County Ditch 83	Krause/Malterer
Joint County Ditch 1 (Steele)	Harguth/Christopherson/Krause
Joint County Ditch 5 (Steele)	Harguth/Christopherson
Joint County Ditch 8 (Freeborn)	Christopherson/Krause
Joint County Ditch 10 (Steele)	Harguth/Christopherson/Krause
Joint County Ditch 50 (BE)	Krause/Malterer
Joint County Ditch 51 (BE)	Krause/Malterer/Christopherson

Nelson moved and Krause seconded to approve the AMC 2021 Policy Committee Members and Voting Delegate Appointments as follows:

Environment & Natural Resources Policy Committee	Commissioner Malterer
General Government Policy Committee	Commissioner Nelson
Health & Human Services Policy Committee	Commissioner Christopherson
Public Safety Policy Committee	Commissioner Harguth

Voting Delegates

1. Commissioner Malterer
2. Commissioner Christopherson
3. Commissioner Harguth
4. Commissioner Nelson
5. Commissioner Krause
6. Michael Johnson, County Administrator
7. Tammy Spooner, County Auditor-Treasurer
8. Nathan Richman, County Engineer

Motion carried unanimously.

Discussion was held regarding 2021 Citizen Appointment to Boards and Commissions. Nelson moved and Krause seconded to approve the following appointments:

Louise Lund	Library		
Russ Frederick	Planning Commission	2021-2023	District 2
Mark Sommers	Planning Commission	2021-2023	District 5
Robert Vogelsang	Board of Adjustment	2021-2023	District 1

Motion carried unanimously.

Tammy Spooner, Auditor-Treasurer, requested adoption of Resolution #2021-1 to award the bid for the official county newspaper to Waseca County News, the lowest bidder. Christopherson moved and Harguth seconded to adopt Resolution #2021-1 Designating the Legal Paper of Waseca County for 2021. Motion carried unanimously.

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 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.

Tammy Spooner, Auditor-Treasurer, requested 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. Nelson moved and Christopherson seconded to approve Auditor’s Warrants for 2021. Motion carried unanimously.

Harguth moved and Nelson seconded to set the 2021 mileage rate at 56 cents per mile, following the IRS guideline. Motion carried unanimously.

Harguth moved Christopherson seconded to reappoint Tammy Spooner, Auditor-Treasurer, to the MnPrairie Finance Committee for 2021. Motion carried unanimously.

Discussion was held regarding annual salaries for Elected Officials. Nelson moved and Harguth seconded to adopt Resolution #2021-2 to set salaries of Elected Officials for 2021. Motion carried unanimously.

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:

Title	Minimum Salary 2020	Annual Salary 2020	Minimum Salary 2021	Annual Salary 2021
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

Discussion was held regarding the 2021 Per diems for citizens serving on boards and commissions. Christopherson moved and Harguth seconded to set the 2021 per diem rate at \$80.00. Motion carried unanimously.

Michael Johnson, Administrator, provided an update regarding the COVID-19 Business Relief Program. The state has now finalized the program and the funds should be received by Waseca County in the near future. Ann Fitch at the Waseca Area Chamber will administer the program. A review panel made up of two commissioners will be implemented. Commissioners Malterer and Christopherson volunteered to serve with Nelson volunteering to serve as an alternate. Johnson requested that payments be made on Auditor Warrants in order for the funds to be distributed in a timely manner. Nelson moved and Krause seconded to move forward with the administration of the Business Relief Program as requested. Motion carried unanimously.

Melissa Sexton, Human Resources Manager, brought forward policies regarding Probationary and Trial Periods; Severance Compensation; Holidays; Paid Time Off; and Leave of Absence for review and requested adoption for non-represented employees. Harguth moved and Nelson seconded to adopt Resolution #2021-3 to approve and implement the new personnel policies. Motion carried unanimously.

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

Melissa Sexton, Human Resources Manager, presented the Human Resources Agenda and requested approval. Nelson moved and Christopherson seconded to approve the Human Resources Agenda as presented. Motion carried unanimously.

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

Commissioner Reports were shared.

Having no further county board business, Harguth moved and Krause seconded the motion to adjourn the meeting. Motion carried unanimously and meeting adjourned at 11:13 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:

LINK Excel.Sheet.12 "\\\\wc-wasecafile2\\common\\Auditor-Treasurer\\BOARD
MINUTES\\Board Minutes 2020\\Bills\\2021.01.05.xlsx" "Check
Reconciliation!R2C1:R6C2" \a \f 4 \h * MERGEFORMAT

JONES HAUGH & SMITH	4,106.00
MACO-AITKIN (MN ASSOC OF CO OFF)/MOMS	1,080.00
MN COUNTIES COMPUTER COOP	46,926.97
SAGE SOFTWARE INC	1,064.00
TECH TRONIX INC	3,600.00