



WASECA COUNTY BOARD OF COMMISSIONERS

May 6, 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, May 6, 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; Rachel Cornelius, County Attorney; Sheriff Jay Dulas; Tina Wilson, Planning and Zoning Administrator; Chris Howard, Land and Water Director; Brian Zabel, Ag and Ditch Coordinator; Sarah Berry, Public Health Director; Doug Gerdt, Chief Deputy; Dawn Androli, Executive Assistant; Kari Gerhing, Executive Assistant; Colten Larson; Sheriff Jay Deputy; Gavin Kritzeck, Sheriff Deputy; Brayden Berg, Sheriff Deputy

Present via online platform Andrew Deziel, Waseca County News; Leah Cameron, Public Health Business Manager; Brandee Nelson, Dispatch; Melissa Sexton, Human Resources Director; Samantha Strand, Human Resources Generalist;

Others present: Deb Bentley, Waseca County Pioneer; Tara R. Widseth; Steve Kraus

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.

Deputy Gavin Kritzeck was sworn in by Sheriff Jay Dulas. Deputy Brayden Berg was also sworn in by Sheriff Jay Dulas.

Judy Hiller, introduced Marcus McNally, new IT Specialist.

2. Approval of Agenda

Motion to approve the Waseca County Board of Commissioners amended agenda with the addition of item C. CD 5 to an action item by Commissioner Milbrath, seconded by Commissioner Malterer. Motion carried 5-0.

It was noted item B under ditch needs to include specifications between funds in the motion.

3. Ditch Authority

a. CD8 Repair

Chris Howard discussed CD 8, noting there was a visual ditch inspection and demonstrating the need for clean-up. The ditch inspection of CD8 in sections 14 & 13 of Vivian township has demonstrated a need to clean the open ditch and make miscellaneous repairs to County tile outlets and surface water inlet pipes. The slope of the ditch banks is filled with sediment, resulting in a greater than 2:1 slope. The ditch will be cleaned, slopes will be restored to a 2:1 finished slope to restore the original hydraulic capacity of the system. The project was sent to two contractors that are SWPPP certified to obtain the required NPDES construction stormwater permit, create and inspect the SWPPP to provide stabilization and vegetative ground coverage.

Motion to award the repair to the low bidder, SF Enterprises, in the amount of \$120,750.00 by Commissioner Milbrath, seconded by Commissioner Krause. Motion carried.

b. Joint Ditch 5

Howard noted they are seeking the transfer of \$77,390.95 to reimburse JD 5 Steele County beneficiaries for work that took place outside the public drainage system between 2017 and 2021 from fund 01 to fund 40.

Transfer of \$77,390.95 to reimburse JD 5 beneficiaries from fund 01 to fund 40 by Commissioner Malterer, seconded Krause. Motion carried 5-0.

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	584.37
ACCESS INFO MANAGEMENT OF MN INC	2,790.45
AMAZON CAPITAL SERVICES	623.25
AMAZON PH	104.71
ANDREW EDGCUMBE	1,450.00
BAUER BUILT INC	2,539.64
BLUE EARTH CO	30,795.98
BOMGAARS SUPPLY	210.45
BOMGAARS SUPPLY	212.95
BOMGAARS SUPPLY	698.92
BORNEKE CONSTRUCTION INC	2,200.00
BRAYDEN BERG	2,231.60
BRITTON PLUMBING & HEATING LLC	220.17
BRODY SERBUS	328.46
BRUCE W NESS	780.00
CARRIE DEML	153.43
CDW GOVERNMENT INC	999.49
COLE PAPERS INC	1,684.23
COMPUTER INFORMATION SYSTEMS INC	3,088.80
CONTINENTAL RESEARCH CORPORATION	919.64
CRYSTEEL TRUCK EQUIPMENT	627.54
D&D PRODUCTS	3,511.01
DAVID JOHN JONES	885.00
DAVID SCHLAACK	13.93
DEB WESTPHAL	203.00
DELL MARKETING L.P.	773.97
DONNELLY LAW FIRM PLLC	2,265.00
DOUGLAS FREY KILGORE II	150.00
DVORSAK MATERIAL HANDLING EQUIPMENT INC	484.43
EXPRESS CARE INC	47.24
HARRIS	3,250.60
HAS LLC	831.88
I & S GROUP INC	1,125.00
INFORMATION SYSTEMS CORP	3,227.50
INNOVATIVE OFFICE SOLUTIONS LLC	1,113.95
JANESVILLE TILE SUPPLY	4,948.94
KYLE ROMAN MURRAY	582.00
LA FLEUR LAW OFFICE, PLLC	1,125.00
LATH STAKES & HUBS LLC	1,188.00
LESUEUR COUNTY SHERIFF'S OFFICE	4,650.00
LITTLE FALLS MACHINE INC	2,326.63
MARK BEHREND	1,004.50
MATT HARRINGTON	99.32
MENARDS-MANKATO	46.58
MESSICK LAW PLLC	591.04

MJB HANSEN FAMILY LP	2,120.32
MN ASSOC FOR CHILDREN'S MENTAL HEALTH	1,500.00
MN DEPT OF HEALTH-ENV HEALTH DIVISION	55.00
MN DEPT OF TRANSPORTATION	19,757.38
MN SHERIFFS ASSOC	300.00
MNCCC LOCKBOX	5,715.97
MOTOROLA SOLUTIONS, INC	169,917.00
NAPA AUTO PARTS	99.85
NATHAN GERDTS	34,624.00
NOTT COMPANY	658.63
NOW MICRO	18,691.00
OFFICE OF MNIT SERVICES	2,204.15
OLMSTED CO CENTRAL FINANCE	720.00
OLMSTED COUNTY	34.67
PATTON HOVERSTEN & BERG PA	2,105.00
PROPAC	199.74
PROSOURCE SPECIALTIES LLC	674.32
PUMP AND METER SERVICE INC	7,633.28
RAMSEY COUNTY FINANCE	630.00
RECYCLING ASSOCIATION OF MINNESOTA	300.00
REGENTS OF UNIVERSITY OF MN	300.00
RIVER BEND BUSINESS PRODUCTS	1,029.56
RS EDEN	108.50
RUSSELL J FREDERICK	84.34
SAFEASSURE CONSULTANTS INC	11,930.49
SANCO EQUIPMENT LLC	217.24
SCHILLING SUPPLY COMPANY	274.67
SCOTT CO TREASURER	2,460.00
SIGN SOLUTIONS USA	9,086.21
SNAP ON INCORPORATED	281.47
SOUTHERN MINNESOTA INSPECTION CO LLC	302.80
SRP HEATING, A/C & REFRIGERATION	875.00
STREAMLINE COMMUNICATIONS LLC	306.00
STREICHERS	342.00
SYN-TECH SYSTEMS	145.00
TESCH SERVICE CENTER INC	619.40
TRAFFIC AND PARKING CONTROL CO., INC	9,906.86
TYLER TECHNOLOGIES, INC	5,204.00
ULINE	1,222.10
WASECA AREA CHAMBER OF COMMERCE INC	161.00
WASECA CO PIONEER	16.50
WASECA COUNTY NEWS	113.40
WEINGART DESIGNS	128.70
WESLEY STEVEN DAHL	4,800.00
ZIEGLER INC	1,487.50

b. **Transfer Between Funds - Human Resources**

At year-end 2024, the balance in the medical Flex account was -\$1,444.84 and the balance in the Dependent Care Flex Account was \$2,283.58, leaving a balance of \$838.74. The remaining balance each year is required to be closed out and transferred back to the General Fund.

5. Action Items

a. **Bryan M. Jewison Trustee Transfer of Development Rights**

Tina Wilson, Community Development Coordinator, noted that 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 certificate holder for a yet-to-be-determined site. The sending site property is zoned A-1 Agricultural Protection District.

<u>Site Data</u>	<u>Sending Site</u>	<u>Receiving Site</u>
Owner/Applicant	Byran M. Jewison Trustee	Certificate Holder
PID No:	06.014.1000	
Legal Description	The SW¼ SW ¼ of Section 14, T108N R24W, Waseca County, Minnesota.	

Motion to approve Bryan M. Jewison Trustee Transfer of Development Rights by Commissioner Malterer, seconded by Commissioner Harguth. Motion carried 4-0 with one abstaining by the following roll call: Commissioner Harguth - aye; Commissioner Milbrath - abstained; Commissioner Krause - aye; Commissioner Malterer - aye; Commissioner Christopherson - aye. Motion carried 4-0.

b. **SCHA Reinvestment Grant Adjustment**

Sarah Berry, Public Health Director, discussed SCHA Reinvestment Grant Adjustment to revisit the grant as the federal government took back some of those funds.

Motion to adjust the South County Reinvestment Grant Budget and planned activities by Commissioner Milbrath, seconded by Commissioner Malterer. Motion carried 5-0.

Fund Transfer Request

Public Health Staff have been busy implementing South Country Health Alliance Reinvestment grant activities. Our family health units designed and began meeting with mothers at the Central Building last month. The All About Newborns group meets on Mondays from 9:30 a.m. to 10:30 a.m., providing a relaxed environment for families to learn about new babies and providing informal and formal parenting support. We've also successfully seen Waseca County residents through our Healthy Smiles program who would otherwise not receive preventative dental care as they do not carry dental insurance and are not currently enrolled in Medical Assistance. Costs for staff time, supplies, and contracting activities have been allocated to the general public health ledger accounts (01-451-451). We are asking to move \$24,503.57 from the SCHA Reinvestment account (25-480-050) to cover these incurred costs.

Motion to accept the transfer of \$24,503.57 from the South Country Reinvestment Grant Fund 25-480-050 to the Public Health Nursing Fund 01-451-451 by Commissioner Krause, seconded by Commissioner Milbrath. Motion carried 5-0.

c. **Opioid Advisory Committee**

Motion to adopt Resolution 2025-25 Appointing Opioid Advisory Committee as amended by Commissioner Milbrath, seconded by Commissioner Malterer. Motion carried 5-0.

Resolution 2025-25 Appointing Opioid Advisory Committee

WHEREAS, as a result of the national settlement of a class action lawsuit involving several prescription opioid manufacturers and distributors, the state of Minnesota is estimated to receive \$300 million over a period of 18 years, and of that, Waseca County will be receiving a local share; and

WHEREAS, it is desired by the Waseca County Board of Commissioners to form the Opioid Advisory Committee to make recommendations on the distribution of settlement proceeds; and

WHEREAS, it is desired to appoint representation from Waseca County staff as well as members of the public who have professional and/or lived experience relating to opioids; and

WHEREAS, an application was made publicly available by Waseca County Public Health for a period of 60 days ending April 23, 2025, to begin to gauge public interest in participating in an Opioid Advisory Committee.

THEREFORE, BE IT RESOLVED, that the Waseca County Board establishes an Opioid Advisory Committee for Waseca County

not to exceed 20 members, which includes 2 members from the county board.

FURTHER, the Waseca County Board makes the following appointments to the Opioid Advisory Committee:

Laura Cain

Rachel Cornelius

Jay Dulas

Nicole Grams

Rosalie Grams

Molly Kortuem

Abigail Malterer

Scot Peterson

Karissa Stenzel

Fund Transfer Request

Berry also discussed preparation for the formation of the opioid advisory committee, various public health staff have spent time in the first quarter of 2025. Andrea Kronebach, WIC Coordinator, has dedicated time as a part of her job expectations. Colin Ayers, Health Educator/Planner, and Sarah Berry, Public Health Director, as well as other leadership staff have also invested time to collaborate and gather data informing this work. A total of 59 staff hours have been dedicated to this effort, 46.75 of which were by Ms. Kronebach. The public health department is asking that \$3,438.16 be transferred from 25-093-000 to 01-451-451 in order to cover the cost of the staff time and fringe incurred related to opioid work.

Motion to accept the \$3,438.16 be moved from the National Opioid Settlement Fund 25-093-000 into the Public Health Fund 01-451-451 for first quarter expenses by Commissioner Harguth, seconded by Commissioner Krause. Motion carried 5-0.

d. Telecommuter Forward! Certification

Steve Kraus, Waseca County has demonstrated a strong commitment to increasing access to the internet for all Waseca County residents. Commuter-friendly policies create new potential for improving the quality of life for employees, encouraging economic innovation and vitality in communities throughout Waseca County. There is the potential to add new opportunities for civic engagement and collaboration.

Cities, townships and counties that receive the Telecommuter Forward! Certification have adopted a model resolution that includes a statement of support and commitment to promoting telecommuting. As part of the model resolution the community appoints one employee or department as the single point of contact for coordinating telecommuting opportunities with that community.

By committing to being Telecommuter Forward! these communities are improving the quality of life in Minnesota and encouraging economic vitality.

Since 2014, DEED has awarded over \$126 million in broadband infrastructure grants to fund 179 projects across Minnesota, with the goal of border-to-border broadband access. Reliable high speed internet access is recognized as essential for successful telecommuting. This certification expands upon border-to-border broadband efforts by providing a way for communities to promote themselves to Minnesotans interested in telecommuting and to businesses that support growing their telecommuting workforce.

Motion to adopt Resolution 2025-26 and appoint Tina Wilson, Community Development Coordinator, as the single point of contact for coordinating telecommuting opportunities within Waseca County by Commissioner Malterer, seconded by Commissioner Harguth. Motion carried 5-0.

RESOLUTION 2025 - 26 IN SUPPORT OF TELECOMMUTING OPPORTUNITIES AND TELECOMMUTER FORWARD! CERTIFICATION;

WHEREAS, Waseca County supports and commits to promote the availability of telecommuting options;

WHEREAS, Waseca County hereby appoints Tina Wilson, Community Development Coordinator, as the single point of contact for coordinating telecommuting opportunities within Waseca County including the following responsibilities:

1. Coordination and partnership with broadband providers, realtors, economic development professionals, employers, employees, and other telecommuting stakeholders.
2. Collaboration with broadband providers and employers to identify, develop, and market telecommuter-capable broadband packages.
3. Communication and partnership with broadband providers and economic development professionals to develop common goals.
4. Promotion of telecommuter-friendly workspaces, such as business incubators with telecommuting spaces, if such a workspace has been established in the political subdivision at the time the political subdivision adopts the resolution.
5. Familiarity with broadband mapping tools and other state-level resources.
6. Maintaining regular communication with the state broadband office.

7. *Making regular reports to the Waseca County Board of Commissioners*

NOW, THEREFORE, BE IT HEREBY PROCLAIMED by the Waseca County Board of Commissioners to support telecommuting opportunities for Waseca County in its application for Telecommuter Forward! Community certification.

e. **Public Hearing to Amend Section 5.02 of the UDC pertaining to SSTS**

Tina Wilson, Planning and Zoning Administrator, noted that on December 5, 2024, the Planning Commission reviewed and approved the red font changes to the attached ordinance. Since that time, the Minnesota Pollution Control Agency has reviewed and amended Section 5.02 as noted in the blue font. On Thursday, May 1, 2025, the Waseca County Planning Commission held its regularly scheduled meeting and unanimously moved to recommend approval of the amendment to Sections 5.02 of the UDC. The full Planning Commission Report on this request can be found on the Waseca County website on the Agendas & Minutes tab for the May 1, 2025, Planning Commission Meeting.

Chair Christopherson opened the public hearing at 10:30 a.m. Hearing no public comment, motion to close public hearing at 10:31 a.m. by Commissioner Krause, seconded by Commissioner Harguth. Motion carried 5-0.

Motion to approve the proposed amendment to section 5.02 the UDC pertaining to SSTS by Commissioner Harguth, seconded by Commissioner Milbrath. Motion carried 5-0.

f. **Approval of Cost Estimate and Continuance to Schematic Design**

Michael Johnson, County Administrator, discussed the Waseca County law enforcement remodel project with the board of commissioners. Tara R., Widseth, was present for any questions.

Motion to approve the cost estimate and continuance of schematic design phase by Commissioner Milbrath, seconded by Commissioner Malterer. Motion carried 5-0.

g. **Budget Letter to the Governor's Office**

Johnson also requested authority from the Waseca County Board of Commissioners to send a letter to the Governor's office regarding concerns over the next biennium's budget.

Motion to approve the letter and to send it to the Governor's Office by Commissioner Krause, seconded by Commissioner Milbrath. Motion carried 5-0.

6. Administration

a. **Administration Update**

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

b. **Human Resources Announcements**

Johnson also 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 updates.

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 Milbrath moved and Commissioner Malterer seconded the motion to adjourn the meeting. The motion was carried unanimously and the meeting adjourned at 12:05 p.m.

Doug Christopherson, Chairperson
Waseca County Board of Commissioners

ATTEST:

Beth Weimert, Clerk
Waseca County Administration