



WASECA COUNTY BOARD OF COMMISSIONERS
December 17, 2024 - 9:30 AM
East Annex Public Meeting Room
300 North State Street – East Annex · Waseca, Minnesota 56093

The Waseca County Board of Commissioners met in a regular session on Tuesday, December 17, 2024, in the Commissioners' Room, 300 North State Street, Waseca, Minnesota. Members present were Chair Brian Harguth, DeAnne Malterer, Doug Christopherson, Brad Milbrath and Brad Krause.

Other members present were Michael Johnson, County Administrator; Beth Weimert, Administrative Coordinator; Melissa Sexton, Human Resources Director; Tina Wilson, Community Development Coordinator; Melissa Sexton, Human Resources Director; Jim Kollar, Public Works Director; County Engineer; Sheriff Jay Dulas

Present via online platform: Andrew Graupmann; Maame Quarcoo; Shelley Hyatt; Leah Cameron; Chris Howard; Teddy Hoehn

Others present included Deb Bentley, Waseca County Pioneer; Katrina Schmitz

1. Call to Order and Pledge of Allegiance

Chair Harguth called the meeting to order at 9:33 a.m. A roll call was taken and the Pledge of Allegiance was recited.

Public Comment

There was no public comment.

2. Presentations

a. Soil and Water Conservation District Budget Update - Mark Schaetzke, District Manager

Mark Schaetzke, Soil and Water District Manager, provided the Waseca County Board of Commissioners with an update on the Soil and Water budget. Schaetzke shared the SWCD total equity amount with receivables included, as stated on monthly financials report.

3. Approval of Agenda

Motion to approve the amended agenda, moving item 6 G. to M. on the action items, by Commissioner Christopherson, seconded by Commissioner Malterer. Motion carried 5-0.

4. Approval of County Board Minutes

Motion to approve the Waseca County Board of Commissioners work session meeting minutes of December 3, 2024, and Waseca County Board of Commissioners regular meeting minutes of December 3, 2024, by Commissioner Malterer, seconded by Commissioner Milbrath. Motion carried 5-0.

a. Waseca County Board of Commissioners Work Session Meeting Minutes December 3, 2024

b. Waseca County Board of Commissioners Meeting Minutes December 3, 2024

5. Consent Agenda

Motion to approve the consent agenda as presented by Commissioner Milbrath, seconded by Commissioner Krause. Motion carried 5-0.

a. Approval of Bills

The following bills were audited and allowed:

A.H. HERMEL COMPANY	330.84
ABM EQUIPMENT LLC	928.19
ADAM HUXFORD	142.49
AMAZON CAPITAL SERVICES	1,113.84
ANCOM COMMUNICATIONS INC	697.37

APPLIED CONCEPTS INC	12,884.50
BAKER TILLY LLP	1,968.00
BARBARA J. BUKER	96.00
BLAHNIK PRCHAL & STOLL	234.16
BOCKS SERVICE INC	288.45
BOMGAARS SUPPLY	753.58
BORNEKE CONSTRUCTION INC	1,045.61
BRAD KRAUSE	108.54
BRAD MILBRATH	306.86
CAPITAL ONE	58.40
CDW GOVERNMENT INC	548.69
CHRISTENSEN TIRE & AUTO REPAIR	83.85
CITY OF WASECA FINANCE DEPARTMENT	15,216.04
COMMUNITY COMPLIANCE MONITORING	227.00
DAVID JOHN JONES	585.00
DEANNE MALTERER	39.99
DEML FORD INC	469.54
DONNELLY LAW FIRM PLLC	2,910.00
DOUGLAS CHRISTOPHERSON	72.36
FIRST NATIONAL BANK	40.55
FIRST NATIONAL BANK	1,995.54
FIRST NATIONAL BANK 9655	470.21
FIRST NATIONAL BANK 3975	340.70
FIRST NATIONAL BANK OMAHA 7265	12.99
FIRST NATIONAL BANK 1691	66.01
FIRST NATIONAL BANK 4208	37.35
FIRST NATIONAL BANK OF OMAHA	456.48
FIRST NATIONAL BANK OF OMAHA 0237	479.00
FIRST NATIONAL BANK OF OMAHA 0792	20.00
FIRST NATIONAL BANK OF OMAHA 1344	95.70
FIRST NATIONAL BANK OMAHA	35.97
FIRST NATIONAL BANK OMAHA 7462	131.09
FIRST NATIONAL BANK OMAHA 2000	831.66
FIRST NATIONAL BANK OMAHA 2000	225.00
FIRST NATIONAL BANK OMAHA 9296	455.70
FIRST NATIONAL BANK OMAHA 0710	16.82
FIRST NATIONAL BANK OMAHA 1325	6.20
FIRST NATIONAL BANK OMAHA 2173	359.90
FIRST NATIONAL BANK OMAHA 2431	31.96
FIRST NATIONAL BANK OMAHA 2905	460.00
FIRST NATIONAL BANK OMAHA 4404	125.40
FIRST NATIONAL BANK OMAHA 5640	1,298.24
FIRST NATIONAL BANK OMAHA 6072	60.38
FIRST NATIONAL BANK OMAHA 6667	37.80
FIRST NATIONAL BANK OMAHA 6742	147.01

FLEET PRIDE	42.62
GALLS, LLC	96.25
H&L MESABI INC	1,440.00
HAWK ALARM SYSTEMS INC	312.00
INNOVATIVE OFFICE SOLUTIONS LLC	67.89
LAMP RECYCLERS INC	78.75
LENZ LAWN CARE INC	45.00
LESUEUR CO SHERIFF-CIVIL DIVISION	525.00
M PETERS ENTERPRISES	165.20
MANKATO LEGAL GROUP	4.00
MANTRONICS	46.90
MCA (MN CORRECTIONS ASSOC)	220.50
MEI TOTAL ELEVATOR SOLUTIONS	498.35
MESSICK LAW PLLC	360.00
MIDWEST MOTOR SUPPLY CO INC	227.17
MN COMM OF TRANSPORTATION	3,382.10
MN COUNTY ATTORNEY ASSOC	4,251.00
MN POLICE & PEACE OFFICERS ASSOCIATION	70.00
MN SHERIFFS ASSOC	300.00
MOTOROLA SOLUTIONS, INC	257.88
NAPA AUTO PARTS MPEC	1,573.09
NATL ASSOC OF COUNTIES (NACO)	450.00
NEW RICHLAND AUTO REPAIR	15.00
NUSS TRUCK GROUP INC	3,541.91
OLMSTED AGGREGATE	593.54
O'REILLY AUTOMOTIVE INC	46.98
PATTON HOVERSTEN & BERG PA	1,423.50
PEMBERTON LAW PLLP	1,857.00
RINKE-NOONAN ATTORNEYS AT LAW	2,615.00
RIVER BEND BUSINESS PRODUCTS	706.72
RIVER VALLEY FORENSIC SERVICES PA	750.00
RS EDEN	23.10
SANCO EQUIPMENT LLC	5,955.11
SCHILLING SUPPLY COMPANY	76.26
SMITHS MILL IMPLEMENT INC	8.79
STATE OF MINNESOTA	60.00
STREICHERS	5,561.97
THOMSON REUTERS	657.93
TODD P CHRISTIANSON PROFESSIONAL CORP	333.00
TOTAL GLASS-LOCK INC	62.00
TRUENORTH STEEL INC	3,903.72
UHL COMPANY INC	1,415.00
ULINE	551.99
US VENTURE INC	632.00

WASECA ABSTRACT COMPANY	647.00
WASECA CO PIONEER	382.00
WASECA GLASS	395.00
WASECA HARDWARE LLC	133.10
WASECA MOTOR CO	529.35
	96,637.63

b. Year-End Check Run

Authorization for a special check run on December 31, 2024.

c. November 2024 Monthly Electronic Funds Transfer

Date	From Account	To Account	Amount	Description
11/04/24	Keen Bank	MN Dept of Revenue State Tax	\$135,165.50	Property tax settlement advance
11/04/24	Keen Bank	Minnwest	\$1,000,000.00	Cash to Cash
11/06/24	Keen Bank	School District 829	\$1,006,370.97	Property tax settlement advance
11/06/24	Keen Bank	School District 2143	\$51,025.00	Property tax settlement advance
11/06/24	Keen Bank	School District 2168	\$110,326.24	Property tax settlement advance
11/06/24	Keen Bank	School District 2835	\$281,283.94	Property tax settlement advance
11/18/24	Keen Bank	MAGIC	\$2,000,000.00	Cash to Cash
11/18/24	Keen Bank	Minnwest	\$500,000.00	Cash to Cash
11/22/24	Keen Bank	Multi Bank Securities	\$249,000.00	Investment

d. Notice of Expiration of Agricultural Preserve; Three Generation Pork Inc

Staff has a Notice of Expiration of an Agricultural Preserve that has been submitted for review by the County Board. The request is:
Notice of Expiration of Agricultural Preserve:

Owner	PID	Acres Removed (from Ag Covenant)
Three Generation Pork Inc	03.034.0800	40

e. Merlyn R. & Bonnie Proechel Transfer of Development Rights

Under the Waseca County Unified Development Code (UDC) the County allows for a base density of one residential building unit per quarter-quarter section of land. Under certain circumstances provided in the UDC, the County allows the base residential density to increase to up to eight units per quarter-quarter section of land with a corresponding transfer of development rights for each unit added over the base residential density threshold.

Waseca County received a request to transfer the residential development rights from a sending site to a receiving site, all located in Otisco Township as shown below. The property is zoned A-1 Agricultural Protection District.

<u>Site Data</u>	<u>Sending Site</u>	<u>Receiving Site</u>
Owner/Applicant	Merlyn R. & Bonnie Proechel	Merlyn R. & Bonnie Proechel
PID No:	08.016.0320	08.016.0200
Legal Description	The SW ¼ SE ¼ of Section 16, T106N R22W, Waseca County, Minnesota..	All that portion of the NW1/4 NE1/4 and the SW1/4 NE1/4 of Section 16, T106N R22 W. AND All that portion of the SE1/4 NE1/4 of Section 16, T106N, R22W.

f. Transfer of Funds - Human Resources

Approve a transfer of \$28,035.00 from General Fund - Central Services to an assigned fund in General Fund - Insurance Dividends.

g. Transfer of Funds - Land and Water Resources

Transfer of \$108,586.00 from four special revenue accounts to support the 2024 Budget. \$25,000.00 from the Ripaian Fund, \$33,586.00 from NRBG, \$7,000.00 from AIS and \$43,000.00 from MPCA (feedlot).

h. Transfer of Funds - Sheriff's Office

Transfer out \$310,000.00 from the Assigned Vehicle Fund 01.201.201.2820 & Transfer Into 01.201.201.5910 (Transfer Ins).

i. Transfer of Funds - Public Health

Requesting the transfer of a portion of the NRBG allocation from 25-451-453 into Public Health operating general fund account 01-451-453 in the amount of \$21,200.00.

j. **Transfer of Funds - Administration**

As discussed during several budgetary proceedings, additional interest earnings over and above the allocated budget amount will be transferred to our Capital Infrastructure account in order to buy-down capital projects. Through November 2024, the interest earnings were slightly above \$1,500,000.00. The budgeted amount for 2024 is \$400,000.00. The recommendation is to transfer \$1,100,000.00 from 01 062000 5710 to 37 999900.

6. Action Items

a. **Waseca County Trails Association**

Michael Johnson, County Administrator, discussed the legal sponsor for funding from the State of Minnesota Department of Natural Resources for maintenance of snowmobile trails managed by the Waseca County Trails Association. Resolution 2019-46 expired after a five-year period. Staff recommends adoption of Resolution 2024-40 to continue being the sponsor and fiscal host for the Waseca County Trails Association.

Motion to adopt Resolution 2024-40 Authorizing Sponsorship of Trails Operated by the Waseca County Trails Association by Commissioner Milbrath, seconded by Commissioner Christopherson. Motion carried 5-0.

RESOLUTION 2024-40

AUTHORIZING SPONSORSHIP OF TRAILS OPERATED BY THE WASECA COUNTY TRAILS ASSOCIATION

BE IT RESOLVED, That Waseca County act as the legal sponsor for an application for funding to the State of Minnesota Department of Natural Resources for the maintenance of snowmobile trails managed by the Waseca County Trails Association.

BE IT FURTHER RESOLVED, that upon approval of its application by the State, Waseca County may enter into an agreement with the State of Minnesota for the above referenced project and that it will comply with all applicable laws and regulations as stated in the agreement; and

BE IT FURTHER RESOLVED, That Waseca County Board Chairperson, is authorized to sign such an agreement with the Department of Natural Resources; and

BE IT FURTHER RESOLVED, That Waseca County Auditor/Treasurer, is hereby authorized to serve as the fiscal agent for the above referenced project; and

BE IT FURTHER RESOLVED, That this agreement will be effective for five (5) years from date of the signing of this agreement; and

BE IT FINALLY RESOLVED, That notwithstanding the financial assistance provided for the State Contract, Waseca County shall not be liable for such costs as are incurred by the Waseca County Trails Association because state funds are depleted.

b. **Local Transit Sales & Use Tax Agreement**

Jim Kollar, Public Works Director/County Engineer, provided an updated agreement between the MN Dept of Revenue and Waseca County for the collection of the local option sales tax is provided for consideration, approval, and execution by the County Board of Commissioners. This agreement, if approved and executed, will supersede the current agreement which was executed in October 2023. The 2023 agreement provided a transitional period in how collected tax was to be transmitted to the County. The updated agreement has eliminated the language related to that transitional period, which ended in December 2023. Furthermore, the updated agreement provides for a reduction in the rate that the County pays the Department of Revenue for the administration, collection, and auditing of the local option sales tax. The flat rate is being reduced from 1.35% to 1.00%.

Motion to approve the agreement and authorize the County Board Chairperson and the County Administrator to sign the agreement for annual revenue greater than \$1,000,000.00 for capital infrastructure projects by Commissioner Malterer, seconded by Commissioner Krause. Motion carried 5-0.

c. **UCare Contract, Provider Participation Agreement**

Sarah Berry, Public Health Director, discussed our current contract with UCare noting it is from 2017. In order to continue reimbursement for the occasional flu shot or car seat that is provided to a resident with UCare insurance, we must sign an updated Provider Participation Agreement. The new agreement will have current reimbursement amounts, which have increased since 2017. As UCare is not the awarded Managed Care Organization for public insurance for our county, we seldom encounter participants presenting with this insurance.

Motion to approve the Provider Participation Agreement to allow for billing when presented with UCare insurance coverage by Commissioner Christopherson, seconded by Commissioner Milbrath. Motion carried 5-0.

d. **Soil and Water Conservation District Second Half Appropriation**

Johnson discussed the budget setting process of 2023, noting the Waseca County Board of Commissioners requested that the Waseca Soil and Water Conservation District (SWCD) come to the board at the end of 2024 and request ongoing appropriations if there was a financial need. This was part of an ongoing conversation surrounding a large fund balance at SWCD, and not in any way a lack of support for the organization.

The Waseca County Board of Commissioners appreciate the ongoing work from SWCD to utilize the existing fund balance and reduce the overall tax burden on the county's constituents.

Chair Harguth asked for a motion to approve the \$25,000.00 second half appropriation. Hearing none, that motion failed.

e. **Request to Schedule Public Hearing for 2025 County Fee Schedule**

Johnson also discussed the need to schedule a public hearing for the 2025 County Fee Schedule.

Motion to set the public hearing for the 2025 County Fee Schedule for the 1st meeting in January by Commissioner Malterer, seconded by Commissioner Krause. Motion carried 5-0.

f. **Resolution 2024-41: Approval of Cybersecurity Incident Response Plan**

Judy Hiller, IT Director, discussed the Minnesota Legislature amended Minnesota Statutes 16E.36 in 2024 to require public agencies – state agencies, local governments, public education entities, to report cybersecurity incidents that impact the public agency beginning Dec. 1, 2024. If a cybersecurity incident impacts a public agency, government contractors or vendors that provide goods or services must report the incident to the impacted entity, but they can also use the form. Waseca County has created a Cybersecurity Incident Response Plan to meet this statute and would like approval of Resolution 2024-41.

Motion to approve Resolution 2024-41 Cybersecurity Incident Response Plan by Commissioner Krause, seconded by Commissioner Milbrath. Motion carried 5-0.

RESOLUTION # 2024-41

Cybersecurity Incident Response Plan

WHEREAS, The Minnesota Legislature amended Minnesota Statutes 16E.36 in 2024 to require public agencies – state agencies, local governments, public education entities, to report cybersecurity incidents that impact the public agency beginning Dec. 1, 2024. If a cybersecurity incident impacts a public agency, government contractors or vendors that provide goods or services must report the incident to the impacted entity, but they can also use the form.

WHEREAS, Waseca County Information Technology has created a Cybersecurity Incident Response Plan to fulfill this statute.

WHEREAS, the Cybersecurity Incident Response Plan must be approved by the County Board and signed by Resolution.

WHEREAS, the Cybersecurity Incident Response Plan will be reviewed yearly and any changes made will be brought to the board and approved by resolution.

NOW, THEREFORE, BE IT RESOLVED, by the Waseca County Board of Commissioners on this 17th day of December, 2024, that the Waseca County Board of Commissioners is hereby adopting and approving the current Cybersecurity Incident Response Plan

g. **Resolution 2024-42: City of Waseca AT Grant Application**

Kollar noted the City of Waseca is seeking County support, via County Board resolution, of a MnDOT Active Transportation (AT) Infrastructure Program grant application for a project to mill and overlay 3.9 miles of existing trail, including the trail surrounding Clear Lake. The grant application is seeking 100% of the construction costs, estimated at \$900,000, for the proposed 2026 project. Furthermore, as a portion of the project lies within the County's jurisdiction, the resolution, if adopted, authorizes the City to construct the project.

Motion to adopt Resolution 2024-42 City of Waseca AT Grant Application by Commissioner Milbrath, seconded by Commissioner Malterer. Discussion was held. Motion carried 5-0.

RESOLUTION # 2024-42

SUPPORT OF A CITY OF WASECA ACTIVE TRANSPORTATION GRANT APPLICATION

WHEREAS, the Minnesota Department of Transportation (MnDOT) is soliciting applications for Active Transportation (AT) Infrastructure Program grants; and

WHEREAS, the City of Waseca intends to submit an AT grant funding application for the 2026 rehabilitation (mill and overlay) of approximately 3.9 miles of bituminous trail which travels through the City Marsh property and around Clear Lake ("Project"); and

WHEREAS, approximately 2.7 miles of the Project trail improvements are located within Waseca County road right of way.

NOW, THEREFORE, BE IT RESOLVED, by the Waseca County Board of Commissioners that Waseca County supports the City of Waseca AT grant funding application and, if AT grant funds are awarded, authorizes the City to design, bid, and complete the Project improvements.

h. **Resolution 2024-43: Establishing 2025 County Attorney Annual Salary**

The County Board shall, in accordance with Minnesota Statute § 388.22, annually set the salary for the County Attorney.

Elected Officials shall receive compensation for services rendered by them for their respective county annual salaries and reimbursement for necessary expenses in performing the duties of the office as set by resolution of the county board. The annual salary shall be effective for the 2025 calendar year.

The Waseca County Board of Commissioners has established a process by which the Labor Committee annually meets with each elected official, reviews comparable market data and presents a recommendation to the board. Proposed salaries for 2025 have been computed based upon relevant statutory provisions and analysis of the regional market data.

Pursuant to Minnesota Statutes § 388.22, Subd. 2. (b) and § 388.18, Subd. 2., minimum salaries must be set for the term next following for the County Attorney.

Motion to adopt the resolution 2024-43 Establishing Waseca County Attorney's Salary for 2025 in the amount of \$146,652.00 by Commissioner Christopherson, seconded by Commissioner Krause. Discussion was held. Motion carried 5-0.

RESOLUTION #2024-44

ESTABLISHING 2025 COUNTY SHERIFF SALARY

WHEREAS, the County Board of Commissioners has the duty and responsibility, by law, to establish by resolution the minimum and annual salaries to be paid to its elected officials; and

WHEREAS, the County Board of Commissioners has considered the position responsibilities and duties, the tenure and performance of the incumbents, and the market salaries for similar positions in similar counties. **WHEREAS**, under Minn. Stat. § 387.20 Subd. 2., at the January meeting prior to the first date on which applicants may file for the office of County Sheriff, the Waseca County Board of Commissioners shall set by resolution the minimum salary to be paid to the County Sheriff for the term next following.

NOW, THEREFORE, BE IT RESOLVED, that the minimum salary as set by the Waseca County Board of Commissioners for the elected position of County Sheriff shall for the next term set at \$_____.

BE IT RESOLVED that the 2024 salary as set by the Waseca County Board of Commissioners for the elected position of County Sheriff shall be set at \$_____.

i. Resolution 2024-44: Establishing 2025 County Sheriff Annual Salary

Elected Officials shall receive compensation for services rendered by them for their respective county annual salaries and reimbursement for necessary expenses in performing the duties of the office as set by resolution of the county board. The annual salary shall be effective for the 2025 calendar year.

The Waseca County Board of Commissioners has established a process by which the Labor Committee annually meets with each elected official, reviews comparable market data and presents a recommendation to the board. Proposed salaries for 2025 have been computed based upon relevant statutory provisions and analysis of the regional market data.

Pursuant to Minnesota Statutes § 387.20, Subd. 2. (b) minimum salaries must be set for the term next following for the County Sheriff.

Motion to adopt Resolution 2024-44 Establishing Waseca County Sheriff's salary for 2025 in the amount of 133,350.00 by Commissioner Christopherson, seconded by Commissioner Krause. Discussion was held.

A roll call was taken and the motion passed/failed by the following: Commissioner Milbrath - nay; Commissioner Krause - aye; Malterer - aye; Commissioner Christopherson - aye; Commissioner Harguth - aye. Motion carried 4-1.

RESOLUTION #2024-44

ESTABLISHING 2025 COUNTY SHERIFF SALARY

WHEREAS, the County Board of Commissioners has the duty and responsibility, by law, to establish by resolution the minimum and annual salaries to be paid to its elected officials; and

WHEREAS, the County Board of Commissioners has considered the position responsibilities and duties, the tenure and performance of the incumbents, and the market salaries for similar positions in similar counties. **WHEREAS**, under Minn. Stat. § 387.20 Subd. 2., at the January meeting prior to the first date on which applicants may file for the office of County Sheriff, the Waseca County Board of Commissioners shall set by resolution the minimum salary to be paid to the County Sheriff for the term next following.

NOW, THEREFORE, BE IT RESOLVED, that the minimum salary as set by the Waseca County Board of Commissioners for the elected position of County Sheriff shall for the next term set at \$_____.

BE IT RESOLVED that the 2024 salary as set by the Waseca County Board of Commissioners for the elected position of County Sheriff shall be set at \$_____.

j. Resolution 2024-45: Establishing 2025 Annual Salary and Per Diems for County Commissioners

The County Board shall, in accordance with Minnesota Statute 375.055, annually set the salaries and per diem amounts for the County Commissioners.

The County Commissioners shall receive as compensation for services rendered by them for their respective county, annual salaries and, in addition, may receive per diem payments and reimbursement for necessary expenses in performing the duties of the office as set by resolution of the county board. The salary and schedule of per diem payments shall be effective for the 2025 calendar year.

The Waseca County Board of Commissioners has established a process by which the Labor Committee annually reviews comparable market data and presents a recommendation to the board. Proposed salaries for 2025 have been computed based on relevant statutory provisions.

Motion to adopt the Resolution 2024-45 Establishing Waseca County Commissioner salaries and per diem amounts for 2025 in the amount of \$29,777.00 (no change from 2024) and \$2,000.00 for the board chair and per diems at \$95.00/day by Commissioner Krause, seconded by Commissioner Milbrath. Motion carried 5-0.

RESOLUTION #2024-45

ESTABLISHING 2025 ANNUAL SALARY AND PER DIEMS FOR COUNTY COMMISSIONERS

WHEREAS, Minnesota Statute 375.055, Subdivision 1, requires the County Board of Commissioners to set salaries and per diem payments for its members prior to January 1 of the effective year; and **WHEREAS**, the County Board of Commissioners desires to set salaries and per diem payments for its members prior to January 1 of the effective year.

NOW, THEREFORE, BE IT RESOLVED that the Waseca County Board of Commissioners approve setting the County Commissioners salary at \$29,777 (no change from 2024) with an additional \$2,000 for the Board Chair in 2025.

BE IT FURTHER RESOLVED that the Waseca County Commissioner's 2025 per diem is set as follows: A county commissioner may collect one per diem of \$95.00 for each day spent in performing the official duties pertaining to county business as per resolution appointing commissioners to boards and committees. Regularly scheduled county board meetings are exempt from per diems. Per Diem reimbursement requests should be turned in for payment within six (6) months after the per diem was incurred and no later than January 31st of the following year.

k. **Resolution 2024-46: Authorization of Purchase Through Local Housing Trust Fund**

Karina Schmitz discussed the Acquisition of Parcel ID 170182520 noting the Local Housing Trust Fund (LHTF) Advisory Committee took action on November 25, 2024, to recommend purchase of Parcel ID 170182520 located in the City of Waseca. The owner of the parcel is Lagow Development Co (map attached). Purchase of the land would be used for the construction of small homes to fulfill the mission of the LHTF to address needs for affordable housing within the County of Waseca. A proposed plot map has been attached to display how this layout could work. Staff is seeking approval for expenditure of existing LHTF funds not to exceed \$65,000.00 for the acquisition of the land. Further planning and action would be required for the eventual construction of the buildings.

The current balances of the LHTF is \$210,619.86.

Motion to approve Resolution 2024-46 Authorizing Expenditure of Local Housing Trust Fund Dollars for Purchase of Parcel ID 170182520 of up to \$65,000.00 of LHTF dollars by Commissioner Malterer, seconded by Commissioner Christopherson. Discussion was held. Motion carried 5-0.

Resolution 2024-46

Expenditure of Local Housing Trust Fund Dollars for Purchase of Parcel ID 170182520

WHEREAS, on July 18, 2023, the Waseca County Board of Commissioners established a Local Housing Trust Fund (LHTF) to help address the needs for affordable housing within the County of Waseca; and

WHEREAS, Ordinance No. 154 was adopted for the purpose of establishing a fund which allows for the flexibility to respond in innovative ways to address local affordable housing needs; and

WHEREAS, Ordinance No. 154 adopted pursuant to the authorization and policies contained in Minnesota Statutes, section 462C.16 and Minnesota Statutes 462A.201; and

WHEREAS, the Community Advisory Committee for the LHTF met on November 25, 2024, and by vote made recommendation to the Waseca County Board of Commissioners to fund this project using existing fund balance.

NOW, THEREFORE, BE IT RESOLVED that the Waseca County Board of Commissioners authorizes up to \$65,000 of existing fund balance within the Local Housing Trust Fund for purchase of Parcel ID 170182520.

l. **Resolution 2024-47: Authorization of Purchase Through Local Housing Trust Fund - Marketplace Project**

Schmitz also discussed the acquisition of Parcel ID 174400010 noting the Local Housing Trust Fund (LHTF) Advisory Committee took action on November 25, 2024, to recommend support of the development project on Parcel ID 174400010 located in the City of Waseca. The owner of the parcel is the City of Waseca (map attached). Purchase of the land would be used for the construction of a 36-unit apartment facility with an affordable component. The development is proposed to be constructed on a currently vacant site near the intersection of 19th Avenue Northwest and 4th Street Northwest within the City of Waseca. This project is intended to fulfill the mission of the LHTF to address the needs of affordable housing

within the County of Waseca.

Funds invested in the LHTF would help to fill the financial gap experienced by the developer. The Developer will seek approval of a Tax Increment Financing District (TIF) to help fund this project. The anticipated financial gap from the lender compared to the amount to be raised in increment over the life of the district is up to \$500,000.

Currently, 4 entities have cited interest in assisting with gap-financing in the form of a forgivable loan, or through a State Housing initiative:

- City of Waseca
- City of Waseca Economic Development Authority
- County of Waseca
- County of Waseca Economic Development Authority

The Board of Commissioners set aside \$250,000.00 of previous American Rescue Plan Act dollars to be used for economic development projects. This request asks that up to \$150,000.00 of those funds be invested in the LHTF to allow for matching funds to be sought from the State beginning in 2025. Should this project falter and not continue to move forward, this funding will not be required, but the competitive pool of funding and quick turnaround requires advance approval.

Motion to approval of Resolution 2024-47 Authorizing up to \$150,000.00 of fund balance to be invested into the LHTF by Commissioner Malterer, seconded by Commissioner Milbrath. Motion carried 5-0.

Motion to approve the Resolution 2024-47 Authorization of Purchase through Local Housing Trust Fund Commissioner Malterer, seconded by Commissioner Milbrath. A roll call was taken and the motion passed 4-1 by the following: Commissioner Milbrath - aye; Commissioner Krause - aye; Commissioner Malterer - aye. Commissioner Christopherson - aye; Commissioner Harguth - nay.

Resolution 2024-47

Expenditure of Fund Balance Through the Local Housing Trust Fund for Project Development of Parcel ID 174400010

WHEREAS, on July 18, 2023, the Waseca County Board of Commissioners established a Local Housing Trust Fund (LHTF) to help address the needs for affordable housing within the County of Waseca; and

WHEREAS, Ordinance No. 154 was adopted for the purpose of establishing a fund which allows for the flexibility to respond in innovative ways to address local affordable housing needs; and

WHEREAS, Ordinance No. 154 adopted pursuant to the authorization and policies contained in Minnesota Statutes, section 462C.16 and Minnesota Statutes 462A.201; and

WHEREAS, the Community Advisory Committee for the LHTF met on November 25, 2024, and by vote made recommendation to the Waseca County Board of Commissioners to fund this project using existing fund balance.

NOW, THEREFORE, BE IT RESOLVED that the Waseca County Board of Commissioners authorizes up to \$150,000 of existing fund balance to be invested into the Local Housing Trust Fund for project development of Parcel ID 174400010.

m. Transfer of Funds - Land and Water Resources

Michael Johnson discussed the request to create an assigned fund under Land & Water Resources (01-120) and transfer \$36,129.96 from the 2024 capital assets to the fund. These proceeds will offset the capital asset request for the proposed 2025 budget for a vehicle purchase to be used for inspections for feedlots, septic and weed harvest support. Motion to approve the transfer of funds of \$36,129.96 from the 2024 capital asset to the new assigned fund under Land and Water Resources by Commissioner Christopherson, seconded by Commissioner Christopherson. Motion carried.

7. Administration

The Waseca County Board of Commissioners recessed at 10:54 a.m.

The Waseca County Board of Commissioners reconvened at 10:59 a.m.

a. Administration Update

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

b. Human Resources Announcements

Nothing to share.

c. Community Development Update

Tina Wilson, Community Development Coordinator, provided updates to the board regarding recent activities.

8. Commissioner Reports

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

9. Adjourn

Having no further county board business, Commissioner Krause moved and Commissioner Milbrath seconded the motion to adjourn the meeting. The motion was carried unanimously and the meeting adjourned at 11:44 a.m.

Brian Harguth, Chairperson
Waseca County Board of Commissioners

ATTEST:

Beth Weimert, Clerk
Waseca County Administration