



WASECA COUNTY BOARD OF COMMISSIONERS

May 3, 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, May 3, 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 present were Michael Johnson, County Administrator; Beth Weimert, Administrative Coordinator; Sheriff Brad Milbrath; Brian Zabel, Land Use Planner; Maame Yorke, Planning and Zoning Specialist; Chris Howard, Drainage Management Coordinator; Jeff Daley, Steele-Waseca Cooperative Electric

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

Motion to approve the Waseca County Board of Commissioners agenda by Commissioner Harguth, seconded by Commissioner Malterer. Motion carried 5-0.

3. Ditch Authority

a. CD 23--Reestablish and Correct Drainage System Records

Brian Zabel, Land Use Planner, discussed the reestablishment/correction of drainage system records for Waseca County Ditch 23. Motion to approve findings and order directing proceedings to reestablish and correct drainage system records (103e.101, subd. 4a) by Commissioner Nelson, seconded by Commissioner Christopherson. Motion carried 5-0.

b. CD 19--Set Public Hearing for Ditch Improvement Final Acceptance

Brian Zabel, Land Use Planner, noted that the drainage staff is requesting to set a public hearing for final acceptance of the improvement constructed on CD 19 for June 7, 2022 at 9:35 a.m. Motion to set a public hearing for final acceptance of the improvement constructed on CD 19 for June 7, 2022 at 9:30 a.m., by Commissioner Malterer, seconded by Commissioner Harguth. Motion carried 5-0.

4. Approval of County Board Minutes

a. Waseca County Board of Commissioner Work Session February 1, 2022

Motion to approve the Waseca County Board of Commissioners February 1, 2022, work session meeting minutes by Commissioner Harguth, seconded by Commissioner Nelson. Motion carried 5-0.

5. Consent Agenda

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

a. Approval of Bills

A.H. HERMEL COMPANY	578.47
ACCESS INFO MANAGEMENT OF MN INC	1,503.15
ADVANCED CORRECTIONAL HEALTHCARE INC	3,372.31
AMAZON CAPITAL SERVICES	108.31
AMERICAN LEGAL PUBLISHING	203.00
ANCOM COMMUNICATIONS INC	566.00
AVENU INSIGHTS & ANALYTICS LLC	195.75
BLUE EARTH CO	1,170.00
BLUE EARTH CO HUMAN SERVICES	1,343.75
BOMGAARS SUPPLY	29.98
BOMGAARS SUPPLY	215.44
BOMGAARS SUPPLY	793.48
BORNEKE CONSTRUCTION INC	5,475.00
CENTRAL FIRE PROTECTION INC	1,420.40
CHOSEN VALLEY TESTING INC	4,880.00
COLE PAPERS INC	198.22
COLLEEN HOWARD	200.00
COUNTRYSIDE FLAGPOLE	950.00
DAVID R BORCHARDT	470.00
DONNELLY LAW FIRM PLLC	1,125.00
DS SOLUTIONS INC.	598.00
EATON INDUSTRIES LLC	500.00
ELECTION SYSTEMS & SOFTWARE LLC	329.09
ELIZABETH GREEN	3,226.76
ERICKSON ENGINEERING LLC	12,400.88
EUGENE C FISHER	200.00
FIRST HOSPITAL LABORATORIES INC	237.52
FREMAREK INC	1,584.00
GOVERNMENT FORMS AND SUPPLIES	479.16
I & S GROUP INC	4,500.00
IFACS	32.73
INNOVATIVE OFFICE SOLUTIONS LLC	821.23
J R BRUENDER CONST INC	171.00
J SCOTT BRADEN LAW OFFICE	2,453.50
JANESVILLE TILE SUPPLY	165.50
LOWER 48 TRANSPORT SERVICE INC	898.32
MELISSA SEXTON	250.97
MID-NET SOLUTIONS	108.00
MIDWEST MOTOR SUPPLY CO INC	1,456.30
MN COMM OF TRANSPORTATION	414.91
MN COUNTIES COMPUTER COOP	3,867.50

MN DEPT OF TRANSPORTATION	18,738.43
NAPA AUTO PARTS MPEC	190.93
NORTHLAND TRENCHING EQUIPMENT LLC	2,419.00
NOW MICRO	1,349.00
OFFICE OF MNIT SERVICES	1,338.65
OLYMPIC FIRE PROTECTION	335.00
PUBLIC SAFETY EQUIPMENT LLC	504.00
RDO EQUIPMENT CO	18,654.52
RINKE-NOONAN ATTORNEYS AT LAW	2,013.00
RIVER BEND BUSINESS PRODUCTS	1,317.53
RS EDEN	82.15
SANCO EQUIPMENT	784.34
SHORT-ELLIOTT-HENDRICKSON INC	19,210.02
SMITH TOLLEFSON RAHRICK & CASS	1,350.00
SNAP ON INCORPORATED	9,804.39
SOUTH CENTRAL SERVICE COOP	117.00
STATE BANK OF NEW RICHLAND	8,673.38
STREAMLINE COMMUNICATIONS LLC	5,038.00
UNIVERSAL RECYCLING TECHNOLOGIES,LLC	875.20
VICTORIA ZIEMKE	1,400.00
WASECA AREA CHAMBER OF COMMERCE INC	80.00
WASECA CO PROPERTY & ELECTION SERVICES	407.74
WASECA COUNTY AGRICULTURAL SOCIETY	50.00
WASECA COUNTY AGRICULTURAL SOCIETY	125.00
WASECA COUNTY NEWS (SUBSCRIPTION)	68.95
ZAHL EQUIPMENT SERVICE INC	383.50
ZIEGLER INC	561.40

b. Sick Leave Donation

Staff is requesting the Board consider approving the sick leave donation request with the understanding it is to be used for a case/situation that was originally requested and cannot be used for different situations unless prior board approval. It was also recommended that any donations have to be utilized prior to the end of the 2022 calendar year and, if not used, they are given back to the employee who donated.

c. 2022 Noxious Weed Notice

Zabel discussed the annual noxious weeds lists with the Waseca County Board of Commissioners.

6. Action Items

- a. Public Hearing to Consider Amendment to §6.03 of the Waseca County Unified Development Code (UDC) and approve Ordinance 150
Chair Krause opened the public hearing at 9:58 a.m.

Maame Yorke, Senior Land Use Planner, discussed amending §6.03 of the Waseca County Unified Development Code.

ORDINANCE: 150
WASECA COUNTY AN ORDINANCE AMENDING §6.03 OF THE
WASECA COUNTY UNIFIED DEVELOPMENT CODE

The County Board of Commissioners for Waseca County hereby ordains as follows:

WHEREAS, Waseca County Planning and Zoning requested an amendment to the Waseca County Unified Development Code §6.03; and
WHEREAS, the Waseca County Planning Commission conducted a public hearing on April 7, 2022 regarding the proposed amendment to the Waseca County Unified Development Code, and recommends its approval as depicted in Exhibit A to the Waseca County Board of Commissioners; and

WHEREAS, the Waseca County Board of Commissioners held a public hearing at their meeting on May 3, 2022 to adopt the amendment to the Waseca County Unified Development Code as shown in Exhibit A;

NOW, THEREFORE, Waseca County Board of Commissioners does ordain that the Waseca County Unified Development Code shall be amended as shown in Exhibit A appended to this Ordinance. A

Motion to close public hearing at 10:02 a.m. by Commissioner Harguth, seconded by Commissioner Malterer. Motion carried 5-0.

Motion by Commissioner Christopherson, seconded by Commissioner Malterer to approve Ordinance 150 amending §6.03 of the Waseca County Unified Development Code. Motion carried 5-0.

- b. Conditional Use Permit (CUP) to Upgrade an Electric Substation (Essential Service) in Byron Township

Yorke discussed a request for a Conditional Use Permit to upgrade an electrical substation (Essential Service) in Byron Township - Steele-Waseca Cooperative Electric.

Motion to approve the Criteria for Approval and the Findings of Facts by Commissioner Nelson, seconded by Commissioner Malterer. Motion carried 5-0.

Motion to approve the Conditional Use Permit in substantially the form as appended to this report by Commissioner Nelson, seconded by Commissioner Christopherson. Motion carried 5-0.

7. Administration

- a. Administration Update

Michael Johnson, County Administrator, provided a courthouse remodel/construction update. Johnson discussed Building Committee updates with the Board of Commissioners. Johnson noted that all staff were provided legislative updates this week via email.

- b. Human Resources Announcements

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

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 Harguth moved and Commissioner Christopherson seconded the motion to adjourn the meeting. The motion was carried unanimously and the meeting adjourned at 11:01 a.m.

Brad Krause, Chairperson
Waseca County Board of Commissioners

ATTEST:

Beth Weimert, Clerk
Waseca County Administration