



WASECA COUNTY BOARD OF COMMISSIONERS

September 7, 2021 - 9:30 AM

East Annex Public Meeting Room

300 North State Street – East Annex · Waseca, Minnesota 56093

1. Call to Order and Pledge of Allegiance

Chair Malterer called the meeting to order at 9:30 a.m. A roll call was taken and the Pledge of Allegiance was recited.

The Waseca County Board of Commissioners met in regular session on Tuesday, September 7, 2021, in the boardroom, 300 North State Street, Waseca, Minnesota. County Commissioners present were Chair DeAnne Malterer, Doug Christopherson, Brian Harguth, Blair Nelson, and Brad Krause.

Others present were Michael Johnson, Administrator; Beth Weimert, Executive Assistant; Tammy Spooner, Director of Property & Election Services; Brad Milbrath, County Sheriff; Sarah Berry, Public Health Director; Maame Yorke, Planning and Zoning Specialist; Jonathan Schiro, Court Services Director; Jim Kollar, Public Works Director; Brian Tomford, Building and Grounds Director; Mark Leiferman, Planning and Zoning Administrator; Christopher Hinton, Veteran's Services Officer; Rob Willkening, Waldorf Mayor; Julian Hast, Waseca County News; MnDOT via online platform Greg Ous, Samuel Parker, Anne Wolff, Lisa Bingham.

Public Comment

There was no public comment.

2. Approval of Agenda

Commissioner Krause moved and Commissioner Nelson seconded to approve the agenda with the addition of lunch following today's meeting, which will be at El Tequila. Motion carried unanimously.

3. Approval of County Board Minutes

Commissioner Harguth moved and seconded by Commissioner Christopherson to approve the minutes as listed below. Motion carried unanimously.

- a. Waseca County Board of Commissioners Meeting Minutes August 3, 2021
- b. Waseca County Board of Commissioners Work Session August 17, 2021
- c. Waseca County Board of Commissioner Meeting Minutes August 17, 2021

4. Consent Agenda

Commissioner Christopherson moved and was seconded by Commissioner Harguth to approve the consent agenda as presented. Motion carried unanimously.

- a. Approval of Bills

The following bills were audited and allowed:

A.H. HERMEL COMPANY	393.56
AMAZON CAPITAL SERVICES	148.28
ANCOM COMMUNICATIONS INC	13,753.38
APEX EQUIPMENT LLC	291.50
ASSOC OF MN COUNTIES	229.00
AVENU INSIGHTS & ANALYTICS LLC	6,470.19
BAKER TILLY LLP	8,015.00
BLAIR NELSON	310.27
BOMGAARS SUPPLY	154.49
BOMGAARS SUPPLY	307.71
BRAD KRAUSE	210.56
BRAUN INTERTEC CORPORATION	1,565.00
BRITTON PLUMBING & HEATING LLC	661.42
BUDACH IMPLEMENT INC	14.99
CARDINAL HEALTH 110, LLC	80.17
CDW GOVERNMENT INC	2,611.52
CITY OF WASECA FINANCE DEPARTMENT	12,666.14
COLE PAPERS INC	776.24
CORE PROFESSIONAL SERVICES, P.A.	800.00
CPS TECHNOLOGY SOLUTIONS INC	98.00
D&M BODY SHOP	796.23
DATAWORKS PLUS LLC	1,900.33
DAVE'S BODY SHOP	1,537.99
DEANNE MALTERER	139.66
DENNISON TECHNOLOGY GROUP	104.82
DHS-DCT-ARC-476	1,168.75
DS SOLUTIONS INC.	500.00
ELIZABETH GREEN	457.04
EXPRESS SERVICES INC	2,316.71
FIRST STATE TIRE RECYCLING	3,375.05
FOTH INFRASTRUCTURE & ENVIRONMENT LLC	2,989.00
GEOCOMM INC	25,269.53
GOVERNMENT FORMS AND SUPPLIES	1,988.62
GREYSTONE CONSTRUCTION	13,450.45
HAWK ALARM SYSTEMS INC	486.02
INNOVATIVE OFFICE SOLUTIONS LLC	960.54
J SCOTT BRADEN LAW OFFICE	75.00
JANESVILLE TILE SUPPLY	442.40
JOHN DEERE FINANCIAL	1,115.41
L & L STREET ROD & SPORTS TRUCK	3,503.19
LARKSTUR ENGINEERING & SUPPLY INC	745.56

LEADS ONLINE	4,127.00
M & M RETREAT	125.00
MAAP-JESSICA ARNESON	65.00
MAKAYLA RAE SELVIK	25.00
MICHAEL JOHNSON	414.58
MICHAEL MOUNTAIN	500.00
MIDWEST MOTOR SUPPLY CO INC	1,014.18
MINNESOTA PAVING & MATERIALS	252.48
MINNESOTA TRUCK & EQUIPMENT REPAIR	1,001.99
MJB HANSEN FAMILY LP	1,451.96
MN ASSOC FOR CHILDREN'S MENTAL HEALTH	1,000.00
MN COMM OF TRANSPORTATION	830.72
MN COUNTIES INTERGOVERNMENTAL TRUST	2,827.10
MN VALLEY TESTING LAB	114.60
MN.IT SERVICES	1,338.65
MONROE TOWMASTER LLC	261.95
NAPA AUTO PARTS MPEC	27.48
OERTEL ARCHITECTS LTD	10,689.60
PATTON HOVERSTEN & BERG PA	6,351.00
PICTURE THIS ON GRANITE	722.40
POMP'S TIRE SERVICE	5,157.52
PONDEROSA LANDFILL	78.98
PROPAC	810.54
RDO EQUIPMENT CO	3,647.70
RECOVERY TREK LLC	135.00
REGENTS OF UNIVERSITY OF MN	2,057.20
RINKE-NOONAN ATTORNEYS AT LAW	910.00
RIVER BEND BUSINESS PRODUCTS	1,254.41
RIVER VALLEY FORENSIC SERVICES PA	250.00
ROCKMOUNT RESEARCH & ALLOYS INC	319.30
SMITHS MILL IMPLEMENT INC	220.44
SOUTHSIDE MARINE INC	609.95
SPEE-DEE DELIVERY SERVICE	10.14
STONEBROOKE ENGINEERING INC	2,100.00
STONEBROOKE ENGINEERING INC	3,076.92
STREAMLINE COMMUNICATIONS LLC	5,031.50
STREICHERS	1,906.99
TESCH SERVICE CENTER INC	45.00
THE RETROFIT COMPANIES	359.77
TITAN ENERGY SYSTEMS INC	5,762.24
TYLER TECHNOLOGIES, INC	2,560.00
ULINE	923.62
ULLAND BROTHERS INC	87,813.37

- b. Transfer Funds from IT 01 to Fund 25 Tax Computer Assisted Mass Appraisal in amount of \$15,000
- c. Partial Release of Exclusive Agricultural Use Zone Restrictive Covenant for Lyle L & Judy M Kuhns

5. Capital Highway Investment Plan (CHIP) Outreach, MnDOT

MnDOT presented their 10-year Capital Highway Investment Plan.

- a. District 7 Capital Highway Presentation

6. Action Items

- a. Natural Resources Block Grant Transfers
Sarah Berry, Public Health Director, asked for funds to be transferred for the Natural Resources Block Grant. It is recommended that the Waseca County Board of Commissioners approve the transfer total of \$86,462.00 from 21-124-00000 to 01-451-453-0000 in the amount of \$18,600.00 for Public Health staff program administration; 01-107-0000 in the amount of \$1,000.00 for Planning and Zoning staff permit processing of the SSTS grant; 24-451-0000 in the amount of \$66,862.00 for low income grant SSTS replacements. Motion by Commissioner Nelson seconded by Commissioner Krause. Motion carried unanimously.
- b. Subsurface Sewage Treatment System Low Income Upgrade Grant Application
Sarah Berry, Public Health Director, requested \$40,000.00 for the continuation of the Subsurface Sewage Treatment System low income upgrade grant program. Motion to approve the SSTS grant application requesting \$40,000.00 by Commissioner Nelson seconded by Commissioner Krause. Motion carried unanimously.
- c. Contract 812112 Award for Reconstruction of Blowers Park Access Road
Jim Kollar, Public Works Director, discussed the Contract 812112 award for Reconstruction of Blowers Park Access Road. The low bid was from Timm's Trucking Inc. at \$41, 984.25. A motion by Commissioner Nelson was seconded by Commissioner Krause to approve the bid of \$41,984.25 from Timm's Trucking, Inc. Motion carried unanimously.
- d. Contract 81212 Final Payment and Acceptance
Jim Kollar, Public Works Director, recommended Contract 81212 final payment and acceptance. Motion to approve the final acceptance and make payment to Uhland Brothers Inc. in the amount of \$87,813.37. Commissioner Harguth motioned and Commissioner Christopherson seconded. Motion carried unanimously.
- e. Fiscal Year 2022 Cooperative Agreement between the Third Judicial District and Steele-Waseca Drug Court
Jonathan Schiro, Court Services Director, requested approval of the fiscal year 2022

Cooperative Agreement between the Third Judicial District and Steele-Waseca Drug Court be approved by Waseca County Board of Commissioners. A motion to approve the Cooperative Agreement by Commissioner Nelson was seconded by Commissioner Christopherson. Motion carried unanimously.

f. Resolution 2021-37 Request to Accept FCI Donation

Christopher Hinton, Veteran's Services Officer, presented Resolution 2021-37, a request to accept a Federal Correctional Institute donation of \$160.00. A motion to adopt Resolution 2021-37, to accept the Federal Correctional Institute donation of \$160.00 by Commissioner Krause seconded by Commissioner Harguth. Motion carried unanimously.

**RESOLUTION 2021-37
OF WASECA COUNTY**

BE IT RESOLVED by Waseca County that the County accept a donation from the Federal Correctional Institute Waseca (FCI) in the amount of \$160.00 to go to Veteran Service Waseca County.

BE IT FURTHER RESOLVED Waseca County that Christopher Hinton the County Veterans Service Officer, accept the donation from Federal Correctional Institute on behalf of the County.

g. Resolution 2021-38 Request to apply for Veterans Yearly Operational Grant

Christopher Hinton, Veteran's Services Officer, requested to apply for Veteran's yearly operation grants by Resolution 2021-38. A motion to adopt the Resolution for yearly operational grant was made by Commissioner Krause and seconded by Commissioner Harguth. Motion carried unanimously.

**RESOLUTION 2021-38
OF WASECA COUNTY**

BE IT RESOLVED by Waseca County that the County enter into the attached Grant Agreement with the Minnesota Department of Veterans Affairs (MDVA) to conduct the following Program: County Veterans Service Office Operational Enhancement Grant Program. The grant must be used to provide outreach to the county's veterans; to assist in the reintegration of combat veterans into society; to collaborate with other social service agencies, educational institutions, and other community organizations for the purposes of enhancing services offered to veterans; to reduce homelessness among veterans; and to enhance the operations of the county veterans service office, as specified in Minnesota Statutes 197.608 and Minnesota Laws 2019, Chapter 10 Article 1, Section 37, Subdivision 2. This Grant should not be used to supplant or replace other funding.

BE IT FURTHER RESOLVED Waseca County that Christopher Hinton the County Veterans Service Officer, be authorized to execute the FY2021 CVSO Grant Agreement (an example of which is attached) for the above-mentioned Program on behalf of the County.

h. Resolution #2021-39 Establishing Budget Allocations for American Rescue Plan Act (ARPA) Funds

Michael Johnson, County Administrator, discussed Resolution 2021-39 Establishing Allocations for American Rescue Plan Act (ARPA) Funds. A motion to adopt Resolution 2021-39 for the proposed budget allocations for American Rescue Plan Act Funds by Commissioner Nelson was seconded by Commissioner Christopherson. Motion carried

unanimously.

RESOLUTION 2021-39

Establishing Budget Allocations for Waseca County American Rescue Plan Act Funds (known as ARPA Funds) received from the Federal Government through the United States Department of the Treasury.

WHEREAS, on March 11, 2021 the President of the United States signed into law the American Rescue Plan Act (ARPA) to provide continued relief from the impact of the Covid-19 pandemic; and

WHEREAS, approximately \$350 billion of the ARPA funding was allotted to assist state, local, tribal, and territory governments in responding to the Covid-19 pandemic; and

WHEREAS, funds received are required to be used in accordance with the Coronavirus Local Fiscal Recovery Fund (CLFRF) requirements as provided within the guidance issued by the United States Department of the Treasury:

To respond to the public health emergency or its negative economic impacts.

To respond to workers performing essential work during the Covid-19 public health emergency by providing premium pay to eligible workers.

For the provision of government services to the extent of the reduction in revenue due to the Covid-19 public health emergency relative to the revenues collected in the most recent full fiscal year prior to the emergency.

To make necessary investments in water, sewer, or broadband infrastructure;and

WHEREAS, Waseca County is expected to receive \$3,615,163 in funding, which is scheduled to be issued in two tranches, one half received in 2021, and the remaining funds approximately 12 months later; and

WHEREAS, Waseca County received an initial funding in the amount of \$1,807,581.50 in June of 2021 identified as the funding allocation for the First Tranche.

NOW, THEREFORE, BE IT RESOLVEDthat the Waseca County Board of Commissioners adopts the following budget of the American Rescue Plan Act Funds:

Public Health	\$250,000
Negative Economic Impact	To Be Determined
Services to Disproportionately Impacted Communities	To be Determined
Tourism Advocacy and Resilience	\$500,000
Parks and Natural Areas	\$250,000
Water Resources	\$1,000,000
Broadband Infrastructure	\$1,000,000
Revenue Replacement	To be Determined
Grant Administration	\$150,000
Unallocated	\$465,163
Total Expected ARPA Funds	\$3,615,163

BE IT FURTHER RESOLVED that the Waseca County Board of Commissioners may adjust this budget at any time as program and project opportunities are identified that positively impact the County.

i. Resolution #2021-40 Appointing Waseca County Clerk to the Board

Michael Johnson, County Administrator, shared Resolution 2021-40 Appointing Waseca County Clerk to the Board. Motion to adopt Resolution 2021-40 approving Beth Weimert as the Waseca County Clerk to the Board by Commissioner Harguth seconded by Commissioner Christopherson. Motion carried unanimously.

RESOLUTION 2021- 40
APPOINTING WASECA COUNTY CLERK TO THE BOARD

WHEREAS, the Auditor/Treasurer has traditionally been appointed as the Waseca County Clerk to the Board in the first official meeting of a new operating year; and

WHEREAS, the Auditor/Treasurer position was recently made an appointive position by action taken by the Waseca County Board on July 20, 2021; and

WHEREAS, the scope of duties taken on by the former Auditor/Treasurer in the newly appointed role exceed capacity for the additional duties that are encompassed by the Waseca County Clerk to the Board.

NOW, THEREFORE, BE IT RESOLVED, the Waseca County Board of Commissioners appoint Beth Weimert as the Waseca County Clerk to the Board effective September 8, 2021.

BE IT FURTHER RESOLVED, this appointment is indefinite unless further action is taken by the Waseca County Board.

- j. Conditional Use Permit (CUP) for an Agritourism and Agricultural Direct Market Business for Chad E. & Cheryl L. Bleess, Shirley M. Winter and Robert M & Linda L Winter
Maame Yorke, Planning and Zoning Specialist, discussed a Conditional Use Permit (CUP) for an Agritourism and Agricultural Direct Market Business for Chad E. & Cheryl Bleess, Shirley M. Winter and Robert M. & Linda L. Winter. A motion to approve the criteria for approval and findings of facts for the Conditional Use Permit by Commissioner Christopherson seconded by Commissioner Hartguth. Motion carried unanimously. A motion for approval of the Conditional Use Permit made by Commissioner Krause was seconded by Commissioner Christopherson. Motion carried unanimously.

7. Administration

- a. Administration Update
Michael Johnson, County Administrator, noted that he has been working with townships regarding the American Rescue Plan Act Funds.
- b. Human Resources Announcements
Michael Johnson, County Administrator, provided updates to the board regarding recent human resource 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 Harguth seconded the motion to adjourn the meeting. The motion was carried unanimously and the meeting adjourned at 11:15 a.m.

DeAnne Malterer, Chairperson
Waseca County Board of Commissioners

ATTEST:

Beth Weimert, Clerk
Waseca County Administration