



WASECA COUNTY BOARD OF COMMISSIONERS

January 4, 2022 - 9:30 AM

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, January 4, 2022 in the Commissioners' Room, 300 North State Street, Waseca, Minnesota. Members present were DeAnne Malterer, Brian Harguth, Blair Nelson and Brad Krause.

Members absent were Doug Christopherson.

Other members present were Michael Johnson, County Administrator; Beth Weimert, Executive Assistant; Brad Milbrath, Sheriff; Tammy Spooner, Director of Property and Election Services; Jim Kollar, Public Works Director; Maame Yorke, Planning and Zoning Specialist; Josh Smith, Assistant Engineer; Julian Hast; Waseca County News; Clinton Rogers, Janesville City Administrator; Robert Pearce

1. Call to Order and Pledge of Allegiance

Tammy Spooner, Director of Property Services and Elections, called the meeting to order at 9:31 a.m. A roll call was taken and the Pledge of Allegiance was recited.

2. Election of 2022 Board Officers: Chair, Vice Chair and Clerk

Spooner called for nominations for the 2022 Board Chair. Commissioner Harguth nominated and Commissioner Nelson seconded to nominate Commissioner Brad Krause. There were no other nominations and the nomination carried 4-0.

The meeting was turned over to Chair Krause. Chair Krause called for nominations for the 2022 Vice Chair. Commissioner Malterer nominated and Commissioner Harguth seconded to nominate Commissioner Blair Nelson. There were no other nominations and the nomination carried 4-0.

Chair Krause called for nominations for the 2022 Clerk to the Board. Commissioner Malterer nominated and Commissioner Harguth seconded to nominate Beth Weimert, Executive Assistant. There were no other nominations and the nomination carried 4-0.

Public Comment

There was no public comment.

3. Approval of Agenda

Commissioner Harguth moved and Commissioner Malterer seconded to approve the agenda as amended with the change to the lunch location. Motion carried 4-0. Lunch location changed due to the Pheasant Cafe being closed today.

4. Consent Agenda

Commissioner Malterer moved and Commissioner Harguth seconded to approve the consent agenda as presented. Motion carried 4-0.

a. Approval of Bills

MN ASSOC OF COUNTY ADMIN	771.00
MN COUNTIES HUMAN RES MGMT ASSOC	125.00
MN COUNTIES INTERGOVERNMENTAL TRUST	325,057.00

- b. Natural Resources Block Grant Transfer Correction
Approve the transfer of \$58,600 from 25-125-0000 to three accounts for FY 2021. \$18,738 to 01-451-453-0000, \$1000 to 01-107-0000 and \$38,862 to 25-451-0000.
- c. 2021 Transfer of Development Rights Report
- d. Extension of Zoning Permit for Rick & Kimberly Miller
Allow a one (1) year permit extension to allow for the septic system upgrade for Rick and Kimberly Miller.

5. Action Items

- a. Resolution 2022-01 Designating the Legal Paper of Waseca County for 2022
Tammy Spooner, Director of Property and Election Services, requested adoption of Resolution #2022-01 to award the bid for the official county newspaper to New Richland Star Eagle, the lowest responsible bidder. Commissioner Malterer moved and Commissioner Harguth seconded to adopt Resolution #2022-01 Designating the Legal Paper of Waseca County for 2022. Motion carried 4-0.

Resolution #2022-01

Resolution Designating the Legal Paper of Waseca County for 2022

BE IT RESOLVED, that the NRHEG Star Eagle of New Richland, Minnesota, a legal paper of the County of Waseca, is 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 2022.

BE IT FURTHER RESOLVED, that the Waseca County Website www.co.waseca.mn.us will be the official website for the posting of the 2022 financial statement.

- b. Resolution 2022-02 Authorization to Process Payments by Auditor's Warrants
Spooner, Director of Property & Election Services, presented Resolution 2022-2 for Authorization to Process Payments by Auditor's Warrants. Commissioner Nelson moved and was seconded by Commissioner Malterer to adopt Resolution 2022-02 Authorization to Process Payments by Auditor's Warrants. Motion carried 4-0.

Resolution 2022-2

Resolution Authorization to Process Payments by Auditor's Warrants

WHEREAS, Waseca County has various financial obligations that are time sensitive; and

WHEREAS, Commissioner Warrants are paid two times per month, in conjunction with regular meetings of the County Board of Commissioners; and

WHEREAS, it has been standard practice to annually approve and authorize the Director of Property & Election Services, formerly known as Auditor-Treasurer, to process payments by Auditor's Warrants for specific payments; and

NOW, THEREFORE, BE IT RESOLVED, the County Board hereby delegates the following authority, powers and duties to Tamara J. Spooner, Director of Property & Election Services: 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 including prepayment of expenses for seminars and other county business tripsto 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 to refund an application fee or overpayment and to purchase miscellaneous supplies for the jail as authorized by the jail administrator

BE IT FURTHER RESOLVED, that this delegation of authority, powers, and responsibilities shall remain in effect until such time as the County Board revokes this delegation.

c. **Resolution 2022-03 Janesville Safe Routes to School**

Jim Kollar, Public Works Director, discussed the safe routes to school for Janesville and asked for adoption for Resolution 2022-03. Commissioner Malterer moved, seconded by Commissioner Nelson to adopt Resolution 2022-03 Supporting Safe Routes to School Infrastructure Grant Application for Janesville Safe Routes to School Projects. Motion carried 4-0.

**RESOLUTION 2022-03 SUPPORTING THE SAFE ROUTES TO SCHOOL INFRASTRUCTURE
GRANT APPLICATION FOR THE JANESVILLE SAFE ROUTES TO SCHOOL PROJECT**

WHEREAS, the Minnesota Department of Transportation (MnDOT) administers the Safe Routes to School (SRTS) grants program which provides federal and state funding for projects to improve safety conditions and promote students walking and biking to school; and,

WHEREAS, the Statewide SRTS solicitation has \$7.5 Million in state dollar available for SRTS infrastructure projects in 2022 and 2023; and,

WHEREAS, these funds have been designated for both stand-alone projects and to cover the local match costs of previously funded federal Transportation Alternatives projects; and,

WHEREAS, the City of Janesville, with Waseca County as sponsor, successfully applied for and received federal Transportation Alternatives funding in 2018 for the Janesville SRTS Project, to be constructed in 2022; and

WHEREAS, the City of Janesville intends to apply for a State SRTS Infrastructure Grant to cover the local match costs for the planned 2022 project; and,

WHEREAS, Janesville-Waldorf-Pemberton Public School District has been an active participant in working with the City of Janesville and Waseca County to identify SRTS needs and was a participant in a 2015 study focused on a SRTS Plan for community schools; and,

WHEREAS, the planned SRTS project works towards increasing safety for students to walk or bicycle to school; and,

WHEREAS, the City of Janesville passed Resolution 2017-46, a resolution of support of the application for federal funding, on December 11, 2017; and

WHEREAS, Waseca County passed Resolution 2017-47, a resolution in support of Janesville's application for federal funding on December 19, 2017; and

WHEREAS, MnDOT requires that non-state aid cities such as Janesville require a state aid city or county to act as lead agency or sponsor for a SRTS project; and

WHEREAS, Waseca County and the City of Janesville will have a cost participation agreement for the proposed project;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE WASECA COUNTY AS FOLLOWS; that 1. Waseca County supports pedestrian/bicycle system improvements including enhancements and upgrades to existing sidewalks and the construction of sidewalk segments that will complete system connectivity as part of the 2022 Janesville Safe Routes to School Project; and 2. Waseca County agrees to act as sponsoring agency for the SRTS Project including willingness to secure and guarantee the local share of costs associated with this project and responsibility for seeing this project through to its completion, with compliance of all applicable laws, rules and Page 25 of 50 regulations. Waseca County agrees to design, construct, operate and maintain facilities constructed with federal transportation funds for the useful life of the improvement.

d. **Set 2022 Mileage Reimbursement Rate for Waseca County**

Spooner, Director of Property and Election Services, presented the mileage reimbursement rate for 2022. Commissioner Nelson moved and Commissioner Harguth seconded to set the 2022 mileage rate at 58 1/2 cents per mile, following the IRS guidelines. Motion carried 4-0.

e. **2022 Waseca County Board Committee Assignments**

Board Committee Assignments were distributed. Commissioner Malterer moved and Commissioner Harguth seconded to approve the Committee Assignments and AMC 2022 Policy Committee Members and Voting Delegate Appointments for 2022. Motion carried 4-0.

2022 Waseca County Board Committee Assignments

<u>Type / Committee</u>	<u>Delegate</u>	<u>Meeting Frequency</u>
Chair:		
Purchasing Agent	Krause/Nelson	As needed
Extension	Malterer/Christopherson	Quarterly
Union Contract Grievances	Krause (Alt. Harguth)	As needed
Internal:		
Budget (including Economic Development)	All Commissioners	As needed
Labor Relations/Group Insurance	Harguth/Nelson	As needed
Law Enforcement (including Emergency Comm., Security & Domestic Abuse)	Harguth/Krause	As needed
Roads and Bridges (Hwy Subcom)	Christopherson/Harguth	As needed
Planning/Zoning/EDA	Nelson/Christopherson	As needed
Solid Waste Committee	Harguth/Christopherson	Monthly
Building and Grounds Committee	Nelson/Malterer	Monthly
Ditch Committee	Krause/Malterer	
Policy 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	1 st Monday each month 6:30 PM
FCI-Community Relations Board	Administrator (Malterer)	
Planning Commission	Krause/Malterer	1 st Tuesday each month
Neighborhood Service Center	Nelson	Bi-Weekly
Family Collaborative	Malterer	As needed (2 times a year)
Waseca County Historical Society	Harguth	2 nd Wednesday each month
Waseca Lakes Assoc./Clear Lake Trail	Nelson/Harguth	Quarterly
Ag Society	Harguth	Monthly
Soil & Water Conservation District	Christopherson/Malterer	Monthly
LeSueur County Public Library	Malterer	2 nd Monday each month
Area-Wide:		
AMC District VII General Sessions	All Commissioners	Twice a year
Amberfield Place Post-Litigation	All Commissioners	As needed
AMC District Policy Committees	Appointed by AMC District VII	At AMC meetings
South Country MN EMS	Malterer	Bi-Monthly
MN Valley Council of Governments	Administrator/Sexton/Krause	Quarterly
Regional Radio Board	Malterer (Krause alt.)	Bi-Monthly
So. Central Multi-County HRA	Malterer(Christopherson alt.)	Bi-Monthly
Minnesota Valley Action Council	Malterer	Odd months @ 6:30 PM @ MVAC / Mankato and Board @ 7:30 PM
Greater Blue Earth River Basin Alliance	Christopherson	Fridays at 1 PM
Region Nine Development Commission	Nelson (Krause alt.)	
IMMTRAC	Sarah Berry (Harguth alt.)	Twice a year
So. Central Human Relations Center	Christopherson/Krause	Monthly
Southern Minnesota Tourism Association	Nelson	
South Country Health Alliance	Nelson(Christopherson alt.)	Monthly
South Central Workforce Council	Malterer	Bi-Monthly
SEMREX Joint Powers Board (Solid Waste)	Harguth (Christopherson)	
One Watershed/One Plan Cannon River	Christopherson	Quarterly
One Watershed/One Plan LeSueur River	Malterer/Krause	Monthly
SHIP (CLT) Community Leadership Team	Malterer	
State/National:		
Association of Minnesota Counties (AMC)	All Commissioners	As needed

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

Ditch Committee

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

The Association of Minnesota Counties list was distributed and read as follows:

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

Voting Delegates

1. De Malterer
2. Blair Nelson
3. Doug Christopherson
4. Brian Harguth
5. Brad Krause
6. Michael Johnson
7. Tammy Spooner
8. Jim Kollar

f. Appointments of Citizens to Boards and Commissions

Discussion was held regarding 2022 Citizen Appointments to Boards and Commissions. Motion by Commissioner Malterer and seconded by Commissioner Harguth to approve appointment of citizens to boards and commissions. Motion carried 4-0.

- g. Public Hearing on 2022 Waseca County Fee Schedule and Approval of Resolution 2022-06**
Chair Krause opened the public hearing at 10:05 a.m. Michael Johnson, Waseca County Administrator, discussed the Waseca County Fee Schedule and approval of Resolution 2022-6. Commissioner Malterer moved, seconded by Commissioner Harguth to adopt Resolution 2022-06 Waseca County Fee Schedule. Motion carried 4-0. The public hearing closed at 10:07 a.m.

Resolution 2022-06

Waseca County Fee Schedule

WHEREAS, Minnesota Statutes 373.41 provides that the County may charge fees for services provided by any county office, official, department, court or employee; and

WHEREAS, the County Board may, after public hearing, establish the amounts of fees to be charged for the services unless a statute has specified the amount; and

WHEREAS, there must be a reasonable relationship between the fee and the cost of providing the service; and

WHEREAS, Waseca County staff review their fee schedules each year for reasonability and compliance.

NOW, THEREFORE, BE IT RESOLVED by the Waseca County Board of Commissioners in and for the County of Waseca, Minnesota, does hereby adopt the 2022 Waseca County Fee Schedule as presented to their governing body, in-person, on January 4, 2022, and after holding public hearing, as part of their regular meeting.

6. Administration

a. Administration Update

Michael Johnson, Waseca County Administrator, discussed the vaccine mandate. Johnson proposed a special meeting for January 10, 2022 to review drafts for a policy regarding what supreme court action is taken for vaccine mandates.

b. Human Resources Announcements

Michael Johnson, County Administrator, provided updates to the board regarding recent Human Resource announcements.

7. Commissioner Reports

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

8. Adjourn

Having no further county board business, Commissioner Harguth moved and Commissioner Nelson seconded the motion to adjourn the meeting. The motion was carried unanimously and the meeting adjourned at 10:18 a.m.

Brad Krause, Chairperson
Waseca County Board of Commissioners

ATTEST:

Beth Weimert, Clerk
Waseca County Administration