



WASECA COUNTY BOARD OF COMMISSIONERS

December 9, 2021 - 5:00 PM

East Annex Public Meeting Room

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

The Waseca County Board of Commissioners met in a regular session on Tuesday, December 9, 2021 in the Commissioner's Room, 300 North State Street, Waseca, Minnesota. Members present were Chair DeAnne Malterer, Doug Christopherson, Brian Harguth, Blair Nelson and Brad Krause.

Other members present were Michael Johnson, County Administrator; Beth Weimert, Executive Assistant; Melissa Sexton, Human Resources Director; Jim Kollar, Public Works Director; Sheriff Brad Milbrath; Chris Howard, Ditch Inspector; Russ Guse, Ditch Inspector; William Harguth; and Steve and Diane Schreader

1. Call to Order and Pledge of Allegiance

Chair Malterer called the meeting to order at 5:00 p.m. A roll call was taken and the Pledge of Allegiance was recited.

Public Comment

Steve Schroeder addressed the Board regarding ongoing payment of supplemental health care insurance. He provided pictures for review of an accident that took place in 2004. No action was taken.

2. Approval of Agenda

Motion to approve the Waseca County Board of Commissioners agenda by Commissioner Krause, seconded by Commissioner Harguth. Motion carried unanimously.

3. Ditch Authority

a. JT CD #1 Steele

Russ Guse, Ditch Inspector, requested approval of a culvert replacement for Joint County Ditch #1 Steele in Woodville section 24 & 25. Commissioner Christopherson moved and Commissioner Krause seconded to approve the repairs to Joint County Ditch #1 Steele in the estimated amount of \$45,000.00. Motion carried unanimously.

b. CD #47

Guse requested approval for a repair to County Ditch #47 on the west side of the City of New Richland. Motion to approve County Ditch #47 in the amount of \$9,935.00 by Commissioner Krause, seconded by Commissioner Christopherson. Motion carried unanimously.

c. JD #11

Motion to table JD #11 by Commissioner Krause, seconded by Commissioner Christopherson. Motion carried unanimously.

4. Approval of County Board Minutes

Motion to approve the meeting minutes with the amendment to the October 19, 2021 regular board meeting as indicated below, October 19, 2021 work session, November 2, 2021 regular meeting and work session by Commissioner Harguth seconded by Commissioner Nelson. Motion carried unanimously.

- a. Waseca County Board of Commissioners Meeting October 19, 2021
Amended as follows: indicated Brian Harguth's absence from the October 19, 2021 regular board meeting.
- b. Waseca County Board of Commissioners Work Session October 19, 2021
- c. Waseca County Board of Commissioners Meeting November 2, 2021
- d. Waseca County Board of Commissioners Work Session November 2, 2021

5. Consent Agenda

Motion to approve the consent agenda as presented by Commissioner Krause, seconded by Commissioner Christopherson. Motion carried unanimously.

a. Approval of Bills

A.H. HERMEL COMPANY	1,026.02
ALCOHOL MONITORING SYSTEMS INC	95.40
AMAZON CAPITAL SERVICES	54.76
AMBER LEWER	86.72
APG MEDIA OF SOUTHERN MN LLC	52.29
ARNOLD'S SUPPLY AND KLEENIT CO	419.10
ASSOC OF MN COUNTIES	175.00
BARBARA J. BUKER	218.80
BIESANZ CHEMICALS INC	233.25
BLUE EARTH CO HUMAN SERVICES	969.50
BOB BARKER COMPANY INC	175.20
BOLTON & MENK INC	3,731.00
BOMGAARS SUPPLY	11.99
BOMGAARS SUPPLY	237.61
BORN WELL DRILLING INC	1,321.30
BORNEKE CONSTRUCTION INC	19,788.98
BORNEKE CONSTRUCTION INC	24,235.00
BORNEKE CONSTRUCTION INC	8,177.03
BRITTON PLUMBING & HEATING LLC	420.86
CAPITAL ONE	105.39
CDW GOVERNMENT INC	26,041.01

CIT INC	304.00
CITY OF WASECA	13,663.23
COLE PAPERS INC	1,191.59
COLLEEN HOWARD	100.00
COMMUNITY COMPLIANCE MONITORING	927.00
CONTINENTAL RESEARCH CORPORATION	462.94
CURT KEYES	80.00
D&M BODY SHOP	5,833.16
DEANNE MALTERER	76.05
DEB WESTPHAL	278.88
DERSON MANUFACTURING INC	717.00
EINHAUS, MATTISON, CARVER & HABERMAN, PA	360.00
EJL PUBLICATIONS	300.00
EXPRESS SERVICES INC	3,042.35
FORCE AMERICA DISTRIBUTING LLC	547.19
FREMAREK INC	931.17
GEOCOMM INC	1,329.97
GFA	650.00
GS DIRECT INC	149.70
GUTTENBERG	266.84
HESELTON CONSTRUCTION, LLC	17,014.34
HHWG, INC	480.00
I & S GROUP INC	8,919.25
IDENTISYS, INC	166.18
INNOVATIVE OFFICE SOLUTIONS LLC	789.68
INTEREUM	1,709.76
IVY J ALVEAR	80.00
J SCOTT BRADEN LAW OFFICE	702.50
JOBS PLUS INC	190.92
JOHN DEERE FINANCIAL	5,374.12
KIBBLE EQUIPMENT LLC	279.29
KIM KROEGER-BABCOCK	88.96
LAMPERT LUMBER	280.01
LES TLOUGAN	320.00
LITTLE FALLS MACHINE INC	322.00
MACO-AITKIN (MN ASSOC OF CO OFF)/MOMS	1,080.00
MAYO CLINIC ST LOUIS MO	2,355.10
MEI TOTAL ELEVATOR SOLUTIONS	296.10
MIDWEST MOTOR SUPPLY CO INC	1,412.19
MJB HANSEN FAMILY LP	1,451.96
MN COMM OF TRANSPORTATION	101.78
MN COUNTIES COMPUTER COOP	3,825.00
MN DEPT OF LABOR & INDUSTRY-ST PAUL	10.00

MN VALLEY COUNCIL OF GOVTS	190.00
MN.IT SERVICES	1,338.65
MONROE TOWMASTER LLC	9,041.67
M-R SIGN COMPANY INC	28,550.82
NAPA AUTO PARTS MPEC	6.95
NATL ASSOC OF COUNTIES (NACO)	450.00
NCH CORPORATION	263.26
NORTHLAND FARM SYSTEMS	91.76
NORTHSTAR STITCH	764.00
NOW MICRO	11,520.00
OLSEN CHAIN & CABLE INC	75.20
ONSOLVE INTERMEDIATE HOLDING COMPANY	14,550.00
PTS OF AMERICA, LLC	3,870.00
Q SUPPLY	951.56
RAMSEY COUNTY	1,445.00
RECOVERY TREK LLC	157.50
RINKE-NOONAN ATTORNEYS AT LAW	97.50
RIVER BEND BUSINESS PRODUCTS	842.17
RIVER VALLEY FORENSIC SERVICES PA	1,250.00
ROCKMOUNT RESEARCH & ALLOYS INC	1,038.47
RS EDEN	157.00
RUPP ANDERSON SQUIRES & WALDSPURGER PA	1,655.10
SAFETY SIGNS	2,500.00
SMITHS MILL IMPLEMENT INC	22.00
SNAP ON INCORPORATED	425.56
SOUTH COUNTRY HEALTH ALLIANCE	5.54
SOUTHSIDE MARINE INC	133.45
SPEE-DEE DELIVERY SERVICE	9.79
STEELE CO HIGHWAY DEPT	141,788.80
STONEBROOKE ENGINEERING INC	3,268.19
STREICHERS	660.00
TECH TRONIX INC	3,600.00
TERRANCE MCCLUNE	3,300.00
TESCH SERVICE CENTER INC	856.45
THOMSON REUTERS	496.96
W.D. LARSON COMPANIES	47.49
WASECA CO SOIL & WATER	4,585.39
ZAHL EQUIPMENT SERVICE INC	100.00
ZIEGLER INC	275.24

b. 2021 Second Half Appropriations

WASECA COUNTY
2021 Second Half Agency Appropriations
 (Per 2021 Budget, General Revenue Fund)

296	New Richland Ambulance	01.282.6910	\$2,500.00
696	Historical Society	01.501.6911	\$33,750.00
664	Southern MN Tourism Assoc.	01.501.6913	\$478.50
4515	Minn. Agricultural Interpretive Center – Farm America	01.501.6914	\$12,500.00
4566	Tourism Advisory Committee*	01.501.6919	\$1,500.00
479	Waseca Art Council	01.501.6923	\$6,500.00
630	Senior Citizens	01.501.6925	\$2,500.00
1375	Minnesota Valley Action Council	01.501.6926	\$4,500.00
1026	Open Door Health Center	01.501.6927	\$250.00
1358	Neighborhood Service Center	01.501.6928	\$5,000.00
4751	Waseca School District – Space Grant	01.501.6929	\$3,500.00
4752	Waseca School District – Therapeutic Program	01.501.6930	\$25,000.00
2781	Cannon River Watershed Partnership	01.601.6916	\$250.00
179	Soil & Water Conservation District	01.601.6917	\$52,837.50
379	Agricultural Society	01.601.6918	\$23,887.50
967	Small Business Development Center	01.701.6909	\$1,500.00
481	Southern MN Initiative Foundation	01.701.6925	\$2,650.00

Economic Development Assistance:

3100	Janesville	01.701.6910	\$2,500.00
3101	New Richland	01.701.6910	\$2,500.00
3106	Waldorf	01.701.6910	\$2,500.00

*Fireworks appropriation paid in full in July

c. Out of State Travel - Public Works

Jim Kollar, Public Works Director, requested approval for staff to attend the 2022 ATSSA "How To" training and education workshop. Staff are requesting approval for Jared Krassin, Maintenance Supervisor, Mark Muellerleile, Maintenance Foreperson, and Joe Barbknecht, Sign Technician, to attend the conference. Registration fees are \$165/person and hotel rooms are \$134/conventional room.

d. November Electronic Funds Transfer Report

Waseca County Board of Commissioners
 Monthly Electronic Funds Transfer Report
 Novber 2021

Date	From Account	To Account	Amount	Description
11/4/2021	First National Bank	Roundbank	\$ 1,000,000.00	Cash Transfer
11/09/21	First National Bank	Bond Trust Services Corp	\$74,425.00	GO Bonds Series 2020A
11/09/21	First National Bank	Bond Trust Services Corp	\$323,125.00	GO Capital Improvement Bonds 2019A
11/24/21	First National Bank	Roundbank	\$1,000,000.00	Cash Transfer

e. Resolution #2021-50 Election Equipment Grant & Purchase

**RESOLUTION 2021-50
APPROVING WASECA COUNTY'S APPLICATION FOR FUNDING
FROM THE VOTING EQUIPMENT GRANT (VEGA-3)**

WHEREAS, Minnesota counties are responsible for administering elections, which includes the purchase and maintenance of supplies and election equipment; and

WHEREAS, it is essential for precincts to have functioning voting equipment so that voters are able to cast their ballot on equipment that is secure, accessible, accurate, and reliable; and

WHEREAS, the legislature has expressed a desire to have Electronic Rosters available in as many polling places as possible to help with efficiently running elections and with protecting the integrity of elections;

WHEREAS, Minnesota's Secretary of State (OSS) has grant funding in the amount of \$1,935,058.86 in the Voting Equipment Grant Account to assist counties, cities, towns, and school districts with the purchase of voting equipment; and

WHEREAS, to receive funding from the Voting Equipment Grant Account, counties must submit an application to the Minnesota Secretary of State before December 17, 2021;

NOW THEREFORE BE IT RESOLVED, Waseca County approves its application for funding from the Voting Equipment Grant; and

BE IT FURTHER RESOLVED, the County certifies that any funds awarded from the Voting Equipment Grant will be used only to purchase an electronic roster system or any other equipment or technology approved by the Secretary of State.

f. Residential Tax Abatement Payment Schedule for 2021 Second Half Taxes

Jonathan and Lyric Butler \$23,404.46

Scott Kramer \$6,750.00

Joshua and Megan Lynch \$6,763.39

6. Action Items

a. Resolution #2021-56 Bridge Replacement Priority List

Jim Kollar, Public Works Director, requested the adoption of Resolution 2021-56, superseding Resolution 2021-19 which was adopted on April 20, 2021. Bridge No. 1148 is eligible for replacement and received federal-aid Bridge Replacement Off-System (BROS) funds in 2025. The replacement of Bridge No. 1148 is proposed to be advanced into the 2022 construction program. To be eligible for Local Bridge Replacement Program funds and to receive authorization to replace this bridge, it must be on a Bridge Priority List, prepared in the form of a resolution adopted by the County Board of Commissioners. Bridge No. 1148 is not identified on Resolution 2021-19, adopted in April 2021. Resolution 2021-56, if adopted, shall supersede Resolution 2021-19 as the current Bridge Priority List. Motion to adopt Resolution #2021-56 Bridge Replacement Priority List by Commissioner Christopherson seconded by Commissioner Harguth. Motion carried unanimously.

b. Contract 812105 Acceptance and Final Payment

Jim Kollar discussed Contract 812105 acceptance and final payment of \$408,851.25. Motion to accept Contract 812105 and final payment of \$408,851.25 to Borneke Construction, Inc. by Commissioner Krause, seconded by Commissioner Christopherson. Motion carried unanimously.

- c. Contract 812110 Acceptance and Final Payment
Kollar also discussed Contract 812110 acceptance and final payment of \$17,014.34. Motion to accept Contract 812110 and final payment of \$17,014.34 to Heselton Construction, LLC by Commissioner Christopherson, seconded by Commissioner Krause. Motion carried unanimously.
- d. Waseca-LeSueur Regional Library System Board
Chair DeAnne Malterer discussed the need to fill a 3-year term for the Waseca-LeSueur Regional Library System Board. Motion to appoint Cheri Lower to the Waseca-LeSueur Regional Library System for a 3-year term by Commissioner Harguth, seconded by Commissioner Christopherson. Motion carried unanimously.
- e. Resolution #2021-53 Establishing 2022 Elected Officials Annual Salaries
Melissa Sexton, Human Resources Director, discussed Resolution #2021-53 Establishing 2022 Elected Official Annual Salaries at \$121,000.00. Motion to adopt Resolution #2021-53 Establishing 2022 Elected Officials Annual Salaries at \$121,000.00 for the County Attorney and County Sheriff by Commissioner Harguth seconded by Commissioner Nelson. Motion carried unanimously.

**RESOLUTION #2021-53
ESTABLISHING 2022 ELECTED OFFICIALS ANNUAL SALARIES**

WHEREAS, the County Board of Commissioners 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 Commissioners has considered the position responsibilities and duties, the tenure and performance of the incumbents, and the market salaries for similar positions in similar counties;

NOW, THEREFORE BE IT RESOLVED that the Waseca County Board of Commissioners hereby establishes the annual salaries for the calendar year 2022 as follows:

The annual salary for the Waseca County Attorney (MN Stat. §388.18) to be set at \$121,000

The annual salary for the Waseca County Sheriff (MN Stat. §387.20) to be set at \$121,000

- f. Resolution #2021-54 Establishing 2022 Salary and Per Diems for Commissioners
Melissa Sexton, Human Resources Director, discussed Resolution #2021-54 Establishing 2022 Salary and Per Diems for Commissioners. Motion to adopt Resolution #2021-54 Establishing 2022 Salaries at \$25,848.00 per year with the chair receiving an additional \$2,000.00 and Per Diems at \$95.00 per day for Commissioners with an effective date of January 1, 2022, by Commissioner Nelson, seconded by Commissioner Christopherson. Motion carried unanimously.

**RESOLUTION #2021-54
ESTABLISHING 2022 SALARY AND PER DIEMS FOR COMMISSIONERS**

WHEREAS, Minnesota Statute 375.055, Subdivision 1, requires the County Board of Commissioners to set salaries and per diem payments for its members prior to January 1 of the effective year; and

WHEREAS, the County Board of Commissioners desires to set salaries and per diem payments for its members prior to January 1 of the effective year.

NOW, THEREFORE, BE IT RESOLVED that the salary rate for Waseca County Commissioners be \$25,848.00 per year with the chair receiving an additional \$2,000.00, effective January 1, 2021.

BE IT FURTHER RESOLVED that the Waseca County Commissioner's 2021 per diem is set as follows: A county commissioner may collect one per diem of \$95.00 for each day spent in performing the official duties

pertaining to county business as per resolution appointing commissioners to boards and committees. Regularly scheduled county board meetings are exempt from per diems. Per Diem reimbursement requests should be turned in for payment within six (6) months after the per diem was incurred and no later than January 31st of the following year.

- g. Resolution #2021-52 Establishing 2022 Wage Increases for Non-Union Employees
Melissa Sexton, Human Resources Director, discussed Resolution #2021-52 Establishing 2022 Wage Increases for Non-Union Employees. Motion to adopt Resolution #2021-52 Establishing 2022 Wage Increases for Non-Union Employees receiving 3% general wage adjustment within their salary grade effective January 1, 2022, and 2% within their salary range effective the first full pay period in July 2022 by Commissioner Nelson seconded by Commissioner Harguth. Motion carried unanimously.

**RESOLUTION #2021-52
ESTABLISHING 2022 WAGE INCREASES FOR NON-UNION EMPLOYEES**

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 2022 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 January 1, 2022, non-union employees, unclassified employees, appointed positions and department heads shall be adjusted as follows: Eligible employees shall receive a 3.0% general wage adjustment within their salary grade, effective at the beginning of the first full pay period following January 1, 2022. Employees' wages will be adjusted by 2.0% within their salary grade, effective at the beginning of the first full pay period in July 2022. In no event may an employee move beyond the max pay of the pay grade; and,

BE IT FURTHER RESOLVED that the 2022 Salary Ranges for the Waseca County Classification and Compensation Plan shall be adjusted by 3% effective January 1, 2022.

- h. Resolution #2021-58 Authorization to Execute County Participation in Multistate Settlement Relating to Opioid Distributors
Motion to adopt Resolution #2021-58 authorization to execute county participation in multistate settlement relating to opioid distributors by Commissioner Christopherson seconded by Commissioner Krause. Motion carried unanimously.

**RESOLUTION #2021-58
AUTHORIZATION TO EXECUTE COUNTY PARTICIPATION IN MULTISTATE
SETTLEMENT RELATING TO OPIOID DISTRIBUTORS**

WHEREAS, the State of Minnesota and numerous Minnesota cities and counties are engaged in nationwide civil litigation against manufacturers and distributors of prescription opioids related to the opioid crisis; and

WHEREAS, the Minnesota Attorney General has signed on to multistate settlement agreements with several pharmaceutical distributors, McKesson, Cardinal Health, and AmerisourceBergen, as well as opioid manufacturer Johnson & Johnson, but those settlement agreements are still subject to sign-on by local governments and final agreement by the companies and approval by the courts; and

WHEREAS, there is a deadline of January 2, 2022, for a sufficient threshold of Minnesota cities and counties to sign on to the above-referenced multistate settlement agreements, and failure to timely sign on may diminish the

amount of funds received by not only that city or county but by all Minnesota cities and counties from the settlement funds; and

WHEREAS, representatives of Minnesota's local governments, the Office of the Attorney General, and the State of Minnesota have reached agreement on the intrastate allocation of these settlement funds between the State, and the counties and cities, as well as the permissible uses of these funds, which will be memorialized in the Minnesota Opioids State-Subdivision Memorandum of Agreement (the "State-Subdivision Agreement"); and

WHEREAS, during negotiations of the State-Subdivision Agreement, representatives of Minnesota's counties prioritized flexibility in how local governments may use settlement funds for opioids abatement and remediation and advocated for counties to receive settlement allocations directly rather than using the distribution mechanism detailed in Minn. Stat. § 256.043, subd. 3(d); and

WHEREAS, in order to achieve the goals of flexibility and direct allocation, Minn. Stat. § 256.043, subd. 3(d), must be amended to remove a provision which would otherwise appropriate approximately 50 percent of the state's settlement allocation to county social service agencies for statutorily-prescribed use(s); and

WHEREAS, the State-Subdivision Agreement creates an opportunity for local governments and the State to work collaboratively on a unified vision to deliver a robust abatement and remediation plan to address the opioid crisis in Minnesota.

NOW THEREFORE, BE IT RESOLVED, Waseca County supports and agrees to the State-Subdivision Agreement; and

BE IT FURTHER RESOLVED, Waseca County supports and opts in to the multistate settlements with McKesson, Cardinal Health, and AmerisourceBergen, and with Johnson & Johnson; and

BE IT FURTHER RESOLVED, Waseca County authorizes county staff to execute all necessary documents to ensure County participation in the multistate settlements, including the Participation Agreement and accompanying Release, and in the State-Subdivision Agreement; and

BE IT FURTHER RESOLVED, Waseca County, supports the amending of Minn. Stat. § 256.043, subd. 3(d), to remove a provision which would appropriate approximately 50 percent of the state's settlement allocation to county social service agencies via the existing Opiate Epidemic Response Fund distribution mechanism for statutorily-prescribed use(s).

7. Administration

a. Administration Update

Johnson provided an update with the Board of Commissioners.

Sheriff Milbrath provided an update regarding the jail.

b. Human Resources Announcements

Michael Johnson, County Administrator, provided an overview of the Human Resources announcements.

8. Commissioner Reports

The Waseca County Board of Commissioners in attendance at today's meeting shared commissioner reports.

9. Adjourn

Having no further county board business, Commissioner Harguth moved and Commissioner Christopherson seconded the motion to adjourn the meeting. The motion was carried unanimously and the meeting adjourned at 6:16 p.m.

DeAnne Malterer, Chairperson
Waseca County Board of Commissioners

ATTEST:

Beth Weimert, Clerk
Waseca County Administration