



STEELE COUNTY BOARD OF COMMISSIONERS WORK SESSION AGENDA

Administration Center - 630 Florence Avenue – Owatonna, MN 55060

*Steele County's Mission:
Driven to deliver quality services in a respectful and fiscally responsible way.*

TUESDAY, JANUARY 25, 2022 at 4:00 PM
County Boardroom, Steele County Administration Center

Agenda

1. Call to Order
2. Public Health Position Backfill
3. Landfill Supervisor Backfill
4. Dangerous Dog Designation Appeal
5. Annual Township Spring meeting discussion
6. New Joint Ditch #19 (Rice/Steele) discussion
7. COVID Update
8. Workforce Development Letter of Support

Adjourn

Disclaimer: This agenda has been prepared to provide information regarding an upcoming meeting of the Steele County Board of Commissioners. This document does not claim to be complete and is subject to change.



Steele County Agenda Item

Subject: Backfill Landfill Supervisor Position

Department: Administrator's Office

Committee Meeting Date: January 25, 2022

Board Meeting Date: January 25, 2022

Consent Agenda: ☐ Yes ☒ No

Resolution: ☐ Yes ☒ No

Policy Committee Recommendation:

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Recommendation:

Recommend backfilling the Landfill Supervisor position.

Background (*Including Budget Impact*):

Bruce Holland is currently the Landfill Supervisor. He has submitted his official resignation, with an effective date of February 18, 2022.

The Landfill Supervisor directs and supervises landfill operations, including administrative duties (i.e. contracts, equipment purchases/maintenance, reporting, regulatory compliance issues, etc.) and operational tasks. Essentially, the Landfill Supervisor serves as a working supervisor operating equipment, filling in for staff, and performing hands on operations duties. Operates and oversees the household hazardous waste and refuse facility.

This position requires a MN CDL with an air brake endorsement and a Type II Municipal Solid Waste Disposal Facility Operators Certificate.

Attachments:

Position Requisition form

Steele County
Position Requisition Form (PRF)

Section 1: Current Position Information

Date Prepared: _____

Is this a new position? _____

Title: _____ Division: _____
Former Incumbent: _____ Department: _____
Former Incumbent's Wage: _____ DBM Rating: _____ Step: _____ Full-time/Part-time: _____
Incumbent's Last Working Day: _____

Section 2: Proposed Position Information

Title: _____ Division: _____
Department: _____ Date of Need: _____
Regular/Seasonal/Temporary: _____ <i>If seasonal or temporary, list state/end dates:</i> _____

Section 3: Position Type

_____ Supervisory _____ Non-Supervisory Full-time/Part-time: _____ Hours per week: _____
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Section 4: Funding Source (Chart of Accounts)

Fund Code: _____ Department: _____ Program Code: _____ Account: _____ % Percentage: _____
Fund Code: _____ Department: _____ Program Code: _____ Account: _____ % Percentage: _____
Target Salary: _____ Estimated Budget Impact: _____
Budgeted position: _____ Reallocation: _____

Section 5: Revenue Source

Grant (Amount/Percent): _____ Reimbursement (Amount/Percent): _____ Levy (Amount/Percent): _____
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Section 6: Justification for Position

1. Can the position be filled by a temporary/part-time employee? Yes _____ No _____
2. Can the job function be restructured in such a way as to:
 - Make the functioning of the department more effective (which may require re-evaluating positions and responsibilities)? Yes _____ No _____
 - Contracting with/purchasing services from another agency/government? Yes _____ No _____
 - Contracting with a consultant/contractor/vendor? Yes _____ No _____
3. Is the position legally mandated and a decision not to fill the position would result in penalties to the County: *If yes, please specify.*
4. Does this position require specialized skills/training/licenses that current staff do not possess? *If yes, please specify.*
5. How is this position critical to achieving departmental goals which are aligned to the strategic initiatives of the County? *Please specify.*
6. Provide additional information to justify fulfilling this position (additional cost savings, programmatic initiatives/needs, supports mandated services, etc.)
7. What options were considered for redistribution of job functions to create efficiencies and salary savings for the County?

8. If the position were not filled, indicate the organizational impact and recommended action to address the mission critical duties.
9. Will this position require additional resources? (computing equipment, furniture, special accommodations, etc.)

<u>APPROVAL SIGNATURES</u>

Department Head: _____ Date: _____

Division Director: _____ Date: _____

(If Applicable)

Human Resources Director: _____ Date: _____

County Administrator Signature: Scott Golberg Date: _____

<u>HR USE ONLY</u>

___ Non-Exempt (OT Eligible) ___ Exempt (OT Ineligible)

Bargaining Unit : _____ DBM Rating: _____

Salary amount budgeted for position: _____



POSITION DESCRIPTION STEELE COUNTY

SECTION I: GENERAL INFORMATION

Position Title: Landfill Supervisor	Department: Administration/Environmental Services
Immediate Supervisor's Position Title: County Administrator	FLSA Status: Exempt
Job Summary: Under the direction of the County Administrator, the Landfill Supervisor is responsible for overseeing, supervising the operations and personnel engaged in the receiving, placement and compaction of solid waste, demolition, and household hazardous waste in accordance with department policies, procedures and state and/or federal regulations.	

SECTION II: ESSENTIAL DUTIES AND RESPONSIBILITIES

• Supervises and directs the daily operations of landfill staff and regulatory requirements and compliance issues. a) Monitors and ensures all state and federal guidelines and requirements are followed and adhered too. b) Assigns, delegates and coordinates work activities. c) Approves payroll, vacation time, establishes work schedules and prepares any incident reports. d) Coordinates the safety and health program for landfill employees. Implements safety rules and work procedures. e) Assists and participates in personnel related actions, conducts performance reviews, handles disciplinary actions with Human Resources, and assists in hiring processes an decisions. f) Schedules and maintains equipment services and repairs with employees and/or vendors. g) Analyzes and compares best costs on equipment and other purchases, including Landfill construction and engineering projects. • Operates equipment to spread, compact and cover garbage; pump and haul leachate; loads and hauls cover material; moves garbage off the tipping floor and hauls to waste fill area; and performs other equipment operation as necessary. • Monitors and interacts with haulers, contractors and the general public. Informs customers of acceptable materials for the landfill. Directs customers to resources and answers questions or directs them to appropriate parties. Conducts building and house walk through prior to demolition. • Inspects delivered loads and maintains records on site per regulations. a) Performs monthly site and building inspections. b) Performs monthly storm sewer inspection and takes storm water samples for testing. c) Tracks and maps asbestos, deer carcasses, or other special wastes in MSW site. d) Maintains and follows SPPC plan in conformance with OSHA requirements and site procedures. e) Completes state reporting for solid waste programs (Landfill Annual Report, HHW Annual Reports, Storm Water Annual Report). f) Negotiates, administers and monitors waste delivery contracts with haulers who utilize the facility.

- Operates scale and directs customers to appropriate disposal locations when attendants are unavailable. Weighs customer's in/out; prints and records cash and invoice tickets; makes cash transactions; prepares daily deposits and reconciles balances.
- Operates and oversees the household hazardous waste and refuse facility. Records, tracks and repackages all chemicals taken in; monitors the operation to assure the safety of collection procedures; makes arrangements and delivers all chemicals to Rice County; prepares annual HHW annual report.
- Collaborates and works closely with the County Administrator, engineers, consultants and state agency representatives concerning landfill operations, procedures, policies, inspections, safety issues, and/or design. Makes recommendations to Administrator concerning purchases, projects, site management or operational issues.
- Performs other duties of a comparable level or type, as required.

SECTION III: WORK REQUIREMENTS AND CHARACTERISTICS

EDUCATION/KNOWLEDGE REQUIREMENT: Minimum education required to perform adequately in position could reasonably be attained only by completing the following:			
REQUIRED EDUCATION/TRAINING (choose one)		DEGREE INFORMATION: Type of degree: (B.S., M.A., etc.)	
	less than high school diploma		Major field of study or degree emphasis: 3 years of training/education in Solid Waste, Heavy Equipment or related field preferred
x	High school diploma or GED.		
	1 year college	2 years college	
	3 years college	4 years college	
	1st year graduate level		Essential knowledge and specialized subject knowledge required to perform the essential functions of the job: • Relevant laws, rules, regulations, codes and ordinances that pertaining to landfill and household hazardous waste operations. • Fundamentals of supervision. • Knowledge or recordkeeping, reporting, documentation and inspection requirements. • Knowledge of landfill and heavy equipment operation, practices, and procedures. • Customer service principles and procedures. • Knowledge of safety and risk management procedures. • Computer applications within the department and general business/office productivity software.
	2nd year graduate level		
Required Work Experience in Addition to Formal Education/Training: Minimum of 5 years directly related experience operating light/heavy equipment.			
LICENSE/ CERTIFICATION		Identify licenses/certification required: Requires a MN CDL(Commercial Drivers License) with an air brake endorsement. Type II Municipal Solid Waste Disposal Facility Operators Certificate.	



RESPONSIBILITY FOR DIRECT SUPERVISION OF THE FOLLOWING POSITIONS				
	Titles of Positions Directly Supervised		# of Employees	
1	Landfill Operators		2	
2	Laborers (part-time)		5	
3	Account Technician		1	
TOTAL			8-9 FTE's	
ESSENTIAL SKILLS REQUIRED TO PERFORM THE WORK		Skilled in: • Oral and written communications. • Interpreting, applying and enforcing various state and local laws, codes, rules and ordinances pertaining to landfill operations and the suitability of landfill materials. • Operation and use of equipment used in landfill operations and maintenance procedures (e.g. compactors, dozers, skid-steer, etc.). • Supervising, delegating, monitoring, scheduling, evaluating and directing landfill staff. • Customer relation skills needed in dealing appropriately with the public and contractors over the inspection and explanation of landfill procedures, policies and regulations. • Maintaining and documenting landfill records, logs and documentation requirements. • Performing duties and responsibilities under minimal direction and supervision. • Maintaining, coordinating, making arrangements for and/or performing preventive maintenance on landfill equipment. • Reading, interpreting and understanding contour maps, construction engineering plans and blueprints.		
PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities				
<u>Employee is required to:</u>	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Stand			X	
Walk			X	
Sit			X	
Use hands dexterously (use fingers to handle, feel)			X	
Reach with hands and arms		X		
Climb or balance		X		
Stoop/kneel/crouch or crawl		X		
Talk or hear				X
Taste or smell		X		

PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities				
Employee is required to:	Never	1-33% Occasionally	34-66% Frequently	66-100% Continuously
Physical (Lift & carry): up to 10 pounds				X
up to 25 pounds		X		
up to 50 pounds		X		
up to 75 pounds		X		
up to 100 pounds		X		
more than 100 pounds		X		

PHYSICAL JOB REQUIREMENTS: Indicate according to essential duties/responsibilities	
Physical requirements associated with the position can be best summarized as follows:	
Medium Heavy Work: Exerting up to 100 pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body.	
HAZARDOUS WORKING CONDITIONS: <i>The essential duties of the work are performed under various physical hazards or environmental conditions noted.</i>	Unusual or hazardous working conditions related to performance of duties: Position requires the operation of heavy equipment on non-level surfaces and ground conditions; contact with hazardous waste materials and chemicals; performing duties around moving equipment; exposure to sharps in work areas; performance of duties in all types of outdoor and weather conditions, wind, dust, and fumes; occasionally dealing with angry or upset individuals (customers/haulers/etc.)

SECTION IV: CLASSIFICATION HISTORY AND APPROVAL

This description is intended to describe the kinds of tasks and levels of work difficulty being performed by people assigned to this classification. The list of responsibilities is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

This Position Description reflects an accurate and complete description of the duties and responsibilities assigned to the position.

Department Head's Signature

Date

Classification History:

Prepared 1/2014 by BCC.





Steele County Agenda Item

Subject: Appointment of hearing officer for Appeal of Dangerous Dog Designation

Department: Auditor's Office

Committee Meeting Date:

Board Meeting Date: January 25, 2022

Consent Agenda: ☐ Yes ☒ No

Resolution: ☐ Yes ☒ No

Policy Committee Recommendation:

N/A

Recommendation:

Appoint a hearing officer for Appeal of Dangerous Dog Designation

Background (*Including Budget Impact*):

The Steele County Sheriff issued a Notice of Dangerous Dog on January 16, 2022.

The owner of the Dangerous Dog has filed an Appeal of the designation under Minn. Statute §347.541 within 7 days of the date of the Notice.

Accordingly, a hearing officer shall be appointed by the Steele County Board of Commissioners or a designee and the hearing shall take place within 14 days of the receipt of the notice of appeal.

Attachments:



Steele County Discussion Item

Subject: Annual Township Meeting

Department: Administrator's Office

Committee Meeting Date: January 12, 2022

Work Session Discussion Item: January 25, 2022

Board Meeting Date: Choose a date

Consent Agenda: ☐ Yes ☐ No **Resolution:** ☐ Yes ☐ No

Policy Committee Recommendation:

Discuss at work session

Recommendation:

With the dramatic rise in the number of COVID cases we are recommending the Annual Township meeting be postpone till end of April (tentatively) pending the decline of positive COVID cases in Steele County.

Background (*Including Budget Impact*):

The Annual Township/County meeting is normally held on the last Monday of March at the Steele County Administration Center. This meeting can have 70 to 80 people in attendance.

During a meeting of the Steele County COVID-19 Emergency Response Team, the team discussed the spike in COVID cases in Steele County. This rise in positive cases has impacted the Owatonna Hospital which is now at maximum bed capacity (this includes COVID patients). The Steele County COVID Emergency Response Team requested all non-essential large gatherings be postponed until community case rates decrease.