



WASECA COUNTY BOARD OF COMMISSIONERS
January 21, 2025 - 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, January 21, 2025, in the Commissioners' Room, 300 North State Street, Waseca, Minnesota. Members present were Chair Doug Christopherson, DeAnne Malterer, Brian Harguth, Brad Milbrath and Brad Krause.

Other members present were Michael Johnson, County Administrator; Beth Weimert, Administrative Coordinator; Melissa Sexton, Human Resources Director; Chris Howard, Land and Water Director; Sheriff Jay Dulas; Denise Wright, Emergency Management Director

Others present via online platform were Maame Quarcoo, Senior Land Use Planner; Leah Cameron, PH Business Manager; Shelly Hyatt, Land Use Planning Assistant

Others present Deb Bently, Waseca County Pioneer; Laurel Reymund

1. Call to Order and Pledge of Allegiance

Chair Christopherson called the meeting to order at 9:32 a.m. The Pledge of Allegiance was recited.

Public Comment

Chair Christopherson recognized and thanked Richard Possin and Robert Vogelsang for their many years of service to the Board of Adjustment.

Laurel Reymund, Blooming Grove Township, presented to the meeting today to ask the Waseca County Board of Commissioners to consider the addition of lighting at the intersection of County Road 7 and County Road 10.

2. Approval of Agenda

Motion to approve the Waseca County Board of Commissioners agenda by Commissioner Malterer, seconded by Commissioner Milbrath. Motion carried 5-0.

3. Ditch Authority

a. CD 48 Outlet Petition

Chris Howard, Land and Water Resources Director, discussed accepting the CD 48 Outlet Petition, appointing viewers, and set a public hearing date for petition to use CD 48 as an outlet for drainage. A petition was filed with drainage staff to use CD 48 as an outlet for a drainage system. The petitioner desires to add 34 acres of drainage to CD 48. The petitioner has commissioned a professional engineer to determine that the receiving system (CD 48) has the capacity to serve as the outlet for the new drainage system under Minn. Stat. 103E.401. The Waseca County Drainage Authority shall appoint viewers to calculate the amount of benefits applied to the acres and establish an outlet fee. The Drainage Authority shall set a public hearing date, publish a notice of public hearing once a week for three consecutive weeks in the official newspaper for Waseca County, and mail the hearing notice to all landowners benefited by CD 48.

Staff recommends accepting the petition, appointing Mark Behrends and Wes Dahl as viewers, and setting a public hearing for 9:30AM March 4, 2025, at the Waseca County Commissioners Room of the East Annex, 300 North State Street, Waseca, Minnesota 56093.

Motion to approve appointing viewers and setting the public hearing for March 6, 2025, at 9:30 a.m. by Commissioner Malterer, seconded by Commissioner Krause. A discussion was held. Motion carried 5-0 by the following roll call: Commissioner Harguth - aye; Commissioner Milbrath - aye; Commissioner Krause - aye; Commissioner Malterer - aye and Commissioner Christopherson - aye.

4. Consent Agenda

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

a. Approval of Bills

The following bills were audited and allowed:

A.H. HERMEL COMPANY

253.16

ADVANCED CORRECTIONAL HEALTHCARE INC

4,075.50

AHLMANS	2,950.00
ALLYSON & DAVID OLSON	100.00
AMAZON CAPITAL SERVICES	1,246.63
AMAZON CAPITAL SERVICES	72.86
AMAZON PH	97.34
AMERICAN LEGAL PUBLISHING	500.00
AMERICAN PROBATION & PAROLE ASSOCIATION	3,560.00
ASSOC OF MN COUNTIES	400.00
ASSOC OF MN COUNTIES	24,660.00
BADEN FLP	17,364.00
BAUER BUILT INC	19,147.94
BJORN & GINA PETERSON	4,768.00
BLANE AMUNDSON	19,184.00
BOSS SUPPLY OF JANESVILLE INC	399.60
BRAD ZINNIEL	1,395.00
BRADLEY FLOR	150.00
BRAYDEN BERG	2,020.72
BRIAN JOHNSON	2,716.00
BRIANNA PAIGE SNOW	100.00
BURTON & CONNIE BERG	100.00
CANNON RIVER WATERSHED	1,500.00
CAPITAL ONE	81.94
CAPITAL ONE	29.61
CARDINAL HEALTH 110, LLC	472.32
CAROL MILLER	4,408.00
CDW GOVERNMENT INC	6,382.54
CHERYL LEWER	1,145.99
CMD EXPRESS LLC	200.00
COLE PAPERS INC	3,005.70
COLE'S ELECTRIC INC	3,915.78
COLTEN HEILMAN & KARISSA KLECKER	100.00
COLTON LARSON	26.24
COMMUNITY COMPLIANCE MONITORING	277.00
CONTINENTAL RESEARCH CORPORATION	1,001.34
CORBIN & SAMANTHA PEDERSON	100.00
CYNTHIA CHRISTENSON	3,232.00
DANIEL & AMBER LEWER	100.00
DAVID & BARBARA WILDGRUBE	100.00
DAVID & PAULA ROUTH	5,464.00
DAVID FLOR	7,510.00
DAVID JOHN JONES	6,960.00
DEML FORD INC	941.02
DENNISON TECHNOLOGY GROUP	13,971.69
DIANE SCHLAACK	10,172.00
DONNA RAUSCH TRUSTEE	9,440.00

DONNELLY LAW FIRM PLLC	26,370.00
DOUGLAS FREY KILGORE II	2,115.00
DVORSAK MATERIAL HANDLING EQUIPMENT INC	1,351.23
EJL PUBLICATIONS	57.00
EXPRESS CARE INC	49.34
FIRST NATIONAL BANK	1,601.65
FIRST NATIONAL BANK	955.21
FIRST NATIONAL BANK	71.73
FIRST NATIONAL BANK 4135	2,389.99
FIRST NATIONAL BANK 8759	303.98
FIRST NATIONAL BANK 9655	1,236.32
FIRST NATIONAL BANK 3975	142.50
FIRST NATIONAL BANK OMAHA 7265	7.99
FIRST NATIONAL BANK 1691	26.31
FIRST NATIONAL BANK 4208	216.27
FIRST NATIONAL BANK 9593	49.05
FIRST NATIONAL BANK OF OMAHA	1,415.00
FIRST NATIONAL BANK OF OMAHA	280.12
FIRST NATIONAL BANK OF OMAHA 0792	73.45
FIRST NATIONAL BANK OF OMAHA 1344	25.42
FIRST NATIONAL BANK OF OMAHA 2967	32.90
FIRST NATIONAL BANK OMAHA	161.28
FIRST NATIONAL BANK OMAHA	1,176.45
FIRST NATIONAL BANK OMAHA 7462	52.10
FIRST NATIONAL BANK OMAHA 2000	243.10
FIRST NATIONAL BANK OMAHA 2000	81.38
FIRST NATIONAL BANK OMAHA 9296	1,224.83
FIRST NATIONAL BANK OMAHA 2431	36.98
FIRST NATIONAL BANK OMAHA 2905	1,130.37
FIRST NATIONAL BANK OMAHA 3744	28.59
FIRST NATIONAL BANK OMAHA 3877	37.66
FIRST NATIONAL BANK OMAHA 5640	928.35
FIRST NATIONAL BANK OMAHA 6072	694.28
FIRST NATIONAL BANK OMAHA 6114	303.98
FIRST NATIONAL BANK OMAHA 6667	1,056.06
FIRST NATIONAL BANK OMAHA 6742	137.97
FIRST NATIONAL BANK OMAHA 7236	455.97
FIRST NATIONAL BANK OMAHA 7801	455.97
FIRST NATIONAL BANK OMAHA 8264	135.74
FIRST NATIONAL BANK OMAHA 8538	303.98
FLAHERTY & HOOD PA	612.50
GIDGETS LLC	1,302.00
GUARDIAN CHARITABLE TRUST	11,156.00
HALCYON BUSINESS PUBLICATIONS INC	1,895.00
HARLIN & RICHARD KLIMMEK	3,232.00

HAWK ALARM SYSTEMS INC	684.00
HENNEPIN TECHNICAL COLLEGE	10,665.00
HENRICKSEN	11,638.33
HOTSY MINNESOTA	870.45
INNOVATIVE OFFICE SOLUTIONS LLC	3,140.98
INNOVATIVE OFFICE SOLUTIONS LLC	580.10
INTERNET CONNECTIONS	100.00
JANE T HOFMEISTER	46.75
JANESVILLE JOURNAL	50.00
JAY DULAS	19.00
JOSEPH ROEKER	35.82
JOSLYN MITCHELL & CRISPIN CHELSEY	1,232.00
JOYCE REESE & MARY THERESA REESE	60,584.00
KEITH & MELISA LEONARDO	100.00
KELLY SCHRODER & DAKOTA SORGATZ	200.00
KRISTINE BUDACH	37,600.00
KYLE WAKEFIELD	1,072.00
LA FLEUR LAW OFFICE, PLLC	4,027.50
LEON SCHOENROCK	98.76
LESUEUR COUNTY SHERIFF'S OFFICE	900.00
LUCAS ROUTH	8,464.00
LYNN STOLTZMAN & JEROME BAUMAN	100.00
LYON COUNTY GIS	1,520.00
MAAO REGION 1	200.00
MACAI ATTN: GREG HENSEL	125.00
MACO-AITKIN (MN ASSOC OF CO OFF)/MOMS	1,080.00
MACPO MEMBERSHIP CHAIR	820.00
MANKATO LEGAL GROUP	30.00
MARK BEHREND	1,105.00
MARK BESSER	100.00
MARK SOMMERS	92.46
MARVIN PEARSON	97.15
MATTHEW SUMMER	27.57
MEI TOTAL ELEVATOR SOLUTIONS	498.35
MICHELE MOXON ETAL	18,128.00
MID STATES ORGANIZED CRIME INFO CENTER	150.00
MIDWEST MACHINERY CO	23,795.00
MIDWEST MONITORING & SURVEILLANCE	469.38
MJB HANSEN FAMILY LP	1,868.93
MN ASSOC OF CO FEEDLOT OFFICERS	350.00
MN COUNTIES INTERGOVERNMENTAL TRUST	4,508.00
MN COUNTIES INTERGOVERNMENTAL TRUST	362,946.00
MN DEPT OF HEALTH-ENV HEALTH DIVISION	100.00
MN DEPUTY REGISTRARS ASSOC	480.00
MN SHERIFFS ASSOC	7,166.49

MNCCC LOCKBOX	101,372.98
M-R SIGN COMPANY INC	3,224.12
NAPA AUTO PARTS MPEC	3,291.97
NCH CORPORATION	6,147.95
NEIGHBORS MEATS	200.00
NEW RICHLAND BUILDING SUPPLY & HARDWARE	200.00
NEW RICHLAND SPORTSMAN CLUB	1,420.00
NEW RICHLAND, CITY OF	2,582.00
NUSS TRUCK GROUP INC	6,996.82
OFFICE OF MNIT SERVICES	1,338.65
O'REILLY AUTOMOTIVE INC	27.96
PACIFIC DUNES FORENSIC PSYCHOLOGICAL SERVICES INC	13,431.25
PATRICIA MILBRETT	6,360.00
PATTON HOVERSTEN & BERG PA	915.00
PEMBERTON LAW PLLP	6,266.79
PHILIP CHRAPLIWY	100.00
PLUNKETT'S PEST CONTROL INC	381.91
PRIME GARAGE DOORS & MORE LLC	3,057.50
RANDY & CHARLES HAGEN	6,948.00
RANDY DOKKEN	300.00
RANDY HOFMEISTER ANIMAL CONTROL	500.00
REED WALLER	100.00
RICHARD & JAMES BOHLEN	300.00
RICHARD & NANCY JOHNSON	10,764.00
RICHARD P & BARBARA A KLIMMEK	26,632.00
RICHARD P KLIMMEK ETAL	13,448.00
RIVER BEND BUSINESS PRODUCTS	726.58
RIVER VALLEY FORENSIC SERVICES PA	750.00
ROBERT & DARLENE MUCHA	8,200.00
RS EDEN	132.10
RTVISION INC	6,083.44
RUSSELL J FREDERICK	84.15
SANCO EQUIPMENT LLC	844.52
SCHILLING SUPPLY COMPANY	242.86
SCHNEIDER GEOSPATIAL LLC	79,386.00
SCHOOL DIST 2168 NEW RICHLAND	272.00
SMITHS MILL IMPLEMENT INC	51.20
SNOW CONSTRUCTION LLC	150.00
STATE OF MN BUREAU OF CRIM APPREHEN CJIS	400.00
STREICHERS	2,413.35
STREICHERS	422.95
TECTA AMERICA CORPORATION	490.00
THE STEEPLE PROPERTIES LLC	100.00
THOMAS & TAMARA PETERSON	100.00

THOMSON REUTERS	552.22
THOMSON REUTERS	115.22
TRIMIN SYSTEMS INC	31,607.00
TYLER PRIEBE & SHELBY SCHLIE	300.00
ULINE	906.13
VERTIN ACQUISITION ENTITY LLC	200.00
WASECA CO PIONEER	12.00
WASECA CO PIONEER	249.00
WASECA CO PROPERTY & ELECTION SERVICES	265.99
WASECA HARDWARE LLC	9.82
WASECA HARDWARE LLC	444.21
ZIEGLER INC	84.18

b. Pay Equity Report

Waseca County has completed and submitted the required pay equity report for the 2024 calendar year by the deadline of January 31st, 2025. Notice of the submitted report has been distributed as required by the State of Minnesota. Human Resources has reviewed the preliminary results and anticipates that the County will be in compliance.

c. December 2024 Monthly Transfers

d. Partial Release of Exclusive Agricultural Use Zone Restrictive Covenants for TBS Farms

Staff has one (1) amendment that has been requested from the Exclusive Agricultural Use Zone Restrictive Covenant Agreement (hereinafter the "Ag Covenant") that has been submitted for review by the County Board. The request is: *Amendment of Agricultural Preserve:*

Owner	PID	Acres Removed (from Ag Covenant)	Acres Remaining (in Ag Covenant)
TBS Farms	11.001.1200	1.30	74.51

Note: This Amendment is part of a Minor Subdivision process completed end of 2024. This Amendment is part of a Minor Subdivision process completed end of 2024. Robert J. & Gretchen M. Priebe were the trustees of the trust and prior owners, and the property was transferred to Krause's prior to it being deeded to TBS Farms. Properties enrolled in the program receive a reduction in the real estate taxes paid equal to \$1.50 per acre per year. The amount of the reduction is reimbursed by the State of Minnesota.

e. Partial Release of Exclusive Agricultural Use Zone Restrictive Covenants for Sean M. Holmes and Todd M. Stencel

Staff has two (2) amendments that have been requested from the Exclusive Agricultural Use Zone Restrictive Covenant Agreement (hereinafter the "Ag Covenant") that has been submitted for review by the County Board. The requests are: *Amendment of Agricultural Preserve:*

Owner	PID	Acres Removed (from Ag Covenant)	Acres Remaining (in Ag Covenant)
Sean M Holmes	04.034.0700	12.25	67.93
(Robert M. & Wendy L. Holmes were the trustees of the trust and prior owners)	04.034.0720	6.00	73.51
Todd M. Stencel (Peter McGannon Etal are the prior owners)	11.008.0600	2.88	77.12

Note: These Amendments are part of a Minor Subdivision process completed end of 2024. Properties enrolled in the program receive a reduction in the real estate taxes paid equal to \$1.50 per acre per year. The amount of the reduction is reimbursed by the State of Minnesota.

5. Action Items

a. **Emergency Management Performance Grant**

Denise Wright, Emergency Management Director, noted Waseca County Emergency Management, has been awarded \$19,237.00 for the 2023 EMPG (Emergency Management Performance Grant) by Minnesota Homeland Security and Emergency Management. This grant requires a 50% match and goes towards Emergency Management salary and fringe benefits. Waseca County Emergency Management recommends the Waseca County Board Chair to sign the 2023 EMPG grant agreement.

Motion to accept and sign the 2023 Emergency Management Grant by Commissioner Krause, seconded by Commissioner Milbrath. Discussion was held. Motion carried 5-0.

b. **Aquatic Invasive Species Delegation Agreement**

Howard discussed the Aquatic Invasive Species Delegation Agreement and is requesting action on proposed a 3 year delegation agreement. The Department of Natural Resources (DNR) requires a delegation agreement with local governments that are engaging in an aquatic invasive species (AIS) program that includes watercraft inspectors at boat launches. The delegation agreement defines responsibilities for both the DNR and local government for operating a watercraft inspection program. Agreements expire on December 31 with a maximum length of 3 years.

Motion to accept the AIS delegation agreement approving 3 year delegation agreement that would expire December 31, 2027 by Commissioner Milbrath, seconded by Commissioner Harguth. Motion carried 5-0.

c. **Resolution 2025-09: Artificial Intelligence Policy**

Melissa Sexton, Human Resources Director, discussed Resolution 2025-09 Artificial Intelligence Policy with the board of commissioners. This AI policy aims to guide employees on how to use publicly available AI-enhanced services such as Bing, Bard, and ChatGPT responsibly in a manner that adheres to legal and regulatory requirements, balances confidence and skepticism, delivers value and benefits to Waseca County citizens and secures protected information and data. Johnson, County Administrator, discussed some of the specific ways that staff are using AI throughout Waseca County.

Motion to adopt Resolution 2025-09 Artificial Intelligence Policy by Commissioner Malterer, seconded by Commissioner Krause. Motion carried 5-0.

RESOLUTION #2025-09

Artificial Intelligence Policy

WHEREAS, the Waseca County Board of Commissioners has authority to establish and revise county personnel policies; and

WHEREAS, the Human Resources Director recommends the new Artificial Intelligence Policy and has been reviewed in consultation with the Labor Committee and Information Technology Department; and

WHEREAS, the County Human Resources Director recommends the adoption of the new policy to promote positive, productive, safe, and effective workplace culture and practices, and to support continued compliance with applicable law and regulations, and effective delivery of public services.

THEREFORE, BE IT RESOLVED, Waseca County shall adopt the following personnel policies effective January 21, 2025:

d. **Resolution 2025-10 Acceptance of Donation from Angela and Allen Sack to Sheriff's Office**

Sheriff Jay Dulas asked for acceptance of the \$100.00 donation from Angela and Allen Sack to the Sheriff's Office

Motion to adopt Resolution 2025-10 Acceptance of Donation from Angela and Allen Sack in the amount of \$100.00 to the Sheriff's Office by Commissioner Harguth, seconded by Commissioner Krause. Motion carried 5-0.

Resolution 2025-10

Acceptance of Donation from Angela and Allen Sack

WHEREAS, Minn. Stat. Sect. 465.03 allows counties to accept grants and donations of real or personal property for the benefit of its citizens in accordance with terms prescribed by the donor; and

WHEREAS, said donations must be accepted via resolution of the County Board of Commissioners by a two-thirds majority of its members; and

WHEREAS, the Board of Commissioners finds that it is appropriate to accept the donations offered;

NOW, THEREFORE, BE IT RESOLVED that the Waseca County Board of Commissioners accepts, with sincere appreciation, the following listed donations on behalf of its citizens:

e. **Resolution 2025-11 Acceptance of Donation from Lowell Nelson - Sheriff's Office**

Sheriff Dulas also discussed Resolution 2025-11 Acceptance of the \$2,000.00 donation from Lowell Nelson to the Sheriff's Office.

Motion to adopt Resolution 2025-11 Acceptance of Donation from Lowell Nelson in the amount of \$2,000.00 by Commissioner Milbrath, seconded by Commissioner Malterer. Motion carried 5-0.

Resolution 2025-11

Acceptance of Donation from Lowell Nelson

WHEREAS, Minn. Stat. Sect. 465.03 allows counties to accept grants and donations of real or personal property for the benefit of its citizens in accordance with terms prescribed by the donor; and

WHEREAS, said donations must be accepted via resolution of the County Board of Commissioners by a two-thirds majority of its members; and

WHEREAS, the Board of Commissioners finds that it is appropriate to accept the donations offered;

NOW, THEREFORE, BE IT RESOLVED that the Waseca County Board of Commissioners accepts, with sincere appreciation, the following listed donations on behalf of its citizens:

6. Administration

a. Administration Update

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

b. Human Resources Announcements

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

c. Community Development Update

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

7. Commissioner Reports

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

8. Adjourn

Having no further county board business, Commissioner Krause moved and Commissioner Harguth seconded the motion to adjourn the meeting. The motion was carried unanimously and the meeting adjourned at 10:38 a.m.

Doug Christopherson, Chairperson
Waseca County Board of Commissioners

ATTEST:

Beth Weimert, Clerk
Waseca County Administration