

Wabasha County
Board of Commissioners
Meeting Agenda
January 17, 2017
9:00 a.m.

Agenda Item:

- 1.0 **Call to Order**
 - Please be respectful and turn off all cell phones and pagers during the Board meeting.
 - 2.0 **Pledge of Allegiance**
 - 3.0 **Roll Call** (Goihl, Hall, Key, Springer, Wobbe)
 - 4.0 **Approve Agenda**
 - 5.0 **Staff Updates**
 - 6.0 **Administrator Update**
 - A. **Anniversaries:**
 - Ed Graner, Building Maintenance – 10 years
 - 7.0 **Citizen Involvement MS13D.01. subd 6**

Any person may observe Board meetings. Citizens must be able to hear the discussion at a meeting and must be able to determine who votes for or against a motion. One copy of the agenda and all materials made available to the Board should be made available to the audience unless doing so would violate the Minnesota Government Data Practices Act. Although anyone can attend Board meetings, citizens cannot speak or otherwise participate in any discussions unless the Board recognizes them for this purpose.
 - 8.0 **Public Forum**
 - Sign-up for the public forum will be done prior to the beginning of the meeting.
 - No personal attacks to persons present or not.
 - No inflammatory language used during time that you have the platform.
 - Thank you for participating in County government.
 - 9.0 **Consent Agenda**

Items on the Consent Agenda are considered to be routine by the County Board of Commissioners and may be enacted through one motion. Any item on the Consent Agenda may be removed by any of the Commissioners for separate consideration.
- A. Minutes: January 3, 2017
 - B. Claims
 - C. Meal Vouchers
 - D. Per Diems
 - E. Donations:
 - Approve and accept \$150 in donations from Peoples State Bank on behalf of Veterans Service Office
 - Approve and accept \$500 in donations from Robert Kierlin and Mary Burrichter on behalf of Wabasha County Substance Abuse Court
 - Approve and accept \$2469.20 in donations from Wabasha Combined Drive to the Public Health Special Fund
 - Approve and accept \$310 in Kwik Trip gift cards from Mrs. Mary Dee and Family on behalf of the Wabasha County Sheriff's Office
 - Approve and accept \$225.00 in donations on behalf of the Wabasha County Sheriff's Office toward the purchase of a new K-9
 - Steven Duncan - \$100
 - Will and Connie Weis - \$100
 - Sue and Greg McClusky - \$25
 - F. Finance: First State Bank Of Wabasha Signature Authorities (2017-010)
 - G. Social Services: Authorization to hire Part-time Case Aid (2017-011)
 - H. Sheriff: Accept Retirement of K-9 Recon (2017-012)

- I. Sheriff: Adopt Revising Resolution #2009-069 Regarding the use of Impound Lot Funds (2017-013)
- J. A/T: Approval of Intoxicating Liquor License (2017-014)
- K. Highway: Approve Final Payment to Fahrner Asphalt Sealers (2017-015)
 - 10.0 **Action/Discussion Items**
 - A. Administration: Authorize Lake City Prosecution Contract (2017-016)
 - B. A/T: Approve 2017 UOCAVA Ballot Board (2017-017)
 - C. A/T: Approval of Wabasha County name for car titles (2017-018)
 - 11.0 **Commissioner Reports**
 - 12.0 **Board Concerns**
- Closed Session:** Labor Negotiation Strategy (2017-019)
 - 13.0 **Recess to Workshop to Discuss Custodial and Maintenance Options**

MINUTES - REGULAR MEETING – TUESDAY, JANUARY 3, 2017

The Board of County Commissioners of Wabasha County, Minnesota, convened in Regular Session at the Wabasha County Courthouse, in the City of Wabasha, Minnesota on Tuesday, January 3, 2017 at 9:00 a.m.

01/03/2017

Election of Board Chairperson and Vice Chairperson was held

ELECTION OF
BOARD CHAIR
AND VICE
CHAIR

Election of Board Chairperson and Vice Chairperson was held

SPRINGER-WOBBE

Motion to elect Commissioner Cheryl Key as Board Chairperson
Adopted Unanimously

HALL-WOBBE

Motion to elect Commissioner Brian Gohl as Vice Board Chairperson
Adopted Unanimously

This meeting was called to order by Board Chairperson Cheryl Key

CALL TO
ORDER

The following Commissioners were present: Gohl, Hall, Key, Springer, Wobbe

ROLL CALL

SPRINGER-GOIHL

Motion to approve the agenda

APPROVE
AGENDA

Adopted Unanimously

Staff Updates

Administrator Updates

Anniversaries:

- Tisha Bergner, Public Health - 20 years
- Kevin Krause, Zoning - 5 years
- David Rosolack, Highway – 20 years

STAFF UPDATES
ADMINISTRATOR
UPDATES

Public Forum Comments:

PUBLIC FORUM

WOBBE-KEY

Motion to approve the consent agenda including the following:

Minutes: December 27, 2016

Claims

Meal Vouchers

Per Diems

Donations: Approve and accept \$250 donation from Dunn Blacktop to the Wabasha County Sheriff's Office to help offset cost of 2017 National Night Out event

APPROVE
CONSENT
AGENDA

Resolution No.: 2017-001

Deposit account authority for First State Bank of Wabasha

RES 2017-001:
APPROVE FIRST
STATE BANK
AUTHORIZATIONS

Whereas, the County of Wabasha has designated First State Bank of Wabasha as a depository of its public funds pursuant to Minnesota Statutes, Chapter 118A, and

Whereas, it is necessary to update authorizations at First State Bank of Wabasha due to a change in the Board Chair and other staffing changes.

Now, therefore, be it resolved by the Wabasha County Board of Commissioners the following changes are approved to be made to the First State Bank authorizations:

1. Cheryl Key has been appointed as the 2017 Board Chair and is hereby added as an authorized signer on certain accounts at First State Bank.
2. Rich Hall is no longer the Board Chair and is to be removed as an authorized signer on the County accounts at First State Bank of Wabasha.
3. Christine Getschmann is no longer authorized to make deposits at First State Bank for the County and Jane Roemer has been given the authority to do so.
4. Miranda Klees and Nel Garness are no longer authorized to make deposits at First State Bank for the County and Leo Vanwey and Denise Winters have been given the authority to do so.

Be it further resolved, by the Wabasha County Board of Commissioners that the following employees and Board Chair are given specific authority at First State Bank of Wabasha per the attached. (See attachment)

Resolution No.: 2017-002

Now Therefore be it Resolved that the Wabasha County Board of Commissioners that Wabasha County enter into the attached "Cooperative Agreement Between the City of Plainview and Wabasha County" for improvements on Wabasha County Highway 8 and hereby authorizes the Chair of the Board and County Administrator to execute the above Agreement.

Resolution No.: 2017-003

Now Therefore be it Resolved by the Wabasha County Board of Commissioners that, Wabasha County designates its Website as the official publication for advertisements for bids of transportation projects

Adopted Unanimously

SPRINGER-WOBBE

Resolution No.: 2017-004

Now Therefore be it Resolved by the Wabasha County Board of Commissioners that, the Wabasha County Auditor/Treasurer can call a meeting with the Board Chair and Vice Chair to meet with the Assessor to set the appraised value and sale price of tax forfeited land.

Adopted Unanimously

SPRINGER-HALL

Resolution No.: 2017-005

Resolution awarding 2017 legal newspaper

Whereas, the Wabasha County Board of Commissioners has advertised to accept sealed bids for the Wabasha County legal newspaper for 2017; and

Whereas, the Wabasha County Board of Commissioners desires to open the sealed bids on Tuesday, January 3, 2017; and

Whereas, three bids were received; the Lake City Graphic, The Plainview News and The Wabasha County Herald; and

Whereas, Lake City Graphic is the apparent low bidder of \$9.80 per standard advertising unit (SAU).

Now therefore be it resolved by the Wabasha County Board of Commissioners hereby accepts the bid of the as the "legal County newspaper," to include publications of the Commissioners Proceedings, the Delinquent Tax List and other notices ordered by the County Board of Commissioners as required by law for the year 2017.

Now therefore be it further resolved by the Wabasha County Board of Commissioners hereby gives until January 31st, 2017 to issue the Wabasha County a \$1,000 printers bond.

Adopted Unanimously

RES 2017-002:
APPROVE
PROJECT
AGREEMENT
FOR COUNTY
HWY 8
PLAINVIEW

RES 2017-003:
APPROVE
WEBSITE
SOLICITATION
OF TRANSPORT
PROJECT BIDS

RES 2017-004:
APPROVAL TO
CALL MEETING
FOR FORFEITED
LAND

RES 2017-005:
AWARD 2017
LEGAL COUNTY
NEWSPAPER

Authorize/Direct Appointments & Actions Relating to Fiscal Activities

BE IT RESOLVED, That the Wabasha County Board of Commissioners hereby approves retroactively to January 1, 2017 the payment for necessary express, freight, telephone, water, light, e-bay, expenses related to an emergency, justice center debt service payments and other utility charges to be paid on the Warrant of the County Auditor/Treasurer, upon receipt of itemized bills pursuant to MS 375.16.

BE IT RESOLVED, That the Wabasha County Board of Commissioners hereby approves retroactively to January 1, 2017 the payment for necessary charges to be paid on the Warrant of the County Auditor/Treasurer to avoid finance charges, upon receipt of itemized bills.

BE IT RESOLVED, That the Wabasha County Board of Commissioners hereby approves retroactively to January 1, 2017 the payment due to other governments and payroll deductions, to be paid on the Warrant of the County Auditor/Treasurer, upon receipt of itemized bills pursuant to MS 375.15.

BE IT RESOLVED, that the Wabasha County Board of Commissioners hereby sets the mileage reimbursement rate for 2017 at the 2017 IRS mileage rate; and (Effective January 1, 2017 the rate at 53.5 per mile)

BE IT RESOLVED, That the Wabasha County Board of Commissioners hereby approves the establishment and/or continuance of a Petty Cash Fund, pursuant to MS 375.162; and

BE IT FURTHER RESOLVED, That Sheriff Rodney Bartsh shall be custodian of said fund. The amount of the fund shall not exceed \$100.00.

WHEREAS, the County Auditor/Treasurer's Office currently maintains a checking account for the sole purpose of refunding over-payment of taxes,

BE IT RESOLVED, the County Auditor/Treasurer is authorized to maintain a checking account for overpayment of taxes and also for refunds of miscellaneous over-payments or payments made in error as required by all Wabasha County Departments.

WHEREAS, it is in the best interest of Wabasha County to reduce administrative costs and increase departmental efficiency, and

WHEREAS, costs are increasing to mail refunds of overpayments and return documents not processed because of underpayments,

BE IT RESOLVED, that the Wabasha County Board of Commissioners hereby authorizes the offices of the County Auditor/Treasurer and County Recorder to retain overpayments in amounts not exceeding \$2.00 for services of any kind. Revenue from such overpayments shall be deposited in the General Revenue fund in a timely manner, and

BE IT RESOLVED, that the Wabasha County Board of Commissioners hereby authorizes the offices of the County Auditor/Treasurer and County Recorder to accept, at their discretion, underpayments of any kind with the deficit amount not exceeding \$2.00 and to process the document or transaction regardless of the deficiency.

BE IT RESOLVED, that the Wabasha County Board of Commissioners hereby sets the maximum reimbursable meal allowance, for 2017, at \$8.00 for breakfast, \$10.00 for lunch and \$15.00 for dinner.

BE IT RESOLVED, that any employee of Wabasha County who has funds to be deposited in a designated financial depository of Wabasha County, shall take said funds to the Office of the County Auditor/Treasurer for transfer to said depository. No employee shall personally transfer or transport funds, except for the County Auditor/Treasurer or designee thereof.

BE IT RESOLVED, that the Wabasha County Board of Commissioners hereby approves the County Auditor/Treasurer to cash checks not to exceed \$2,000 to replenish the change fund.

WHEREAS, the County Board under Minnesota Statute may authorize the treasurer or chief financial officer to

perform deposit and investment functions relating to public funds.

NOW THEREFORE BE IT RESOLVED BY THE WABASHA COUNTY BOARD OF COMMISSIONERS that the following appointments and actions are hereby directed and approved:

1. That the Wabasha County Board of Commissioners hereby grants to Debbie Koenig, Finance Director, the authority to designate depositories for the County of Wabasha as provided for in Minnesota Statute 118A.02 subd. 1.
2. That the Wabasha County Board of Commissioners hereby authorizes Denise Anderson, Auditor/Treasurer, or Debbie Koenig, Finance Director to make investments of funds under sections 118A.01 to 118A.06 of Minnesota Statutes or other applicable law.

Adopted Unanimously

SPRINGER-GOIHHL

Resolution No.: 2017-007

Whereas, the County Board has many responsibilities that relate to other civic and governmental organizations and agencies; and

Whereas, frequently, these responsibilities require the County Commissioners participate as a Committee or Board Member for these organizations and agencies.

Now Therefore Be It Resolved by the Wabasha County Board of Commissioners that: 2017 Committee and/or Board appointments/assignments are as follows:

Committee	Hall	Goihl	Springer	Key	Wobbe	Staff Appointment	When/Where
Human Services Board	P	P	P	P	P		3 rd Tuesday monthly-8:00 a.m.
Three Rivers Community Action Bd		P			A		3rd Wed month (some skipped) Zumbrot
Hiawatha Transit Board		A			P		Quarterly - meeting rotate place Thursday
SE MN Water Resources Committee	P		A				9a.m. 2nd Mon - Peoples Coop Oronoco
South Country Health Alliance Bd			P		A		Monthly - 3rd Monday - Owatonna
DAC Board	A				P		5p.m. Monthly-DAC Office-Wab-Monda
Whitewater Watershed Joint Powers	P	A					2nd Thurs. - Elba Whitewater Office
RCDC Committee (Resource Conservation & Develop.)	P	A					9a.m. 3rd Monday - site tbd
Community Health Advisory Board-state			A			Fielder(P)	Monthly - MN Dept. Health Bldg. St. Pau
Zumbro Watershed Partnership			P				2nd Thursday of Month
Soil & Water Board			P		P		8a.m.3rd Tues. Courthouse Conf. Rm.
High Speed Rail	A			P			10a.m. 1st Thurs.Goodhue Co. Jury Selec
Lake Zumbro Joint Powers Board		P	P				
Extension Committee			P		A	Anderson	As called -per statute Co. Auditor appt
Human Services Advisory Committee				P	A		Quarterly-Public Health Conference Rm
SE MN Emergency Medical Services Joint Powers Bd.			A	P			Bi-monthly(2nd Thurs. a.m.)WFD Bldg R
Workforce Devel. Joint Powers Bd			A	P			Bi-monthly(2nd Thurs. a.m.) WFD Bldg I
Law Library Board of Trustees		A	P				Quarterly at CJC

RES 2017-007:
APPROVE 2017
COMMISSIONER
COMMITTEE &
MEETING
ASSIGNMENTS

Solid Waste Advisory Board	A				P		Quarterly - LaCrosse, WI
SELCO			A	P			Quarterly - SELCO Office - Rochester
SE MN Regional Emergency Communications Board			A	P			12:30 pm 1st Mon. Bi-month RPU Bldg. Rochester
SEMMCHRA	A			P			3rd Wednesday monthly 10:00 pm Wab.
PSAP Committee			A	P			After Regional Radio Bd. Mtg.
Regional Railroad Authority	P	P	P	P	P		As called - Board Room
Great River Ridge Bike Trail Committee	P		A				3rd Tues 7 pm
Family Collaborative		P			A		As called - Wabasha/Kellogg School
MCIT Voting Delegates		A		P			Board Chair and Vice-Chair - as needed
AMC Voting Delegates	P	P	P	P	P	Flesch	Once Annually - AMC annual conference
AMC District Meetings	P	P	P	P	P	Co Admin	As scheduled
Negotiating Committee		A		P		Koenig, Co Adm, Co Attny	As scheduled in negotiation years
Awair Safety Committee				P			As called - Annex Conf. Room
Labor Management Committee		A		P			As called - Annex Conf. Room
Budget Committee		P			A	Koenig	As called by Deb Koenig
Wabasha Co./Lake City Planning Board		A		P			As called - Lake City, City Hall
SMART Committee	P		A				As called - RPU Bldg. Rochester
Drug Court Committee				P	A	Green, Kelly	As called in Jury Assembly Rm. CJC
Personnel Committee		P			P	Plante, Huth	As called by County Administrator
Planning & Zoning Commission	P				A		As called by Kevin Krause
Insurance Committee				P	P	Volunteer	As called
Common Board (Wabasha City & SD 811)			A		P		As called
Common Board (Plainview, Elgin, Millville City & SD)	P		P				As called
Common Board (Lake City)		P		P		Flesch	As called
Common Board (Mazeppa, Zumbro Falls)		P					
Highway Advisory Committee	P	P				Flesch	As called
Towards Zero Deaths (TZD) Meetings				P	A		As called by Public Health (State Grant)
Semi-Annual Township Meetings	P	P	P	P	P		3rd Tues February/2nd Tues August

P- Primary Member

A - Alternate Member

Be it further resolved that if a commissioner is unable to attend an assigned meeting that a substitute commissioner is authorized to act in their place and collect the same per diem due to the original commissioner.

Adopted Unanimously

SPRINGER-WOBBE

Resolution No.: 2017-008

Whereas, Wabasha County Board Meetings begin at 9:00a.m. and are held at the Wabasha County Commissioners Board Room at 625 Jefferson Avenue, Wabasha, MN, 55981; and

Whereas, annually the Board is required to establish its meeting schedule for the year; and

Whereas, historically the Board meetings have taken place on the 1st, 3rd, and 4th Tuesday of every month unless

RES 2017-008:
ESTABLISH 2017
COUNTY
BOARD
MEETING
DATES

modified for a special event

Now Therefore be it Resolved by the Wabasha County Board of Commissioners that, the Board’s meeting schedules will be established as follows with all meetings scheduled to start at 9:00 a.m. and to be held at 625 Jefferson Avenue, Wabasha, MN, 55981.

January 3, 17, 24	July 5, 18, 25
February 7, 21, 28	August 1, 15, 22
March 7, 21, 28	September 5, 19, 26
April 4, 18, 25	October 3, 17, 24
May 2, 16, 23	November 7, 21, 28
June 6, 20, 27	December 12, 19, 26

Adopted Unanimously

SPRINGER-GOIHLE, DENY THE GRIEVANCE

Resolution No.: 2017-009

Whereas, Pursuant to the terms of our collective bargaining agreement with the AFSCME Courthouse Unit, any dispute or disagreement as to the interpretation or application of the terms and conditions of the contract can be grieved assuming they meet the appropriate timelines; and

Whereas, if the grievance is denied at “Step 1” and “Step 2” of that process, the Union can request to have the grievance presented in writing to the Board of Commissioners at its next regular meeting.

Whereas, on December 24, 2016 the Union requested to present a grievance to the Board pursuant to the terms outlined. The Board needs to respond in writing to the Union within ten (10) days.

Now Therefore be it Resolved by the Wabasha County Board of Commissioners that, the Board Approves / Denies the referenced grievance. The County Administrator is directed to notify the union, in writing, of this determination within the next 10 days.

Adopted Unanimously

WOBBE-GOIHLE
Motion to adjourn

Adopted Unanimously

**BOARD OF COUNTY COMMISSIONERS
WABASHA COUNTY, MINNESOTA**

BY: _____
Board Chairperson, Cheryl Key

ATTEST:

BY: _____
Michael P. Plante, County Administrator

RES 2017-009:
DECLINE
AFSCME
GRIEVANCE
STEP 3

COMMISSIONER
REPORTS

BOARD
CONCERNS

ADJOURN

**WABASHA COUNTY
BOARD MEETING
17-Jan-17**

AUDITOR'S WARRANTS

<u>DATE</u>	<u>ACH NUMBERS</u>	<u>WARRANT NUMBERS</u>	<u>AMOUNT</u>
1/11/2017		33445-33446	\$ 467.50
1/11/2017	2185-2194	33447-33464	\$ 58,794.54

TOTAL AUDITOR'S WARRANTS

\$ 59,262.04

MEAL VOUCHERS

<u>EMPLOYEE</u>	<u>DATES</u>	<u>AMOUNT</u>
MOEN, TINA	12/20/2016	\$ 2.18
WAGNER, AILEEN	1/6/2017	\$ 10.00
TOMILSON, BRENDA	1/6/2017	\$ 10.00

TOTAL MEAL VOUCHERS

\$ 22.18

TAXABLE UNIFORM ALLOWANCE

<u>EMPLOYEE</u>	<u>DATES</u>	<u>AMOUNT</u>
TOTAL UNIFORM ALLOWANCE VOUCHERS		<u><u>\$ -</u></u>

**WABASHA COUNTY
BOARD MEETING
17-Jan-17**

PER DIEM PAYMENT REQUEST

<u>COMMISSIONER</u>	<u>DATE</u>	<u>COMMITTEE</u>	<u>AMOUNT</u>
Hall, Rich	11/03/16	CR SWAP WITH TOWNSHIP	45.00
	11/10/16	S.M.A.R.T.	45.00
	11/14/16	SEMN WATER RESOURCE	45.00
	12/27/16	HUMAN SERVICES BRD MEETING	45.00
			\$ 180.00
Goihl, Brian			\$ -
Key, Cheryl	12/05/16	AMC CONFERENCE	\$ 90.00
	12/06/16	AMC CONFERENCE	\$ 90.00
	12/12/16	EMERGENCY COMMUNICATIONS BRD	\$ 45.00
	12/16/16	WORKFORCE DVLPMNT	\$ 45.00
	12/27/16	HUMAN SERVICES BRD MEETING	45.00
			\$ 315.00
Springer, Don	11/03/16	CR SWAP WITH TOWNSHIP	\$ 45.00
	11/10/16	ZUMBRO WATERSHED PARTNERSHIP	\$ 45.00
	11/21/16	JOINT COUNTY AUTHORITY	\$ 45.00
	12/27/16	HUMAN SERVICES BRD MEETING	45.00
			\$ 180.00
Wobbe, Mike	12/04/16	AMC / SOUTH COUNTRY	\$ 90.00
	12/05/16	AMC	\$ 90.00
	12/06/16	AMC	\$ 90.00
	12/12/16	COMMON BOARD	\$ 45.00
	12/13/16	PERSONEL MEETING	\$ 45.00
	12/15/16	EXTENSION MEETING	\$ 45.00
	12/27/16	HUMAN SERVICES BRD MEETING	45.00
			\$ 450.00
TOTAL PER DIEMS REQUESTED			\$ 1,125.00

(1) Any claim for a per diem payment must be based on documented activities by a commissioner that constitutes:

- The duties of office, including work on committees (under the direction of the board); or
- Individual service required by law

Committee work may include information gathering activities as well as liaison activities. Board or committee minutes should confirm three aspects of the activity as committee work

- That a matter is before the board or committee that necessitates the activity
- The activity has been authorized by the board or committee; and
- The commissioner has reported to the board of the committee the results of the information gathering or liaison activities

DONATION
Board of Commissioners
Wabasha County

Date:

30DEC16

Agenda:

Consent Agenda Item

Agenda Item:

Accept donations

Requested Action:

Approve and accept donations to Veterans Service Office

Fiscal Impact:

Donations will help offset costs to transport veterans to the VA Medical Center in
Minneapolis \$100.00, 25.00, 25.00

Background/Recommendation:

The following donations were received by:
Peoples State Bank, Plainview MN

Action:

Motion by: _____

Second by: _____

Vote Aye: _____

Vote Nay: _____

No action required: _____

DONATION
Board of Commissioners
Wabasha County

Date:

January 17, 2017

Agenda Item Number:

9.0 E

Agenda Item:

Accept Donation for Wabasha County Substance Abuse Court

Requested Action:

Approve and accept donation to Wabasha County Substance Abuse Court

Fiscal Impact:

Donation will help offset costs to retain the program/general operating funds

Background/Recommendation:

The following donations were received by the Wabasha County Substance Abuse Court – \$500.00 donation from the Robert Kierlin and Mary Burrichter.

Submitted by Traci Green, Probation Director

Action:

Motion by: _____

Second by: _____

Vote Aye: _____

Vote Nay: _____

No action required: _____

Board of Commissioners Wabasha County

Date:

1/17/17

Agenda Item:

Consent agenda

Requested Action:

Accept Donation of \$2,469.20 from the Wabasha Combined Drive to Public Health Special Fund

Fiscal Impact:

Background/Recommendation:

Action:

Motion by: _____

Second by: _____

Vote Aye: ____

Vote Nay: ____

No action required: ____

DONATION
Board of Commissioners
Wabasha County

Date:

January 17, 2017

Agenda:

Consent Agenda Item

Agenda Item:

Accept donations

Requested Action:

Approve and accept donation to the Wabasha County Sheriff's Office

Fiscal Impact:

Donations will help offset costs for training supplies

Background/Recommendation:

The following donations were received by Mrs. Mary Dee & Family:

- \$310.00 in Kwik Trip gift cards

Action:

Motion by:_____

Second by:_____

Vote Aye:_____

Vote Nay:_____

No action required:_____

DONATION
Board of Commissioners
Wabasha County

Date:

January 17, 2017

Agenda:

Consent Agenda Item

Agenda Item:

Accept donations to be used toward the purchase of a new K-9

Requested Action:

Approve and accept donations to the Wabasha County Sheriff's Office

Fiscal Impact:

Donations to be used toward the purchase of a new K-9

Background/Recommendation:

Resolution #2016-139 was previously approved by the County Board on May 24, 2016.
Resolution Authorizing the Sheriff's Office to set up a designated fund for donations to be used to purchase a new K-9.

The following donations were received:

- Steven R. Duncan - \$100.00 – Check #8004

- Wepay - \$114.53 – Check #0015475202 – consists of the following donations less fees:
 - Will & Connie Weiss - \$100
 - Sue & Greg McCluskey - \$25

Action:

Motion by:_____

Second by:_____

Vote Aye:_____

Vote Nay:_____

No action required:_____

Board of Commissioners Wabasha County

Agenda Item Number: 9.0 F

Date:

January 17, 2017

Agenda Item:

First State Bank Wabasha Signature Authorities

Requested Action:

Add Michael Timm to the Jail inmate account

Fiscal Impact:

None

Background/Recommendation:

The Jail Administration requests to have Michael Timm added as an authorized signer on the account when filling in as "Acting Sergeant". The Finance Director recommends approval.

Action:

Motion by: _____

Second by: _____

Vote Aye: _____

Vote Nay: _____

No action required: _____

WABASHA COUNTY BOARD OF COMMISSIONERS

Resolution No.: 2017-010

Whereas, Wabasha County has designated First State Bank of Wabasha as a depository of its public funds pursuant to Minnesota Statutes, Chapter 118A; and

Whereas, the Finance Director was authorized to open a account to manage the jail inmate funds; and

Whereas, it has become necessary to update the signatures on the account.

Now therefore be it resolved by the Wabasha County Board of Commissioners that, Michael Timm is to be added as an authorized signer on the Jail Inmate account at First State Bank when filling the position of "Acting Sergeant".

Adopted this 17th day of January 2017 by the Wabasha County Board of Commissioners.

By: _____
Cheryl Key
Board Chair

By: _____
Michael P. Plante
County Administrator

Board of Commissioners Wabasha County

Agenda Item Number: 9.0 G

Date:

January 17, 2017

Agenda Item:

Authorization to hire part-time case aide for the Social Services Department.

Requested Action:

Authorize the hiring of a part-time case aide for the Social Services Department to support Home and Community Based Services.

Fiscal Impact:

None; revenue generating position (See attached budget sheet).

Background/Recommendation:

The Wabasha County Board had previously approved a full-time, temporary Case Aide position to be split between the Child & Family Services and Home & Community Based Services (HCBS) Units in Social Services. The proposed funding stream for this position was to be from the additional child protection allocation Social Services received from the State and also from reimbursable/revenue generating activities related to the HCBS programs. This position was approved as a temporary position, as the child protection allocation had the potential for inconsistency.

The previous incumbent in this position recently accepted a permanent, full-time position in Social Services. Upon reviewing the funding status for this position, the Social Services Director has determined that there is sufficient child protection allotted funds remaining in 2017 to fund the Child & Family Services portion of this position for a year. However, there is the potential for a gap in funding for 2018 due to how performance measures are calculated and other potential legislative changes.

Given the uncertainty related to the Child & Family Services portion of this position, the Social Services Director has recommended moving forward by filling this vacancy as a part-time, permanent position dedicated only to Home & Community Based Services (HCBS), as that has the demonstrated revenue stream. Providing this part-time support would maintain County compliance with State recommendations made regarding our HCBS program in March 2016.

The Wabasha County Personnel Committee has reviewed and approved the Social Services Director's request to fill this vacancy as a part-time, permanent position.

Action:

Motion by:_____

Second by:_____

Vote Aye:_____

Vote Nay:_____

No action required:_____

Wabasha County Board of Commissioners

Resolution No.: 2017-011

Whereas, Wabasha County had previously approved and filled a full-time, temporary case aide position to be shared between Children & Family Services and Home and Community Based Services; and

Whereas, this position has recently been vacated and as a result the Social Services Director has reviewed the current status of the funding sources for the position; and

Whereas, the Social Services Director has determined that the funding for the Children & Family Services portion of this position cannot be guaranteed past one year and as a result has recommended filling this vacancy as a part-time, permanent position in support of Home and Community Based Services since that portion of the position has a demonstrated revenue stream; and

Whereas, the Wabasha County Personnel Committee has reviewed and approved the Social Services Director's request to fill this vacancy as a part-time, permanent position;

Now Therefore be it Resolved by the Wabasha County Board of Commissioners that, the Director of Social Services is hereby authorized to hire a part-time case aide as a permanent position.

Adopted this 17th day of January, 2017 by the Wabasha County Board of Commissioners.

By: _____
Cheryl Key
Board Chair

Attest:

By: _____
Michael P. Plante
County Administrator

**WABASHA COUNTY
PERSONNEL REQUEST
FOR BUDGET YEAR 2017**

POSTION REQUESTED FROM

Department: Social Services
 Requested By: John Dahlstrom

POSITON INFORMATION

Position Requested: Case Aide

Check Only One

Exempt

Non-exempt

Check Only One

Full Time (37.5 hrs/wk) (40 hrs/wk)

Part time How many hours per week? 20

Temporary How many hours per week? _____ Anticipated end date: _____

Describe Routine Work Schedule: Variable hours between M - F; 8:00 am - 4:00 pm.

POSITION FUNDING - YEAR ONE

This position would be a dedicated to Home & Community Based Services (HCBS) support. Funding sources would be from reimbursable activities: \$15,000 for Medical Assistance para-professional case management (400 hours) and \$10,000 from a increase in billable case management time (approximatelty 100 hours) from HCBS SW staf due to increased efficiency. These conservative estimates.

POSITON JUSTIFICATON

This position will assist waiver staff with billing records and to assist in other essential para-professional tasks as identified a improvement areas in our March 2016 HCBS state audit.

POSITION ESTIMATED COSTS

<u>PAYROLL</u>		<u>OTHER COSTS</u>	
Salary	\$ 19,425.12	Training	\$ 1,000.00
Overtime		Equipment	
Pera	\$ 1,324.44	Furniture	
FICA	\$ 1,094.87	Special Clothing	
ME	\$ 256.05	Licenses	
Health Insurance		Other-	
Holiday Pay		Other-	
TOTAL	\$ 22,100.48	TOTAL	\$ 1,000.00

Board of Commissioners Wabasha County

Agenda Item Number: 9.0 H

Date:

January 17, 2017

Agenda Item:

Accept retirement of K-9 Recon

Requested Action:

Consider approving Resolution 2017-012 accept retirement of K-9 Recon

Fiscal Impact:

None – K-9 Tango (Deputy Jason Bade) is still active and new K-9, Melee (Deputy Erik Rollie), will begin training soon and will eventually take over as a full-time K-9

Background/Recommendation:

Deputy Jason Lorenson is the handler and partner of K-9 Recon. K-9 Recon was originally purchased back in 2008. His date of birth is 5/5/2007. Unfortunately, he is nearing 10 years of age and has been experiencing some health issues. It is our recommendation, as well as his handler, Deputy Jason Lorenson, to retire Recon, effective immediately.

Deputy Jason Lorenson has agreed to the terms of the attached Canine Transfer Agreement to take over the liability of K-9 Recon.

We would like to thank K-9 Recon and Deputy Jason Lorenson for their years of dedicated partnership and service to Wabasha County and wish K-9 Recon the best in his retirement.

Action:

Motion by:_____

Second by:_____

Vote Aye:_____

Vote Nay:_____

No action required:_____

Wabasha County Board of Commissioners

Resolution No: 2017-012

Resolution accepting the retirement of K-9 Recon



Whereas, the Wabasha County Sheriff's Office is requesting the acceptance of the retirement of K-9 Recon, effective immediately; and,

Whereas, the handler, Deputy Jason Lorensen, has agreed to the terms of the attached Canine Transfer Agreement to take over the liability of K-9 Recon; and,

Whereas, K-9 Tango is still an active full-time K-9 and new K-9, Melee, will begin training soon and once certified will assume full-time K-9 duties.

Whereas, We would like to thank K-9 Recon and Deputy Jason Lorensen for their years of dedicated partnership and service to Wabasha County and wish K-9 Recon the best in his retirement.

Now Therefore be it Resolved by the Wabasha County Board of Commissioners that: the retirement of K-9 Recon is hereby accepted, effective immediately.

Adopted this 17th day of January, 2017 by the Wabasha County Board of Commissioners.

By: _____
Cheryl Keys, Wabasha County Board Chair

Attest:

By: _____
Michael Plante, Wabasha County Administrator

Canine Transfer Agreement

I, K-9 Deputy Jason Lorenson, in consideration of receipt, at no cost to me, of a dog, German Shepherd, known as Recon, Black/Tan, DOB: 5/5/2007, 9.5+ years old, agree that:

1. I will provide the dog a good home, and the Wabasha County Sheriff's Office will transfer full ownership of the dog to me;
2. I understand that this dog is a potentially dangerous animal, capable of causing considerable injury to persons and other animals;
3. I personally assume all risks in the connection with the dog, and I release Wabasha County and Wabasha County Sheriff's Office, their commissioners, agents, deputies, and all employees from any liability for any harm, injury, damage, or liability which may befall me in connection with the ownership, possession, custody or control of the dog, whether caused by their/its negligence or otherwise;
4. Neither the County of Wabasha, Wabasha County Sheriff's Office, their commissioners, agents, deputies, or employees may be held liable in any way for any injury to any person, animal or property proximately caused by this dog after it is transferred to me;
5. I agree to indemnify, defend, and hold harmless, the County of Wabasha, Wabasha County Sheriff's Office, their commissioners, agents, deputies, or employees for any and all claims, settlements, liabilities, judgments, loss or damage they or any of them may incur as a result of any damage or injury to person(s), animal(s), or property proximately caused by this dog or in any way related to ownership, possession, custody, control, act or failure to act of this dog. As used herein, "defend" includes payment of all costs, including attorneys' fees, associated with the defense of the claim or action, whether or not the claim or suit is successful and whether the claim or suit is rightfully or wrongfully brought;
6. I covenant not to bring or maintain any suit or action at the law or in equity against the County of Wabasha, Wabasha County Sheriff's Office, their commissioners, agents, deputies, or employees by reason of any claim which may arise relating to this dog;
7. The foregoing release, covenant not to sue, indemnity and defense agreement apply to any and all claims by or against me, any member of my family, my estate, heirs, successors or assigns, arising out of my/their ownership, possession, custody, control, or any act or failure to act of this dog;

8. My/our obligations under this agreement shall continue until the death of the dog or until the last claim, lawsuit, or judgment is finally resolved or satisfied, whichever is later, and shall not cease upon transfer of ownership of this dog;

I am of lawful age and legally competent to sign this agreement. I understand that these terms are contractual and not mere recital, and I have signed this document as my own free act;

9. I have read and understand the contents of this agreement. No representatives have been made to me by Wabasha County, Wabasha County Sheriff's Office, their commissioner's, agents, deputies, or employees regarding this matter except as set out in this agreement. This document contains the entire agreement between parties to this transaction.

10. This agreement shall take effect on the date of transfer as set forth below;

IN WITNESS WHEREOF, I have executed this release, covenant not to sue, indemnity and defense agreement in Wabasha, Minnesota, on January 17, 2017.

(signature)
K-9 Deputy, Jason Lorenson

(Witness) (Authorized representative of Wabasha County Sheriff's Office)

SUBSCRIBED AND SWORN TO before me on this 17th day of January, 2017.

Notary Public for Minnesota

My Commission Expires: _____

Board of Commissioners Wabasha County

Agenda Item Number: 9.0 I

Date:

January 17, 2017

Agenda Item:

Sheriff- Resolution *revising* Resolution #2009-069 regarding the use of Impound Lot Funds

Requested Action:

Consider adoption of Resolution 2017-013 Resolution *revising* Resolution #2009-069 regarding the use of Impound Lot Funds

Fiscal Impact:

Storage fees and revenue from the sale of abandoned vehicles are deposited into the Impound Lot fund which was approved by Resolution #2009-069 on April 21, 2009.

Current storage fees are \$20 per day.

Background/Recommendation:

Wabasha County Sheriff's office is requesting to revise the original resolution to include authorizing this fund to be used to outfit new squads in addition to the upkeep and maintenance.

A future storage building is no longer planned. Therefore, this specific language may be removed.

Action:

Motion by:_____

Second by:_____

Vote Aye:____

Vote Nay:____

No action required:____

Wabasha County Board of Commissioners

Resolution No: 2017-013

Resolution revising Resolution #2009-069 regarding the use of Impound Lot Funds

Whereas, on April 21, 2009, the County Board authorized Resolution #2009-069 regarding the Wabasha County Sheriff's Office request to set up a fund for an Impound Lot at the Criminal Justice Center; and,

Whereas, the fund would help offset costs for upkeep and maintenance; and,

Whereas, any remaining funds would be used toward a future storage building on this same lot.

Whereas, the Wabasha County Sheriff's office is now requesting to revise the original resolution to include authorizing this fund to be used to outfit new squads in addition to the upkeep and maintenance.

Whereas, a future storage building is no longer planned. Therefore, this specific language may be removed.

Now Therefore be it Resolved that the Wabasha County Board of Commissioners hereby: approves revising Resolution #2009-069 to include authorizing this fund to be used to outfit new squads in addition to the upkeep and maintenance of the lot.

Whereas, be it further resolved that the Wabasha County Board of Commissioners hereby: authorizes the removal of the language which indicates any remaining amount to be used toward a future storage building on the lot.

Adopted this 17th day of January, 2017 by the Wabasha County Board of Commissioners.

By: _____
Cheryl Key, Wabasha County Board Chair

Attest:

By: _____
Michael Plante, Wabasha County Administrator

Board of Commissioners Wabasha County

Agenda Item Number: 9.0 J

Date: 01/17/17

Agenda Item: Approval of new Intoxicating Liquor License – On Sale, Sunday and 2am to Eagles Nest of Plainview LLC in Plainview Township.

Requested Action: Approval of Intoxicating Liquor License – On Sale, Sunday and 2am.

Fiscal Impact: County will receive \$550 in license fees.

Background/Recommendation: Wabasha County Sheriff & Wabasha County Attorney has signed off on license.

Action:

Motion by: _____

Second by: _____

Vote Aye: ____

Vote Nay: ____

No action required: ____

Wabasha County Board of Commissioners

Resolution No.: 2017-014

Whereas, the following applicant wish to have their County O Sale, Sunday and 2am Liquor License approved:

Al & Rebecca Ihde

Eagles Nest of Plainview LLC

Plainview Township

Whereas, the application has been approved by the County Attorney and County Sheriff. Wabasha County Auditor/Treasurer has received certificate of insurance and the appropriate license fee. The liquor license will run from April 1, 2017 to July 31, 2017.

Now Therefore be it Resolved by the Wabasha County Board of Commissioners that, They hereby approve the new County On Sale, Sunday and 2am Liquor License to the individual listed above, subject to the approval of the State of Minnesota Liquor Control Commissioner.

Adopted this 17 day of January, 2017 by the Wabasha County Board of Commissioners.

By: _____

Cheryl Key
Board Chair

Attest:

By: _____

Michael P. Plante
County Administrator

Board of Commissioners Wabasha County

Agenda Item Number: 9.0 K

Date:

January 17, 2017

Agenda Item:

Final Payment to Fahrner Asphalt Sealers for completion of Project CP 079-16-8240

Requested Action:

Adoption of Resolution 2017-015 authorizing the Wabasha County Auditor/Treasurer to issue a warrant for final payment to Fahrner Asphalt Sealers for completion of Project CP 079-16-8240 in the amount of \$36,421.62.

Fiscal Impact:

The total cost of this contract is \$191,735.39. The amount of final payment is \$36,421.62 which is the retainage currently being withheld and agreement on work performed on County Highway 15. Funding for this project was from County Levy and Wheelage Tax.

Background/Recommendation:

Contract No. 16003 has been completed. Work was completed in 2017 for this project for seal coating County Highways 1, 54, 11, and 15.

The County Engineer recommends adoption of Resolution No. 2017-015.

Action:

Motion by:_____

Second by:_____

Vote Aye:____

Vote Nay:____

No action required:____

Wabasha County Board of Commissioners

Resolution No.: 2017-015

Whereas, CP 079-16-8240 with any and/or all Supplemental Agreements, Change Orders or Work Orders, has been completed.

Now Therefore be it Resolved by the Wabasha County Board of Commissioners that, the Wabasha County Auditor/Treasurer be authorized to issue a warrant for final payment to Fahrner Asphalt Sealers for completion of Project CP 079-16-8240 in the amount of \$36,421.62.

Adopted this 17th day of January, 2017 by the Wabasha County Board of Commissioners.

By: _____
Its Board Chair

Attest:

By: _____
Michael P. Plante
County Administrator

Board of Commissioners Wabasha County

Agenda Item Number: 10.0 A

Date:

January 17, 2017

Agenda Item:

Lake City Prosecution Contract

Requested Action:

Authorize the contract for continued prosecution

Fiscal Impact:

+\$30,000 to be used to offset salary costs.

Background/Recommendation:

In 2014 the County entered into contract with the City of Lake City which provided them prosecutorial services from our County Attorney's Office. This resolution would extend that contract.

Action:

Motion by:_____

Second by:_____

Vote Aye:_____

Vote Nay:_____

No action required:_____

Wabasha County Board of Commissioners

Lake City Prosecution Contract

Resolution No.: 2017-016

Whereas, In 2014 the County entered into contract with the City of Lake City which provided them prosecutorial services from our County Attorney's Office; and

Whereas, that contract is set to expire unless extended; and

Whereas, the Wabasha County Attorney's Office believes that such a contract would be beneficial to both the city and the county; and

Now Therefore be it Resolved by the Wabasha County Board of Commissioners hereby authorizes the Wabasha County Attorney's Office to renew the contract for prosecution services as outlined in the attached contract. The value of the contract shall go into the County Attorney's budget to offset salary costs.

Adopted this 17th day of January, 2017 by the Wabasha County Board of Commissioners.

By: _____
Cheryl Key
Board Chair

Attest:

By: _____
Michael P. Plante
County Administrator

Board of Commissioners Wabasha County

Agenda Item Number: 10.0 B

Date: January 17, 2017

Agenda Item: Establish County Ballot Board

Requested Action: To authorize the Wabasha County Auditor/Treasurer to implement a County UOCAVA Ballot Board for the 2017 election cycle.

Fiscal Impact:

Background/Recommendation: Recommend establishment. This board will cover March Township Election and any Special School District Elections.

Action:

Motion by:_____

Second by:_____

Vote Aye:_____

Vote Nay:_____

No action required:_____

WABASHA COUNTY BOARD OF COMMISSIONERS

Resolution No.: 2017 -017

Resolution Establishing UOCAVA Ballot Board

BE IT RESOLVED, that the Wabasha County Board of Commissioners, hereby authorize the establishment of a UOCAVA (Uniformed and Overseas Citizens Absentee Voting Act) Ballot Board under Chapter 203B.121, Subd 1 and 203B.23 of 2011 Minnesota Statutes, pertaining to Ballot Boards, and

BE IT RESOLVED , that this Board will meet on an as needed basis when called by a Wabasha County Auditor/Treasurer during the 45 calendar days prior to each election, and

BE IT RESOLVED that this Board will Accept or Reject absentee ballots and process ballots throughout the Absentee voting period, and

BE IT RESOLVED that this Board will follow all statutory requirements enacted by the Minnesota Legislature and count the absentee ballots after the polls close rather than deliver absentee ballots to the polling sites.

THEREFORE, the Wabasha County Board of Commissioners approves the establishment of an UOCAVA Ballot Board and appoints the following election officials on that board for 2017:

Denise M Anderson
Francie Warren
Audry Plote
Jane Roemer

Adopted this 17th day of January, 2017 by the Wabasha County Board of Commissioners.

By: _____
It's Board Chair

Attest:

By: _____
It's County Administrator

Board of Commissioners Wabasha County

Agenda Item Number: 10.0 C

Date: 01/17/17

Agenda Item: A/T – Approval of Wabasha County name for car titles

Requested Action: Adopt a resolution stating that any motor vehicle that is purchased by the County, be titled in the name of Wabasha County.

Fiscal Impact: n/a

Background/Recommendation: Currently what is happening from time to time, when a department purchases a vehicle that department titles the vehicle in that departments name. And if the vehicle is transferred to another department, that department wants to transfer the title to their department which is a transfer title fee. We are asking for a resolution to be adopted to say all motor vehicles when purchased should be titled in Wabasha County name to avoid any transfer fees.

Action:

Motion by:_____

Second by:_____

Vote Aye:____

Vote Nay:____

No action required:____

Wabasha County Board of Commissioners

Resolution No.: 2017-018

Whereas, motor vehicles are used by Wabasha County for business operations, and

Whereas, it is in the best interests of the County to have all vehicles registered the same.

Now Therefore be it Resolved by the Wabasha County Board of Commissioners that, hereby state all motor vehicles that are purchased by Wabasha County Departments be titled in the name of "Wabasha County".

Adopted this 17th day of January 2017 by the Wabasha County Board of Commissioners.

By: _____
Cheryl Key
Board Chair

Attest:

By: _____
Michael P. Plante
County Administrator

Board of Commissioners Wabasha County

Date:

January 17, 2016

Agenda Item:

Closed Session: Labor Negotiation Strategy

Requested Action:

Closed meeting to labor negotiation strategy pursuant to MN Stat. 13D.03 Subd 1(a).

Fiscal Impact:

Background/Recommendation:

All of the current union contracts that the County has in place expired at the end of the 2016. Negotiation sessions have been held with all of the bargaining groups and proposals have been exchanged. Minn. Stat. §13D.01 subd. 1(a) permits closing a County Board meeting for the purposes of discussing labor negotiation strategy.

Action:

Motion by: _____

Second by: _____

Vote Aye: _____

Vote Nay: _____

No action required: _____

Wabasha County Board of Commissioners

Labor Negotiation Strategy

Resolution No.: 2017-019

Whereas, Minn. Stat. §13D.01 subd. 1(a) permits closing a County Board meeting for the purposes of discussing labor negotiation strategy;

Whereas, the County Board desires to consult with its attorney regarding the best course of action to take during the upcoming labor negotiations;

Whereas, it is not possible to fully discuss strategy and the options available to the County in a public meeting that may be attended by the opposing party;

Whereas, without such a meeting the County will have to make decisions without the full benefit of consultation with counsel, and is concerned that in such a situation, it could make poor or uninformed decisions, exposing the County and its taxpayers to liabilities and costs that could be avoided by fully informed decision making available only in a closed session with counsel;

Whereas, certain phases of the negotiation strategy may be impaired if every discussion is available for the benefit of opposing parties;

Whereas, the County Board wishes to meet with its attorney to discuss the pros and cons, and strategy regarding the labor negotiations, and finds that such a discussion cannot be had in public session;

Whereas, based upon the foregoing the Board finds there is an absolute need for confidentiality of this matter;

Now Therefore be it Resolved by the Wabasha County Board of Commissioners that a closed meeting of the County Board addressing the labor negotiation strategy will be held with the County Attorney and other County staff. No subject matter other than the foregoing shall be discussed at said meeting.

Adopted this 17th day of January, 2017 by the Wabasha County Board of Commissioners.

By: _____
Cheryl Key
Board Chair

Attest:

By: _____
Michael P. Plante
County Administrator