



WASECA COUNTY BOARD OF COMMISSIONERS
February 4, 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, February 4, 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; Brian Zabel Ditch and Ag Coordinator; Chris Howard, Land and Water Resources Manager; Judy Hiller, IT Director; Chris Dieker, IT Deputy Director; Melissa Sexton, Human Resources Director; Tammy Spooner, Property and Election Services Director; Jim Kollar, Public Works Director/County Engineer; Tina Wilson, Community Development Coordinator; Sheriff Jay Dulas; Maame Quarcoo, Senior Land Use Planner; Shelley Hyatt, Land Use Planner Assistant; Brandee Nelson, Dispatch; Teddy Hoehn, Facilities Supervisor, Leah Cameron, Public Health Business Manager; Andrew Huxford, Correctional Officer

Others present were Deb Bently, Waseca County Pioneer; Andrew Deziel, Waseca County News

1. Call to Order and Pledge of Allegiance

Chair Christopherson called the meeting to order at 9:30 a.m. The Pledge of Allegiance was recited.

2. Introduction of New Staff

Sheriff Jay Dulas introduced Adam Huxford who is a new Correctional Officer in the Sheriff's Office.

Public Comment

There was no public comment.

3. Presentations

a. Waseca County Extension/4-H - Alexis Myers

Tabled to the March 6, 2025, meeting.

b. Waseca County IT Department - Judy Hiller/Christopher Dieker

Judy Hiller, IT Director, provided an update to the Waseca County Board of Commissioners which included a department overview, technology vision, and information on future needs for the IT Department. Future needs included discussion on video recording, phone systems, firewall, PSAP data center, technology stack and a 3 year vision.

4. Approval of Agenda

Motion to approve the amended Waseca County Board of Commissioners agenda, tabling the Amberfield - Mutual Release Agreement until further notice by Commissioner Harguth, seconded by Commissioner Milbrath. Motion carried 5-0.

The Waseca County Board of Directors recessed at 10:11 a.m.

5. Ditch Authority

a. JD 11 Public Hearing

Commissioner Malterer asked staff to step forward to discuss the public hearing for JD 11. Howard noted on December 20th, 2024, the Joint Drainage Authority held a public hearing on the Engineer's Report and construction plan to consider the proposal of the Waseca County Highway Department to alter or change JD 11 at the CR 55/380th Avenue crossing. At the public hearing it was discovered that Blue Earth County did not fulfill the required public notice requirements for the meeting. The public hearing proceeded for those in attendance and Engineer Jim Kollar presented the proposed alterations for JD11. Following the public comment portion of the public hearing the Joint County Drainage Authority Board Deliberated the entire record of proceedings. The Joint Drainage Authority Board adopted a motion to direct staff from Blue Earth County to correct the publication notice, direct staff to prepare draft findings and order consistent with the proceedings of December 20th, 2024 and recess the public hearing until February 4, 2025. The Joint Drainage Authority Board will resume the public hearing on February 4, 2025 where it will afford those in attendance the opportunity to hear from the Waseca County Highway Engineer and offer public comment. At the close of the public comment period the Joint Drainage Authority Board will deliberate and approve or deny the prepared draft findings and order allowing alteration or change to JD 11.

Commissioner Malterer opened the public hearing and asked for public comment at 10:13 a.m. Hearing none, motion to close the public hearing by Commissioner Christopherson, seconded by Commissioner Krause at 10:16 a.m.

Motion to adopt the findings and order document approving minor alterations to CR 55/380th Ave and JD 11 crossing (Bridge 81509) by Commissioner Christopherson, seconded by Commissioner Krause

A roll call was taken: Commissioner Christopherson - Aye; Commissioner Krause - Aye; Commissioner Malterer - Aye; Commissioner Bruender - Absent Commissioner Rohlfing - Absent. Motion carried 3-0 with 2 absent.

Commissioner Malterer adjourned the ditch meeting at 10:17 a.m.

The Waseca County Board of Commissioners reconvened the regular board meeting at 10:18 a.m.

6. Approval of County Board Minutes

Motion to approve the meeting minutes of January 7, 2025, and the work session minutes of January 21, 2025, by Commissioner Milbrath, seconded by Commissioner Malterer. Motion carried 5-0.

- a. Waseca County Board of Commissioners Meeting Minutes January 7, 2025
- b. Waseca County Board of Commissioners Work Session Minutes January 21, 2025

7. Consent Agenda

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

a. Approval of Bills

The following bills were audited and allowed:

A.H. HERMEL COMPANY	294.98
ADVANCED CORRECTIONAL HEALTHCARE INC	4,139.35
AMAZON CAPITAL SERVICES	2,232.86
AMAZON CAPITAL SERVICES	1,001.76
ASSOC OF MN COUNTIES	2,055.00
BARBARA J. BUKER	151.00
BLUE EARTH CO FINANCE DEPT	6,829.17
BLUE EARTH CO HUMAN SERVICES	630.50
BOCKS SERVICE INC	312.50
BOMGAARS SUPPLY	417.82
BRITTON PLUMBING & HEATING LLC	5,322.50
BRODY SERBUS	202.04
CAPITAL ONE	23.82
CARRIE DEML	100.00
CDW GOVERNMENT INC	20,168.83
CENTRAL STATES WIRE PROD INC	4,752.64
CHARLES BENSON	80.98
COLIN AYERS	27.95
CRYSTEEL TRUCK EQUIPMENT	3,825.77
DAVID JOHN JONES	570.00
DG INVESTMENT INTERMEDIATE HOLDINGS 2 INC	596.08
DONNELLY LAW FIRM PLLC	2,025.00
ECONOMIC DEVELOPMENT	330.00

EXPRESS CARE INC	53.99
FRSECURE LLC	8,100.00
INNOVATIVE OFFICE SOLUTIONS LLC	806.82
JAVENS MECHANICAL CONTRACTING CO INC	172.16
JOHN DEERE FINANCIAL	28.20
JOSH LANGR	30.97
KRIS ENGINEERING INC	6,440.16
KYLE ROMAN MURRAY	940.20
KYLE ROMAN MURRAY	60.00
L&D AG SERVICE, INC	1,626.31
LA FLEUR LAW OFFICE, PLLC	195.00
LACEY CORDS	85.00
LESUEUR COUNTY	216.86
LITTLE FALLS MACHINE INC	4,062.17
M PETERS ENTERPRISES	53.30
MACPZA (MN ASSOC OF CO P&Z ADMIN)	265.00
MATHESON	821.90
MATT HARRINGTON	80.00
MECHANICAL WATCH SUPPLY LLC	500.00
MN ASSOC FOR CHILDREN'S MENTAL HEALTH	1,500.00
MN DEPT OF CORRECTIONS STS	19,406.87
M-R SIGN COMPANY INC	132.50
MSAA	450.00
NCH CORPORATION	6,620.90
NEW RICHLAND SPORTSMAN CLUB	260.00
NORTHSTAR STITCH	2,162.00
NOTT COMPANY	39.67
OFFICE OF MNIT SERVICES	799.50
O'REILLY AUTOMOTIVE INC	195.14
PATTON HOVERSTEN & BERG	985.00
PATTON HOVERSTEN & BERG PA	3,065.00
RIVER BEND BUSINESS PRODUCTS	321.55
ROCKMOUNT RESEARCH & ALLOYS INC	900.13
SF ENTERPRISES LLC	2,250.00
SOUTHERN MINNESOTA INSPECTION CO LLC	302.80
STEELE COUNTY MOUNTED POSSE	30.00
STEPHANIE L BRUSS PHS.D, PLLC	1,900.00
STREAMLINE COMMUNICATIONS LLC	2,092.21
STREICHERS	531.98
STREICHERS	8,673.93
TALKPOINT TECHNOLOGIES INC	531.90
TARA TRAYNOR	85.00
TAYLOR MERGES	21.00
TECTA AMERICA CORPORATION	7,840.00
THOMPSON GARAGE DOOR COMPANY INC	534.00

ULINE	2,805.65
US VENTURE INC	632.00
WASECA AREA CHAMBER OF COMMERCE INC	125.00
WASECA CO SOIL & WATER	7,398.22
WASECA HARDWARE LLC	15.80
WASECA LIONS CLUB	125.00
ZARNOTH BRUSH WORKS INC	772.00

b. **Recorder's Compliance Report**

Waseca Compliance Report from January 1, 2024, to December 31, 2024:
 Total number of Documents - 3,205
 Total number of compliance documents - 3,205
 Percent compliant 100%

c. **Sheriff's Office Transfer of Funds**

The Parks Department and Sheriff's Office sold items at public auction. Auction company processed sold items at the same time. Money was received and deposited into one account. Funds need to be properly split and placed into the correct account.

d. **Sheriff's Office Transfer of Funds**

Transfer of \$499.99 from Sheriff's Office Assigned Vehicle Account 01.201.201.2820 to Forfeiture Proceeds Account 25.208.000.5805.

8. **Action Items**

a. **Public Hearing to Consider Amendments to the Waseca County Unified Development Code (UDC)**

Michael Johnson, County Administrator, discussed the consideration of amendments to the Waseca county Unified Development Code. Maame Quarcoo, Senior Land Use Planner, presented via online platform. Waseca County requests amendments to the UDC following a series of work sessions by the Waseca County Board of Commissioners and subsequent Public Hearings by the Planning Commission.

Waseca County Planning Commission held its regularly scheduled meetings on the memo included in the board packet and unanimously moved to recommend approval by the County Board of Commissioners of the amendments to the Unified Development Code (UDC). The full Planning Commission Reports on this request can be found on the Waseca County website on the agenda's tab.

Chair Christopherson opened the public hearing at 10:29 a.m. Chair Christopherson asked for public comment. Hearing none, motion to close the public hearing at 10:31 a.m. by Commissioner Milbrath, seconded by Commissioner Malterer. Discussion was held. Motion carried 5-0.

Motion to approve the proposed amendment to the UDC and approve revised Ordinance 160 by Commissioner Milbrath, seconded by Commissioner Krause. Motion carried 5-0.

ORDINANCE: 160

WASECA COUNTY

AN ORDINANCE AMENDING THE WASECA COUNTY UNIFIED DEVELOPMENT CODE The County Board of Commissioners for Waseca County hereby ordains as follows:

WHEREAS, Waseca County Planning and Zoning requested an amendments to the Waseca County Unified Development Code; and

WHEREAS, the Waseca County Planning Commission conducted public hearings on the dates listed on Exhibit B, regarding the proposed respective amendments to the Waseca County Unified Development Code, and recommends its approval as depicted in Exhibit A to the Waseca County Board of Commissioners; and

WHEREAS, the Waseca County Board of Commissioners held a public hearing at their meeting on February 4, 2025, to adopt the amendments to the Waseca County Unified Development Code as shown in Exhibit A.

NOW, THEREFORE, Waseca County Board of Commissioners does ordain that the Waseca County Unified Development Code shall be amended as shown in Exhibit A appended to this Ordinance. Adopted by Waseca County on the 4th day of February 2025 and effective on the date of adoption.

b. **Non-Licensed Essential Collective Bargaining Agreement**

Melissa Sexton, Human Resources Director, noted the negotiation team representing Waseca County and LELS representing the Non-Licensed Essential Unit, reached a tentative agreement through the Collective bargaining process.

The major amendments to the prior contract are as follows:

Duration: January 1, 2025 through December 31, 2027. Wages: Eligible employees shall receive a \$1.40 general wage adjustment within their salary grade, effective January 1, 2025. Employees' wages will be adjusted by 2.0% within their salary grade, effective July 1, 2025. For 2026 and 2027, eligible employees shall receive a 3% general wage adjustment within their salary grade, effective January 1. Employees' wages will be adjusted by 2.0% within their salary grade, effective July 1st. In no event may an employee move beyond the max pay of the pay grade. Shift Differential pay increased by .25 cents.

Clothing allowance for uniform/safety equipment increased by \$150.00 each calendar year.

Motion to adopt Resolution 2025-12 Authorizing the Execution and Implementation of the Terms of the Bargaining Agreement for the Non-Licensed Essential Unit by Commissioner Milbrath, seconded by Commissioner Harguth. Motion carried 5-0.

RESOLUTION #2025-12

2025 -2027 Non-Licensed Essential Bargaining Agreement

WHEREAS, the negotiation team representing Waseca County and Law Enforcement Labor Services (LELS) representing the Waseca County Non-Licensed Essential Unit, have reached a tentative settlement on the terms of an agreement for the period of January 1, 2025 through December 31, 2027; and **WHEREAS**, representatives of the Non-Licensed Essential Unit have ratified the agreement; and

WHEREAS, the settlement is recommended by the Human Resource Director, Melissa Sexton, and the County Administrator, Michael Johnson.

NOW THEREFORE BE IT RESOLVED, by the Board of Commissioners, in and for the County of Waseca, Minnesota, hereby authorize to execute and implement the terms of the Bargaining Agreement.

c. Contract No. 812502 - Bridge Replacements

Jim Kollar, Public Work Director/County Engineer noted Bridges 7603, 7604 & 81509 are in poor condition and replacement of these structures will continue to provide for safe and efficient movement of people and goods along the county's road system. Construction plans have been prepared, permitting approved, and state Local Bridge Replacement Program (LBRP) funds approved for the replacement structures. Each of the existing structures will be replaced with precast concrete box culverts. As the work at each site is similar, each of the three projects have been bundled in to one contract. The contract was advertised in accordance with law and bids opened on January 30, 2025. The engineer's estimate for the contract is \$2,071,171.00. Twelve (12) bids were received. Minnowa Construction, Inc. submitted the low, responsive bid at \$1,535,153.10 equating to nearly 26% under the engineer's estimate. A bid summary is provided in the agenda packet. As all three structures are on the county road system, the use of County State Aid Highway construction funds is not permissible. Local Option Sales Tax funds are proposed to supplement the State LBRP funds. Generally, when a structure is on the county road system, State LBRP funds cover 100% of the bridge eligible items and local funds cover the ineligible items, such as pavement, aggregate surfacing, removal of the existing bridge, erosion control, and turf establishment, among other things. Grant agreements for the LBRP funds will be prepared and brought to the County Board for approval in the near future.

Motion to approve the low bid by Minnowa Construction, Inc. in the amount of \$1,535,153.10 by Commissioner Harguth, seconded by Commissioner Krause. Discussion was held. Motion carried 5-0.

d. Authorization to Match Grant Award for Purchase of iLane.pro Scanner

Michael Johnson, County Administrator, noted Waseca County received funding through the Safe & Secure Courthouse Grant in the amount of \$17,766.00. This amount represents 50% of the cost to purchase an iLane.pro bag scanner (brochure and quote included in the packet). Staff are seeking the additional 50% to be covered by Public Safety Aid distributed to Waseca County in 2023 and currently held in reserve. Additional costs for infrastructure and supplies are anticipated, and they would also be eligible to use Public Safety Aid for their purchase. Total cost is not expected to exceed \$25,000.00. This purchase does not impact the levy or budgeted funds.

Motion to approve the \$25,000.00 to match Safe & Secure Courthouse Grant and the remaining amount to build out infrastructure by Commissioner Milbrath, seconded by Malterer. Motion carried 5-0.

9. Administration

a. Administration Update

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

b. Human Resources Announcements

Melissa Sexton, Human Resources Director, provided updates to the board regarding recent Human Resource announcements.

c. **Community Development Update**

Tina Willson, Community Development Coordinator, provided updates to the board regarding recent community development activities.

10. Commissioner Reports

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

11. Adjourn

Having no further county board business, Commissioner Harguth moved and Commissioner Milbrath seconded the motion to adjourn the meeting. The motion was carried unanimously and the meeting adjourned at 12:01 p.m.

Doug Christopherson, Chairperson
Waseca County Board of Commissioners

ATTEST:

Beth Weimert, Clerk
Waseca County Administration