



WASECA COUNTY BOARD OF COMMISSIONERS
August 4, 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, August 4, 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; Melissa Sexton, Human Resources Director; Tina Wilson, Planning and Zoning Administrator; Judy Hiller, IT Director; Brian Tomford, Facilities Director; Sheriff Jay Dulas; Rusty Hardeman, Assistant County Attorney; Isaih Berndt, County Attorney Intern

Others present included Deb Bently, Waseca County Pioneer; Benya Kraus, SMIF; Terry Roemhildt;

Present via online platform were Leah Cameron, Public Health Business Manager; Brandi Nelson, Dispatch; Shelley Hyatt, Land Use Planning Assistant; Teddy Hoehn, Facilities Supervisor; Harold Guse

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

Terry Roemhildt discussed his family farm located in St. Mary's Township, sections 4 and 9, adjacent to the highway bypass. He mentioned the presence of a wet/dry pond on the property, which is subject to a permanent easement held by MNDOT. Roemhildt indicated that he is responsible for the ditch assessment, taxes, and maintenance of the pond. He is currently seeking options regarding the pond's management and has communicated with MNDOT. Although he does not have a definitive plan, he is hopeful for the possibility of having the ditch assessments forgiven or for MNDOT to consider purchasing the property.

Jeff Huelsnitz from Waseca provided information about land for sale by the ethanol plant. He stated that he was initially the successful bidder without restrictions on the land. However, he later noted that restrictions have been reinstated. Huelsnitz expressed that the property's value was higher when the restrictions were lifted and indicated his interest in purchasing the land again, albeit at the lowest bid due to the constraints now in place.

2. Presentation - SMIF

Benya Kraus, representing the Southern Minnesota Initiative Foundation, attended the meeting to address investment opportunities and potential partnerships.

3. Approval of Agenda

Motion to approve the amended agenda, which included the addition of the SMIF presentation and a correction to the PID for action item 5E. The correct PID is 02.036.0120. The motion was made by Commissioner Milbrath and seconded by Commissioner Harguth. Motion carried unanimously, 5-0.

4. Approval of County Board Minutes

Motion to approve the Waseca County Board of Commissioners work session meeting minutes of July 21, 2026, and the regular meeting minutes of July 21, 2026, made by Commissioner Milbrath, seconded by Commissioner Krause. Motion carried 5-0.

a. Waseca County Board of Commissioners Work Session July 21, 2026

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

5. Consent Agenda

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

a. Approval of Bills

The following bills were audited and allowed:

A.H. HERMEL COMPANY	259.99
AMAZON CAPITAL SERVICES	1,975.80
AMAZON PH	93.56
AMERICAN SOLUTIONS FOR BUSINESS	63.36
BARBARA J. BUKER	174.40
BOCKS SERVICE INC	35.00
BOMGAARS SUPPLY	145.88
BOMGAARS SUPPLY	184.14
BOMGAARS SUPPLY	599.81
BORNEKE CONSTRUCTION INC	13,981.42
BRITTON PLUMBING & HEATING LLC	372.54
COLE PAPERS INC	881.28
COLE'S ELECTRIC INC	1,613.07
DAVID JOHN JONES	1,485.00
DELL MARKETING L.P.	21,152.18
DENNIS-STEFFEL-OMTVEDT FUNERAL & CREMATION SERVICE	1,240.00
ELECTION SYSTEMS & SOFTWARE LLC	3,510.97
FRANKLIN SALVATORE II	16,654.25
GIDGETS LLC	110.00
GOVERNMENT FORMS AND SUPPLIES	520.94
GREATER MANKATO AREA UNITED WAY	10,000.00
HAS LLC	609.25
INNOVATIVE OFFICE SOLUTIONS LLC	259.30
LENZ LAWN CARE INC	1,198.55
LESUEUR COUNTY SHERIFF'S OFFICE	4,425.00
LINDA LARES	125.00
LOCATORS & SUPPLIES INC	388.19
MCA (MN CORRECTIONS ASSOC)	466.00
NAPA AUTO PARTS	127.76
PARADIGM SOFTWARE LLC	1,373.33
PROSOURCE SPECIALTIES LLC	818.00
REEDSBURG HARDWARE CHAIN	853.23
RINKE-NOONAN ATTORNEYS AT LAW	6,596.50
RIVER BEND BUSINESS PRODUCTS	415.89
RS EDEN	140.60
SCHILLING SUPPLY COMPANY	255.09
SCHOOL DIST 2168 NEW RICHLAND	927.60
SQUIRES, WALDSPURGER & MACE PA	255.00
STREAMLINE COMMUNICATIONS LLC	974.00
STREICHERS	192.93
TINA WILSON	344.16
TRAFERA LLC	2,084.00
TYLER TECHNOLOGIES, INC	61,095.78
VERUS LLC	1,000.00
WASECA CO PIONEER	425.70
WASECA CO ROAD & BRIDGE	1,200.00
WASECA MOTOR CO	155.40
WHKS & CO	3,800.00

b. Approval of 1st half 2026 Residential Tax Abatement payments

This abatement payment comes out of real property taxes already paid by the homeowner. The payments total \$17,624.42.

Waseca County Tax Abatement Program						
Pay Schedule for First Half 2026 Taxes						
City Tax Abatement Applications		PID	Percent Option	Years	First Half 2026 Payment	Total Over Term
REF#	Name:					
City of Waseca Abatements						
1	8433 Brent and Julianna Brass	17.535.0500	50%	10	\$272.00	\$ 5,440.00
2	Royer/Grunwald (sold home)					
3	8442 Frank Wenzel (program done)	17.451.0010	75%	6	\$0.00	
4	8439 Joe and Kristi Nelson (done)	17.535.0480	75%	6	\$0.00	
5	8436 Thomas and Jean Glaser	17.711.0200	50%	10	\$409.50	\$ 8,190.00
6	5540 Gerald and Kristi Fennert	17.712.0110	50%	10	\$264.50	\$ 5,290.00
7	8432 James and Mary Jo Boerboom	17.528.0340	50%	10	\$266.50	\$ 5,330.00
8	1198 Charles and Linda Cone (done)	17.709.0030	75%	6	\$0.00	
9	8441 Eric and Melanie Tedars	17.712.0120	50%	10	\$304.00	\$ 6,080.00
10	8443 Alan and Barbara Wilker	17.328.0050	50%	10	\$224.50	\$ 4,490.00
11	8434 Alan/Cathy Breitbarth (sold home)					
12	8698 Todd and Kathy Donahue	17.712.1900	50%	10	\$409.50	\$ 8,190.00
13	8800 Larry and Luanne Huber	17.535.0290	50%	10	\$357.00	\$ 7,140.00
14	8801 Jeramie and Julie Kelly	17.535.0400	75%	6	\$446.50	\$ 5,358.00
15	8802 Edward and Barbara Roesler	17.520.0100	50%	10	\$763.00	\$ 7,630.00
16	8803 Deborah Perreault	17.535.0490	50%	10	\$361.50	\$ 7,230.00
County Abatements						
17	8435 Jonathan and Lyric Butler	12.004.0600	50%	10	\$593.50	\$ 11,870.00
18	8437 Scott Kramer	12.402.0010	50%	10	\$337.50	\$ 6,750.00
19	8438 Joshua Lynch	12.428.0140	75%	6	\$632.50	\$ 7,590.00
Approved by the County Board on: 8/4/2026					Total	\$5,642.00
						
Tina G. Wilson, Planning and Zoning Administrator						

c. SWCD Riparian Fund Approval RF-2026-01

The Soil and Water Conservation District (SWCD) has approved a cover crop contract with Bruce Johnson for a total of 57.8 acres of Practice Standard 340 cover crop at a rate of \$40.00 per acre, resulting in a total cost of \$2,315.00. The project is located in Sections 12 and 13 of Iosco Township. Staff recommended approval of Contract RF-2026-01.

d. Approve Amendment to Exclusive Agricultural Use Zone Restrictive Covenant for David and Cheryl Possin for a portion of PID 07.027.0200

Approve Amendment to Exclusive Agricultural Use Zone Restrictive Covenant for David and Cheryl Possin for a portion of PID 07.027.0200

6. Action Items

a. Approval of Property Sale

Brian Tomford, Facilities Director, reported on the sealed bid for the property identified by PID# 01-001-1100, with a total bid amount of \$40,400.00. Waseca County offered this 20-acre property for sale to return it to taxpayers, as the land was landlocked and not accessible for public use. Notifications were sent to adjacent landowners regarding the sale, and bidding packets were distributed 30 days later in compliance with state statutes. Sealed bids were due by 1:00 PM on July 23, 2026, and were opened at the East Annex at 1:10 PM on the same date. Waseca County received two bids for this parcel; however, one was rejected for failing to meet the minimum bid requirement of \$25,000.00 established by the county. The successful bid of \$40,400.00 was submitted by Jeff Huelsnitz. After this process was completed, it was found out that the land did have restrictions and Tomford then contacted the successful bidder about further options. Huelsnitz was present for public comment today.

A motion was made to sell the property to Jeff Huelsnitz at the minimum bid of \$25,000.00, due to previously unknown restrictions impacting the sale, by Commissioner Christopherson, seconded by Commissioner Milbrath. Discussion was held. The motion carried with a vote of 5-0.

b. Contract No. 812609: Bridge 88497 and Bridge 2585 Replacement

Jim Kollar, Public Works Director/County Engineer, provided an overview of Bridge No. 88497, which carries CSAH No. 14 over JD-1 at the Waseca/Steele County line. This structure is a cast-in-place concrete box culvert, initially constructed in 1925, with an extension of corrugated metal pipe added in 1979. Its current condition is classified as "poor," and it qualifies for replacement using Local Bridge Replacement Program (LBRP) funds. Construction plans for its replacement have been prepared, reviewed, and approved by Steele County and MnDOT State Aid. Bridge No. 2585, also carrying CSAH 14, is a cast-in-place concrete box culvert built in 1931. This bridge predates CD-38, located just east of the structure, and provides emergency overflow protection for the county ditch system. Bridge No. 2585 is similarly classified as "poor," making it eligible

for replacement with LBRP funds. An engineering analysis suggests that a 48" reinforced concrete pipe will suffice for adequate hydraulic performance as the replacement structure. Construction plans for this culvert replacement have also been prepared, reviewed, and approved by MnDOT State Aid. Both projects are bundled for a single contract award. Bids were advertised in accordance with the law and opened at 10:00 a.m. on Friday, July 31, 2026. A bid summary and recommendation will be presented at the County Board meeting. Staff offered a recommendation noting eight (8) bids were received (summary handed out).

Motion to approve Sally Excavating as the low responsive bidder with a bid amount of \$480,138.00 for contract No. 812609: Bridge 88497 and Bridge 2585 replacement by Commissioner Harguth, seconded by Commissioner Milbrath. Motion carried 5-0.

c. **Cooperative Construction Agreement: Bridge No. 88497 Replacement**

Kollar noted a cooperative construction agreement has been prepared for the replacement of Bridge No. 88497, located on the Waseca/Steele County line on Old Hwy 14. The agreement outlines the cost participation and responsibilities of each county for the project. Construction costs that exceed the Local Bridge Replacement Program (LBRP) funding will be equally divided, with 50% contributed by Waseca County and 50% by Steele County, as specified in the agreement. The existing structure is part of Waseca County's bridge inventory, which necessitates Waseca County's role in developing plans for the replacement and overseeing the project's completion. Up to \$375,000 in LBRP funds is available for construction, and 100% of construction costs are eligible for LBRP funding. The Steele County Board of Commissioners approved the agreement during their meeting on July 28, 2026.

The motion to approve the cooperative construction agreement for Bridge No. 88497 replacement was made by Commissioner Milbrath, seconded by Commissioner Krause. Motion carried 5-0.

The board recessed at 10:14 a.m. and reconvened at 10:19 a.m.

d. **Public Hearing to consider an amendment to Waseca County Fee Schedule and adopt Resolution 2026-24**

Tina Wilson, Community Development Director, presented the request to amend the Waseca County 2026 Fee Schedule. Following a review of State Cannabis Licenses and associated fees, the proposed amendment aims to align Waseca County's fees with these state standards. Additionally, the amendment includes housekeeping edits that were excluded from the prior adoption of planning and zoning fees. Staff recommends the County Board adopt the amended fee schedule through Resolution 2026-24.

Chair Malterer called the public hearing to order at 10:21 a.m. Elijah Gist inquired about the fees during the public hearing. Hearing no further public comments, Commissioner Krause moved to close the public hearing at 10:22 a.m., seconded by Commissioner Christopherson.

Motion to approve the amended Waseca County Fee Schedule and adopt Resolution 2026-24, by Commissioner Milbrath, seconded by Commissioner Krause. Discussion ensued.

A roll call vote was conducted, resulting in the following: Commissioner Christopherson - aye; Commissioner Harguth - nay; Commissioner Milbrath - aye; Commissioner Krause - aye; Chair Malterer - aye. The motion carried 4-1.

Waseca County

Resolution 2026-24

Amendment to 2026 Fee Schedule

WHEREAS, Minn. Stat. 373.41 allows the County to charge miscellaneous fees for services provided by any county office; and

WHEREAS, Minn. Stat. 373.41 requires the County Board to hold a public hearing in order to hear comments on any of the proposed fees; and

WHEREAS, a public hearing was held on January 6, 2026, regarding revisions to the 2025 County Fee Schedule and Resolution 2026-4 was adopted; and

WHEREAS, there were State fees instituted in 2026 regarding cannabis licensure that need to be added to the Waseca County Fee Schedule. In addition, two zoning permit fees were inadvertently left of the previously approved fee schedule.

NOW, THEREFORE, BE IT RESOLVED that the Waseca County Board of Commissioners approves the amendment of the 2026 Fee Schedule as presented at its regular meeting on August 4, 2026, and dually published in its board packet.

e. **Public Hearing to consider a request for a Conditional Use Permit to engage in Cannabis Cultivation on PID 02.036.0120**

Wilson noted Elijah Gist, the applicant, in conjunction with landowners Dustin and Alicia Stewart, is requesting a Conditional Use Permit for cannabis cultivation on parcel 02.036.0120. This 5-acre parcel, owned by Dustin and Alicia Lee Stewart, is

designated for outdoor cannabis cultivation, utilizing a hoop building intended for greenhouse purposes. No production or processing of cannabis will occur on-site; all processing will be conducted off-site in compliance with MN Chapter 342 and Administrative Rules Chapter 9810. On July 9, 2026, the Waseca County Planning Commission held a public hearing regarding this application. No negative comments were received from the public. The Planning Commission approved the criteria and recommended the request for approval to the County Board.

At 10:45 a.m., the public hearing was opened by Chair Malterer.

A motion to close the public hearing was made by Commissioner Krause and seconded by Commissioner Christopherson at 10:46 a.m. The motion carried 5-0.

Subsequently, a motion to approve the Findings of Fact was made by Commissioner Krause, seconded by Commissioner Milbrath, and carried 5-0.

A motion to approve the Conditional Use Permit for cannabis cultivation on PID 02.036.0120 was made by Commissioner Milbrath, seconded by Commissioner Christopherson, and carried 5-0.

- f. **Public Hearing to consider an amendment to the Waseca County Zoning Map and Comprehensive Land Use Map as requested for PID 12.007.0500, changing the zoning district from UE Urban Expansion District to A-1 Agricultural Protection District and to adopt Ordinance 169 authorizing the same.**

Chair Malterer recused herself from the meeting for this agenda item. Vice Chair Krause addressed the rezone request for parcel 12.007.0500 submitted by Harold D Guse & Shannon R Guse and Deanne & Tim Malterer, as Trustees. Tina Wilson indicated that the parcel is currently zoned Urban Expansion, with a request to rezone to A-1 Agricultural Protection District. This request is made in accordance with Section 3.03 Amendments/Rezoning of the Waseca County Unified Development Code and is consistent with its current use.

Commissioner Krause opened the public hearing at 10:56 a.m. Commissioner Christopherson moved to close the hearing, with a second from Commissioner Milbrath. The motion carried 4-0 at 10:56 a.m. The City of Waseca was contacted directly, and no objections were raised.

Motion to approve the Finding of Facts by Commissioner Christopherson, seconded by Commissioner Harguth. Motion carried 4-0.

Motion to approve Ordinance 169, amendment to the Waseca County Zoning Map and Comprehensive Land Use Plan, reflecting PID 12.007.0500 change in zoning districts from UE Urban Expansion to A-1 Agricultural Protection District by Commissioner Milbrath, seconded by Commissioner Christopherson. Motion carried 4-0, with 1 abstaining.

- g. **Resolution 2026-25 Authorization to Conduct Off-Site Gambling**

Waseca Hockey Association requested an off-site gambling permit on March 17, 2026, for an event to be held September 13–14, 2026. The request was granted and Resolution 2026-15 was adopted to authorize the event. It was recently noted that the Hockey Association requested the incorrect dates. They are asking the County to reissue the license and adopt a new resolution to hold the event on September 11–12, 2026. Staff recommends adoption of Resolution 2026-25 authorizing the event on September 11–12, 2026.

Motion to adopt Resolution 2026-25 by Commissioner Krause, seconded by Commissioner Harguth. Motion carried 4-0. Milbrath was not present.

**AUTHORIZATION TO CONDUCT OFF-SITE GAMBLING
RESOLUTION #2026-25**

WHEREAS, Waseca County has received a request from the Waseca Hockey Association to conduct off-site gambling; and
WHEREAS, an event is being planned at Waseca Lakeside Club, 37160 Clear Lake Drive, Waseca, MN, located in Woodville Township, on September 11 - 12, 2026; and
WHEREAS, any temporary permits must be approved by the Waseca County Board of Commissioners; and
WHEREAS, there is no fee associated with a temporary permit to conduct off-site gambling events;
NOW, THEREFORE, BE IT RESOLVED, that the Waseca County Board of Commissioners does hereby authorize the Waseca County Auditor to issue a permit for use at Waseca Lakeside Club, 37160 Clear Lake Drive, Waseca, MN, located in Woodville Township, on September 11-12, 2026.

- h. **Resolution 2026-26 Adopting Information Technology and Data Practices Policies**

Melissa Sexton, Human Resources Director, reported that Waseca County has reviewed and updated its Information Technology and Data Practices policies over the past year. These updates ensure alignment with current operations, technology, cybersecurity risks, and legal requirements. As required by Minnesota Statutes Chapter 13, County staff conducted the annual review of Data Practices policies and procedures, identifying opportunities for improved clarity, organization, consistency, and legal compliance.

Concurrent with this effort, the County undertook a comprehensive review of its Information Technology policies to establish a cohesive framework for managing and protecting County information systems, data, electronic communications, mobile devices, video surveillance, records management, and cybersecurity incident response. The revised policies have been reviewed by County Administration, Human Resources, Information Technology, and legal counsel, as appropriate, and are now being presented to the County Board for approval.

Motion to adopt Resolution 2026-26, which includes minor language changes for uniformity across the policies, was made by Commissioner Milbrath and seconded by Commissioner Christopherson. The motion carried 5-0.

Information Technology Policies

- #6-001 Acceptable Use of Technology Resources Policy
- #6-002 Cybersecurity Incident Response Policy
- #6-003 Video Surveillance Policy
- #6-004 Mobile Device Management Policy
- #6-005 Electronic Communications and Records Management Policy

Data Practices Policies

- #4-001 Data Practices Policy
- Data Request Guidelines and Procedures
- #4-005 Artificial Intelligence Policy

These policy updates are administrative in nature and do not require additional funding.

RESOLUTION NO 2026-26 RESOLUTION ADOPTING INFORMATION TECHNOLOGY AND DATA PRACTICES POLICIES

WHEREAS, Waseca County utilizes information technology systems and maintains data practices policies to support County operations and comply with applicable federal and state laws; and

WHEREAS, Minnesota Statutes Chapter 13 requires government entities to annually review their Data Practices policies and procedures; and

WHEREAS, County staff have completed a review and revision of the County's Information Technology and Data Practices policies to improve governance, cybersecurity, records management, and legal compliance;

NOW, THEREFORE, BE IT RESOLVED by the Waseca County Board of Commissioners that the following policies are hereby adopted and shall become effective immediately: Information Technology Policies • #6-001 Acceptable Use of Technology Resources Policy • #6-002 Cybersecurity Incident Response Policy • #6-003 Video Surveillance Policy • #6-004 Mobile Device Management Policy • #6-005 Electronic Communications and Records Management Policy Data Practices Policies • #4-001 Data Practices Policy • Data Request Guidelines and Procedures • #4-005 Artificial Intelligence

i. Authorization to Pursue Sale of Surplus Land Surrounding the Solid Waste Facility

Michael Johnson, County Administrator, discussed Waseca County staff have been through a multiyear process to identify and sell land that has not been identified for county programs or for development in our Capital Improvement Plan.

The tillable and non-tillable acres surrounding the solid waste facility have been leased out to several parties over the last several years. Currently, the tillable acres are being actively farmed by a private party.

Michael Johnson, County Administrator, reported that Waseca County staff have undergone a multiyear process to identify and sell land not designated for county programs or included in the Capital Improvement Plan. The tillable and non-tillable acres surrounding the solid waste facility have been leased to various parties over recent years, with the tillable acres currently being farmed by a private entity.

Staff seek authorization to collaborate with the legal team to prepare subdivision, combination, and sale documents for the land surrounding the facility that will not be used for future solid waste operations.

Two attachments accompany this Request for Board Action (RBA):

1. A comprehensive overview of county-owned parcels on the east side of TH 13.
2. An estimate of the minimum county ownership that should be retained.

Upon receiving authorization to proceed with the sale, staff will work with Jones Haugh and Smith to survey the area and establish appropriate legal descriptions for the subdivision and combination. Subsequently, staff will create sale documents

and present them to the board for approval to advertise in the newspaper and on the county website. This will include an estimated sale price and per-acre value. The county has the option to sell the land via public auction, sealed bid, or through a licensed realtor.

Motion to authorize initiating the sale process for the identified land by Milbrath, seconded by Krause. Discussion ensued. Motion carried 5-0.

7. Administration

- a. **Administration Update**
Tabled.
- b. **Human Resources Announcements**
Provided in the packet.
- c. **Community Development Update**
Tabled.

8. Commissioner Reports

Commissioner reports were tabled.

9. Adjourn

Having no further county board business, Commissioner Krause moved and Commissioner Christopherson seconded the motion to adjourn the meeting. The motion was carried unanimously and the meeting adjourned at 11:17 a.m.

DeAnne Malterer, Chairperson
Waseca County Board of Commissioners

ATTEST:

Beth Weimert, Clerk
Waseca County Administration