



WASECA COUNTY BOARD OF COMMISSIONERS
May 5, 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, May 5, 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; Rachel Cornelius, County Attorney; Tina Wilson, Community Development Coordinator; Jim Kollar, Public Works Director/County Engineer; Sheriff Jay Dulas; Kaylea Lewis, Dispatch

Present via online platform were Melissa Sexton, Human Resources Director; Leah Cameron, Public Health Business Manager; David MacNamara

Others present were Deb Bently Waseca County Pioneer; Richard Barry, Barry Pallets; John Hanson, Waseca Public Schools

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.

2. Introduction of New Staff

Sheriff Jay Dulas presented to the meeting today to introduce Kaylea Lewis who joined our Sheriff's Office as a dispatcher. Welcome Kaylea!

Public Comment

There was no public comment.

3. Approval of Agenda

Motion to approve the Waseca County Board of Commissioners amended agenda including moving Item B. under Presentations to Item A. by Commissioner Milbrath, seconded by Commissioner Christopherson. Motion carried 5-0.

4. Presentation

a. Explore Waseca County

John Hanson presented today to discuss the Explore Waseca County project. Hanson noted he will be meeting with New Richland, Waldorf, and Janesville's City Councils on Monday evening next week. Hanson noted the project is now "unofficially" finished. Meaning things will need to continue to be updated as things and business change across Waseca County. Hanson discussed the app and how people can utilize it. Hanson also discussed the rack cards that will be distributed to every brick and mortar that is featured.

b. Preconstruction Checklist for Judicial Center

Michael Johnson, County Administrator, brought forward information on behalf of Brian Tomford, Facilities Director, to review a few punch list items that need to be completed pre-construction. Johnson shared that list with commissioners.

5. Approval of County Board Minutes

Motion to approve the Waseca County Board of Commissioners meeting minutes of April 21, 2026, and Drainage Authority meeting minutes of April 8, 2026, by Commissioner Milbrath, seconded by Commissioner Krause. Motion carried 5-0.

a. Drainage Authority Meeting Minutes April 8, 2026

b. Waseca County Board of Commissioners Meeting Minutes April 21, 2026

6. Consent Agenda

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

a. Approval of Bills

The following bills were audited and allowed:

A.H. HERMEL COMPANY	264.73
ADVANCED CORRECTIONAL HEALTHCARE INC	187.50
AMAZON CAPITAL SERVICES	1,222.15
AMAZON PH	271.46
AMY NELSON	51.10
ANDREW EDGCUMBE	1,325.00
ASSOC OF MN COUNTIES	2,550.00
BAKER TILLY LLP	2,710.05
BOCKS SERVICE INC	40.00
BOMGAARS SUPPLY	602.91
BOMGAARS SUPPLY	28.97
BRAD MILBRATH	471.25
BRANDON HERRMANN	34.86
BRITTON PLUMBING & HEATING LLC	310.00
CAMP CANINE LLC	2,500.00
CHARLES BENSON	80.00
CHRISTOPHER LLOYD OSTERLOH	80.00
COMPUTER INFORMATION SYSTEMS INC	3,366.79
DEANNE MALTERER	193.65
DONNELLY LAW FIRM PLLC	1,260.00
DUANE SWENSON CONSTRUTION LLC	560.00
FAUL PSYCHOLOGICAL	675.00
GLENCOE LAW OFFICE LLC	285.00
GREG HUBER	20.73
HAS LLC	854.50
INNOVATIVE OFFICE SOLUTIONS LLC	70.41
JEAN STEFFENS	48.15
JONES HAUGH & SMITH	13,854.25
KWIK TRIP INC	52.35
LA FLEUR LAW OFFICE, PLLC	1,395.00
LIME VALLEY ADVERTISING INC	554.25
LINDA LARES	125.00
M PETERS ENTERPRISES	71.00
MEDTOX LABORATORIES	47.28
MESSICK LAW PLLC	555.00
NAPA AUTO PARTS	61.76
NIELSEN BLACKTOPPING INC	18,000.00
NIPPON SANSO MATHESON INC	137.98
NORTHSTAR STITCH	2,233.99
OLYMPIC FIRE PROTECTION	435.00
PATTI SCHUCH	104.36
PDCM/SCSU-RANGE	1,165.00
PROPAC	167.70
RAMSEY COUNTY FINANCE	1,639.00
RECYCLING ASSOCIATION OF MINNESOTA	300.00
RICK'S APPLIANCE	331.15
RINKE-NOONAN ATTORNEYS AT LAW	2,380.50
RUSSELL J FREDERICK	84.50
SAFE-FAST INC	489.60
SF ENTERPRISES LLC	1,100.00

SHIRLEY K PARADIS RPR,CRR	191.25
SOUTHERN MN GUARDIANSHIP SERVICES	207.80
STREICHERS	384.98
SUBURBAN FURNITURE INC	3,504.00
TOTAL GLASS-LOCK INC	161.81
WASECA ABSTRACT COMPANY	276.00
WASECA CO PIONEER	695.20
WINEGAR ENTERPRISEES LLC	3,031.96

b. 2025 Road & Bridge Report

Per Statute 163.07, Subd. 7, the county engineer is to annually prepare and submit a complete report of all county highway work to the County Board. In addition, MN Administrative Rule 8820.1400 requires that the county's report of actual maintenance expenditures be submitted to the state commissioner before the state releases remaining maintenance funds. Waseca County Engineer recommended that the Waseca County Board of Commissioners accept the annual report.

c. Transfer Between Funds — Human Resources

The transfer of \$2,680.60 will be funded from the General Fund and will not require additional budget appropriation. This is a routine year-end reconciliation to address timing-related variances in Flex accounts.

7. Action Items

a. Public Hearing to adopt Ordinance 2026-166, to amend Section 3.09 SPECIAL EVENTS PERMITS of the Waseca County Unified Development Code (UDC).

Tina Wilson, Community Development Director, discussed requests that the County Board hold a public hearing to adopt Ordinance 2026-166 to amend Section 3.09 Special Events Permits of the Waseca County UDC. Last year's amendment and update to the Unified Development Code included the addition of Cannabis Temporary Special Events, and there has been an increase in other special events occurring across the county. Waseca County has always placed a high priority on public safety, and this has been a driving force behind this amendment. The Planning and Zoning staff has worked closely with Public Health and the Sheriff's office to provide a consistent procedure for application, and issuing special event permits to promote public safety in large gatherings.

Official Legal Notices:

- Legal Notice was published in the Waseca County Pioneer Newspaper on March 26, 2026.
- First class notices were mailed to all townships in the County on March 26, 2026.
- Agency Comments were requested from Waseca County Land and Water Resources Director, County Sheriff, County Attorney, and the Public Works Departments on March 30, 2026.
- Planning Commission Public Hearing was held on April 9, 2026.

Planning and Zoning Staff recommends that (D) (2) (k) be further amended to reflect the proper title of the Property and Election Services Department in place of (the County Clerk or County Auditor)

That the Waseca County Board of Commissioners move to adopt Ordinance 2026-166 amending Section 3.09 Special Events Permits of the Waseca County UDC.

Chair Malterer opened the public hearing at 10:16 a.m. Hearing no public comment, Chair Malterer closed the public hearing at 10:17 a.m.

Motion to adopt Ordinance 2026-166 to amend Section 3.09 Special Events Permits of the Waseca County UDC by Commissioner Krause, seconded by Commissioner Milbrath. A discussion was held.

A roll call was taken, and the motion failed 2-3 by the following: Commissioner Christopherson - nay; Commissioner Harguth - nay; Commissioner Milbrath - nay; Commissioner Krause - aye; Malterer - aye.

b. Public Hearing to adopt Ordinance 2026-165, to amend Section 6.22 SO SHORELAND OVERLAY DISTRICT STANDARDS of the Waseca County Unified Development Code (UDC).

Wilson also discussed the Planning and Zoning Staff requests that the County Board hold a public hearing to adopt Ordinance 2026-165 to amend Section 6.22 SO Shoreland Overlay District Standards of the Waseca County Unified Development Code (UDC). Planning and Zoning Staff worked closely with Land and Water Resources to bring this UDC amendment to you for consideration. Section 6.22 SO Shoreland Overlay has been reviewed by the Minnesota Department of Natural Resources

and, together with Waseca County Staff, the attached version is the result. In Section 6.22 SO as attached, the red revisions are changes proposed by County staff, Blue revisions are DNR mandatory language and the Green revisions are optional changes that Waseca County Staff believe should be made a part of the ordinance.

Official Notices were provided as follows:

- Legal Notice was published in the Waseca County Pioneer Newspaper on March 26, 2026.
- First class notices were mailed to all townships in the County on March 26, 2026.
- First class notices were mailed to Waseca Lakes Association on March 26, 2026.
- Requests for Agency Comments were sent to Waseca County Land and Water Resources Director, County Sheriff, County Attorney, and the Public Works Departments on March 30, 2026.
- The Planning Commission Public Hearing was held on April 9, 2026.

Staff recommends the Waseca County Board of Commissioners adopt Ordinance 2026-165, amending Section 6.22 SO Shoreland Overlay District Standards of the Waseca County Unified Development Code.

Chair Malterer opened the public hearing at 10:40 a.m. Hearing no public comment, Chair Malterer closed the public hearing at 10:40 a.m.

Motion to adopt the Ordinance to amend Section 6.22 SO Shoreland Overlay District Standards of the Waseca County Unified Development Code (UDC) by Commissioner Christopherson, seconded by Commissioner Harguth. Motion carried 5-0.

c. Public Hearing to adopt Ordinance 2026-167, amending Article 7, ADMINISTRATION, FEES, VIOLATIONS AND ENFORCEMENT, Sections 7.04, 7.05, and 7.06 of the Waseca County Unified Development Code (UDC).

Wilson discussed the Waseca County Planning and Zoning request for an amendment to ARTICLE 7, §7.04 VIOLATIONS AND PENALTIES and §7.05 NUISANCE CONTROL and §7.06 ENFORCEMENT, Waseca County Unified Development Code. The Waseca County Planning Commission conducted a public hearing on April 9, 2026, regarding amendments to Article 7, §7.04 Violations and Penalties and §7.05 Nuisance Control and §7.06 Enforcement, Waseca County Unified Development Code, and recommended its approval as depicted in Exhibit A to the Waseca County Board of Commissioners.

Chair Malterer opened the public hearing at 10:48 a.m. Hearing no public comment, the public hearing was closed at 10:48 p.m.

Motion to adopt Ordinance 2026-167, amending Article 7, Administration, Fees, Violations and Enforcement by Commissioner Milbrath, seconded by Commissioner Krause. Motion carried 5-0.

The Board of Commissioners recessed at 10:52 p.m.

The board reconvened at 10:57 a.m.

d. Public Hearing to consider approving a Conditional Use Permit to allow Cannabis Cultivation on a portion of PID 12.032.0500 Harguth

Tina Wilson, Community Development Director, discussed consideration of adoption of Ordinance 2026-166 with amendments to Section 3.09 Special Events Permits of the Waseca County Unified Development Code. Staff is asking the County Board to consider approving a Conditional Use Permit (CUP) to allow cannabis cultivation with conditions, on PID 12.032.0500 Harguth property. The parcel of land, 53.15 acres, is currently under lease by Brian Harguth from the William and Eileen Harguth Trust. The portion of ground being considered for cannabis cultivation is approximately 25.77 acres out of the 53.15 acres. The applicant will be subleasing the acreage for the purpose of outdoor cultivation of cannabis. This parcel is only to be used for growing cannabis. Any further processing of the cannabis will be handled off-site according to MN Chapter 342 and Administrative Rules Chapter 9810. A legal description for the approximate 25.77 acres is attached to the Conditional Use Permit. The Planning Commission held a public hearing on April 9, 2026, where no objections were voiced. They made a motion to send the CUP to the County Board with a recommendation of approval. Staff recommends the County Board approve the Conditional Use Permit to allow Cannabis Cultivation with conditions on PID#12.032.0500.

Motion to approve the finding of facts by Commissioner Milbrath, seconded by Commissioner Krause. Motion carried 4-0 with 1 abstaining.

A roll call was taken, and the motion passed 4-0 by the following: Commissioner Christopherson - aye; Commissioner Harguth - abstained; Commissioner Krause - aye; Commissioner Milbrath - aye; Commissioner Malterer - aye.

Motion to approve the CUP to allow Cannabis Cultivation on a portion of PID 12.032.0500 by Commissioner Christopherson, seconded by Commissioner Milbrath. Motion carried 4-0 with 1 abstaining.

A roll call was taken, and the motion passed 4-0 by the following: Commissioner Christopherson - aye; Commissioner Harguth - abstained; Commissioner Krause - aye; Commissioner Milbrath - aye; Commissioner Malterer - aye.

e. Waseca County Collaborative for Families Governance Agreement

Michael Johnson, County Administrator, discussed the Revised Governance Agreement for the Waseca County Collaborative for Families Minnesota Statute 142D.15 permits public and private representatives of the local system of family services care to come together by mutual agreement to establish a family services collaborative and to establish an integrated family services system. The attached governance agreement serves to define the purpose of the Waseca County Collaborative for Families (WCCF).

Motion to approve the Revised Governance Agreement by Commissioner Krause, seconded by Commissioner Harguth. Motion carries 5-0.

f. Appointment of Public Works Director to 4 Year Term

Johnson, County Administrator, discussed the quality of Kollars work here at Waseca County as the Public Works Director and is pleased to make the recommendation of a 4-year term for Jim Kollar to the Waseca County Board of Commissioners.

Motion to appoint Jim Kollar to a 4-year term as Public Works Director/County Engineer by Commissioner Milbrath, seconded by Commissioner Krause. Motion carried 5-0.

g. Conditional Approval of Transfer of Project and Assignment of Tax Abatement Agreement to UFP Real Estate, LLC

Johnson asked the board to preliminarily approve the transfer of the project and assignment of a tax abatement agreement to UFP Real Estate, LLC. Waseca County has been working with representation from UFP Real Estate, LLC (proposed owner) and PalletOne, Inc. (proposed operator) over the last week to seek approval from the Board of Commissioners to transfer an existing tax abatement agreement with Berry Family, LLC. The request is the result of the sale of the Berry Pallets located at 1501 4th Street SW, Waseca, MN, 56093. The PID for the property is 17.616.0050, and it is legally described as *Lots 5, 6, 7, and 8, Block One (1), South Industrial Park in the City of Waseca*. The existing agreement between Waseca County and Berry Family, LLC is attached to this request and is legally recorded as file #324150. Waseca County has discretion to transfer the existing agreement pursuant to Section 4, subsection 4.05 of the attached agreement, which states:

4.05. Prohibition Against Transfer of Project and Assignment of Agreement. The Owner represents and agrees that, prior to the termination date of this Agreement, the Owner shall not transfer the Project or any part thereof or any interest therein, without the prior written approval of the County. The County shall be entitled to require as conditions to any such approval that:

- a. Any proposed transferee shall have the qualifications and financial responsibility, in the reasonable judgment of the County, necessary and adequate to fulfill the obligations undertaken in this Agreement by the Owner.*
- b. Any proposed transferee, by instrument in writing satisfactory to the County shall, for itself and its successors and assigns, and expressly for the benefit of the County, have expressly assumed all the obligations of the County under this Agreement and agreed to be subject to all the conditions and restrictions to which the County is subject.*
- c. There shall be submitted to the County for review and prior written approval all instruments and other legal documents involved in effecting the transfer of any interest in this Agreement or the Project.*

The proposed closing date for the acquisition of the Project property is May 18, 2026. Staff are seeking preliminary approval of the document dated October 6, 2020, and legally recorded with file #324150 under the same terms and provisions. The only change to the existing document would be the name.

Upon successful closing and with receipt of the documents and instruments stated in section c above, the County can proceed with the formal Assignment Agreement.

Staff recommend conditional approval of the transfer of the economic abatement to UHF Real Estate, LLC. Richard Barry thanked the board and noted he has sold his business.

Motion to approve the transfer of project and assignment of the Tax Abatement Agreement to UFP Real Estate, LLC by Commissioner Christopherson, seconded by Commissioner Harguth. Discussion was held. Motion carried 5-0.

h. Appointment of alternate members to the Waseca County Board of Adjustments.

Motion to approve the appointment of alternate members of Marv Pearson and Leon Schonrock to the Waseca County Board of Adjustments by Commissioner Milbrath, seconded by Commissioner Krause. Motion carried 5-0.

8. Administration

a. **Administration Update**

Johnson noted that solid waste fees are currently being researched and staff will be coming forward with alternative ways to administer that process. Johnson asked for a work session to be scheduled for May 19, 2026.

b. **Human Resources Announcements**

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

c. **Community Development Update**

Tabled.

9. Commissioner Reports

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

10. Adjourn

Having no further county board business, Chair Malterer declared the meeting adjourned at 12:04 p.m.

DeAnne Malterer, Chairperson
Waseca County Board of Commissioners

ATTEST:

Beth Weimert, Clerk
Waseca County Administration