



WASECA COUNTY BOARD OF COMMISSIONERS

April 19, 2022 - 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, Tuesday, April 19, 2022 in the Commissioners' Room, 300 North State Street, Waseca, Minnesota. Members present were Chair Brad Krause, DeAnne Malterer, Doug Christopherson, Brian Harguth, and Blair Nelson.

Other members present were Michael Johnson, County Administrator; Beth Weimert, Administrative Coordinator; Chris Howard, Ditch Inspector; Judy Hiller, IT Director; Tammy Spooner, Property and Election Services Director; Melissa Sexton, Human Resources Director; Mark Schaetzke, Soil and Water District Manager; Sheriff Brad Milbrath, Brian Zabel, Planning and Zoning Technician; Rachel Cornelius, County Attorney

Others present include Mitch Jewison, Greg Jewison, Dennis Jewison, and Jeff Daley, Steele-Waseca Coop.

1. Call to Order and Pledge of Allegiance

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

Public Comment

There was no public comment.

2. Approval of Agenda

Move 4d (Update on Required Code Improvements) to action item 5d. Motion to approve the Waseca County Board of Commissioners amended agenda as noted by Commissioner Nelson, seconded by Commissioner Harguth. Motion carried unanimously.

3. Ditch Authority

a. CD 19 Perpetual Conservation Easement

Brian Zabel, Planning and Zoning Land Use Planner discussed the CD 19 Perpetual Conservation Easement with the Waseca County Board of Commissioners. Motion to accept the CD 19 Perpetual Conservation Easement by Commissioner Malterer, seconded by Commissioner Nelson. Motion carried 5-0.

4. Consent Agenda

Commissioner Malterer moved and was seconded by Commissioner Christopherson to approve the consent agenda as presented. Motion carried 5-0.

a. Approval of Bills

A.H. HERMEL COMPANY	406.38
ADVANCED CORRECTIONAL HEALTHCARE INC	5.71
ALVIN GRAMS	104.57
AMAZON CAPITAL SERVICES	497.19

AMERICAN ENGINEERING TESTING INC	3,578.88
ASSOC OF MN COUNTIES	400.00
BARBARA J. BUKER	390.40
BAUER BUILT INC	3,607.00
BOB BARKER COMPANY INC	889.15
BOCKS SERVICE INC	271.50
BUDACH IMPLEMENT INC	14.13
CAPITAL ONE	81.67
CIT INC	850.50
CLIA LABORATORY PROGRAM	180.00
COLE PAPERS INC	998.45
COLE'S ELECTRIC INC	350.00
COMMUNITY COMPLIANCE MONITORING	66.00
COMPUTER INFORMATION SYSTEMS INC	2,340.00
CONTINENTAL RESEARCH CORPORATION	997.55
CRYSTEEL TRUCK EQUIPMENT	179.83
D&D PRODUCTS	2,523.00
DEANNE MALTERER	186.32
DEB WESTPHAL	122.85
DEML FORD INC	3,430.15
DONNELLY LAW FIRM PLLC	1,125.00
DUANE RATHMANN	81.17
DVORSAK MATERIAL HANDLING EQUIPMENT INC	210.00
EINHAUS, MATTISON, CARVER & HABERMAN, PA	930.00
EXPRESS CARE INC	44.99
FASTENAL CO	65.50
FIRST NATIONAL BANK	165.18
FIRST NATIONAL BANK 8759	397.46
FIRST NATIONAL BANK 6946	329.00
FIRST NATIONAL BANK 9655	363.18
FIRST NATIONAL BANK OMAHA 7265	79.94
FIRST NATIONAL BANK 3458	50.00
FIRST NATIONAL BANK 4208	684.70
FIRST NATIONAL BANK 5529	795.00
FIRST NATIONAL BANK 8194	567.66
FIRST NATIONAL BANK 9593	91.24
FIRST NATIONAL BANK OF OMAHA	1,744.86
FIRST NATIONAL BANK OF OMAHA 0792	17.12
FIRST NATIONAL BANK OF OMAHA 2967	108.92
FIRST NATIONAL BANK OF OMAHA 3151	921.61
FIRST NATIONAL BANK OF OMAHA 3849	549.10
FIRST NATIONAL BANK OHAMA 3678	397.46
FIRST NATIONAL BANK OMAHA	1,108.35

FIRST NATIONAL BANK OMAHA 7462	25.84
FIRST NATIONAL BANK OMAHA 9296	1,307.15
FIRST NATIONAL BANK OMAHA 1745	1,133.80
FIRST NATIONAL BANK OMAHA 2173	188.27
FIRST NATIONAL BANK OMAHA 2905	105.50
FIRST NATIONAL BANK OMAHA 3979	306.13
FIRST NATIONAL BANK OMAHA 4986	50.01
FIRST NATIONAL BANK OMAHA 5295	75.22
FIRST NATIONAL BANK OMAHA 5348	702.22
FIRST NATIONAL BANK OMAHA 5640	464.30
FIRST NATIONAL BANK OMAHA 6072	150.50
FIRST NATIONAL BANK OMAHA 6114	397.46
FIRST NATIONAL BANK OMAHA 6742	38.47
FIRST NATIONAL BANK OMAHA 6755	64.35
FIRST NATIONAL BANK OMAHA 6908	1,915.60
FIRST NATIONAL BANK OMAHA 7236	445.46
FIRST NATIONAL BANK OMAHA 7801	198.73
FIRST NATIONAL BANK OMAHA 7877	415.86
FIRST NATIONAL BANK OMAHA 8006	89.30
FIRST NATIONAL BANK OMAHA 8263	1,302.37
FIRST NATIONAL BANK OMAHA 8264	478.27
FIRST NATIONAL BANK OMAHA 8830	404.58
GMS INDUSTRIAL SUPPLY INC	226.10
GUARDIAN SUPPLY	1,728.14
GUTTENBERG	290.00
HY-VEE OWATONNA	642.94
IFACS	125.00
INNOVATIVE OFFICE SOLUTIONS LLC	1,402.59
J R BRUENDER CONST INC	171.00
JOHN THOMPSON	3,368.75
JONATHAN SCHIRO	49.73
JONES AND MAGNUS LLC	10.00
KENDALL LANGSETH	2,112.51
K-WAY EXPRESS INC	1,300.00
LARKSTUR ENGINEERING & SUPPLY INC	52.61
LEON SCHOENROCK	96.38
LESUEUR CO SHERIFF-CIVIL DIVISION	1,552.50
MAIRS CHIROPRACTIC INC	84.00
MARK BEHREND	1,843.88
MARK SOMMERS	90.88
MARVIN PEARSON	94.98
MAYO CLINIC ST LOUIS MO	309.00
MCHS WASECA	177.00

MEI TOTAL ELEVATOR SOLUTIONS	447.77
MENARDS-MANKATO	216.50
MESSICK LAW PLLC	1,840.00
MIDWEST MONITORING & SURVEILLANCE	230.75
MIDWEST MOTOR SUPPLY CO INC	1,022.49
MJB HANSEN FAMILY LP	1,451.96
MN BUREAU OF CRIMINAL APPREHENSION	390.00
MN COUNTIES COMPUTER COOP	18,117.83
MN ENVIRONMENTAL HEALTH ASSOCIATION	40.00
MONROE TOWMASTER LLC	657.08
M-R SIGN COMPANY INC	131.54
NAPA AUTO PARTS MPEC	7,161.21
NORTH CENTRAL INTERNATIONAL INC	2,409.75
NOW MICRO	16,962.00
OERTEL ARCHITECTS LTD	1,880.88
O'REILLY AUTOMOTIVE INC	7.99
PATTON HOVERSTEN & BERG PA	1,540.00
PEMBERTON LAW PLLP	106.50
PLUNKETT'S PEST CONTROL INC	96.75
POWERPLAN INC	3,344.66
RAMSEY COUNTY	500.00
RECOVERY TREK LLC	630.00
REGENTS OF UNIVERSITY OF MN	19,237.25
RICHARD MORRIS	100.00
RICHARD POSSIN	96.97
RICK'S APPLIANCE	50.00
RIVER BEND BUSINESS PRODUCTS	317.28
ROBERT VOGELSANG	101.65
ROCKMOUNT RESEARCH & ALLOYS INC	2,004.62
RUSSELL GUSE	1,055.06
RUSSELL J FREDERICK	83.63
SANCO EQUIPMENT	224.90
SCHNEIDER GEOSPATIAL LLC	1,104.00
SEACHANGE PRINTING & MARKETING SERVICES LLC	6,275.31
SNAP ON INCORPORATED	1,970.64
STEPHANIE ROEMHILDT	167.84
STERICYCLE INC	45.00
TECTA AMERICA CORPORATION	1,170.00
TESCH SERVICE CENTER INC	30.00
THE ELECTRONIC CONNECTION	41.98
THIRTY YEAR VENTURES LLC	119.00
THOMSON REUTERS	511.14
TODD P CHRISTIANSON PROFESSIONAL CORP	746.00

TOPPERS PLUS INC	1,051.00
TRUCK CENTER COMPANIES	734.32
TYLER TECHNOLOGIES, INC	745.00
ULINE	677.16
US VENTURE INC	660.96
WASECA CO PROPERTY & ELECTION SERVICES	167.89
WASECA CO SOIL & WATER	1,395.83
WASECA GLASS INC	455.00
WASECA HARDWARE LLC	18.98
WASECA HARDWARE LLC	142.82
WASECA HARDWARE LLC	420.20
WASECA HARDWARE LLC	35.89
WASECA MOTOR CO	461.18

- b. **March 2022 Monthly Electronic Funds Transfer Report**
March 2022 Monthly Electronic Funds Transfer Report was reviewed by the Waseca County Board of Commissioners.
- c. **Request for Travel**
Melissa Sexton, Human Resources Director, discussed seeking board approval to send three staff members to attend the Tyler Technologies Annual Conference, which is held May 15-18, 2022, in Indianapolis, Indiana. Management recommends the following staff members to attend:
Amy Schauer, Finance Coordinator (super user of the finance side of Munis)
Samantha Strand, HR Generalist (super user of the Human Capital Management of Munis)
Christopher Dieker, Network Administrator (new to Tyler but will be I.T support for the software) All costs (travel, lodging) associated with the conference were anticipated within each department's 2022 budget. Anticipated conference costs for all attendees is \$6,136.82.
- d. ~~Update on Required Code Improvements – Kimber & Nancy Prehn~~
- e. **Preliminary Report on April 7, 2022 Waseca County Planning Commission Meeting**

5. Action Items

- a. **Public Hearing & Resolution 2022-19 Approval of Redistricting**
Tammy Spooner, Property and Election Services Director, discussed redistricting of Commissioner districts. Motion to adopt Resolution 2022-19 for Adoption of County Commissioner Districts by Commissioner Nelson, seconded by Commissioner Christopherson. Motion carried 5-0.
Chair Krause opened public hearing for the redistricting of Commissioner districts at 9:38 a.m. Chair Krause closed the public hearing at 9:39 a.m.

Waseca County Resolution # 2022-19 for Adoption of County Commissioner Districts

WHEREAS, Minnesota Statutes Chapter 375 establishes the procedure and requires a process for redistricting County Commission districts

based on population figures from the Federal Census; and,

WHEREAS, Minnesota Statute section 204B.135, subd. 2 requires that County Commissioner Districts be redistricted with 80 days of when the legislature has been redistricted or at least 15 weeks before the state primary election, whichever comes first; and,

WHEREAS, pursuant to these statutes the 2020 Federal Census population figures shall be used to redistrict the Waseca County Commissioner Districts by April 26, 2022, and that Commissioner Districts shall be bounded by town, municipal, ward, city district, or precinct lines; and,

WHEREAS, the Waseca County Board of Commissioners has considered the possibility or potential for maximizing minority representation on the board of commissioner; and,

WHEREAS, Waseca County published a three week notice in the newspaper having the contract for publishing the commissioner's proceedings for the county for 2022; and,

WHEREAS, Waseca County conducted public meetings on March 29, 2022 and April 19, 2022;

NOW, THEREFORE BE IT RESOLVED that Waseca County Board of Commissioners hereby redistricts the County of Waseca, following town, municipal, ward, city district, or precinct lines as reestablished in April, 2022, and reestablishes the length of terms as follows:

District 1 – Alton Township, Freedom Township, Waldorf City, Vivian Township, Byron Township, New Richland Township, New Richland City, and Otisco Township (continuation of current term, 2024 Election)

District 2 – Waseca 2-B, Waseca 3-B, and Woodville Township Precinct 1 (continuation of current term, 2024 Election)

District 3 – Waseca 1-A and Waseca 2-A (4-year term, 2022 Election)

District 4 – Janesville Township, Janesville City, Iosco Township, Blooming Grove Township, and City of Elysian (4-year term, 2022 Election)

District 5 – St. Mary Township, Wilton Township, Waseca 1-B, Waseca 3-A and Woodville Township Precinct 2 (4-year term, 2022 Election)

BE IT RESOLVED that the County Administrator is directed to file the redistricting plan with the County Auditor by May 2, 2022, to be effective on June 31st, 2022, for the 2022 primary and general election and publish in the NRHEG Star Eagle.

BE IT FINALLY RESOLVED that the districts are, for illustrative purposes, identified in a map of the county attached hereto and marked "Exhibit A" and a listing of district populations marked as "Exhibit B" which by reference are hereby made a part hereof.

b. **Resolution 2022-20 National County Government Month Proclamation**

Motion to adopt Resolution 2022-20 National County Government Month Proclamation by Commissioner Harguth, seconded by Commissioner Christopherson. Motion carried 5-0.

**National County Government Month - April 2022
"Counties THRIVE"**

WHEREAS, the nation's 3,069 counties, parishes and boroughs serving more than 315 million Americans provide essential services to create healthy, safe and vibrant communities; and

WHEREAS, counties provide public health services, administer justice, keep communities safe, foster economic opportunities and much more; and

WHEREAS, Waseca County and all counties take pride in our responsibility to protect and enhance the health, wellbeing and safety of our residents in efficient and cost-effective ways; and

WHEREAS, under the leadership of National Association of Counties, President Larry Johnson, NACo is demonstrating how "Counties THRIVE," especially in supporting residents and businesses during the coronavirus pandemic; and

WHEREAS, each year since 1991 the National Association of Counties has encouraged counties across the country to elevate awareness of county responsibilities, programs and services; and

WHEREAS, Waseca County was able to directly support over 200 business and nonprofits with pandemic response as well as hundreds of other residents with COVID-19 related challenges; and

WHEREAS, Waseca County was able to maintain stellar service levels while continuing to take on a variety of new challenges despite minimizing increase to levy and budget.

WHEREAS, Waseca County staff are its greatest asset and do their best to help, serve and protect the residents of this County.

NOW, THEREFORE, BE IT RESOLVED THAT I, Brad Krause, Chair of the Waseca County Board of Commissioners, do hereby proclaim April 2022 as National County Government Month in Waseca County and encourage all county officials, employees, schools and residents to participate in county government celebration activities.

c. **Resolution 2022-18 Establishing Absentee Ballot Board for Special Election of May 24, 2022**
Spooner noted that she is requesting the board to adopt Resolution 2022-18 Establishing Absentee Ballot Board for Special Election of May 24, 2022. Motion to adopt Resolution 2022-18 Establishing Absentee Ballot Board for Special Election of May 24, 2022 by Commissioner Nelson, seconded by Commissioner Malterer. Motion carried 5-0.

**RESOLUTION 2022-18
ESTABLISHING AN ABSENTEE BALLOT BOARD
FOR THE SPECIAL ELECTION MAY 24, 2022**

WHEREAS, Waseca County is required by Minnesota Statute 203B.121, Subd. 1 to establish an Absentee Ballot Board; and
WHEREAS, on March 15, 2022 Waseca County adopted Resolution 2022-13 Establishing an Absentee Ballot Board for the Special Election May 24, 2022; and

WHEREAS, this resolution is being adopted to clarify and state the deputized status of six members of the Absentee Ballot Board; and

WHEREAS, this board will bring uniformity in the processing of accepting or rejecting returned absentee ballots in Waseca County; and

WHEREAS, the Absentee Ballot Board would consist of a sufficient number of trained judges and/or trained Property & Election Service's Staff as provided in sections of 204B.19 to 204B.22;

NOW, THEREFORE, BE IT RESOLVED, the Waseca County Board of Commissioners hereby established an Absentee Ballot Board that would consist of the following members:

- Robin Nelson – Deputy Auditor and Trained Election Judge
- Mary Jo Stangler – Deputy Auditor and Trained Election Judge
- Doris Papke – Deputy Auditor and Trained Election Judge
- Amy Schauer – Deputy Auditor and Trained Election Judge
- Cristin Borneke – Deputy Auditor and Trained Election Judge
- Katherine Burns – Deputy Auditor and Trained Election Judge
- Linda Karst – Trained Election Judge
- Suzanne Root – Trained Election Judge

as provided in sections 204B.19 to 204B.22 to perform the task.

d. Update on Required Code Improvement - Kimber and Nancy Prehn

Waseca County Board of Commissioners discussed the update on required code improvement for Kimber and Nancy Prehn. Motion to approve the extension at midnight on May 5, 2022 only in consideration of staff time and resources, for the required code improvement by Commissioner Malterer, seconded by Commissioner Christopherson.

Motion carried 3-2 by the following roll call: Malterer - yes; Nelson - no; Harguth - no; Christopherson - yes; Krause - yes.

6. Administration

a. Administration Update

Michael Johnson, County Administrator, provided the Waseca County Board of Commissioners with a county update.

b. Human Resources Announcements

Nothing to report at this time.

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 Malterer moved and Commissioner Christopherson seconded the motion to adjourn the meeting. The motion was carried unanimously and the meeting adjourned at 10:39 a.m.

Brad Krause, Chairperson
Waseca County Board of Commissioners

ATTEST:

Beth Weimert, Clerk
Waseca County Administration