



WASECA COUNTY BOARD OF COMMISSIONERS

January 18, 2022 - 9:30 AM

East Annex Public Meeting Room

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

Present at the meeting were Commissioners Krause, Christopherson, Harguth, Nelson and Malterer.

Also present at the meeting were: Melissa Sexton, Human Services Director; Tammy Spooner, Director of Property & Election Services; Brian Tomford, Building & Grounds Director; Brian Zabel, Planning & Zoning Technician; Maame York, Planning & Zoning Specialist; Brad Milbrath, Sheriff; Christopher Dieker, Network & Database Administrator; Rachel Cornelius, County Attorney; Russ Guse, Ditch Inspector; Joshua Smith, Assistant Engineer and Robert Pearce; Shayna Lewis, news reporter; and Annie Granlund, news reporter.

1. Call to Order and Pledge of Allegiance

Chair Krause called the Regular Meeting to Order at 9:30 a.m. Roll Call was taken and the Pledge of Allegiance was recited.

Public Comment

There was no public comment.

2. Approval of Agenda

Malterer moved and Nelson seconded to approval of the agenda with the following amendments: Move item e from the consent agenda to a discussion item (h. under action items); add Public Safety Grant as a discussion item (i. under action items). Motion carried unanimously.

Board Chair Krause introduced Christopher Dieker. Chris is the new Network & Database Administrator in the Information Technology Department.

3. Ditch Authority

Russ Guse, Ditch Inspector, presented the following ditch repairs:

- a. Ditch Inspection Emergency Repairs
- b. CD #18 Repair
CD #18 in Section 6, Woodville Township in the amount of \$2,065.35
- c. CD #48 Repair
CD #48 in Section 26, New Richland Township in the amount of \$525.00
- d. JD #11 Steele
JD #11 in Section 33, Janesville Twp. and Section 4, Alton Twp. not to exceed \$25,000
- e. JD #5 Steele
JD #5 in Section 23, Otisco Township in the amount of \$1587.20.
- f. CD #45
CD #45 in Sections 12 & 14, St. Mary Township / City of Waseca in the amount of \$4,660.00.

Nelson moved and Christopherson seconded to approve the slate of ditch repairs as presented. Motion carried unanimously.

4. Approval of County Board Minutes

Malterer moved and Harguth seconded to approve the County Board Minutes from November 16, 2021 Commissioner Meeting; December 9, 2021 Commissioner Meeting; and December 9, 2021 Budget and Levy Meeting. Motion carried unanimously.

- a. Waseca County Board of Commissioners Meeting Minutes November 16, 2021
- b. Waseca County Board of Commissioners Meeting Minutes December 9, 2021
- c. Waseca County Board of Commissioners Budget and Levy Meeting December 9, 2021

5. Consent Agenda

Harguth moved and Christopherson seconded to approve the consent agenda, not including item e. as amended. Motion carried unanimously.

a. Approval of Bills

A.H. HERMEL COMPANY	905.18
ADVANCED CORRECTIONAL HEALTHCARE INC	3,590.17
AMAZON CAPITAL SERVICES	441.62
APG MEDIA OF SOUTHERN MN LLC	27.29
APH STORES, INC.	154.53
ASSOC OF MN COUNTIES	4,900.00
BADGEANDWALLET.COM	4,865.00
BLUE EARTH CO	1,810.00
BOB BARKER COMPANY INC	444.71
BOCKS SERVICE INC	538.45
BORNEKE CONSTRUCTION INC	6,220.00
BORNEKE CONSTRUCTION INC	660.00
BRIAN HARGUTH	403.20
BRUCE W NESS	3,602.50
BUDACH IMPLEMENT INC	1.65
CAPITAL ONE	80.07
COLE'S ELECTRIC INC	3,353.26
COMMUNITY COMPLIANCE MONITORING	366.00
CONNORS PLUMBING & HTG INC	10.35
DAVID R BORCHARDT	1,330.00
DEANNE MALTERER	87.47
DEML FORD INC	1,191.84
DENNIS FUNERAL HOMES	620.00
DERSON MANUFACTURING INC	492.10
DUANE RATHMANN	81.17

EJL PUBLICATIONS	96.00
ERICKSON ENGINEERING LLC	5,280.50
EXPRESS SERVICES INC	1,463.47
FIRST HOSPITAL LABORATORIES INC	56.38
FIRST NATIONAL BANK 4135	996.53
FIRST NATIONAL BANK 8759	429.48
FIRST NATIONAL BANK 6946	315.00
FIRST NATIONAL BANK 9655	321.32
FIRST NATIONAL BANK OMAHA 7265	1,477.47
FIRST NATIONAL BANK OHAMA 3678	286.32
FIRST NATIONAL BANK OMAHA	2,998.00
FIRST NATIONAL BANK OMAHA 7462	142.33
FIRST NATIONAL BANK OMAHA 2000	472.86
FIRST NATIONAL BANK OMAHA 9296	260.31
FIRST NATIONAL BANK OMAHA 1325	42.13
FIRST NATIONAL BANK OMAHA 1745	495.00
FIRST NATIONAL BANK OMAHA 2173	200.00
FIRST NATIONAL BANK OMAHA 3979	12.66
FIRST NATIONAL BANK OMAHA 4404	976.72
FIRST NATIONAL BANK OMAHA 4986	474.67
FIRST NATIONAL BANK OMAHA 5348	150.87
FIRST NATIONAL BANK OMAHA 5640	736.19
FIRST NATIONAL BANK OMAHA 6114	286.32
FIRST NATIONAL BANK OMAHA 6171	196.90
FIRST NATIONAL BANK OMAHA 7236	969.55
FIRST NATIONAL BANK OMAHA 7801	429.48
FIRST NATIONAL BANK OMAHA 7877	330.00
FIRST NATIONAL BANK OMAHA 8006	42.00
FIRST NATIONAL BANK OMAHA 8263	323.51
FIRST NATIONAL BANK OMAHA 8264	149.78
GBERBA (GREATER BLUE EARTH BASIN ALLIA)	5,570.00
GMS INDUSTRIAL SUPPLY INC	179.99
GUARDIAN SUPPLY	179.98
HAWK ALARM SYSTEMS INC	312.00
HY-VEE OWATONNA	852.47
INNOVATIVE OFFICE SOLUTIONS LLC	361.55
INNOVATIVE OFFICE SOLUTIONS LLC	40.97
INTERNET CONNECTIONS	100.00
J SCOTT BRADEN LAW OFFICE	140.50
JANESVILLE HARDWARE LLC	241.40
JOHN THOMPSON	4,798.75
JONES HAUGH & SMITH	38,819.95
KENDALL LANGSETH	4,728.83

L & L STREET ROD & SPORTS TRUCK	300.00
LAMPERT LUMBER	13.29
LEAH CAMERON	17.23
LEON SCHOENROCK	96.38
MAAO REGION 1	75.00
MACPZA (MN ASSOC OF CO P&Z ADMIN)	250.00
MARK BEHREND	2,162.30
MARK SOMMERS	90.88
MARVIN PEARSON	94.98
MEI TOTAL ELEVATOR SOLUTIONS	430.55
MESSICK LAW PLLC	1,246.28
MID STATES ORGANIZED CRIME INFO CENTER	150.00
MIDWEST MONITORING & SURVEILLANCE	552.61
MN BUREAU OF CRIMINAL APPREHENSION	390.00
MN COUNTIES INTERGOVERNMENTAL TRUST	1,319.00
MN COUNTIES INTERGOVERNMENTAL TRUST	3,341.00
MN DEPT OF CORRECTIONS STS	18,768.74
MN DEPUTY REGISTRARS ASSOC	440.00
MN SHERIFFS ASSOC	6,888.17
NAPA AUTO PARTS MPEC	7,777.89
NAPA AUTO PARTS MPEC	84.04
NEW RICHLAND SPORTSMAN CLUB	300.00
NUSS TRUCK GROUP INC	102.05
PLUNKETT'S PEST CONTROL INC	96.75
RICHARD POSSIN	96.97
ROBERT VOGELSANG	101.65
ROBINSON APPRAISAL & ASSOCIATES INC	1,250.00
RODNEY BORN	82.93
RS EDEN	75.30
RUSSELL GUSE	3,878.38
RUSSELL J FREDERICK	83.63
SAFETY KLEEN SYSTEMS INC.	322.97
SMITH TOLLEFSON RAHRICK & CASS	760.00
SMITHS MILL IMPLEMENT INC	62.65
STATE OF MN BUREAU OF CRIM APPREHEN CJIS	120.00
STEPHANIE ROEMHILDT	167.84
STONEBROOKE ENGINEERING INC	643.58
STREICHERS	974.08
TAFT STETTINIUS & HOLLISTER LLP	500.00
TECTA AMERICA CORPORATION	2,854.16
THOMPSON SANITATION	13,168.54
THOMSON REUTERS	420.50
THOMSON REUTERS	90.64

TOM BORNEKE CONSTRUCTION	1,125.00
TRIMIN SYSTEMS INC	27,304.00
US VENTURE INC	1,201.76
VOIANCE LANGUAGE SERVICES LLC	34.36
WASECA CO AUDITOR-TREASURER	425.04
WASECA GLASS INC	297.82
WASECA HARDWARE LLC	300.84
WASECA HARDWARE LLC	82.07
WASECA HARDWARE LLC	201.32

- b. Monthly Electronic Funds Transfer Report
- c. Initial Report on January 6, 2022 Planning Commission Meeting
- d. Waseca County Zoning Code; Lavern Ristau Transfer of Development Rights
- e. Partial Release of Exclusive Agricultural Use Zone Restrictive Covenant; Russel E. Rosenau Revocable Trustee and Delores M. Rosenau Revocable Trustee
- f. ~~Request for an Extension of 45-Day Deadline to Complete Required Code Improvements--
Kimber & Nancy Prehn~~

6. Action Items

- a. Contract for Cleaning Services
Brian Tomford, Buildings & Grounds Director, requested approval of a contract for cleaning services. Tomford put out a request for bids and received one bid from Stoltz Cleaning Services. Tomford requested to move forward with the contract and reevaluate the status in one year. Malterer moved and Nelson seconded to approve the one-year contract on a trial basis. Motion carried unanimously.
- b. Approval of Contractor for Courthouse Remodel
Brian Tomford, Buildings & Grounds Director, presented bids received for the courthouse remodeling project. Three bids were received with Wilcon being the lowest bid. Staff, together with the Architect, Olson & Hobbie, recommended awarding the bid to Wilcon in the amount of \$425,320.00. Christopherson moved Malterer seconded to award the bid to the lowest responsible bidder, Wilcon in the amount of \$425,320.00. Motion carried unanimously.
- c. Contract 812107 Acceptance and Final Payment
Joshua Smith, Assistant Engineer, requested final acceptance and payment on Highway Contract #812107. Nelson moved and Christopherson seconded to approve of acceptance and approve final payment in the amount of \$3,353.26 to Cole Electric. Motion carried unanimously.
- d. Agreement for AIS Watercraft Inspection Services

Brian Zabel, Planning & Zoning Technician, presented a contract for Aquatic Invasive Species Watercraft Inspection Services for the 2022 boating season. Malterer moved and Harguth seconded to approve entering into a contract with WaterGuards, LLC in the amount of \$21,600.00. Motion carried unanimously.

e. Approval of Classification, Appraised Value and Sale of Tax Forfeiture Property

Tammy Spooner, Director of Property & Election Services, presented a resolution Approving Classification, Appraised Value and Sale of Tax forfeiture Property in Waseca. Spooner stated that due to an issue with the publication, this resolution is restating classification, values and sale terms and changing the date of the sale. Malterer moved and Christopherson seconded to adopt Resolution #2022-08, Approving Classification, Appraised Value and Sale of Tax Forfeiture Property in Waseca County. Motion carried unanimously.

RESOLUTION #2022-08

Resolution Approving Classification, Appraised Value and Sale of Tax Forfeiture Property in Waseca County

WHEREAS, the County Board of Commissioners of the County of Waseca, State of Minnesota desires to offer for sale certain parcels of land that have forfeited to the State of Minnesota for nonpayment of taxes, and

WHEREAS, said parcels of land have been viewed by the Director of Property and Election Services and have been classified as non-conservation lands as provided for by the Minnesota Statutes 282.01.

WHEREAS, said parcels of land have been appraised by the Director of Property and Election Services which include any special assessment that may be paid at time of distribution of net revenue from sale of property.

NOW THEREFORE, BE IT RESOLVED that the Waseca County Board of Commissioners hereby certify that all parcels of land on the attached list have been viewed and comply with the provisions of Minnesota Statutes 85.012, 92.461, 282.01 Subd. 8 and 282.018 and other statutes that require the withholding of tax forfeited lands from sale.

BE IT FURTHER RESOLVED that the Waseca County Board of Commissioners hereby approve the classification, sale of parcels on the attached Tax Forfeiture list to be sold on February 11, 2022 at 2:00 p.m. and the attached terms of sale.

f. Consideration and Award of Contract 812206 - Crush Asphalt and Concrete Stockpiles

Joshua Smith, Assistant Engineer, presented bids for contract #182206 for crushing bituminous and concrete stockpiles. Smith requested awarding the bid to the lowest responsible bidder, Holtmeier Construction Inc. in the amount \$78,750.00, requesting also to put a cap of \$100,000.00 as they do not know the exact amount of material. Harguth moved and Malterer seconded to award the contract to Holtmeier Construction at \$78,750.00, with a cap of \$100,000.00 if there is additional material to crush. Motion carried unanimously.

g. Resolution 2022-07 - Designating the Waseca County Website as the 2022 Official Publication for Transportation Projects

Smith also presented a resolution designating the Waseca County Website as the 2022 Official Publication for Transportation Projects. After discussion, Harguth moved and Malterer seconded to adopt Resolution 2022-07 Designating the Waseca County Website as the 2022 Official Publication for Transportation Projects. Motion carried unanimously.

RESOLUTION # 2022-07

Designating the Waseca County Website as the 2022 Official Publication for Transportation Projects

WHEREAS, Minnesota Statute §375.21 states, among other things, that when required by certain

dollar limitations a contract for work or labor to construct or repair roads, bridges or buildings be made by the County Board only after advertising for bids or proposals in a qualified legal newspaper of the county; and

WHEREAS, pursuant to Resolution 2022-01, the Waseca County Board of Commissioners has designated the NRHEG Star Eagle as the official newspaper for the 2022 publication of official proceedings and public notices; and

WHEREAS, Minnesota Statute §331A.12 provides that the Waseca County website may be designated as the official publication for transportation projects; and

WHEREAS, publication on the website may be used in place of or in addition to any other required form of publication; and

WHEREAS, publication on the County's website for transportation projects shall conform to substantially the same format and for the same period of time as required for publication in an official newspaper; and

WHEREAS, a permanent record of such publications shall be maintained by Waseca County in a form accessible to the public.

NOW, THEREFORE BE IT RESOLVED, that the Waseca County Board of Commissioners hereby designate the Waseca County website, www.wasecainn.us, as the 2022 official publication for the public notices required for transportation projects.

BE IT FURTHER RESOLVED, that a notice be published in the Official Newspaper and on the Waseca County website that any advertisements for bids for transportation projects will be published on the Waseca County website.

- h. Request for an Extension of 45-Day Deadline to Complete Required Code Improvements
Kimber & Nancy Prehn

Maame York, Planning & Zoning Specialist, presented a request by Kimber & Nancy Prehn for an extension to the 45 days give to perform corrective actions on their property per the County's Unified Development Code. Prehns put up shed in 2012. At a later date, the shed was converted to an Accessory Dwelling Unit. Notice was sent that the structure did not meet the proper requirements. After discussion and consideration, Nelson moved and Christopherson seconded to extend the period to May 1, 2022 to come back with a plan. Motion carried 4-1 by the following roll call: Christopherson, aye; Harguth, nay; Nelson, aye; Malterer, aye; and Krause, aye.

7. Administration

- a. Administration Update
- b. Human Resources Announcements

8. Commissioner Reports

Commissioner reports were shared.

9. Closed Session to Consider Private Appraisal Data Pursuant to Minn. Stat. 13D.05, Subd. 3.

Christopherson moved and Harguth seconded to close the session at 11:15 a.m. pursuant to Minn. Stat. §13D.05, Subd. 3(b) as permitted by attorney-client privilege. Motion carried unanimously.

Present during the closed session were: Commissioners Krause, Christopherson, Harguth, Nelson, and Malterer; Melissa Sexton, Human Resources Director; Tammy Spooner, Director of Property & Election Services, and Rachel Cornelius, County Attorney. Joe Udermann, Assessor, participated via telephone.

Discussion was held regarding pending litigation. Chair Krause ended the closed session at 12:00 p.m.

Malterer moved and Christopherson seconded to follow the litigation strategy as discussed in the closed session. Motion carried unanimously.

10. Adjourn

Harguth moved and Nelson seconded to adjourn the meeting at 12:02 p.m. Motion carried unanimously.

Brad Krause, Chairperson
Waseca County Board of Commissioners

ATTEST:

Beth Weimert, Clerk
Waseca County Administration