

Wabasha County
Board of Commissioners
Meeting Agenda
November 28, 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**
 - 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: November 21, 2017
 - B. Claims
 - C. Meal Vouchers
 - D. Per Diems
 - E. Donations: Approve and Accept \$100 Donation from the American Legion Auxiliary Unit 546 on Behalf of the Veteran's Service Office
 - F. Finance: Approve Update to Signatures on Jail Inmate Account (2017-232)
 - G. Finance: Approve Update to Signatures on Social Welfare Account (2017-233)
 - H. Public Health: Approve Grant Award for Minnesota Organization on Fetal Alcohol Syndrome (MOFAS) Prevention Grant (2017-234)
 - I. Public Health: Approve Grant Award for 2018 Local Public Health Grant (2017-235)
- 10.0 **Action/Discussion Items**
- A. Finance: Approve 2018 County Fee Schedule (2017-236)
 - B. Highway: Approve County Property Sale near Zumbro River (2017-237)
 - C. Highway: Authorize the Acquisition of Right-of-Way (2017-238)
 - D. Highway: Approve and Set Public Meeting for County Highway 4 Project
 - E. Zoning: Approve Aquatic Invasive Species Prevention Grant (2017-239)
 - F. Administration: Setting the 2018 Salary of the Wabasha County Attorney (2017-240)
 - G. Administration: Setting the 2018 Salary of the Wabasha County Auditor/Treasurer (2017-241)
 - H. Administration: Setting the 2018 Salary of the Wabasha County Recorder (2017-242)
 - I. Administration: Setting the 2018 Salary of the Wabasha County Sheriff (2017-243)
 - J. Administration: Set Commissioner Salaries and Per Diems for 2018 (2017-244)

- 11.0 **Commissioner Reports**
- 12.0 **Board Concerns**
- 13.0 **Recess/Adjourn**

MINUTES - REGULAR MEETING – TUESDAY, NOVEMBER 21, 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, November 21, 2017 at 9:00 a.m.

11/21/17

The meeting was called to order by Board Chairperson Key.

CALL TO ORDER

The following Commissioners were present: Goihl, Hall, Key, Wobbe Absent: Springer

ROLL CALL

GOIHL-HALL

Motion to approve the agenda

Adopted Unanimously

APPROVE AGENDA

Staff Updates:

STAFF UPDATES

Administrator Updates:

ADMINISTRATOR UPDATES

GOIHL-HALL

Motion to approve the consent agenda including the following:

Minutes: November 7, 2017

Claims

Meal Vouchers

Per Diems

Resolution Number: 2017-216

Non-Union COLA for 2018

APPROVE CONSENT AGENDA

RES 2017-216:
APPROVE NON-UNION COLA FOR 2018

Whereas, the County Board approves Cost of Living Adjustments (COLA) for non-union employees, and

Whereas, a 2.5% increase is included in 2018, and

Now therefore be it resolved by the Wabasha County Board of Commissioners that the Non-Union pay grid be adjusted by a 2.5% COLA effective January 1, 2018.

Be it further resolved by the Wabasha County Board of Commissioners that:

- Highway seasonal workers' rate of pay will not be adjusted by the COLA increase and will be addressed by future resolution.
- Bailiffs will receive the same COLA increase as other non-union positions (position is not on the non-union grid)
- Any non-union employee being paid above the final step of their pay grid will receive only the amount equal to their final step.
- Part time dispatchers, deputy sheriffs and jailers will be paid at 50 cents below the starting wage of the union contract wage schedule as approved by Board resolution on December 17th, 2002
- Wages for Non-Union Court Services employees will be determined by the 3rd Judicial District Judge for Wabasha County
- The salaries and wages of non-union employees in the elected officials (ie: county attorney, county auditor/treasurer, county recorder, and county sheriff) offices are not included in this resolution. Those wages and salaries will be determined when the Board sets the budgets for those offices.

Resolution No. 2017-217

Property Assessed Clean Energy (PACE) Request – Meyer Application

Whereas, Minnesota Statutes, Sections 216C.435 and 216C.436 (the "Act") authorize the City to provide for the financing of the acquisition and construction or installation of energy efficiency and conservation improvements (the "Improvements") on qualifying real property located within the boundaries of the County; and

RES 2017-217:
APPROVE PROPERTY ASSESSED CLEAN ENERGY (PACE) REQUEST BY

Whereas, an application was received from John Meyer for property located at 71520 370th St. Lake City, MN 55041 to participate in that PACE program; and

JON MEYER

Now Therefore Be It Resolved, the Wabasha County Board of Commissioners the above referenced application, which is formally adopted by reference, is approved and that the Wabasha County Auditor/Treasurer's Office shall apply the special assessment to the property.

Resolution No.: 2017-218

RES 2017-218:
APPROVE
DISPOSAL OF
OBSOLETE
EQUIPMENT

Now Therefore be it Resolved by the Wabasha County Board of Commissioners that, the Social Services Department is authorized to dispose of the following listed equipment by scraping or waste disposal: Item 2725 Steelcase office chair.

Resolution No.: 2017-219

Resolution authorizing the purchase of Dual Band Pagers and authorization for Auditor's Warrant

RES 2017-219:
APPROVE
PURCHASE OF
14 DUAL BAND
PAGERS FOR
EMERGENCY
SERVICES

Whereas, the Wabasha County Sheriff's Office is requesting to purchase fourteen (14) Dual Band G-5 Pagers for Emergency Services at a cost of \$12,062 per attached quote from ANCOM Communications; and,

Whereas, this will provide the ability to page on the ARMER System; and,

Whereas, the Southeast Minnesota Emergency Communications Board (SEMNECB) has matching (50%) grant funds available and Wabasha County is requesting to apply for these funds from the 2017 SHSP grant to purchase the Dual Band Pagers; and

Whereas, the purchase would be made with 911 funds and reimbursed by the appropriate local emergency services agencies and the 2017 SHSP grant; and,

Whereas, the Sheriff further requests approval for the Auditor's Office to draft an Auditor's Warrant not to exceed the amount of \$13,000.00 to the respective vendor once the invoice is received.

Now Therefore be it Resolved by the Wabasha County Board of Commissioners that the Auditor is authorized to issue an Auditor's Warrant for the purchase of fourteen (14) Dual Band Pagers from ANCOM Communications.

Be it further Resolved by the Wabasha County Board of Commissioners that: the total cost for this purchase will not exceed \$13,000.

Be it further Resolved by the Wabasha County Board of Commissioners that: this purchase be paid from 911 funds and reimbursed by the appropriate local emergency services and the 2017 SHSP Grant.

Resolution No.: 2017-220

RES 2017-220:
ACCEPT AND
AWARD BID
CONTRACT TO
ICON
CONSTRUCTOR
S, LLC

Whereas, Icon Constructors LLC. is the lowest responsible bidder for SAP 079-602-042.

Now Therefore be it Resolved by the Wabasha County Board of Commissioners that Wabasha County hereby accepts the bid of and hereby awards a contract to Icon Constructors LLC. for SAP 079-602-042 in the amount of \$660,738.55 and that the Chair of the County Board and the County Administrator are hereby authorized to execute a Contract with Icon Constructors LLC. for this work.

Resolution No.: 2017-221

RES 2017-221:
ACCEPT AND
AWARD BID FOR
FURNISH AND
APPLICATION OF
CHLORIDE
SOLUTION TO
NORTHERN
SALT, INC

Whereas, Northern Salt Inc. is the lowest responsible bidder for C.P. 79-18-6020.

Now Therefore be it Resolved by the Wabasha County Board of Commissioners that Wabasha County hereby accepts the bid of Northern Salt Inc. for Project C.P. 79-18-6020 in the amount of \$75,797.28 and that the Chairman of the County Board and the County Administrator are hereby authorized to execute a Contract with Northern Salt Inc. for this work.

Resolution No.: 2017-223

RES 2017-223:
ACCEPT AND
AWARD BID TO

Whereas, Asphalt Surface Technologies Corporation is the lowest responsible bidder for CP 79-18-6010.

Now Therefore be it Resolved by the Wabasha County Board of Commissioners that Wabasha County hereby accepts the bid of Asphalt Surface Technologies Corporation for CP 79-18-6010 in the amount of \$428,037.82 and that the Chair of the County Board and the County Administrator are hereby authorized to execute a Contract with Asphalt Surface Technologies Corporation for this work.

Resolution No.: 2017-224

Whereas, Traffic Marking Service Inc. had the lowest bid for Project C.P. 79-18-6000 – Furnish and Apply Traffic Paint to Roads in Wabasha County.

Now Therefore be it Resolved that the Wabasha County Board of Commissioners hereby accepts the bid of Traffic Marking Service Inc. for Project C.P. 79-18-6000 – Furnish and Apply Traffic Paint to Roads in Wabasha County - in the amount of \$55,099.57 and that the Chair of the County Board and the County Administrator are hereby authorized to execute a Contract with Traffic Marking Service Inc. for this work.

Resolution No.: 2017-225

Now Therefore Be It Resolved by the Wabasha County Board of Commissioners that Wabasha County enter into Mn/DOT Agreement No. 1029610 with the State of Minnesota, Department of Transportation for the following purposes:

To provide for payment by the State to the County for the use and maintenance of County State Aid Highway No. 7 and County State Aid Highway No. 15 as a detour route during the contract construction to be performed upon, along and adjacent to Trunk Highway No. 63 from 0.22 miles south of Trunk Highway No. 60 to County Highway No. 78 under State Project No. 7908-35 (T.H. 63=059).

It is further resolved by the Wabasha County Board of Commissioners that the Wabasha County Engineer is authorized to execute the Agreement and any amendments to the Agreement.

Resolution No.: 2017-226

Whereas, SP 079-630-017 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 the Wabasha County Auditor/Treasurer be authorized to issue a warrant for final payment to Rochester Sand and Gravel – Division of Mathy Construction Company for completion of SP 079-630-017 in the amount of \$19,074.25.

Resolution No.: 2017-227

Whereas, there is one recycling shed currently unused and stored at the Mazeppa County Highway Shop that is considered excess.

Now Therefore be it Resolved that the Wabasha County Board of Commissioners approves of the sale or otherwise disposal of the aforementioned recycling shed.

Resolution No.: 2017-228

Now Therefore be it Resolved by the Wabasha County Board of Commissioners that, Wabasha County hereby accepts the proposal of Metal Culverts Inc. for the quoted 81” x 59” corrugated metal pipe materials at the quoted price per foot and that the County Engineer is hereby authorized to purchase these culvert materials from Metal Culverts Inc.

Adopted Unanimously

Presentation: Water Resource Management in SE Minnesota

MOTION BY KEY TO SET PUBLIC HEARING

ASPHALT
SURFACE
TECHNOLOGIES
CORPORATION

RES 2017-224:
ACCEPT AND
AWARD BID FOR
FURNISH AND
APPLY TRAFFIC
PAINT TO
TRAFFIC
MARKING
SERVICE, INC

RES 2017-225:
APPROVE
DETOUR
AGREEMENT
WITH MNDOT

RES 2017-226:
APPROVE
FINAL
PAYMENT TO
ROCHESTER
SAND AND
GRAVEL

RES 2017-227:
APPROVE
DISPOSAL OF
ONE
RECYCLING
SHED

RES 2017-228:
ACCEPT
PROPOSAL OF
METAL
CULVERTS, INC.
FOR CULVERT
REPLACEMENT

Resolution Setting Date For A Public Hearing
On For The Consideration Of A Tax Abatement
For The Purpose Of Assisting Lake City Sanctuary Hospice, Llc

Whereas, Wabasha County (the "County") has received a request from Lake City Sanctuary Hospice, LLC (the "Developer") for financial assistance from the County in the form of property tax abatement under Minnesota Statutes, Sections 469.1812 through 469.1815, as amended (the "Act"), in connection with Developer's proposal to construct a hospice facility in the City of Lake City (the "Project"); and

Whereas, pursuant to the Act, prior to approving an abatement resolution and the use of tax abatement the County must hold a public hearing; and

Whereas, the Board of Commissioners (the "Board") of the County has determined to hold the required public hearing and consider the terms of abatement assistance requested by Developer.

Now, Therefore, Be It Resolved By the Board of Commissioners of Wabasha County:

1. Abatement Terms. The Board directs staff and consultants to negotiate with Developer regarding the maximum amount of abatement and term of years, and to prepare an abatement resolution and a contract for private development for the Project, for consideration by the Board at a public hearing on December 6, 2017.
2. Public Hearing. The Board shall hold a public hearing on the use of tax abatement to finance the costs of the Project at 4:30 P.M. on Wednesday, December 6, at the Wabasha County Courthouse/Annex located at 625 Jefferson Avenue, Wabasha, MN 55981. The County Administrator is directed to publish a notice in the County's official newspaper announcing a public hearing before the Board on the abatement resolution. The notice shall be published in the newspaper at least 10 days but less than 30 days prior to the public hearing.

Motion Failed due to Lack of Second

GOIHL-HALL

Resolution No.: 2017-230

Whereas, the Local Road Improvement Program (LRIP) requires non State Aid cities, such as the City of Wabasha, to identify a project sponsor to support the application and act as the fiscal agent on behalf of the City of Wabasha, and

Whereas, the City of Wabasha has requested by resolution that Wabasha County act as the Project Sponsor and Fiscal Agent, as required by the Local Road Improvement Program (LRIP), for the City's LRIP funding application and the associated projects, and

Whereas, the City Council has provided by resolution, the assurance that the City of Wabasha will pay all costs associated with the projects, and that City staff will ensure that all aspects of LRIP funding requirements are met and the projects' schedule is adhered to.

Now Therefore be it Resolved by the Wabasha County Board of Commissioners that:

1. The County supports the City of Wabasha's pursuit of Local Road Improvement Program (LRIP) funds for the rehabilitation of 8th Street West, Alleghany Avenue, and 12th Street East in Wabasha.
2. The County agrees to sponsor the City of Wabasha's Local Road Improvement Program applications to MnDOT and act as the City of Wabasha's fiscal agent for these projects.

Adopted Unanimously

HALL-GOIHL

Resolution No.: 2017-231

RES 2017-229:
MOTION
FAILED DUE TO
LACK OF
SECOND TO SET
PUBLIC
MEETING

RES 2017-230:
APPROVE
COUNTY
SPONSORSHIP
OF CITY OF
WABASHA
LOCAL ROAD
IMPROVEMENT
PROGRAM
(LRIP) GRANT
APPLICATION

RES 2017-231:

Whereas, the County of Wabasha is planning to implement County State Aid Highway projects in 2018 which will require State Aid funds in excess of those available in its State Aid Regular Construction Account, and

Whereas, said County is prepared to proceed with the construction of said projects through the use of an advance from the County State Aid Construction Fund to supplement the available funds in their State Aid Regular Construction Account, and

Whereas, the advance is based on the following available balances and estimated expenditures:

Regular Account Balance available as of date 11/14/2016	-\$1,738,768
Regular Account Estimated Allocation 2018	\$2,600,000
Estimated Disbursements:	
Project SAP 079-602-041 (Reg)	\$400,000
Project SAP 079-625-017 (Reg)	\$1,400,000
Project SAP 079-608-014 (Reg)	\$1,000,000
Project SAP 079-602-042 (Reg)	\$430,000
Project SAP 079-603-005 (Reg)	\$1,700,000
Project SP 079-070-009 (Reg)	\$100,000
 Total Estimated Disbursements	 \$5,030,000
 Total Requested Advance Amount (Reg)	 \$2,600,000

Whereas, repayment of the funds so advanced will be made in accordance with the provisions of Minn. Stat. 162.08, Subd. 5 & 7 and Minn. Rules, Chapter 8820.

Now Therefore be it Resolved by the Wabasha County Board of Commissioners that, the Commissioner of Transportation be and is hereby requested to approve this advance for financing approved County State Aid Highway projects of the County of Wabasha in an amount up to \$2,600,000 in accordance with Minnesota Rules 8820.1500, Subp. 9 and hereby authorize repayments from subsequent accruals to the Regular Construction Account of said County from future year allocations until fully repaid.

Adopted Unanimously

HALL-WOBBE

Resolution No.: 2017-222

Whereas, Bruening Rock Products Inc. is the lowest responsible bidder for C.P. 79-18-6030.

Now Therefore be it Resolved by the Wabasha County Board of Commissioners that Wabasha County hereby accepts the bid of Bruening Rock Products Inc. for C.P. 79-18-6030 – Aggregate Surfacing - in the amount of \$121,424 and that the Chairman of the County Board and the County Administrator are hereby authorized to execute a Contract with Bruening Rock Products Inc. for this work.

Passed: 3-0 Goihl: Abstained

Presentation: County Attorney Karrie Kelly

Presentation: County Sheriff Rodney Bartsh

HALL-GOIHLE

Motion to adjourn

Adopted Unanimously

BOARD OF COUNTY COMMISSIONERS
WABASHA COUNTY, MINNESOTA

RES 2017-222:
ACCEPT AND
AWARD BID
FOR
AGGREGATE
SURFACING TO
BRUENING
ROCK
PRODUCTS,
INC.

COMMISSIONER
REPORTS

BOARD
CONCERNS

ADJOURN

BY: _____
Board Chair, Cheryl Key

ATTEST:

BY: _____
Michael P. Plante, County Administrator

**WABASHA COUNTY
BOARD MEETING
28-Nov-17**

AUDITOR'S WARRANTS

<u>DATE</u>	<u>ACH NUMBERS</u>	<u>WARRANT NUMBERS</u>	<u>AMOUNT</u>
11/21/2017		37097-37102	\$ 918.66
11/21/2017	3498-3505	37103-37129	\$ 51,728.91

TOTAL AUDITOR'S WARRANTS

\$ 52,647.57

MEAL VOUCHERS

<u>EMPLOYEE</u>	<u>DATES</u>	<u>AMOUNT</u>
Nelson, Steve	11/14/2017	\$ 8.35

TOTAL MEAL VOUCHERS

\$ 8.35

TAXABLE UNIFORM ALLOWANCE

<u>EMPLOYEE</u>		<u>DATES</u>	<u>AMOUNT</u>
Graner, Ed	Jacket	10/21/2017	\$ 69.99
Graner, Ed	Boots	11/18/2017	\$ 139.99
TOTAL UNIFORM ALLOWANCE VOUCHERS			<u><u>\$ 209.98</u></u>

**WABASHA COUNTY
BOARD MEETING
28-Nov-17**

PER DIEM PAYMENT REQUEST

<u>COMMISSIONER</u>	<u>DATE</u>	<u>COMMITTEE</u>	<u>AMOUNT</u>
Goihl, Brian	06/13/17	Personnel	50.00
	06/21/17	Three Rivers	50.00
	07/10/17	Mediation	90.00
	07/11/17	Personnel	50.00
			\$ 240.00
Hall, Rich	10/19/17	WWJPB	\$ 50.00
Key, Cheryl	10/02/17	Mediation	\$ 50.00
	10/10/17	Personnel Committee	\$ 50.00
	10/24/17	Labor Management & SELCO	\$ 50.00
	10/30/17	District Meeting	\$ 90.00
			\$ 240.00
Springer, Don			
Wobbe, Mike	09/12/17	Budget Meeting	\$ 50.00
	09/13/17	Breezy Point	\$ 90.00
	09/14/17	Breezy Point	\$ 90.00
	09/15/17	Breezy Point	\$ 90.00
	09/21/17	Extension Committee Meeting	\$ 50.00
	09/26/17	Work Group Dredge Meeting	\$ 50.00
			\$ 420.00
TOTAL PER DIEMS REQUESTED			\$ 950.00

(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:

15DEC17

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

Background/Recommendation:

The following donations were received by:

The American Legion Auxiliary Unit 546 Kellogg MN \$100.00

Action:

Motion by:_____

Second by:_____

Vote Aye:_____

Vote Nay:_____

No action required:_____

Board of Commissioners Wabasha County

Agenda Item Number: 9.0 F

Date:

November 28, 2017

Agenda Item:

First State Bank of Wabasha Signature Authorities-Jail Inmate Account

Requested Action:

Update signatures on the Jail inmate account

Fiscal Impact:

None

Background/Recommendation:

Signatures changes are necessary due to personnel changes at the Jail. The Finance Director recommends approval.

Action:

Motion by:_____

Second by:_____

Vote Aye:_____

Vote Nay:_____

No action required:_____

WABASHA COUNTY BOARD OF COMMISSIONERS

Resolution No.: 2017-232

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 an 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 and Janet Sandwick are to be removed as authorized signers on the Jail Inmate Account at First State Bank of Wabasha.

Be it Further Resolved by the Wabasha County Board of Commissioners that, Michael Peterson and Amanda Putzier are to be added as authorized signers on the Jail Inmate account at First State Bank of Wabasha.

Adopted this 28th day of November 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:

November 28, 2017

Agenda Item:

First State Bank of Wabasha Signature Authorities-Social Welfare Account

Requested Action:

Update signatures on the Social Welfare account

Fiscal Impact:

None

Background/Recommendation:

Updates needed due to personnel changes. The Finance Director recommends approval.

Action:

Motion by:_____

Second by:_____

Vote Aye:_____

Vote Nay:_____

No action required:_____

WABASHA COUNTY BOARD OF COMMISSIONERS

Resolution No.: 2017-233

Deposit account authority for First State Bank of Wabasha

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, a list of authorities to transact business is provided to First State Bank annually or when changes are necessary; and

Whereas, it has become necessary to update authorized signers due to personnel changes.

Now Therefore be it Resolved by the Wabasha County Board of Commissioners that, Gwen Resech is approved as an authorized signer on the Social Welfare Fund Account at First State Bank of Wabasha.

Adopted this 28th day of November 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 H

Date: 11/21/17

Agenda Item:

Approve Grant award for Minnesota Organization on Fetal Alcohol Syndrome (MOFAS) Prevention Grant

Requested Action:

The Public Health director recommends approval of this agreement.

Fiscal Impact: \$1,975.00

Background/Recommendation:

Wabasha County Maternal Child Health Program is looking for creative ways to increase number of residents receiving services. The Minnesota Organization on Fetal Alcohol Syndrome (MOFAS) offers a Prevention Grant and is committed to preventing Fetal Alcohol Spectrum Disorders (FASD). In support of this work, MOFAS seeks applications from eligible organizations in Minnesota that are interested in engaging their community through public events focused on FASD prevention. The events will increase awareness about the danger of drinking alcohol while pregnant, educate women of childbearing age on the importance of planned, alcohol-free pregnancies, and share the 049 – zero alcohol for nine months of pregnancy – prevention message. Wabasha County was awarded one of twelve grants.

Action:

Motion by:_____

Second by:_____

Vote Aye:____

Vote Nay:____

No action required:____

Wabasha County Board of Commissioners

Resolution No.: 2017-234

Whereas, the Wabasha County Maternal Child Health Program is looking for creative ways to increase number of residents receiving services,

Whereas, the Minnesota Organization on Fetal Alcohol Syndrome (MOFAS) offers a Prevention Grant and is committed to preventing Fetal Alcohol Spectrum Disorders (FASD). In support of this work, MOFAS seeks applications from eligible organizations in Minnesota that are interested in engaging their community through public events focused on FASD prevention. The events will increase awareness about the danger of drinking alcohol while pregnant, educate women of childbearing age on the importance of planned, alcohol-free pregnancies, and share the 049 – zero alcohol for nine months of pregnancy – prevention message; and

Whereas, the Director of Public Health recommends approval of this application;

Now Therefore be it Resolved by the Wabasha County Board of Commissioners that, the Director of Public Health be authorized to apply for the MOFAS Prevention Grant.

Adopted this 28th day of November 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 I

Date: 11/21/17

Agenda Item: Approve Grant award for 2018 Local Public Health Grant

Requested Action: The State general funds (i.e., State tax dollars) and match provide a base of stable, non-categorical grant funding to CHBs. The funding is used to support local public health infrastructure activities and develop action plans to address the local public health priorities and issues as identified by the community health assessment.

Fiscal Impact: \$91,417.00

Background/Recommendation: The Public Health Director recommends passing the resolution.

Action:

Motion by:_____

Second by:_____

Vote Aye:____

Vote Nay:____

No action required:____

Wabasha County Board of Commissioners

Resolution No.: 2017-235

Whereas, Wabasha County Public Health will enter into a award agreement with the Minnesota Department of Health, for Local Public Health Grant during the period from January 1, 2018 through December 31, 2018. The dollar amount is \$91,417.00.

Whereas, the State general funds (i.e., State tax dollars) and match provide a base of stable, non-categorical grant funding to CHBs. The funding is used to support local public health infrastructure activities and develop action plans to address the local public health priorities and issues as identified by the community health assessment.

Whereas, the Public Health Director is hereby authorized to execute such agreements and amendments as are necessary to implement the project on behalf of Wabasha County Public Health and to be the fiscal agent and administer the award.

Now Therefore be it Resolved by the Wabasha County Board of Commissioners that, Wabasha County Public Health will enter into a award agreement with the Minnesota Department of Health, for Local Public Health Grant during the period from January 1, 2018 through December 31, 2018

Adopted this 28th day of November 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 A

Date:

11/21/17

Agenda Item:

2018 Wabasha County Fee Schedule

Requested Action:

Approve changes to the fees as presented

Fiscal Impact:

Determines amount of fees collected to help offset costs incurred.

Background/Recommendation:

Annually department heads review the fee schedule. Changes, corrections and clarifications to the schedule have been highlighted. The resolution includes only the County set fees that have been requested to be changed along with any fees approved by the Board since the prior year fee schedule was adopted.

Action:

Motion by: _____

Second by: _____

Vote Aye: _____

Vote Nay: _____

No action required: _____

WABASHA COUNTY BOARD OF COMMISSIONERS

Resolution No.: 2017-236

Whereas, the Wabasha County Fee schedule is reviewed on an annual basis by department heads; and

Whereas, the fee schedule includes both fees set by the County and outside agencies; and

Whereas, the proposed fee schedule for 2018 has been attached.

Now therefore be it resolved by the Wabasha County Board of Commissioners that, the following changes to the fee schedule are approved:

- Auditor-Treasurer
 - Special or Requested Election Training -\$100 per hour -includes staff and supplies (new)
 - Delinquent Tax Publication Fee-\$40 (\$15 increase)
- Planning and Zoning-
 - Variance -\$500 (\$200 increase) after-the-fact -\$1,000 (new)
 - Conditional Use Permit-\$400 (\$100 increase) after-the-fact \$800 (new)
 - Land Use Permit-\$0 (\$75 decrease) after-the-fact \$100 (new)
 - Appeal-\$500 (\$400 increase)
- Recorder-Research Fee \$25 per hour (\$5 per hour increase)
- Highway-
 - Pneumatic Tire Roller-\$10.00 per hour(\$20 per hour decrease)
 - Lime Spreader \$7.00 per hour-deleted
 - Tractor with mower-\$40 per hour-deleted

Adopted this 28th day of November, 2017 by the Wabasha County Board of Commissioners.

By: _____
Cheryl Key
Board Chair

Attest:
By: _____
Michael P. Plante
County Administrator

Wabasha County Fee Schedule -2018 Adopted xx/xx/xx

FEE DESCRIPTION	CURRENT FEE		AUTHORITY /STATUTE
GENERAL FEES (Collected by County Departments)			
Faxing and photocopying (County and Non-County Materials):			
Fax	\$ 0.25 per page		see Data Practices Manual
International Fax	\$7.00 first page \$4.00 per page for additional pages		see Data Practices Manual
Photocopies*	\$.10 per page 8 1/2" x 11" and 8 1/2" x 14"		see Data Practices Manual
	\$.20 per page 11" x 17"		see Data Practices Manual
	\$.70 per page 8 1/2" x 11" and 8 1/2" x 14" color copy		see Data Practices Manual
	\$1.00 per page 11" x 17" color copy		see Data Practices Manual
*For copies in excess of 100 pages of letter or legal sized black and white documents, actual charges may be required if they exceed the per page charge- MN State 13.03, Subd. 3c.			
Central Services photocopies	10% above the normal fee schedule		see Data Practices Manual
Reproduction of DVDs	\$5 per copy, County furnished DVD		see Data Practices Manual
	\$2 per copy, DVD provided		
	No charge if provided for public broadcast		
Reproduction of CDs	\$15 per disk		see Data Practices Manual
Sales of Computer List:			
1-25 pages	\$1.00 per page		
26-50 pages	\$.50 per page		
51-100 pages	\$.25 per page		
101+ pages	\$.10 per page		
Labels	Base Fee \$20.00	.04 each label-tax included	
Information on Diskette or Email (query)	\$40.00 per Hour -- 1 Hour Minimum		
Extracting property assessment and sales information		\$50.00 per hour plus .03 per parcel	Resolution 2007-122
Mailing Charge		varies	
Notary Fee	\$	1.00	
Notary Fee-County Related		no charge	
Non-Sufficient Funds (NSF)	\$	30.00	Wabasha Police Dept
Print Screen	\$	0.25	
ASSESSOR			
Copies of assessment field cards	\$	2.50	per copy
additional field sheets of field cards	\$	0.50	per copy
Phone requests information	\$	-	3 per day
Written assessment certification	\$	1.50	per entry
EMERGENCY MANAGEMENT			
Sand Bags (sand not included)		Small .25 each	Large .35 each
EXTENSION			
Private Pesticide Applicator Safety Education Manual (printed version)		Price set by the University of MN	See U of M website to download a copy
AUDITOR/TREASURER and ELECTIONS			
Certified Tax Search-Current	\$	5.00	per parcel
Certified Tax Search-Delinquent, GA & Specials	\$	10.00	per parcel
Certificate as to Taxes & Taxable Property- Top 10 Taxpayers	\$	200.00	per certificate
Certificate as to Taxes & Taxable Property-Top 25 Taxpayers	\$	250.00	per certificate
Certificate as to Taxes Collected, Delinquent and Settlements	\$	60.00	per certificate
Delinquent Tax Report	\$	40.00	per report
Tax search by phone-limit 3 per day	\$	1.00	per parcel plus fax fee
Tax Increment Finance District- Set up Free	\$	230.00	per district
Tax Increment Finance District-Maintenance Fee	\$	140.00	per district/year
Revenue Recapture Processing Fee	\$	15.00	per parcel
Administration/Collection of Special Assessment-set up	\$	3.00	per assessment
Administration/collection of Special Assessment Yearly/Maintenance	\$	1.50	per assessment
Delinquent Tax Publication Fee	\$	25.00	per redemption year
	\$	40.00	
Notice of Expiration-cost of publishing notice	\$	25.00	per parcel
Notice of Expiration-cost of mailing certified mail		US Postal fee	per parcel
Notice of Expiration-cost of serving the notice		Set by sheriff	per parcel
Repurchase Fee (Board Resolution 10/20/09)	\$	60.00	per parcel
Confession of Judgments	\$	80.00	per judgment
Truth in Taxation Mailings		Based on actual mailing costs	1/3 to cities & towns 1/3 to school districts
Registered Voter Certificate	\$	2.00	per certificate
Special or Requested Election Training (new)	\$	100.00	per hour-includes staff & supplies
Forfeit Land List	\$	3.00	
Forfeited Tax Sales Fee	\$	300.00	per parcel-from sale proceeds
Wabasha County Directory	\$	3.00	
Fireworks Permits (\$18.00 A/T and 27.00 Sheriff)	\$	45.00	per permit
Research Fee	\$20-\$60 per hour		Minimum 1 hour
Escrow Maintenance Fee-Manual	\$	5.00	per parcel
Escrow Maintenance Fee-Electronic	\$	2.50	per parcel
Full File Mass Escrow w/dollar amounts	\$	300.00	
Photo Copies-Document	\$	0.25	per page
Certified School Record	\$	2.00	each
Transit Merchant License	\$	150.00	per license/yearly
On-Sale Liquor License (Board resolution 5/5/09)	\$	1,500.00	yearly
On-Sale Sunday Liquor License (Board resolution 5/5/09)	\$	150.00	yearly
On-Sale Liquor License Temporary 1 to 4 Days	\$	50.00	per event
	plus \$	10.00	per day
On-Sale Club Liquor License		Fee based on number of members per State Statute	340A.408 Subd 2(b)
On-Sale 3.2 License Temporary 1 to 4 Days	\$	20.00	per event
Off-Sale intoxicating Liquor License	\$	500.00	yearly
On-Sale Non-Intoxicating Malt Beverage License	\$	50.00	yearly

FEE DESCRIPTION	CURRENT FEE		AUTHORITY /STATUTE
Off-Sale Non-Intoxication Malt Beverage License (Board Resolution 5/5/09)	\$	50.00	yearly 340a.404/340a.408
On-Sale Wine License (Board Resolution 5/5/09)	\$	200.00	yearly
Auctioneer License	\$	20.00	yearly
Mortgage Registry	Amount of Mortgage X .0023		MN Rules
State Deed Tax	Amount of Selling Price X.0033		MN Rules

COURT SERVICES/PROBATION			
Adult Supervised Probation-Misdemeanor		\$150.00	one-time fee per case MS 244.18
Adult Supervised Probation-Gross Misdemeanor		\$250.00	one-time fee per case MS 244.18
Random Drug Testing		\$25.00	MS 244.18
Transfer Out Fee		\$50.00	MS 244.18

The local correctional agency may establish a schedule of fees to defray cost associated with correctional services.

The chief executive officer of the local correctional agency may waive the fee under certain circumstances.

GIS			
GIS related fees	See Wabasha County Geospatial Data Distribution Policy and Fees Schedule		
Beacon Subscription-24 hour	\$	9.00	per user
Beacon subscription-monthly	\$	40.00	per user
Beacon subscription-annually	\$	375.00	per account
Beacon subscription-annually additional users	\$	25.00	per user

card processing transactions fees included

PLANNING AND ZONING and SOLID WASTE			
SOLID WASTE FEES			
Solid Waste Haulers License	\$	75.00	
Recycling Haulers License	\$	75.00	
Recycling Bins	\$	5.00	per bin

PLANNING AND ZONING FEES			
Variance	\$	300.00	
		\$500, After-the-fact \$1,000	
Conditional Use Permit	\$	300.00	
		\$400, After-the-fact \$800	
Ordinance Amendment/Rezoning	\$	300.00	
Land Use Permit	\$	75.00	
		\$0, After-the-fact \$100	
Subdivision Preliminary Plat	\$	500.00	
Subdivision Final Plat	\$	300.00	
Administrative Plat	\$	100.00	
Appeal	\$	100.00	
	\$	500.00	

BUILDING PERMIT FEES			
Building permit-1997 edition state bldg code-fee guideline		40%	
*Cancellation fee-based on cost incurred			
Re-roofing permit	\$	40.00	
Siding permit-added 4/26/2005	\$	40.00	
Furnace permit-added 4/26/2005	\$	47.00	
Unit Heater permit-added 4/26/2005	\$	47.00	
Air Conditioning permit-added 4/26/2005	\$	47.00	
Water Heater permit-added 4/26/2005	\$	47.00	
Fire place permit-added 4/26/2005	\$	40.00	
Gas Line permit-added 4/26/2005	\$	40.00	
MFG/Blocks permit-added 4/26/2005	\$	83.00	
MFG/Piers permit-added 4/26/2005	\$	120.00	
Demolition permit- added 6/21/2005	\$	80.00	
Plumbing permit	\$	30.00	
Mechanical permit	\$	30.00	
Research Fee	\$	20.00	per hour
Application for Address and Initial Installation	\$	150.00	
Replacement Address Sign (materials only)		Cost + 10% admin	
Replacement Address Sign Post (materials only)		Cost + 10% admin	
Agricultural Permit-"After the Fact"	\$	100.00	

CITATIONS FOR ZONING VIOLATIONS			
Failure to obtain building/land use permit	\$	500.00	plus court fees Resolution 2015-179
Violation of building/land use permit	\$	500.00	plus court fees Resolution 2015-179
Failure to obtain conditional use permit	\$	500.00	plus court fees Resolution 2015-179
Violation of conditional use permit	\$	500.00	plus court fees Resolution 2015-179
Failure to obtain a grading permit	\$	500.00	plus court fees Resolution 2015-179
Shoreland Grading and filling violation	\$	800.00	plus court fees Resolution 2015-179
Shoreland buffer violation	\$	800.00	plus court fees Resolution 2015-179
Bluffland grading violation	\$	800.00	plus court fees Resolution 2015-179
Setback violation	\$	500.00	plus court fees Resolution 2015-179
Creation of lot without required survey	\$	500.00	plus court fees Resolution 2015-179
Violation of variance	\$	500.00	plus court fees Resolution 2015-179
Violation of sign provisions	\$	100.00	plus court fees Resolution 2015-179
Violation of floodplain provision	\$	800.00	plus court fees Resolution 2015-179
Violation of nonmetallic mining provisions	\$	600.00	plus court fees Resolution 2015-179
Failure to keep property reasonably neat and clean	\$	200.00	plus court fees Resolution 2015-179
Non-operating/non-licensed vehicles stored in the open	\$	200.00	plus court fees Resolution 2015-179

GENERAL FEES FOR SOLID WASTE, PLANNING AND ZONING AND COMMUNITY & ENVIRONMENTAL HEALTH			
Document Charge	\$	1.00	per Page
Flood Map Review Assessment	\$	5.00	per site
Permit after the fact	Double Fee through 12-31-2007 - Triple Fee after 1-1-2008		
Late fee 15-30 days past due	\$	25.00	
Late fee 30-60 days past due	Double Fee		
Late fee over 60 days past due	Triple Fee		

FEE DESCRIPTION	CURRENT FEE		AUTHORITY /STATUTE
FEEDLOT FEES			
Feedlot permit-	\$	75.00	
PUBLIC HEALTH ENVIRONMENTAL FEES			
INDIVIDUAL SEWAGE TREATMENT SYSTEM FEES			
ISTS Permit	\$	390.00	
Type IV Septic System (flow rated over 2,500 gallons per day)	\$700 base fee plus \$65/hour for additional inspections or services		Resolution 2015-181
Type IV & Type V operating permit	\$	85.00 annual	Resolution 2016-179
ISTS permit-tank only	\$	160.00	
Renewal (12 months-one time only)	\$	75.00	
Privy permit	\$	150.00	
*Cancellation of ISTS Permits			
A) If applied to another permit with same calendar year-full funds transferred.			
B) If check is issued for refund-less 20% of permit fee.			
WATER TEST FEES			
Coli form Bacteria		\$10.00 above lab fee	
Anions(Nitrate, fluoride, chloride, sulfate & nitrite)		\$10.00 above lab fee	
Coli form bacteria & Anions		\$10.00 above lab fee	
Retest Coli form bacteria		\$10.00 above lab fee	
WIC/Newborn Testing		\$10.00 above lab fee	
Lead		\$10.00 above lab fee	
Atrazine		\$10.00 above lab fee	
Certified Water Sample (Trip Run)	\$	75.00 plus analysis	
** No Refunds on Water Tests			
WELL FEES			
Well Construction (includes \$20 State Surcharge)	\$	300.00	
Annual Maintenance Permit	\$	125.00	
Well Sealing (includes \$5 State Surcharge)	\$	30.00	
Well Permit renewal (12 months-1 time only)	\$	75.00	
Public non-community water supply facility	\$125 base fee plus addtionsl \$50 per well	Trip fees apply for required retests	Resolution 2015-181
LATE FEES	See General Schedule		
GENERAL FEES FOR PUBLIC HEALTH ENVIRONMENTAL			
Document Charge	\$	1.00 per Page	
Research fee for Real Estate Agent	\$	60.00	
Late Fee			
Late fee 1-7 days past due	\$	100.00	
Late fee 8 days or more past due		Double Fee	
PUBLIC HEALTH			
Foot Care	\$	130.00	Per Visit No Sliding fee Available
Immunization		cost of vaccine plus \$15	per Immunization No denial of services if unable to pay
Influenza Vaccine	\$	30.00	
Tobacco License	\$	100.00	yearly
Nursing/Case Manager/Care Coordinator	\$	200.00	Per Hour/per visit or per grant agreement
Day Care Consultations	\$	130.00	Per Hour
In Office Blood Pressure Checks	\$	10.00	per check
Copies of Medical Records	\$13.79plus \$1.05 per page		144.335
Parprofessional	\$	40.00	per Hour
RECORDER			
Recording Fee	\$	46.00	357.18
Non certified copy of duplicate copy	\$	2.00	
Plats/CIC/Condominium floor plans	\$	56.00	357.18/505/515A,B
Amended floor plan, condominium, cic plat or amend	50 cents per apartment or unit with a \$56.00 minimum		
Certified copy of document	\$	10.00	357.18
Plain Copy -Electronic/Manual	\$1.00 per page/.50 per page bulk		357.18
Fax	\$5.00 for first page-\$1.00 per page for each additional page		
Mortgage Reports		\$1.00 per page	357.18
Computer Reports		\$1.00 per page	357.18
Research Fee	\$20.00 per hour-minimum 1 hour		
	\$25.00 per hour-minimum 1 hour		
Certificate of Ownership		\$50 plus searches	357.18
Name Searches (Federal/State/Bankruptcy)	\$	2.00 per name ,per search	336.9-407/357.18
District Court Judgment searches	\$	5.00 per name	357.021
Abstracting	\$	5.00 per entry	357.18
Abstracting Certificate	\$	50.00 per certificate	357.18
Caption page	\$	5.00 per caption	357.18
Copy of plat (complete)	\$	10.00 per plat	357.18
Certified copy of plat	\$	15.00 per plat	357.18
Copy of CIC or Condo Floor Plan		\$1.00 per page \$10.00 minimum	515A&515B,357.18
Well Certificate Fee	\$	50.00 per certificate	1031.235
Documents containing multiple assignments, partial releases or satisfactions	\$46.00 with 4 documents citations or less 10.00 for document cited over 4		357.18
RecordEase Web Fee Schedule:			Resolution 2016-217
Set up fee	\$	100.00 one time fee	
Monthly Subscription Fee	\$	30.00 per individual user	
Search Fee	\$	0.50 per search	
View Recorded Documents	\$	1.50 per document	
View Certificates of Title (Torrens)	\$	2.50 per certificate	
View Tract Card	\$	2.50 per tract	
TORRENS:			
All Deeds changing fee ownership	\$	46.00 \$40. 00 for each additional certificate thereafter	508.82

FEE DESCRIPTION	CURRENT FEE		AUTHORITY /STATUTE
Non certified or duplicate copy	\$	2.00	
All other documents	\$46.00 /\$20.00 for multiple certificate entries thereafter		508.82
Plats	\$	56.00	508.82/505/515A,B
Plats/CIC/Condominium floor plans	\$56.00 /\$40.00 for each new certificate thereafter		508.82
Amended Floor Plan	\$	56.00	
CICCT	\$	40.00	
Amendment to CIC declaration and plan	\$	46.00	\$20 each additional copy
Condominium or CIC plat or amendment	\$	56.00	
Section 515B CIC affection 2 or more units	\$	46.00	\$10 each addition affected certificate
Registered Land Survey	\$	56.00	
Certified Copy of Registered Land Survey	\$	30.00	
Copy non certified	\$	10.00	
Certified copy of document	\$	10.00	
Fax	\$5.00 for first page-\$1.00 per page for each additional page		357.18
Mortgage Reports	\$	\$1.00 per page	357.18
Computer Reports	\$	\$1.00 per page	357.18
Certified Copy of Certificate of Title	\$	\$10	per certificate of Title
Original Registration	Call Registrar of Titles Fees based on order to		508.74
	Register Land Title		
Exchange Certificate	\$20.00 for each cancelled and \$20.00 for each new certificate		508.82
Residue Certificate	\$	40.00	each certificate
Name Searches (Federal/State/Bankruptcy)	\$	2.00	per name ,per search
District Court Judgment searches	\$	5.00	per name
Well Certificate Fee	\$	50.00	per certificate
VITAL RECORDS			
Certified Birth Record	\$	26.00	per record
	each additional copy \$19.00		144.00/MN Rules
Uncertified Birth Record	\$	13.00	per record
Certified Death Record	\$	13.00	per record
	each additional copy \$6.00		144.00/MN Rules
Uncertified Death Record	\$	13.00	per record
Marriage License	\$	115.00	per license
	reduce \$40.00 with proof of classes (form)		517.08
Certified Marriage Record	\$	9.00	per Record
Filing Notary Commission	\$	20.00	per commission
Computer Reports	\$	1.00	per page
Ordination Filing Fee	\$	20.00	per ordination
DRIVER'S LICENSE FEES:			
Class A	\$	45.25	per license
Class A under 21	\$	25.25	per license
Class B Reg or under 21	\$	37.25	per license
Class C Reg or under 21	\$	30.25	per license
Class D Reg or under 21	\$	26.25	per license
School Bus Processing Fee	\$	4.00	per original or renewal
Provisional Driver's License	\$	17.25	per license
Class D Provisional upgrade 21 Driver's license	\$	26.25	per license
(\$3.50 credit- no violations on record)	\$	22.75	
Class D instruction Permit	\$	14.25	per license
Duplicate Driver's License or I.D.	\$	15.75	per license or I.D.
Motorcycle endorsement or renewal	\$13.00 per endorsement or renewal		MN Rules
Identification Card-under age 65	\$	20.25	per I.D.
Identification Card-Age 65 or older	\$	16.50	per I.D.
Mental or Physically disabled	\$	0.50	per I.D.
SHERIFF			
Storage of firearm(s)-court ordered	\$	5.00	Per day/up to 10 items
	\$	10.00	Per day/11 to 20 items
	\$	20.00	Per day/21 to 30 items
	\$	30.00	Per day/30+ items
Driver's License Check	\$	5.00	
Vehicle License Plate	\$	5.00	
Fingerprints	\$	20.00	card
Photos	\$	10.00	
Photos up to 4 per page--ADDED 4/6/05	\$	5.00	
CD/DVD for photo/reports etc-ADDED 4/06/05	\$	10.00	
Permit to Carry/Background Check	\$	10.00	
Permit to Carry Handgun (New In-State Resident)	\$	75.00	Resolution 2015-198
Permit to Carry Handgun (New Active/Retired Military & Law Enforcement)	\$	25.00	Resolution 2015-198
Permit to Carry Handgun (New Out of State Resident)	\$	100.00	
Permit to Carry Handgun (Renewal In-State Resident)	\$	50.00	Resolution 2015-198
Permit to Carry Handgun (Renewal Active/Retired Military & Law Enforcement)	\$	25.00	Resolution 2015-198
Permit to Carry Handgun (Renewal Out of State Resident)	\$	75.00	
Permit to Carry Handgun (Data Change)	\$	10.00	
Permit to Carry Handgun (reissue lost/destroyed)	\$	10.00	
Accident Report change 9/1/2006	\$	0.25	MS13.03
Supplemental Report	\$	0.25	per page
Reprint (photos)	\$	6.00	
Dangerous Dog	\$	100.00	
Regulated Animal Ordinance			
Site Inspection	\$	50.00	
License	\$	25.00	per animal with maximum \$250
Service of Civil Papers (Maximum of 5 Attempts) 9/1/2006	\$	100.00	per person
Posting three Notices of Sale 9/01/2006	\$	100.00	
Seizure of property on Replevin, order of seizure, writ of attachment, execution or any other court ordered papers	\$	50.00	per hour per deputy
Quiet title actions (attorney needs "not found" affidavit on one or more defendants - they know we won't be able to located defendants in all like hood			

FEE DESCRIPTION	CURRENT FEE		AUTHORITY /STATUTE
but officer does diligent search before preparing affidavit)	\$	50.00	per hour with minimum of \$50 charge
Standing by on property exchange on writ of restitutions (Evictions) and other court orders	\$	50.00	per hour per deputy
Writ of execution- when property is request to be seized and sold			
appropriate deposit fee to be determined depending on objects (s) to be seized and sold, but minimum deposit being \$1000	\$	1,000.00	minimum
Lost Affidavit of Service of Process	\$	5.00	
Mortgage Foreclosure Sale 9/1/2006	\$	100.00	
Postponing Mortgage Foreclosure Sale	\$	5.00	
Mortgage Foreclosure Copies/Research	\$	5.00	per case
Mechanic Lien Sale	\$	200.00	
Commission of Execution		8%	\$1-\$1,000
		6%	\$1,001-10,000
		4%	Over \$10,000
Commission of Execution on Child Support Judgment		4%	state regulated
Execution returned unsatisfied 9/1/2006	\$	100.00	per person
Cert. Of Sale of Real Estate		included in sale	
Notice of intent to Redeem	\$	100.00	Statute 580.24
Securing property in Replevin or attachment or on			
Mortgage foreclosure reinstatement fee	\$	250.00	
Execution (officer's hourly rate of pay	\$	50.00	per hour
Service not herein enumerated, same			
Fees as for the similar duties			
Copies, inventory (on executions)	\$	2.00	State regulated
Copies, Video Tapes	\$	25.00	per tape
Officer Hourly Rate. To be charged only			
In Hour Increment	\$	50.00	per hour
Impound Lot Fee	\$	20.00	per day
Warrant Fee	\$	50.00	
JAIL			
Inmate Related Fees/Expenses	See Jail Fee Schedule		
Boarding			
House inmates for another county	\$	60.00	per day
Inmate request to serve sentence at another county		actual cost	
Public			
Court/Probation PBT Testing	\$	5.00	per test
Full Screen Drug Test		actual cost plus \$15 staff time	per test
Quick Strip Drug Test	\$	15.00	per test
Blood Test		actual cost	
Fingerprinting	\$	20.00	per card
Copy of inmate photo	\$	10.00	
HIGHWAY			
Copies - large		\$3.00	resolution
Maps - Wabasha County		NO CHARGE	resolution
Permits - Transportation		(oversize) \$25, (over weight) \$25+ESAL Cost	resolution
Permits - Utility		\$100.00 + \$100.00 per mile for installations greater than 1 mile	resolution
Permits - Access Driveway		\$50.00	resolution
		NEW	USED
Materials (Culverts,Bands,Elbows,Aprons,Bolts,Mailbox Supports, Salt,Sand,Signs,Sign Posts)		cost + 10% (admin fee)	new cost/2
Warrantied Address Sign Replacement		\$7 (includes sales tax and admin fee)	resolution/policy
**MN Sales Tax (7.375%) is charged as applicable			
Material purchases available for governmental entities only; except new culverts for driveway accesses along County Highways, and mailbox supports for County residents, used culverts, and new bands when purchased for use with used culvert, or new or used sign post when purchased with mailbox support			
Gasoline (County Only)		gallon price of gas in inventory + 6 cents	resolution
Truck 10 C.Y. Hauling		\$60.00 per hour + operator	resolution
Truck 10 C.Y. Plowing & Sanding		\$70.00 per hour + operator	resolution
Sign Truck		\$40.00 per hour + operator	resolution
Motor Grader		\$80.00 per hour + operator	resolution
Loader		\$60.00 per hour + operator	resolution
Tractor Backhoe		\$55.00 per hour + operator	resolution
Air Compressor		\$30.00 per hour + operator	resolution
Power Broom		\$40.00 per hour + operator	resolution
Pickup Truck		\$10.00 per hour + operator	resolution
Pneumatic Tire Roller		\$30.00 per hour \$10.00 per hour	resolution
Steel Drum Roller		\$30.00 per hour + operator	resolution
Lime Spreader		\$7.00 per hour	resolution
Crawler Dozer		\$80.00 per hour + operator	resolution
Tractor with Brush Cutter or Mower		\$40.00 per hour + operator	resolution
Tractor with Mower		\$40.00 per hour + operator	resolution
Wacker - Compactor		\$15.00 per hour + operator	resolution
Trackhoe Excavator		\$80.00 per hour + operator	resolution
Equipment Trailer		\$15.00 per hour	resolution
Crack filling Machine		\$30.00 per hour + operator	resolution
1-Ton Truck		\$25.00 per hour + operator	resolution
Mechanic Truck		\$25.00 per hour + operator	resolution
Skidsteer		\$40.00 per hour + operator	
Pipe Jetter/Pumper Truck		\$70.00 per hour + operator	
Hydroseeder		\$30.00 per hour + operator +materials	
Heated Asphalt Box		\$10.00 per hour	
Operator		Employee Rate + 65% Fringe	

FEE DESCRIPTION	CURRENT FEE	AUTHORITY /STATUTE
<i>FEEES FOR EQUIPMENT APPLY ONLY TO OTHER GOVERNMENT AGENCIES-EQUIPMENT IS NOT AVAILABLE TO RENT BY THE GENERAL PUBLIC</i>		
SOCIAL SERVICE		
Service Fees (OHP,HBC,etc)	See Social Services Policy and Procedures Manual	
Child Support application fee	\$ 25.00	

District Court fee schedule is located on the court public website - www.mncourts.gov -located

All Wabasha County Departments charging for fees shall post the Schedule of Fees for public view
Sales tax is charged (if applicable)
Receipts are to be given out for fees collected
All fees collected shall be deposited daily to Finance Department
Late Fee may be charged up to the maximum listed on Fee Schedule

Board of Commissioners Wabasha County

Agenda Item Number: 10.0 B

Date:

November 28, 2017

Agenda Item:

County Property Sale near Zumbro River

Requested Action:

Consider Adoption of Resolution 2017-237 rejecting all bids and authorizing the further action by the County Highway Department

Fiscal Impact:

None if property retained. Revenue of \$57,000 if sold to highest bidder.

Background/Recommendation:

The County advertised for and has opened bids for property as described on the Resolution of approximately 51 acres, south of the Zumbro River near Hammond. The bid amounts are listed below:

\$57,000 Johnson Scofield Inc.

\$32,222 Steven Dietrich and Michael Dietrich

\$25,001 Robert Haglund

\$5550 Chris Olson

\$6000 Lawrence Sorenson

Various factors may have affected bid results including current lack of access and the marketing of parcel. It would be expected that bid amounts would be higher if access was available. Possible solutions to the lack of access are obtaining access through written easement from an adjacent property owner or petitioning the Township to establish a cartway under the provisions of Minnesota Statute 164.08 which requires the establishment for this property size and situation. Obtaining an easement or the establishment of a cartway could be expected to have a cost per acre of affected property. Using the services of a broker or other marketing sources might also result in a higher sale price.

The County Engineer recommends adoption of Resolution 2017-237 rejecting all bids and further direct the County Engineer (or other County staff) to seek access through an easement or by cartway petition to Township, and re-advertise the sale of the property.

Action:

Motion by:_____

Second by:_____

Vote Aye:____

Vote Nay:____

No action required:____

Wabasha County Board of Commissioners

Resolution No.: 2017-237

Whereas, the County advertised for sealed bids for the sale of the following property:

That part of the South Half of the Southeast Quarter of Section 22, Township 109, Range 13, Wabasha County Minnesota, lying southwesterly, southerly, and southeasterly of the Zumbro River; Excepting the following described parcel:
Beginning at the Southwest corner of the Southeast Quarter (SE ¼) of Section Twenty-two (22), Township One Hundred Nine (109) Range Thirteen (13), thence running East along the South line of said Southeast Quarter (SE ¼) a distance of Fifty-two (52) rods; thence at right angles North a distance of Ten (10) rods; thence Northwesterly to a point on the west line of said Southeast Quarter (SE ¼) Twenty-one (21) rods North of the Southwest corner of said Southeast Quarter (SE ¼); thence south to the place of beginning.

Containing 51 acres, more or less.

Subject to all easements and restrictions of record.

Whereas, bids received are considered lower than the value of the property.

Now Therefore be it Resolved by the Wabasha County Board of Commissioners that, all bids received for the bid opening date of November 17, 2017 for the above property are hereby rejected.

Be it Further Resolved by the Wabasha County Board of Commissioners that, the County Engineer seek to obtain an easement for access to the above property from a surrounding property or otherwise petition Zumbro Township for establishment of a cartway under Minnesota Statute 164.08.

Be it Further Resolved by the Wabasha County Board of Commissioners that upon obtaining access, the County Engineer is authorized to advertise to sell, and if determined necessary, to utilize the services of a broker for the sale of the above property in accordance with Minnesota Statute 373.01.

Adopted this 28th day of November 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 C

Date:

November 28, 2017

Agenda Item:

Authorize the acquisition of right-of-way.

Requested Action:

Adopt Resolution 2017-238.

Fiscal Impact:

\$750 (price agreeable to landowner) plus State Deed Tax and recording costs .

Background/Recommendation:

The proposed additional right of way currently lies between existing County owned property (acquired in 1919 and 1917) and County Highway Easement. The proposed additional right of way is 0.47 acre. The Highway Easement and County owned area was subject to a recent enforcement notification due to it being actively cultivated with corn. If a similar case occurred near a County project requiring right of way, the 0.47 acre would be considered an uneconomic remnant and attempted to be acquired. If improvements are made to County Highway 10 in the future, likely additional right of way would be needed including in the proposed acquisition area. The described area includes all the existing right of way within the boundaries in an attempt to more clearly convey the area.

The Wabasha County Engineer recommends adoption of Resolution 2017-238.

Action:

Motion by:_____

Second by:_____

Vote Aye:____

Vote Nay:____

No action required:____

Wabasha County Board of Commissioners
Resolution No.: 2017-238

Whereas, the Wabasha County Highway Department proposes to acquire right of way in addition to the existing right of way of County State Aid Highway 10; and

Whereas, the right of way to be acquired for County State Aid Highway 10 is included in the description as follows:

That part of the East Half of the Southwest Quarter of Section 22, Township 111 North, Range 11 West, Wabasha County, Minnesota, described as follows:

Commencing at the Southeast corner of the Southwest Quarter of said Section 22; thence North 00 degrees, 00 minutes, 17 seconds East, oriented with the Wabasha County Coordinate System, NAD 1983, 1996 adjustment, (HARN), along the east line of said of the Southwest Quarter a distance of 1043.24 feet to the northerly right of way line of County Road 77 and the point of beginning; thence South 64 degrees, 43 minutes, 00 seconds West, a distance of 72.98 feet along the northerly right of way line of said County Road 77; thence South 00 degrees, 00 minutes ,17 seconds West, a distance of 36.50 feet; to the center line of said County Road 77, thence southwesterly, along the center line of said County Road 77 to the center line of County Road 10, thence southeasterly and southerly, along the center line of said County Road 10, to the east line of the East Half of the West Half of said Section 22, thence North 00 degrees, 00 minutes, 17 seconds East along the east line of the East Half of the West Half of said Section 22 to the point of beginning.

Containing a total of 2.70 acres more or less.

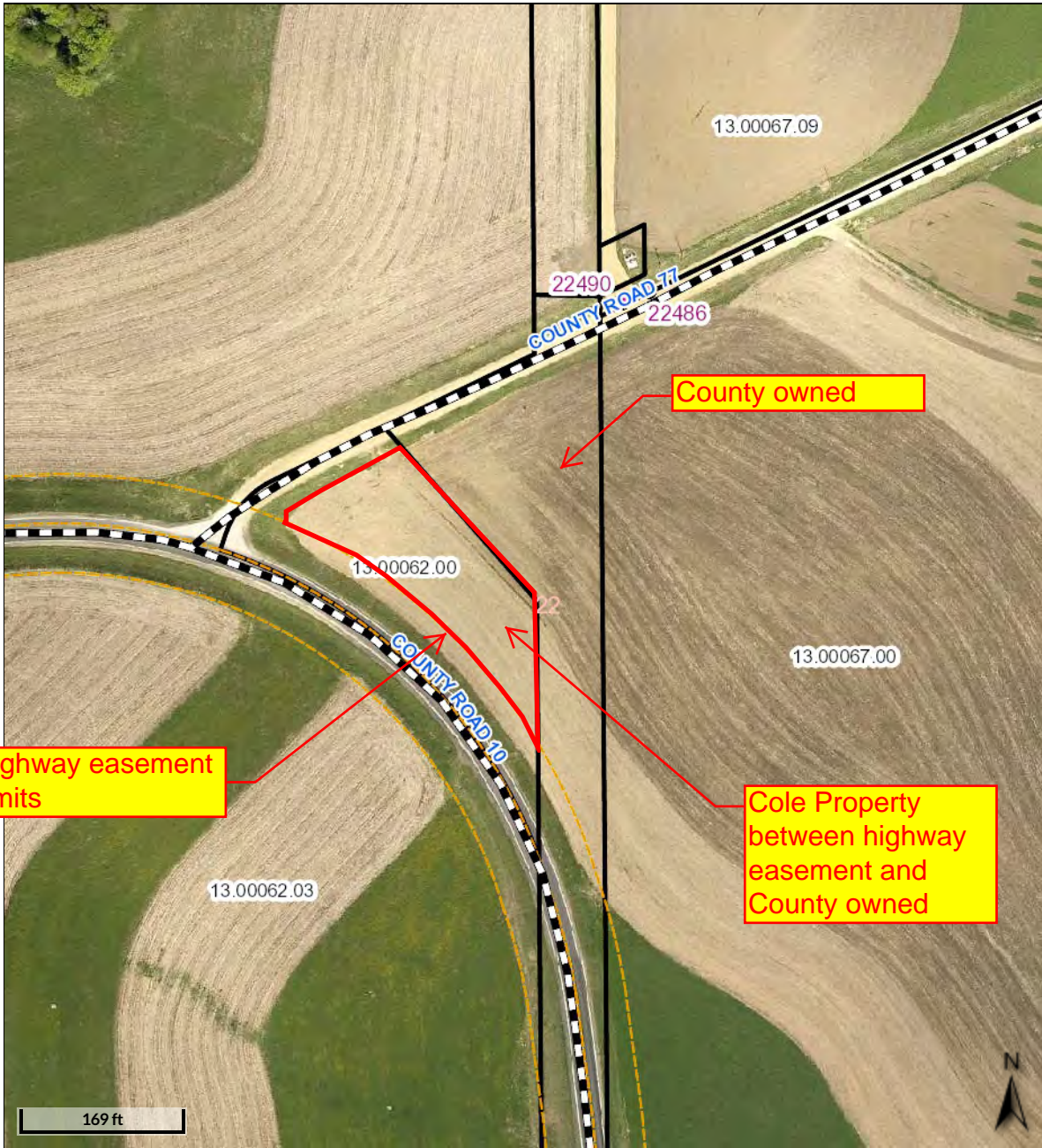
Now Therefore Be It Resolved by the Wabasha County Board of Commissioners that, the County Highway Engineer is hereby authorized to proceed to acquire the right of way as described above at the agreed to amount of \$750.

Adopted this 28th day of November, 2017 by the Wabasha County Board of Commissioners.

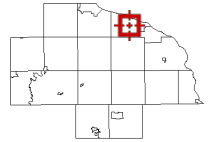
By: _____
Its Board Chair

Attest:

By: _____
Michael P. Plante
County Administrator



Overview



Legend

- Driveway Points
- Highways/Roads**
- US Highway
- MN Highway
- ▬ County-State Aid Highway
- ▬ County Road
- ▬ Township Road
- ▬ Municipal Street
- ▬ State Forest Road
- ▬ Private Road-Restricted Access
- Right-Of-Way
- ▭ Parcels
- ▭ Section Lines
- ▭ Lakes/Rivers
- ▭ Cities Boundary
- ▭ Townships Boundary

highway easement limits

County owned

Cole Property between highway easement and County owned

The parcel boundaries are created and drawn by Wabasha County GIS and are continually updated. The parcels are drawn as accurately as possible, but should not be considered a replacement for a professional land survey.

Aerial Photos were collected in Spring 2016 by Pictometry International and are 6"/3" resolution.

Date created: 10/16/2017

Last Data Uploaded: 10/13/2017 8:47:25 PM

Board of Commissioners Wabasha County

Agenda Item Number: 10.0 D

Date:

November 28, 2017

Agenda Item:

County Highway 4 Public Meeting

Requested Action:

Discussion

Fiscal Impact:

None.

Background/Recommendation:

A project on County Highway 4 is being planned for 2020 which will utilize federal aid that was applied for and approved. A public meeting is needed in order to satisfy federal aid requirements. This County Board item meets those requirements for this project with minor, if any, impacts. The project consists of resurfacing the existing bituminous (blacktop) on County Highway 4, paving a minimum of 2 feet of shoulders, and including rumble strips at the fog/edge lines. The project is considered non-controversial and is within the existing road surface. Further project information will be available at the County Board meeting, and time for public questions and comments, should be made available.

Action:

Motion by:_____

Second by:_____

Vote Aye:____

Vote Nay:____

No action required:____

Board of Commissioners Wabasha County

Agenda Item Number: 10.0 E

Date:

November 28, 2017

Agenda Item:

Aquatic Invasive Species Prevention Grant

Requested Action:

To approve.

Fiscal Impact:

None

Background/Recommendation:

Chapter 308 of the 2014 Minnesota Session Laws established a County Program Aid grant for Aquatic Invasive Species. Wabasha County will receive \$105,214 in 2018 and a similar amount each year thereafter provided the County adopts by December 31st each year a resolution or a plan that establishes how the funds will be used to prevent the introduction or limit the spread of AIS. This resolution meets the requirements to be eligible to receive the funds and designates oversight of Wabasha County's AIS prevention efforts to the Environmental Services Department.

Action:

Motion by:_____

Second by:_____

Vote Aye:_____

Vote Nay:_____

No action required:_____

Wabasha County Board of Commissioners

Resolution Number: 2017-239

Aquatic Invasive Species Prevention Aid

WHEREAS, Chapter 308 of the 2014 Minnesota Session Laws establishes a County Program Aid grant for Aquatic Invasive Species (AIS) prevention with an amount designated for each county based on the number of watercraft trailer launches as well as the number of watercraft trailer parking spaces within each county; and

WHEREAS, Wabasha County will receive \$105,214 in 2018 and a similar amount each year thereafter provided the County adopts by December 31st each year a resolution or a plan that establishes how the funds will be used to prevent the introduction or limit the spread of AIS; and

WHEREAS, Wabasha County's Water Plan has identified the need for an ongoing effort to inform the public of resource needs, resource impairments, and resource protection matters with the fight against AIS being included in this educational effort.

NOW THEREFORE BE IT RESOLVED, the Board of Commissioners of Wabasha County, Minnesota agrees to accept the Aquatic Invasive Species Prevent Aid for 2018 from the State of Minnesota and designates oversight of Wabasha County's AIS prevention efforts to the Wabasha County Environmental Services Department in accordance with the above legislation.

Adopted this 28th day of November, 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 F

Date: November 28, 2017

Agenda Item:

Setting the 2018 Salary of the Wabasha County Attorney

Requested Action:

Set Salaries for 2018

Fiscal Impact:

Depends on Board Action

Background/Recommendation:

The Wabasha County Board is statutorily required to annually set the salary of the Wabasha County Attorney, Auditor-Treasurer, Recorder and Sheriff (hereinafter referred to as the Elected Officials). It is the statutory obligation of the County Board to individually consider the responsibilities and duties of the Elected Official's office as well as the Elected Official's experience, qualifications, and performance. Each Elected Official was invited to submit materials they deemed relevant for the County Board to consider related to the duties and responsibilities of the office as well as the Elected Official's experience qualifications and performance. Each Official was also afforded an opportunity to come in and meet with the Board to share any information that they deemed pertinent. Additionally, the Board has also reviewed statutory lists of the duties of the various offices and has reviewed the job descriptions for each of the positions in the offices.

Action:

Motion by: _____

Second by: _____

Vote Aye: _____

Vote Nay: _____

Wabasha County Board of Commissioners

Resolution No.: 2017-240

RESOLUTION SETTING COUNTY ATTORNEY 2018 SALARY

WHEREAS, Karrie Kelly is the Wabasha County Attorney, whose 2017 salary is \$96,600; and

WHEREAS, the County Board has the duty and responsibility to set the salary of the County Attorney by resolution on an annual basis after consideration of responsibilities and duties of the office, and the county attorney's experience, qualifications, and performance;

NOW, THEREFORE, the Wabasha County Board of Commissioners makes the following information part of the record:

1. The County Attorney has provided information regarding her duties and responsibilities, experience, salary comparison data from certain counties, and some workload data for her office. All of the information provided by the County Attorney has been reviewed and considered by the Board and is part of the record in this matter.
2. The County Board has reviewed and considered the statutory duties of the County Attorney and a summary of those duties from the Minnesota County Attorneys Association. Additionally, The County invited each of the elected officials to attend a meeting to further discuss the duties and responsibilities of those officials, to discuss any changes in duties and/or volume of work from the prior year, to discuss their experience and qualifications for the position, and to discuss any other information that those officials deem pertinent.
3. The County Board considered that the County Attorney's Office provides services to the Cities of Plainview and Lake City.
4. The County Board considered salary comparison data provided by County Administrator Michael Plante.
5. The County Board knows of the changes to child protection laws which may impact the workload in the County Attorney's office both last year and in to the future.

9. Ms. Kelly has over 25 years of experience as a prosecutor, 10 years in Iowa prosecuting felonies, 14 ½ years as an Assistant Wabasha County Attorney and three years as the Wabasha County Attorney.
10. The County Board is aware of the advice and guidance that the County Attorney's office provides to it and the particular advice provided to it by Ms. Kelly.
12. In reviewing the salary comparisons, the County Board considered the county population, tax capacity, and years of experience both as a prosecutor and as county attorney of the comparators into account.
13. The County Board offered Ms. Kelly the opportunity to provide information in writing and offered to meet with her to discuss all of the information from all sources, respond to its question and provide any additional information she wanted the Board to consider.
14. All of the data contained in the binder provided by Mr. Plante are incorporated into the record and have been reviewed and considered by the Board.

NOW, THEREFORE, based upon review and consideration of the duties and responsibilities of the position of Wabasha County Attorney; her experience, qualifications, and performance; the materials gathered and considered by the Board; the Wabasha County Board of Commissioners resolves as follows:

1. The Wabasha County Attorney's salary for 2017 shall be increased from \$96,600 to \$_____.
2. The Finance Office is authorized and directed to make the changes to the County Attorney's salary, effective January 1, 2018, consistent with his standard operating procedures for Wabasha County.

Adopted this 28th day of November 2017 by the Wabasha County Board of Commissioners.

By: _____
Cheryl Key, Board Chair

Attest:

By: _____
Michael Plante, Board Clerk

Board of Commissioners Wabasha County

Agenda Item Number: 10.0 G

Date: November 28, 2017

Agenda Item:

Setting the 2018 Salary of the Wabasha County Auditor/Treasurer

Requested Action:

Set Salaries for 2018

Fiscal Impact:

Depends on Board Action

Background/Recommendation:

The Wabasha County Board is statutorily required to annually set the salary of the Wabasha County Attorney, Auditor-Treasurer, Recorder and Sheriff (hereinafter referred to as the Elected Officials). It is the statutory obligation of the County Board to individually consider the responsibilities and duties of the Elected Official's office as well as the Elected Official's experience, qualifications, and performance. Each Elected Official was invited to submit materials they deemed relevant for the County Board to consider related to the duties and responsibilities of the office as well as the Elected Official's experience qualifications and performance. Each Official was also afforded an opportunity to come in and meet with the Board to share any information that they deemed pertinent. Additionally, the Board has also reviewed statutory lists of the duties of the various offices and has reviewed the job descriptions for each of the positions in the offices.

Action:

Motion by:_____

Second by:_____

Vote Aye:_____

Vote Nay:_____

Wabasha County Board of Commissioners

Resolution No.: 2017-241

RESOLUTION SETTING AUDITOR/TREASURER'S 2018 SALARY

WHEREAS, Denise Anderson is the Wabasha County Auditor/Treasurer, whose 2016 salary is \$73,200; and

WHEREAS, the County Board has the duty and responsibility to set the salary of the County Auditor/Treasurer by resolution on an annual basis after consideration of responsibilities and duties of the office, and the County Auditor/Treasurer's experience, qualifications, and performance;

NOW, THEREFORE, the Wabasha County Board of Commissioners makes following information part of the record:

1. County Auditor/Treasurer has provided information regarding the duties and responsibilities of her position and her office, her accomplishments for the past year, and an overview of her experience. All of the information provided by the County Auditor/Treasurer has been reviewed and considered by the Board and is part of the record in this matter.
2. The County invited each of the elected officials to attend a meeting to further discuss the duties and responsibilities of those officials, to discuss any changes in duties and/or volume of work from the prior year, to discuss their experience and qualifications for the position, and to discuss any other information that those officials deem pertinent.
3. The County Board considered the information regarding the salaries of other County Auditor/Treasurers provided by County Administrator Plante.
4. The Board considered the performance of Ms. Anderson and her office, how she and her office interact with the Board and other Departments and the services that she and her office provide to the public. .
5. Ms. Anderson has worked in the Auditor/Treasurer's office for over 20 years. She began as a payroll clerk in November 1995. Ms. Anderson became an Account Deputy Auditor in 1998, Chief Deputy in 1999 and Chief Deputy Supervisor in 2002. Ms. Anderson's first term began in January 2011.

6. The County Board offered Ms. Anderson the opportunity to provide information in writing and offered to meet with her to discuss all of the information from all sources, and provide any additional information she wanted the Board to consider.
7. All of the data contained in the binder provided by Mr. Plante are incorporated into the record and have been reviewed and considered by the Board.

NOW, THEREFORE, based upon review and consideration of the duties and responsibilities of the position of Wabasha County Auditor/Treasurer; her experience, qualifications, and performance; the materials gathered and considered by the Board; the Wabasha County Board of Commissioners resolves as follows:

1. The Wabasha County Auditor/Treasurer's salary for 2017 shall be increased from \$73,200 to \$_____.
2. The Finance Office is authorized and directed to make the changes to the County Auditor/Treasurer's salary, effective January 1, 2018, consistent with his standard operating procedures for Wabasha County.

Adopted this 28th day of November 2017 by the Wabasha County Board of Commissioners.

By: _____
Cheryl Key, Board Chair

Attest:

By: _____
Michael Plante, Board Clerk

Board of Commissioners Wabasha County

Agenda Item Number: 10.0 H

Date: November 28, 2017

Agenda Item:

Setting the 2018 Salary of the Wabasha County Recorder

Requested Action:

Set Salaries for 2018

Fiscal Impact:

Depends on Board Action

Background/Recommendation:

The Wabasha County Board is statutorily required to annually set the salary of the Wabasha County Attorney, Auditor-Treasurer, Recorder and Sheriff (hereinafter referred to as the Elected Officials). It is the statutory obligation of the County Board to individually consider the responsibilities and duties of the Elected Official's office as well as the Elected Official's experience, qualifications, and performance. Each Elected Official was invited to submit materials they deemed relevant for the County Board to consider related to the duties and responsibilities of the office as well as the Elected Official's experience qualifications and performance. Each Official was also afforded an opportunity to come in and meet with the Board to share any information that they deemed pertinent. Additionally, the Board has also reviewed statutory lists of the duties of the various offices and has reviewed the job descriptions for each of the positions in the offices.

Action:

Motion by: _____

Second by: _____

Vote Aye: _____

Vote Nay: _____

Wabasha County Board of Commissioners

Resolution No.: 2017-242

RESOLUTION SETTING RECORDER'S 2018 SALARY

WHEREAS, Jeffrey Aitkin is the Wabasha County Recorder, whose 2017 salary is \$70,750; and

WHEREAS, the County Board has the duty and responsibility to set the salary of the County Recorder by resolution on an annual basis after consideration of responsibilities and duties of the office, and the county Recorder's experience, qualifications, and performance;

NOW, THEREFORE, the Wabasha County Board of Commissioners makes following information part of the record:

1. The County Board has reviewed and considered the statutory duties of the County Recorder and the summary of duties.
3. Mr. Aitken provided a brief departmental overview in the materials he provided to the Board.
4. The County Board considered the comparison salary data provided by Michael Plante. Mr. Aitken did not provide any comparison data.
5. The County offered Mr. Aitken the opportunity to provide information in writing, and to meet with him to discuss all of the information from all sources, respond to its question and provide any additional information he wanted the Board to consider.
6. All of the data contained in the binder provided by Mr. Plante are incorporated into the record and have been reviewed and considered by the Board.

NOW, THEREFORE, based upon review and consideration of the duties and responsibilities of the position of Wabasha County Recorder; his experience, qualifications, and performance; the materials gathered and considered by the Board; the Wabasha County Board of Commissioners resolves as follows:

1. The Wabasha County Recorder's salary for 2017 shall be increased from \$70,750 to \$_____.

2. The Finance Office is authorized and directed to make the changes to the County Recorder's salary, effective January 1, 2018, consistent with his standard operating procedures for Wabasha County.

Adopted this 28th day of November 2017 by the Wabasha County Board of Commissioners.

By: _____
Cheryl Key, Board Chair

Attest:

By: _____
Michael Plante, Board Clerk

Board of Commissioners Wabasha County

Agenda Item Number: 10.0 I

Date: November 28, 2017

Agenda Item:

Setting the 2018 Salary of the Wabasha County Sheriff

Requested Action:

Set Salaries for 2018

Fiscal Impact:

Depends on Board Action

Background/Recommendation:

The Wabasha County Board is statutorily required to annually set the salary of the Wabasha County Attorney, Auditor-Treasurer, Recorder and Sheriff (hereinafter referred to as the Elected Officials). It is the statutory obligation of the County Board to individually consider the responsibilities and duties of the Elected Official's office as well as the Elected Official's experience, qualifications, and performance. Each Elected Official was invited to submit materials they deemed relevant for the County Board to consider related to the duties and responsibilities of the office as well as the Elected Official's experience qualifications and performance. Each Official was also afforded an opportunity to come in and meet with the Board to share any information that they deemed pertinent. Additionally, the Board has also reviewed statutory lists of the duties of the various offices and has reviewed the job descriptions for each of the positions in the offices.

Action:

Motion by: _____

Second by: _____

Vote Aye: _____

Vote Nay: _____

Wabasha County Board of Commissioners

Resolution No.: 2017-243

RESOLUTION SETTING SHERIFF'S 2018 SALARY

WHEREAS, Rodney Bartsh is the Wabasha County Sheriff, whose 2017 salary is \$95,065; and

WHEREAS, the County Board has the duty and responsibility to set the salary of the County Sheriff by resolution on an annual basis after consideration of responsibilities and duties of the office, and the county Sheriff's experience, qualifications, and performance;

NOW, THEREFORE, the Wabasha County Board of Commissioners makes following information part of the record:

1. The County Board has reviewed and considered the statutory duties of the County Sheriff. In addition to the statutory duties, the Sheriff's office provides law enforcement services for the Cities of Elgin and Mazeppa.
2. Sheriff Bartsh has over 70 full and part-time employees. His employees include deputies, jailers, dispatchers, clerks and administrative assistants.
3. Sheriff Bartsh is the most senior Sheriff in SE Minnesota, with 27 years experience in law enforcement. He is in his 4th term as Sheriff.
4. Sheriff Bartsh has associates degree in law enforcement and has a P.O.S.T. license, which is required to work as a peace officer.
5. The County Board considered the comparison salary data provided by Michael Plante.
6. The Board considered the performance of Sheriff Bartsh and his office, including how they have interacted with other departments.
7. The County Board offered Sheriff Bartsh the opportunity to provide information in writing and to meet with him to discuss all of the information from all sources, respond to its question and provide any additional information he wanted the Board to consider.

8. All of the data contained in the binder provided by Mr. Plante are incorporated into the record and have been reviewed and considered by the Board.
9. The County Board considered that Sheriff Bartsh has made a request for a salary increase.

NOW, THEREFORE, based upon review and consideration of the duties and responsibilities of the position of Wabasha County Sheriff; his experience, qualifications, and performance; the materials gathered and considered by the Board; the Wabasha County Board of Commissioners resolves as follows:

1. The Wabasha County Sheriff's salary for 2018 shall be increased from \$95,065 to \$_____.
2. The Finance Office is authorized and directed to make the changes to the County Sheriff's salary, effective January 1, 2018, consistent with his standard operating procedures for Wabasha County.

Adopted this 28th day of November 2017 by the Wabasha County Board of Commissioners.

By: _____
Cheryl Key, Board Chair

Attest:

By: _____
Michael Plante, Board Clerk

**Board of Commissioners
Wabasha County**

Agenda Item Number: 10.0 J

Date:

November 28, 2017

Agenda Item:

Set Commissioner Salaries and Per Diems for 2018

Requested Action:

Set the Salaries and Per Diems for 2018

Fiscal Impact:

Depends on Board Action

Background/Recommendation:

Minnesota Statute 375.055 requires that salary and per diem payments for the commissioners to be set annually by resolution of the county board and shall be effective January 1 of the following year. The resolution is to state the new salary on an annual basis and is to be published in the official newspaper of the county as part of the proceedings of the meeting and is also to be published in one other newspaper in the county.

The current salary is \$17,324.68 (Board chair receives an additional \$500).

The current schedule of per diems is: \$50.00 for less than 4 hours spent at meetings and \$90.00 for meetings that exceed that time limit.

Action:

Motion by:_____

Second by:_____

Vote Aye:_____

Vote Nay:_____

Wabasha County Board of Commissioners

Resolution No.: 2017-244

**RESOLUTION SETTING
COMMISSIONER SALARY AND PER DIEMS 2018**

WHEREAS, Minnesota Statutes 375.055 provides for the establishment of compensation for services rendered by County Commissioners in Minnesota; and

WHEREAS, Minnesota Statutes 375.055 provides that a change in County Commissioner’s salary or per diems shall not be effective until January 1st of the next year; and

WHEREAS, Minnesota Statutes 375.055 provides that a change in County Commissioner’s salary or per diems shall not change except in accordance with Minnesota Statutes 375.055; and

NOW, Therefore, Be It Resolved that for the year of 2018 the salary and per diems for the Wabasha County Board of Commissioners be established at:

_____	Annual Salary (plus \$500 for the Board Chair)
_____	Per Diem Payments

Adopted this 28th day of November 2017 by the Wabasha County Board of Commissioners.

By: _____
Cheryl Key, Board Chair

Attest:

By: _____
Michael Plante, Board Clerk