



WASECA COUNTY BOARD OF COMMISSIONERS
February 18, 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 18, 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; Tammy Spooner, Property and Election Services Director; Sheriff Jay Dulas; Tina Wilson, Community Development Director, Melissa Sexton, Human Resources Director; Chri Howard, Land and Water Resources Director; Sarah Berry, Public Health Director; Jim Kollar, Public Works Director/County Engineer; Jonathan Schiro, Court Services Director; Rachel Cornelius, County Attorney

Others present via online platform were Daniel Frenk, Court Services; Brandee Nelson, Dispatch; Leah Cameron, PH Business Manager; Nicole Kalow, Court Services; Carrie Deml, Court Services

Others present were Deb Bently, Waseca County Pioneer; Dayna Burmeister, Department of Corrections; Jenny McMahon; Department of Corrections; MacKenzie Weis, Department of Corrections; Kerry McGuire, Department of Corrections; Bridget Stoner, Department of Corrections; Kelley Blake, Department of Corrections

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.

Public Comment

There was no public comment.

2. Approval of Agenda

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

3. Ditch Authority

a. Transfer of Funds--Ditch Loan Payback

Chris Howard, Land and Water Resource Director, staff requests to transfer \$1,318,025.19 from the ditch fund (41) to the general fund (01) to pay back loans given to 24 individual ditch accounts. Howard noted that funds collected through individual ditch assessments are used to pay back loans received from the general fund.

Motion to approve the ditch transfer of \$1,318,025.19 from the ditch fund (41) to the general fund (01) by Commissioner Harguth, seconded by Krause. Motion carried 5-0.

4. Approval of County Board Minutes

Motion to approve the Waseca County Board of Commissioners meeting minutes of January 21, 2025, by Commissioner Malterer, seconded by Commissioner Milbrath. Motion carried 5-0.

a. Waseca County Board of Directors Meeting Minutes January 21, 2025

5. Consent Agenda

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

a. Approval of Bills

The following bills were audited and allowed:

A.H. HERMEL COMPANY	589.96
ADVANCED CORRECTIONAL HEALTHCARE INC	3,763.53
ALTERNATIVE RESOLUTIONS INC	3,710.16
AMAZON CAPITAL SERVICES	199.92

AMAZON PH	106.90
ASSOC OF MN COUNTIES	900.00
ASSOC OF MN COUNTIES	225.00
BAKER TILLY LLP	6,709.00
BAUER BUILT INC	6,549.34
BOCKS SERVICE INC	35.00
BRITTON PLUMBING & HEATING LLC	3,737.58
CAPITAL ONE	170.88
CHRISTENSEN TIRE & AUTO REPAIR	298.20
CITY OF WASECA FINANCE DEPARTMENT	17,270.13
COLE PAPERS INC	496.68
DAVID JOHN JONES	2,145.00
DEANNE MALTERER	142.31
DEML FORD INC	1,810.88
DONNELLY LAW FIRM PLLC	2,325.00
DOUGLAS FREY KILGORE II	435.00
EXPRESS CARE INC	47.24
FEC/FAMILY EDUCATION CENTER	15.00
FIRST NATIONAL BANK	333.65
FIRST NATIONAL BANK	1,713.93
FIRST NATIONAL BANK	461.67
FIRST NATIONAL BANK 4135	122.92
FIRST NATIONAL BANK 9655	489.05
FIRST NATIONAL BANK OMAHA 7265	156.49
FIRST NATIONAL BANK 1691	427.23
FIRST NATIONAL BANK 4208	390.71
FIRST NATIONAL BANK 9593	393.87
FIRST NATIONAL BANK OF OMAHA	14.49
FIRST NATIONAL BANK OF OMAHA 0237	2,172.42
FIRST NATIONAL BANK OF OMAHA 0792	1,152.67
FIRST NATIONAL BANK OF OMAHA 1344	8.52
FIRST NATIONAL BANK OF OMAHA 2967	203.39
FIRST NATIONAL BANK OMAHA	727.94
FIRST NATIONAL BANK OMAHA 7462	256.97
FIRST NATIONAL BANK OMAHA 2000	232.22
FIRST NATIONAL BANK OMAHA 9296	84.01
FIRST NATIONAL BANK OMAHA 1325	1,529.76
FIRST NATIONAL BANK OMAHA 1745	85.33
FIRST NATIONAL BANK OMAHA 2173	87.50
FIRST NATIONAL BANK OMAHA 2431	504.31
FIRST NATIONAL BANK OMAHA 2905	1,329.90
FIRST NATIONAL BANK OMAHA 3744	349.24
FIRST NATIONAL BANK OMAHA 3877	343.54
FIRST NATIONAL BANK OMAHA 5640	1,090.56
FIRST NATIONAL BANK OMAHA 6072	429.63

FIRST NATIONAL BANK OMAHA 6667	3,936.17
FIRST NATIONAL BANK OMAHA 6742	44.60
FIRST NATIONAL BANK OMAHA 6755	491.05
FIRST NATIONAL BANK OMAHA 8006	6.10
FIRST NATIONAL BANK OMAHA 8264	1,764.18
FIRST NATIONAL BANK OMAHA 8538	557.12
FIRST NATIONAL BANK OMAHA 8830	375.10
FLEET PRIDE	135.38
FREEBORN CO AUDITOR-TREASURER	4,525.74
GALLS, LLC	18.74
GALLS, LLC	433.86
GIDGETS LLC	1,445.00
GMS INDUSTRIAL SUPPLY INC	588.83
H&H EXCAVATING INC	14,747.20
HENNING LAW PLLC	1,048.50
HOME SWEET HOME HARDWARE LLC	19.96
INNOVATIVE OFFICE SOLUTIONS LLC	1,328.57
INTRADYN	1,000.00
LA FLEUR LAW OFFICE, PLLC	630.00
LETACUSA	6,500.00
LITTLE FALLS MACHINE INC	2,031.40
LORI ANDERSON	140.00
MACKENZIE WEIS	124.94
MARIAH NICKEL	21.61
MAYO CLINIC ST LOUIS MO	180.00
MEDTOX LABORATORIES	11.82
MEI TOTAL ELEVATOR SOLUTIONS	523.28
MIDWEST MONITORING & SURVEILLANCE	813.01
MIDWEST MOTOR SUPPLY CO INC	1,864.64
MN SHERIFFS ASSOC	90.00
MN SOLID WASTE ADMIN ASSOC	300.00
MONROE TOWMASTER LLC	138.70
NAPA AUTO PARTS MPEC	6,606.21
NORTH AMERICAN TRUCK & TRAILER INC	3,205.00
NUSS TRUCK GROUP INC	8,442.35
O'REILLY AUTOMOTIVE INC	163.18
PANORAMIC SOFTWARE INC	1,040.00
PATRICK DUNN	57.85
PEMBERTON LAW PLLP	6,543.00
POWERPLAN INC	10,168.26
PUMP AND METER SERVICE INC	627.50
RACHEL CORNELIUS	35.99
RECOVERY TREK LLC	54.00
RINKE-NOONAN ATTORNEYS AT LAW	2,390.50
RIVER BEND BUSINESS PRODUCTS	276.09

RIVER VALLEY FORENSIC SERVICES PA	250.00
RS EDEN	69.85
SAFETY KLEEN SYSTEMS INC.	1,910.85
SARAH BERRY	26.80
SCHILLING SUPPLY COMPANY	1,672.46
SCHWAAB INC	88.77
SHERRY ROOT	88.38
STREICHERS	108.90
TAYLOR MERGES	30.68
TESCH SERVICE CENTER INC	1,499.72
THIRTY YEAR VENTURES LLC	92.50
THOMSON REUTERS	667.44
ULINE	1,268.25
WASECA HARDWARE LLC	71.28
WASECA HARDWARE LLC	779.28
WIDSETH SMITH NOLTING & ASSOC INC	462.50
ZIEGLER INC	4,687.65

b. Transfer of Funds

The fund transfer is related to the Court Services Directors APPA Leadership Institute and APPA conference attendance. Fund transfer of \$5,173.72 from fund 25-255-000 to fund 01-252-000.

c. Wellness Budget 2025

The budget from South Central Service Cooperative is calculated as follows: based on 143 contracts at \$80.00 each, the total for 2025 wellness budget is \$11,440.00. There is no additional cost to the County.

d. January Electronic Funds Transfer Report

Waseca County Board of Commissioners
Monthly Electronic Funds Transfer Report
January 2025

Date	From Account	To Account	Amount	Description
1/3/25	Keen Bank	US Bank Corp	\$44,197.50	Amberfield 2024 2nd half
1/23/25	Keen Bank	ISD #829	\$116,855.92	12/24 Property Tax Settlement
1/23/25	Keen Bank	ISD #2168	\$6,061.97	12/24 Property Tax Settlement
1/23/25	Keen Bank	ISD #2835	\$72,420.46	12/24 Property Tax Settlement
1/23/25	Keen Bank	ISD#2143	\$1,469.11	12/24 Property Tax Settlement
1/23/25	Keen Bank	City of Waseca	\$45,479.88	12/24 Property Tax Settlement
1/23/25	Keen Bank	State of MN	\$118,844.79	12/24 Property Tax Settlement
1/23/25	Keen Bank	MinnWest Bank	\$1,000,000.00	Cash to Cash
1/29/25	Keen Bank	MinnWest Bank	\$1,000,000.00	Cash to Cash

e. Court Services Director Out of State Travel

Approval of out of state travel for the director of court services to attend the train the trainer SafeWrap system. Costs of registration, travel and hotel will be covered by the Minnesota Association of County Probation Officers.

6. Action Items

a. Resolution 2025-13 - MnDOT Agreement No. 1057394

Jim Kollar, Public Works Director/County Engineer, discussed the MnDOT Agreement No. 1057394 & Resolution 2025-13 have been prepared for the Board's consideration in regard to SAP 081-598-017, which provides for the replacement of Bridge No. 7603 with Bridge No. 81J24 over Bull Run Creek, and on CR No. 54. The agreement provides for a Local Bridge Replacement Program (LBRP) Grant in the amount of \$432,241.50. This amount has been determined from the grant eligible bid items of the awarded contract to Minnowa Construction, Inc. Local funds in the amount of \$41,701.50 are necessary for the bid items that are not eligible for grant funding. Local Option Sales Tax monies are programmed for the local share.

Resolution 2025-13, if adopted, provides for, among other things, Waseca County's agreement to the grant agreement terms & conditions, to pay for any additional amount that exceeds the grant, and further authorizes county officers to execute the

grant agreement. The county officers identified for grant execution are Doug Christopherson, County Board Chairperson, and Michael Johnson, County Administrator.

Motion to adopt Resolution 2025-13 MnDOT Agreement No. 1057394 by Commissioner Malterer, seconded by Commissioner Milbrath. Discussion was held. Motion carried 5-0.

RESOLUTION # 2025-13

LOCAL BRIDGE REPLACEMENT PROGRAM GRANT AGREEMENT GRANT TERMS and CONDITIONS SAP 081-598-017

WHEREAS, Waseca County has applied to the Commissioner of Transportation for a grant from the Minnesota State Transportation Fund related to Bridge No. 7603; and

WHEREAS, the Commissioner of Transportation has given notice that funding for this project is available; and

WHEREAS, the amount of the grant has been determined to be \$432,241.50 by reason of the lowest responsible bid;

NOW, THEREFORE BE IT RESOLVED, that Waseca County does hereby agree to the terms and conditions of the grant consistent with Minnesota Statutes, section 174.50, and will pay any additional amount by which the cost exceeds the estimate, and will return to the Minnesota State Transportation Fund any amount appropriated for the project but not required. The proper county officers are authorized to execute a grant agreement and any amendments thereto with the Commissioner of Transportation concerning the above-referenced grant.

b. **Resolution 2025-14 - MnDOT Agreement No. 1057067**

Kollar also discussed MnDOT Agreement No. 1057067 & Resolution 2025-14 have been prepared for the Board's consideration regarding SAP 081-598-018, which provides for the replacement of Bridge No. 7604 with Bridge No. 81J25 over the Little Cobb River, and on CR No. 54. The agreement provides for a Local Bridge Replacement Program (LBRP) Grant in the amount of \$416,247.00. This amount has been determined from the grant-eligible bid items of the awarded contract to Minnowa Construction, Inc. Local funds in the amount of \$93,923.50 are necessary for the bid items that are not eligible for grant funding. Local Option Sales Tax monies are programmed for the local share.

Resolution 2025-14, if adopted, provides for, among other things, Waseca County's agreement to the grant agreement terms & conditions, to pay for any additional amount that exceeds the grant, and further authorizes county officers to execute the grant agreement. The county officers identified for grant execution are Doug Christopherson, County Board Chairperson, Michael Johnson, County Administrator, and Jim Kollar, Public Works Director/County Engineer.

Motion to adopt Resolution 2025-14 MnDOT Agreement No. 1057067 by Commissioner Milbrath, seconded by Commissioner Krause. Discussion was held. Motion carried 5-0.

RESOLUTION # 2025-14

LOCAL BRIDGE REPLACEMENT PROGRAM GRANT AGREEMENT GRANT TERMS and CONDITIONS SAP 081-598-018

WHEREAS, Waseca County has applied to the Commissioner of Transportation for a grant from the Minnesota State Transportation Fund related to Bridge No. 7604; and

WHEREAS, the Commissioner of Transportation has given notice that funding for this project is available; and

WHEREAS, the amount of the grant has been determined to be **\$416,247.00** by reason of the lowest responsible bid;

NOW, THEREFORE BE IT RESOLVED, that Waseca County does hereby agree to the terms and conditions of the grant consistent with Minnesota Statutes, section 174.50, and will pay any additional amount by which the cost exceeds the estimate, and will return to the Minnesota State Transportation Fund any amount appropriated for the project but not required. The proper county officers are authorized to execute a grant agreement and any amendments thereto with the Commissioner of Transportation concerning the above-referenced grant.

c. **Resolution 2025-15 - MnDOT Agreement No. 1058256**

Kollar discussed MnDOT Agreement No. 1058256 & Resolution 2025-15 have been prepared for the Board's consideration regarding SAP 081-598-019, which provides for the replacement of Bridge No. 81506 with Bridge No. 81J26 over JD No. 11, and on CR No. 55. The agreement provides for a Local Bridge Replacement Program (LBRP) Grant in the amount of \$433,661.35. This amount has been determined from the grant eligible bid items of the awarded contract to Minnowa Construction, Inc. Local funds in the amount of \$117,378.25 are necessary for the bid items that are not eligible for grant funding. Local Option Sales Tax monies are programmed for the local share. Resolution 2025-15, if adopted, provides for, among other things, Waseca County's agreement to the grant agreement terms & conditions, to pay for any additional amount that exceeds the grant, and further authorizes county officers to execute the grant agreement. The county officers identified for grant execution are Doug Christopherson, County Board Chairperson, and Michael Johnson, County Administrator.

Motion to adopt Resolution 2025-15 MnDOT Agreement No. 1058256 by Commissioner Malterer, seconded by Commissioner Harguth. Discussion was held. Motion carried 5-0.

RESOLUTION # 2025-15

LOCAL BRIDGE REPLACEMENT PROGRAM GRANT AGREEMENT GRANT TERMS and CONDITIONS SAP 081-598-019

WHEREAS, Waseca County has applied to the Commissioner of Transportation for a grant from the Minnesota State

Transportation Fund related to Bridge No. 81509; and

WHEREAS, *the Commissioner of Transportation has given notice that funding for this project is available; and*

WHEREAS, *the amount of the grant has been determined to be \$433,661.35 by reason of the lowest responsible bid;*

NOW, THEREFORE BE IT RESOLVED, *that Waseca County does hereby agree to the terms and conditions of the grant consistent with Minnesota Statutes, section 174.50, and will pay any additional amount by which the cost exceeds the estimate, and will return to the Minnesota State Transportation Fund any amount appropriated for the project but not required. The proper county officers are authorized to execute a grant agreement and any amendments thereto with the Commissioner of Transportation concerning the above-referenced grant.*

d. **Contract 812503 - Seal Coat**

Kollar discussed bid documents that have been prepared and advertised for the 2025 bituminous seal coat contract. Approximately 22 miles are identified in the bid documents for bituminous seal coat, fog seal, and pavement markings. Road segments include CSAH 4 from the west county line to MN TH 83, CSAH 9 from the west county line to CSAH 3, CSAH 24 from CSAH 22 to the north county line, CSAH 43 (Teal St) from South St. to CSAH 14, CR 53 from CSAH 19 to 403rd Ave, CR 64 from MN TH 30 to CSAH 12, CR 64 from MN TH 83 to CSAH 11, CR 74 from Waldorf city limits to CSAH 11, and CR 103 from CSAH 4 to MN TH 13. Additionally, the trail along CR 53 is identified for a fog seal only.

Bids were opened on Tuesday, February 11, 2025, and 5 bids were received. Asphalt Surface Technologies Corp. is the low, responsive bidder with a bid amount of \$522,305.11. This amount is approximately 13% below the Engineer's Estimate of \$602,381.47. Wheelage tax monies are programmed for the 2025 seal coat contract.

Staff recommend that the Waseca County Board of Commissioners award Contract No. 812503 to Asphalt Surface Technologies Corp. in the amount of \$522,305.11.

Motion to award the apparent low bidder Asphalt Surface Technologies Corp. at \$522,305.11 by Commissioner Krause, seconded by Commissioner Malterer. Motion carried 5-0.

e. **Resolution 2025-16 Court Services Delivery System Study**

Jonathan Schiro, Court Services Director, presented today to discuss the three of Minnesota delivery systems for supervision of individuals on conditional release, probation and supervised release. The three delivery systems include Community Corrections Act (CCA), County Probation Officer (CPO) and the Minnesota Department of Corrections (DOC). Waseca County currently offers community supervision under the CPO model. There are 20 counties in Minnesota offering community supervision under the CPO model. CPO counties are primarily comprised of rural counties, apart from two, Carver and Wright, which would be considered suburban. CPO Counties are responsible for supervision of misdemeanors, gross misdemeanors, conditional release (pretrial) and all juvenile probation. The DOC provides felony and supervised release supervision. Within the past year, Waseca County has conducted a delivery system study. The delivery system study was conducted through an assessment of probation services and an analysis of the three delivery systems and how they relate to Waseca County's organizational direction, mission, vision and core values. The delivery system study is attached. Waseca County is considering changing to the CCA model. Under the CCA model, the county administers all correctional field services, excluding intensive supervised release (ISR). 37 counties operate under the CCA model and include metro, suburban and rural counties. Local counties to Waseca who administer community supervision under the CCA model include (but are not limited to): Steele, Blue Earth, Dodge, Olmstead, Rice. The requested minimum amount of time for a transition is six (6) months to allow for data transfer from the DOC to the county.

Motion to approve and execute Resolution 2025-16 Approving the Community Corrections Act as the Waseca County Service Delivery System by Commissioner Milbrath, seconded by Commissioner Krause. Discussion was held. Motion carried 5-0.

Community Correction act as the Waseca County Service Delivery System

RESOLUTION 2025-16

WHEREAS, *Minnesota has three correctional delivery systems for the supervision of individuals on conditional release, probation, and supervised release; and*

WHEREAS, *Waseca County currently operates under the County Probation Officer (CPO) model as provided for in Minnesota Statute 244.19; and*

WHEREAS, *Minnesota Statute 401 allows for county choice on the delivery system for the supervision of individuals on conditional release, probation and supervised release; and*

WHEREAS, *Waseca County conducted an assessment of probation services in Waseca County; and*

WHEREAS, *Waseca County conducted an analysis of the three delivery systems and how each relates to Waseca County's organizational direction and its mission, vision and core values; and*

f. **Le Sueur - Waseca Community Health Joint Powers Agreement**

Sarah Berry, Public Health Director, noted the Le Sueur - Waseca Community Health Board unanimously approved edits and updates to the Joint Powers Agreement at their last meeting on February 4, 2025. Changes were made to decrease the required meeting frequency to 2 times per year and implement a Community Health Advisory Committee. Clarifications were also added to the financial section to better outline the process and shared responsibilities of the member counties. Approve the amended Joint Powers Agreement for the Le Sueur - Waseca Joint Community Health Board. Berry

noted that through their partnership we are currently receiving 16 grants, administered through the public health department. Our share of the revenue for FY2025 is projected to be \$747,493.00. Our share of CHB expenses includes half of the fringe cost for SHIP time (\$12,340.00) and in-kind supports from other county departments (HR, Facilities, Attorney, etc.)

Motion to approve the amended Le Sueur - Waseca Community Health Joint Powers Agreement by Commissioner Harguth, seconded by Commissioner Malterer. Motion carried 5-0.

g. **Resolution 2025-18 Licensed Essential Collective Bargaining Agreement**

Melissa Sexton, Human Resources Director, discussed the Licensed Essential Collective Bargaining Agreement. Commissioner Milbrath noted changing the verbiage to Sheriff's Office.

Motion to adopt Resolution 2025-18 Licensed Essential Collective Bargaining Agreement by Commissioner Milbrath, Commissioner Krause. Motion carried 5-0.

Resolution 2025-18

Licensed Essential Collective Bargaining Agreement

WHEREAS, the negotiation team representing Waseca County and Law Enforcement Labor Services (LELS) representing the Waseca County 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 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.

7. Administration

a. **Administration Update**

Michael Johnson, County Administrator, discussed recent administrative updates with the Waseca County Board of Commissioners. Johnson discussed legislative priorities.

b. **Human Resources Announcements**

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

c. **Community Development Update**

Tina Wilson, Community Development Coordinator, provided updates to the board regarding recent Community Development 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 11:41 a.m.

Doug Christopherson, Chairperson
Waseca County Board of Commissioners

ATTEST:

Beth Weimert, Clerk
Waseca County Administration