



WASECA COUNTY BOARD OF COMMISSIONERS
February 3, 2026 - 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 3, 2026, in the Commissioners' Room, 300 North State Street, Waseca, Minnesota. Members present were Chair DeAnne Malterer, Doug Christopherson, Brian Harguth, Brad Milbrath and Brad Krause.

Other members present were Michael Johnson, County Administrator; Beth Weimert, Administrative Coordinator; Brian Tomford, Facilities Director; Tammy Spooner, Property and Election Services; Melissa Sexton, Human Resources Director; Tammie Bramer; Solid Waste Supervisor; Jim Kollar, Public Works Director/County Engineer; Sheriff Jay Dulas

Present via online platform: Brandee Nelson, Dispatch; Teddy Hoehn, Facilities Supervisor; Samantha Strand; Human Resources Generalist; Leah Cameron, Public Health Business Manager

1. Call to Order and Pledge of Allegiance

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

Public Comment

Steve Kraus provided a broadband update to the Waseca County Board of Commissioners. Krause noted they will start connecting homes to the Internet via BevComm the first week of March and can complete approximately 8 homes per day.

2. Approval of Agenda

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

3. Approval of County Board Minutes

Motion to approve the Waseca County Board of Commissioners meeting minutes of January 6, 2026, and January 20, 2026, by Commissioner Harguth, seconded by Commissioner Milbrath. Motion carried 5-0.

a. Waseca County Board of Commissioners Meeting Minutes January 6, 2026

b. Waseca County Board of Commissioners Meeting Minutes January 20, 2026

4. 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:

4 SEASONS OVERHEAD DOOR	4,267.25
A.H. HERMEL COMPANY	354.09
ADVANCED CORRECTIONAL HEALTHCARE INC	450.00
ALTERNATIVE RESOLUTIONS INC	5,638.80
AMAZON CAPITAL SERVICES	1,247.34
AMAZON PH	13.64
AMERICAN LEGAL PUBLISHING	500.00
APPLIED CONCEPTS INC	176.00
ASSOC OF MN COUNTIES	300.00
BOCKS SERVICE INC	1,657.29
BOMGAARS SUPPLY	1,380.25
BOMGAARS SUPPLY	797.08
BOSS SUPPLY OF JANESVILLE INC	399.60
CHARLES BENSON	80.00
CHERYL ARMENDARIZ	20.00

CHRISTOPHER LLOYD OSTERLOH	80.00
COLE PAPERS INC	392.46
CRYSTAL VALLEY COOP	968.76
DAVID JOHN JONES	510.00
DENISE WRIGHT	134.85
DENNIS-STEFFEL-OMTVEDT FUNERAL & CREMATION SERVICE	620.00
DG INVESTMENT INTERMEDIATE HOLDINGS 2 INC	632.00
DONNELLY LAW FIRM PLLC	1,230.00
EJL PUBLICATIONS	57.00
ELECTION SYSTEMS & SOFTWARE LLC	2,500.00
ERIC GLEASON CONSTRUCTION, LLC	1,828.85
GLENCOE LAW OFFICE LLC	2,580.00
HOTSY MINNESOTA	379.85
HOUSTON ENGINEERING INC	21,887.25
IDENTISYS, INC	223.00
INNOVATIVE OFFICE SOLUTIONS LLC	872.90
INTERNET CONNECTIONS	50.00
JMD MANUFACTURING INC	7,231.25
JOHN DEERE FINANCIAL	696.02
LEAGUE OF MINNESOTA CITIES FINANCE DEPT	2,970.00
LESUEUR CO TREASURER	1,658.25
MAAO REGION 1	200.00
MACAI	150.00
MACQUEEN BRANCH #27	489.79
MAS MODERN MARKETING INC	449.80
MN COMM OF TRANSPORTATION	98.62
MN VALLEY ACTION COUNCIL INC	47,543.67
M-R SIGN COMPANY INC	9,216.35
NCH CORPORATION	1,868.95
NEW RICHLAND SPORTSMAN CLUB	450.00
NICOLLET COUNTY SHERIFF'S POSSE	30.00
OFFICE OF MNIT SERVICES	1,789.64
O'REILLY AUTOMOTIVE INC	38.00
PATTI SCHUCH	80.00
PATTON HOVERSTEN & BERG PA	365.00
PATTON HOVERSTEN & BERG PA	1,005.00
PUMPS, MOTORS & BEARINGS LLC	36.30
REGROUP	8,700.00
RINKE-NOONAN ATTORNEYS AT LAW	11,430.50
RIVER BEND BUSINESS PRODUCTS	423.05
RS EDEN	284.33
RUSSELL J FREDERICK	84.50
SANCO EQUIPMENT LLC	1,720.09
SCHILLING SUPPLY COMPANY	2,140.29
SOUTHERN MINNESOTA INSPECTION CO LLC	327.40
STATE INDUSTRIAL PRODUCTS	993.72
TECH DATA CORPORATION	2,966.54
TECTA AMERICA CORPORATION	510.00
TITAN ENERGY SYSTEMS INC	6,639.65
TYLER ANDREW BORCHERT	6,000.00
ULINE	957.47
WASECA CO PROPERTY & ELECTION SERVICES	919.10
WASECA CO SOIL & WATER	3,518.80

b. Approve Cancellation of Conditional Use Permit DG Rolling Hills, LLC (FKA Rolling Hills Solar)

Nextera Energy, the developer of DG Rolling Hills, LLC (FKA Rolling Hills Solar) has formally requested cancellation of their approved conditional use permit for a 1-megawatt solar farm. The County Board of Commissioners approved the CUP on [December 1, 2020](#).

Note:

1. The County approved a series of extensions after December 1, 2020. 1st Extension – approved November 2, 2021, with an expiration date of December 1, 2022
2nd Extension – approved on October 18, 2022, with an expiration date of December 1, 2023
3rd Extension – approved on December 7, 2023, with an expiration date of December 1, 2024
4th Extension – approved on September 3, 2024, with an expiration date of December 1, 2025
2. The Conditional Use Permit document has not been recorded and will be void on December 1, 2026.

Approval of the DG Rolling Hills, LLC Conditional Use Permit cancellation request

5. Action Items

a. Authorize the Board Chair to sign the Agreement and Mortgage related to the Workforce Development Center EDA grant Award No. ED25CHI0G0213 (Award)

Prior to final receipt of grant funding to enhance or construct a project that the Federal Economic Development Administration has awarded, a mortgage agreement must be put in place to ensure the sustained benefit of taxpayer funds.

Construction of the Workforce Development Center using federal dollars is contingent upon Waseca County owning and operating the Community Services Building for 20 years, or risking paying back the funds to the federal government.

Approval of this mortgage document will in turn authorize the Board Chair to execute the document on behalf of Waseca County, and ensure final receipt of awarded funds in the amount of \$2,100,000.00.

Motion to Authorize the Mortgage Document on 1000 W Elm and approve the Board Chair to execute the agreement for a Mortgage lien for 20 years to receive \$2,100,000.00 by Commissioner Harguth, seconded by Commissioner Christopherson. Motion carried 5-0.

b. Resolution 2026-07 Revised Employee Recognition Policy

This policy authorizes and outlines Waseca County's employee recognition program, which applies to all regular full-time and part-time employees and elected officials. Administration of the program will be overseen by the Human Resources Director in consultation with the County Administrator and reviewed annually. It provides structured recognition for milestone years of service, retirements, and exceptional performance while ensuring compliance with Minnesota Statutes and audit guidance.

The program includes annual service awards issued through payroll, retirement recognition with limited receptions, two annual excellence awards with modest monetary components, and authority for additional recognition events as permitted by law. All costs will be managed within existing budgeted appropriations and will result in no levy impact.

There is no levy impact associated with approval of this policy. Costs associated with employee recognition activities are already incorporated into the 2026 budget and will be funded through existing departmental operating budgets and multiple established funding sources.

Motion to adopt Resolution 2025-07 Revised Employee Recognition Policy by Commissioner Christopherson, seconded by Commissioner Krause. Motion carried 5-0.

RESOLUTION 2026-07

APPROVAL OF REVISED EMPLOYEE RECOGNITION POLICY

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

WHEREAS, Waseca County recognizes the importance of fostering a positive workplace culture and retaining a committed, high-performing workforce; and

WHEREAS, employee recognition is a valuable tool for acknowledging service, performance, and contributions that support the County's mission and strategic goals; and

WHEREAS, the Human Resources Department has developed an Employee Recognition Policy to provide consistent and fiscally responsible guidelines for recognizing employees; and

WHEREAS, the Human Resources Director and County Administrator recommend adoption of the Employee Recognition Policy as presented.

NOW, THEREFORE, BE IT RESOLVED, that Waseca County hereby approves and adopts the Employee Recognition Policy, effective February 3, 2026.

c. MPCA Grant Agreement: Re-Use Facility

Jim Kollar, Public Works Director/County Engineer, noted the 2025 Minnesota Legislature allocated funding for waste reduction, reuse, recycling, and composting grants in Greater MN under Minn. Statute 115A.565 for fiscal year 2026. Approximately \$1 million was appropriated by the State Legislature to the Minnesota Pollution Control Agency for administration of the FY26 Greater MN Recycling and Composting grant round. The grant round, solicited in fall 2025, was a competitive application process with funds awarded for projects that focus on best practices for waste reduction, reuse, recycling or composting collection systems. The minimum grant award is \$50,000.00 and the maximum award is \$250,000.00 per project. A local match of 25% of the grant award is required.

Staff, with the support of the Public Works Committee, prepared an application for funding to construct a Re-Use Facility on the Solid Waste & Recycling Center property. The project was selected for a grant in the amount of \$225,000.00 (\$75,000.00 local match). Once completed, the Re-Use Facility will provide an organized and dedicated space to display items pulled from the waste stream for re-use by the public. Re-use is a preferred waste management process over landfilling, and with the dedicated facility, the County will be better aligned with the waste management hierarchy and environmental best practices.

Motion to approve the grant contract agreement with the State of Minnesota and authorize the County Board Chairperson and County Administrator to execute the agreement on behalf of Waseca County by Commissioner Krause, seconded by Commissioner Harguth.

Upon approval, the final grant agreement will be routed by the MPCA to authorized parties for electronic signatures.

Estimated Total Project Cost: \$300,000.00

MPCA Grant: \$225,000.00

Local Match: \$75,000.00

d. Schedule Public Hearing to Consider Ordinance 164: Shotgun Only Zones

Michael Johnson noted during the 2025 session, the Minnesota Legislature eliminated the state's shotgun-only zone for deer hunting. Counties in the shotgun zone have the option of passing an ordinance to remain shotgun-only. Except in counties that pass a shotgun-only ordinance, beginning in 2026, deer hunters will be able to use all legal shotguns and rifles throughout the state where deer hunting is allowed. While no specific deadline is mandated for the ordinance passage, the DNR requires decisions in time for the 2026 hunting regulations, with notification of options sent by March 1, 2026. From a safety and wildlife-management perspective, the DNR does not have concerns about the elimination of the shotgun zone. Whatever type of firearm they use, it's up to hunters to always prioritize safety. From a wildlife management perspective, the DNR focuses on the number of animals harvested, not the type of firearm used to harvest them.

Motion to set a public hearing for February 17, 2026, at 9:30 a.m. as a placeholder for an ordinance to be implemented by the Waseca County Board of Commissioners by Commissioner Christopherson, seconded by Commissioner Krause. Motion carried 5-0.

6. Administration

a. Administration Update

Michael Johnson, County Administrator, provided updates to the board regarding recent administrative announcements. Brad Finstad stopped for a quick visit last week and discussed HR1 and the impact on the county. Brian Tomford, Facilities Director, discussed the playground installation for Waseca County Courthouse.

b. Human Resources Announcements

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

c. Community Development Update

Tina Wilson, Community Development Director, provided Community Development Updates to the board of commissioners.

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 Christopherson seconded the motion to adjourn the meeting. The motion was carried unanimously and the meeting adjourned at 11:30 a.m.

DeAnne Malterer, Chairperson
Waseca County Board of Commissioners

ATTEST:

Beth Weimert, Clerk
Waseca County Administration