

## WASECA COUNTY BOARD OF COMMISSIONERS—JANUARY 3, 2012

The Waseca County Board of Commissioners met in the first session of 2012 on Tuesday, January 3, 2012 in the Commissioner's Room, 300 N State St., Waseca, Minnesota. Members present were Blair Nelson, Richard Androli, Mike Hintz, Jim Peterson and Dan Kuhns.

Others present were Laura Elvebak, Administrator; Joyce Oliver, Auditor-Treasurer; Ruth Ann Hager, News Reporter; Paul Dressler, County Attorney; Nathan Richman, Highway Engineer; Linda Karst, Recorder; Brad Milbrath, Sheriff; Mark Leiferman, Planning & Zoning Administrator.

The organizational meeting began with Joyce Oliver, Auditor-Treasurer, calling the meeting to order at 9:30 a.m. Roll call was taken and the Pledge of Allegiance was recited.

Hintz moved to nominate Richard Androli as Chairperson. Nelson seconded the motion and the motion passed by the unanimous vote of all members.

Hintz moved to nominate Daniel Kuhns as Vice-Chairperson. Peterson seconded the motion and the motion passed by the unanimous vote of all members.

Kuhns moved and Hintz seconded the motion to nominate Joyce Oliver as Clerk to the Board. Motion carried unanimously.

Chair Androli asked for public comment. There was none.

Hintz moved and Nelson seconded the motion to approve the agenda. Motion carried unanimously.

Hintz moved and Nelson seconded the motion to approve the Consent Agenda. Peterson asked Nathan Richman for details on the selection process for the Courthouse Park Caretaker. Nathan responded that we received 15 letters of interest. Of those, 5 were interviewed and 1 was selected. The 1 selected represented a couple and both were selected and background checks conducted on them. The motion to approve the consent agenda as presented passed unanimously.

- a. Approval of December 8, 2011, County Board Minutes.
- b. Approval of the Auditor, Commissioner, Human Services and expense bills as presented.
- c. Approval of Court Appointed Attorney, David Borchardt. Compensation will be \$31,200.00 for the period of January 1, 2012 to December 31, 2013.
- d. Approval of Courthouse Park Maintenance Agreement with Craig & Sandy Daniel.
- e. Approval of Snowmobile Safety Enforcement Grant, December 15, 2011 to June 30, 2013 for a total of \$6,300.00.

- f. Approval of layoff of Craig Miller, SHIP Coordinator. The time period for the two-year program has expired.
- g. Acceptance of Resignation effective December 31, 2011 of Erin Farley, Human Service Office Support Specialist.

Hintz moved and Nelson seconded the motion to set regular board meetings at 9:30 a.m. the 1<sup>st</sup> and 3<sup>rd</sup> Tuesdays of each month, with the exception of Tuesday, December 4, 2012, which shall be moved to Thursday, December 6, 2012, at 5:00 p.m. due to a conflict with the AMC Conference and the required Truth In Taxation Hearing. Motion carried unanimously.

Hintz moved and Nelson seconded the motion to approve the appointments to the following boards and committees for 2012. In case members of the committees cannot attend meetings, they may find a substitute commissioner to attend and that commissioner will be eligible for per diem for attending the meeting. The motion was carried by the unanimous vote of all members.

## 2012 WASECA COUNTY BOARD COMMITTEE ASSIGNMENTS

| 2012 Chairman: Richard Androli |                                                                                                                                                                                                                                                                                                                                       | 2012 Vice-Chairman: Daniel Kuhns                                                                                                                                                                                    |
|--------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <u>Type</u>                    | <u>Committee</u>                                                                                                                                                                                                                                                                                                                      | <u>Delegate</u>                                                                                                                                                                                                     |
| <b>Chairman:</b>               | Purchasing Agent<br>Extension<br>MN Valley Council of Governments<br>FCI-Community Relations Board                                                                                                                                                                                                                                    | Androli/Kuhns<br>Peterson/Hintz<br>Peterson/Hintz<br>Hintz/Kuhns                                                                                                                                                    |
| <b>Internal:</b>               | Budget (including Economic Development)<br>Labor Relations/Group Insurance<br>Buildings/Safety<br>Law Enforcement<br>(including Emergency Comm., Security & Domestic Abuse)<br>Health and Human Services<br>Roads and Bridges<br>Public Health/CHS Advisory<br>Planning/Zoning (including Janesville)<br>Law Library Trustee          | All Commissioners<br>Androli/Kuhns<br>Hintz/ Kuhns<br>Hintz/Nelson<br>Kuhns/Nelson<br>Peterson/Nelson<br>Peterson/Hintz<br>Peterson/Hintz<br>Nelson                                                                 |
| <b>County-wide:</b>            | Joint City/County Study Committee<br>Planning/Zoning Commission<br>Joint County Ditch 3 (BE)<br>Joint County Ditch 11<br>Joint County Ditch 24<br>Multi-County Solid Waste Comm.<br>Road Inspections<br>Ditch Inspections<br>Neighborhood Service Center<br>Township Board Meetings<br>City Council Meetings<br>School Board Meetings | Hintz/Nelson<br>Hintz<br>Kuhns/Peterson<br>Androli/Peterson<br>Androli/Peterson<br>Peterson/Hintz<br>All Commissioners<br>All Commissioners<br>Hintz<br>All Commissioners<br>All Commissioners<br>All Commissioners |

|                        |                                         |                       |
|------------------------|-----------------------------------------|-----------------------|
|                        | County Collaborative                    | Hintz/Androli         |
|                        | Waseca County Historical Society        | Peterson              |
|                        | Waseca/LeSueur Regional Library         | Nelson                |
|                        | Waseca Lakes Assoc/Clear Lake Trail     | Nelson/Hintz          |
|                        | Waseca Arts Council                     | Nelson                |
|                        | Ag Society                              | Peterson/Hintz        |
|                        | Soil & Water                            | Kuhns/Hintz           |
|                        | Water Plan & Wetland Advisory           | Kuhns/Peterson        |
| <b>Area-wide:</b>      | Regional Radio Board                    | Androli               |
|                        | Amberfield Place Post-Litigation        | Kuhns/Androli         |
|                        | So Central Multi-County HRA             | Hintz/Androli         |
|                        | Minnesota Valley Action Council         | Peterson/Kuhns        |
|                        | Greater Blue Earth River Basin Alliance | Androli (Kuhns alt.)  |
|                        | Cannon River Watershed Partnership      | Kuhns/Nelson          |
|                        | MN River Basin Joint Powers Board       | Kuhns (Peterson alt.) |
|                        | Three Rivers RC & D                     | Kuhns                 |
|                        | Region Nine Development Commission      | Kuhns                 |
|                        | RNDC Solid Waste Advisory               | Kuhns                 |
|                        | RNDC Emergency Medical Services         | Androli               |
|                        | RNDC Transportation                     | Kuhns                 |
|                        | RNDC Small Business Development         | Nelson                |
|                        | So Central Water Planning Project       | Nelson                |
|                        | IMMTRACK                                | Peterson              |
|                        | AMC Dist VII General Sessions           | All Commissioners     |
|                        | AMC Dist Policy Committees:             | Appointed by AMC      |
|                        |                                         | District VII          |
|                        | Minnesota Counties Insurance Trust      | Nelson                |
|                        | So Central Human Relations Center       | Androli/Peterson      |
|                        | Highway 14 Committee                    | All Commissioners     |
|                        | MN Trans. Alliance-So Chapter           | Androli/Nelson        |
|                        | Southern Minnesota Tourism Assoc.       | Kuhns (Nelson alt.)   |
|                        | South Country Health Alliance           | Peterson/Androli      |
|                        | Retired Senior Volunteer Program        | Nelson                |
|                        | South Central Workforce Council         | Peterson              |
|                        | SEMREX Joint Powers Board               | Peterson (Hintz alt.) |
| <b>State/National:</b> | Association of Minnesota Counties       | All Commissioners     |
|                        | Great Lakes Co. Council Assoc.          | All Commissioners     |
|                        | MN Social Services Assoc.               | All Commissioners     |
|                        | Department of Human Services            | All Commissioners     |
|                        | National Assoc. of Counties             | All Commissioners     |
|                        | National Association of Counties:       |                       |
|                        | Western Region                          | All Commissioners     |
|                        | MN Transportation Alliance              | All Commissioners     |

Peterson moved and Kuhns seconded the motion to reappoint DeAnne Malterer to a three-year term, Jason Foley, Waseca, to a three-year term on the Planning Commission. Motion carried unanimously. One appointment remains vacant at this time.

Peterson moved and Kuhns seconded the motion to reappoint Robert Vogelsang, Waldorf, to a three-year term on the Board of Adjustment. Motion carried unanimously.

Kuhns moved and Hintz seconded the motion to reappoint Lori Weller and Kathy Witt to two-year terms on the County Extension Committee. Motion carried unanimously.

Hintz moved and Kuhns seconded the motion to establish a per diem of \$65.00 for citizens on board and commissions, plus mileage at the IRS rate. Motion passed unanimously and the following resolution was adopted.

**Resolution 2012-2**

Resolution Establishing Per Diem Amounts for Citizens on Boards and Commissions in  
2012

WHEREAS, Minnesota Statute 375.47, Subdivision 1, allows the County Board of Commissioners to set per diem payments for members of boards or agencies authorized by statute, and members of advisory boards or committees, performing duties for all or part of the county, when the board or agency does not itself have power to make expense allowances for its members.

NOW, THEREFORE, BE IT RESOLVED that the per diem amount be \$65.00 when members are attending a meeting on behalf of the Waseca County Board of Commissioners.

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

On motion by Kuhns and second by Peterson, the board unanimously voted to appoint delegates to the Association of Minnesota County as follows: All five Commissioners, Auditor-Treasurer, County Administrator and the Engineer.

Each year the Auditor-Treasurer's Office request bids from newspapers in Waseca County to be the legal paper and also for the second publication of the financial statement. Based on the pica line length and bid amount, we calculate a rate per inch. Two bids were received and it was recommended to accept the low bid in each category.

The following bids were received for legal publications:

|                    | <u>cost per inch</u> |
|--------------------|----------------------|
| Waseca County News | \$ .15401            |
| NRHEG Star Eagle   | \$ .17095            |

The following bids were received for the second publication of the financial statement:

|                    | <u>cost per inch</u> |
|--------------------|----------------------|
| NRHEG Star Eagle   | \$ .62002            |
| Waseca County News | \$ .99241            |

The bids were presented to the board, whereby Hintz offered the following resolution to and moved for its adoption. Nelson seconded the motion and it was passed by the unanimous vote of all members.

### **RESOLUTION 2012-1**

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, county financial statements, 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 2012.

BE IT FURTHER RESOLVED that the second publication of the financial statement of Waseca County for the year 2012, one insertion, is awarded to the New Richland Star-Eagle of New Richland, Minnesota.

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

Peterson moved and Kuhns seconded the motion and by unanimous vote of all members, moved to authorize 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 include 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 payment 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. Also, to authorize payments for purchases made by the County Board wherein an amount has been set and entered in the Board minutes. Also, 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 and to purchase miscellaneous supplies for the jail as authorized by the jail administrator.

Kuhns moved and Nelson seconded the motion to reimburse mileage for 2012 official county business at the IRS rate (presently 55.5 cents per mile). The motion carried unanimously.

Hintz moved and Kuhns seconded the motion to set the 2012 minimum salary amounts and the actual salaries for elected officials, as required by law. It was approved that the minimum salary amounts stay the same as 2011 and to set the salaries at the same wage adjustment that the county unions received in 2011, which is 32 cents per hour and 2 percent. The motion was carried by the unanimous vote of all members and the following resolution was adopted.

**Resolution 2012-3**

Resolution Establishing 2012 Annual Salaries for Elected Officials

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;

NOW, THEREFORE, BE IT RESOLVED that effective January 1, 2012, the annual salaries of elected officials shall be as follows:

| Title                                | Minimum Salary 2011 | Actual Salary 2011 | Minimum Salary 2012 | Actual Salary 2012 |
|--------------------------------------|---------------------|--------------------|---------------------|--------------------|
| Attorney (MN Stat. §388.18)          | \$66,633.42         | \$93,752.64        | \$66,633.42         | \$96,306.61        |
| Auditor-Treasurer (MN Stat. §385.37) | \$60,942.29         | \$74,948.00        | \$60,942.29         | \$77,125.87        |
| Recorder (MN Stat. §386.16)          | \$49,792.37         | \$63,078.60        | \$49,792.37         | \$65,019.08        |
| Sheriff (MN Stat. §387.20)           | \$66,633.42         | \$83,657.60        | \$66,633.42         | \$86,009.05        |

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

Peterson moved and Kuhns seconded the motion to approve the following ditch repairs. Motion carried unanimously.

1. CD #8 – Section 19, Bryon Township, Riprap washout with quarry rock/Cost estimate is \$2,000.00-3,000.00.
2. JD #24 – Section 25, 26 & 36, Blooming Grove Township, Clean out approx. 22,000 feet/Cost estimate is \$28,000.00. This cost is shared with Steele County and they have been notified and are in agreement.
3. CD #46, Section 26 & 27, Blooming Grove Township, Clean out approx. 3,985 feet/Cost estimate is \$4,990.00.

Peterson moved and Nelson seconded the motion to set bid opening for the 2012 bituminous material for seal coat projects at 10:00 a.m., Thursday, February 9, 2012, in the Board Room, with the bid award given at the following board meeting. Motion carried unanimously.

Kuhns moved and Nelson seconded the motion to set the bid opening for the 2012 bituminous mixture for patch work at 10:00 a.m., Thursday, February 9, 2012, in the Board Room, with the bid award given at the following board meeting. Motion passed unanimously.

Laura Elvebak presented the County Administrator’s report.

Committee reports were given by all board members.

Having no other business, Kuhns moved and Hintz seconded the motion to adjourn. Motion carried unanimously and the meeting adjourned at 10:32 a.m.

The next regular scheduled meeting of the Waseca County Board of Commissioners will be held on January 17, 2012, at 9:30 a.m. at the East Annex.

S/ \_\_\_\_\_  
Richard Androli, Chairman  
Waseca County Board of Commissioners

ATTEST:

S/ \_\_\_\_\_  
Joyce Oliver  
Waseca County Auditor/Treasurer

The following bills were audited and allowed:

|                                |           |
|--------------------------------|-----------|
| ADVANCED CORRECTIONAL HEALTHCA | 320.92    |
| AMSAN                          | 124.14    |
| ASSOC OF MN COUNTIES           | 4,445.00  |
| ASSOC OF MN EMERGENCY MGRS     | 100.00    |
| BOB BARKER COMPANY INC         | 161.01    |
| SARAH BERRY                    | 59.99     |
| BOYDS PAINT & MACHINE SHOP     | 20.00     |
| C&D OIL SERVICES OF WASECA LLC | 100.00    |
| CHRISTENSEN TIRE & AUTO REPAIR | 634.10    |
| KATHLEEN CONNOR                | 5.55      |
| COPIER BUSINESS SOLUTIONS INC  | 43.54     |
| CPS TECHNOLOGY SOLUTIONS INC   | 209.00    |
| DENNIS DINNEEN                 | 37.19     |
| LAURA ELVEBAK                  | 65.91     |
| EMERGENCY COMMUNICATIONS NETWO | 17,289.20 |
| FCI WASECA                     | 1,146.25  |
| G&K SERVICES INC               | 863.17    |
| H&H EXCAVATING INC             | 6,100.00  |
| MIKE HINTZ                     | 183.70    |
| HYVEE FOOD STORES              | 22.67     |
| IFACS                          | 245.92    |
| RHONDA JACOBSON                | 6.66      |
| JOHNSTONE SUPPLY INC           | 23.30     |

|                                |           |
|--------------------------------|-----------|
| KALEENA KNOWLES                | 190.37    |
| L&D AG SERVICE, INC            | 601.46    |
| FRANCIE LAMONT                 | 10.45     |
| JOHN LANGFORD ELECTRIC INC     | 198.00    |
| LESUEUR CO TREASURER           | 4,991.21  |
| DON LOKEN EXCAVATING INC       | 10,364.00 |
| M-R SIGN COMPANY INC           | 79.30     |
| MADDEN, GALANTER, HANSEN LLP   | 2,339.11  |
| MATRIX COMMUNICATIONS INC      | 810.00    |
| MELISSA MAYO                   | 125.00    |
| MCHS MANKATO                   | 82.00     |
| ALLEN METTLER                  | 365.98    |
| MN COUNTIES COMPUTER COOP      | 600.00    |
| MN COUNTIES INTERGOVERNMENTAL  | 2,463.00  |
| MN COUNTY ATTORNEY ASSOC       | 2,161.00  |
| MN STATE PATROL-CMV SECTION    | 40.00     |
| NADA APPRAISAL GUIDES          | 35.00     |
| NATL 4-H SUPPLY SERVICE        | 20.10     |
| BLAIR NELSON                   | 196.34    |
| NORTHLAND BUSINESS SYSTEMS     | 9,117.62  |
| NRHEG STAR EAGLE INC           | 35.00     |
| PAAPE DISTRIBUTING CO INC      | 3,430.48  |
| PARAMED, LLC                   | 300.00    |
| PRO-WEST & ASSOCIATES INC      | 112.50    |
| PROBUILD-WASECA                | 76.12     |
| RED FEATHER PAPER CO INC       | 456.84    |
| RIVER BEND BUSINESS PRODUCTS   | 303.30    |
| LAURA ROHDE                    | 23.63     |
| MARY SACK                      | 623.79    |
| SELECTACCOUNT                  | 212.28    |
| SKJEVELAND ENTERPRISES         | 748.80    |
| SOLBREKK                       | 1,482.00  |
| STEELE COUNTY CLOTHSLINE INC   | 350.00    |
| STEWART SANITATION             | 2,260.80  |
| SUBURBAN FURNITURE INC         | 2,035.50  |
| TEXAS REFINERY CORP            | 609.96    |
| TIRE SOLUTIONS, INC            | 345.48    |
| TRADES OFFICE PRODUCTS         | 1,553.84  |
| VALLEY NAT'L GASES             | 176.69    |
| WALMART PYMT PROCESSING ATLANT | 323.61    |
| WASECA AREA SENIOR CITIZENS IN | 8,069.28  |
| WASECA MEDICAL CENTER-MANKATO  | 338.00    |
| WASECA PROPERTIES INC          | 109.60    |
| CITY WASECA UTILITIES          | 20.23     |
| WASTE MANAGEMENT-CAROL STREAM  | 551.40    |