WASECA COUNTY BOARD OF COMMISSIONERS
December 19, 2023 - 5:30 PM
East Annex Public Meeting Room
300 North State Street – East Annex · Waseca, Minnesota 56093

The Waseca County Board of Commissioners met in a regular meeting on Tuesday, December 19, 2023, in the Commissioners' Room, 300 North State Street, Waseca, Minnesota. Members present were Chair Brian Harguth, DeAnne Malterer, Doug Christopherson, and Brad Krause.

Other members present were Michael Johnson, County Administrator; Tammy Spooner, Director of Property & Election Services; Amanda Pflueger, Assistant County Attorney; Jim Kollar, Public Works Director/County Engineer; Chris Howard, Land & Water Resources Manager; Melissa Sexton, Human Resources Director; Jay Dulas Sheriff; Brad Milbrath; Sarah Berry, Public Health Director; Brock Nelson, Assessor; Viriginia Wenisch, Assessment Technician; Cheryl Clevenger, Property Appraiser; Patrick Dunn, Property Appraiser; Deb Bently, Waseca County Pioneer; Gretchen Supalla; Mike Supalla; Linda Born; Jason Androli; Dan Jewison; Donald McCoy; Kelly McCoy; Linda Eaton; and George Sonnek.

1. Call to Order and Pledge of Allegiance
Chair Harguth called the meeting to order at 5:30 p.m. Roll call was taken and the Pledge of Allegiance was recited.

Public Comment
Deb Bently spoke at Public Comment on behalf of Eli Lutgens, Publisher of the Waseca County Pioneer. Concerns were expressed about how the official paper is awarded. Mr. Lutgens would like the quantity and cost of subscriptions taken into account.

2. Approval of Agenda
Christopherson moved and Krause seconded to approve the agenda as presented. Motion carried 4-0.

3. Approval of County Board Minutes
Malterer moved and Christopherson seconded to approve the minutes from the following meetings: November 21, 2023 Work Session; November 21, 2023 Commissioner Meeting; December 7, 2023 Work Session; and December 7, 2023 Commissioner Meeting. Motion carried 4-0.

a. Waseca County Board of Commissioners Work Session Minutes November 21, 2023

b. Waseca County Board of Commissioner Meeting Minutes November 21, 2023

c. Waseca County Board of Commissioner Work Session Minutes December 7, 2023

4. Consent Agenda
Krause moved and Malterer seconded to approve the Consent Agenda as follows:
Motion Carried 4-0.

a. Approval of Bills
The following bills were audited and allowed:

A.H. HERMEL COMPANY	475.74
ADVANCED CORRECTIONAL HEALTHCARE INC	4,008.87
ALVIN GRAMS	107.51
AMAZON CAPITAL SERVICES	1,597.47
ANGELA MANN/MAAP SECRETARY/TREASURER	25.00
APG MEDIA OF SOUTHERN MN LLC	274.25
ARNOLD'S OF MANKATO	245.04
BARBARA J. BUKER	461.70
BOB BARKER COMPANY INC	340.84

BOCKS SERVICE INC	153.50
BORGLUM'S BODY & EQUIPMENT	4,000.00
BORNEKE CONSTRUCTION INC	3,450.00
BRUCE & MATT FOELS	562.50
BRUCE W NESS	1,485.00
CALEB FRANCIS LANGESLAG	100.00
CAPITAL ONE	73.28
CAPSTICK COMPANIES LLC	2,750.00
CDW GOVERNMENT INC	2,299.22
CHRISTENSEN TIRE & AUTO REPAIR	47.60
COLE PAPERS INC	1,231.54
COLE'S ELECTRIC INC	285.00
DAVID R BORCHARDT	6,390.00
DEANNE MALTERER	67.79
DEJA WEBER	325.78
DEML FORD INC	726.50
DONNELLY LAW FIRM PLLC	1,455.00
DOUG GERDTS	395.84
ELECTION SYSTEMS & SOFTWARE LLC	2,440.12
ERIC MILLER	307.99
FAUL PSYCHOLOGICAL	650.00
FIRST NATIONAL BANK	2,149.84
FIRST NATIONAL BANK 4135	2,286.85
FIRST NATIONAL BANK 9655	360.00
FIRST NATIONAL BANK 3975	327.44
FIRST NATIONAL BANK OMAHA 7265	265.65
FIRST NATIONAL BANK 5529	225.84
FIRST NATIONAL BANK OF OMAHA	139.52
FIRST NATIONAL BANK OF OMAHA 0237	420.00
FIRST NATIONAL BANK OF OMAHA 0792	17.85
FIRST NATIONAL BANK OF OMAHA 1344	17.62
FIRST NATIONAL BANK OF OMAHA 2967	42.93
FIRST NATIONAL BANK OF OMAHA 3849	500.00
FIRST NATIONAL BANK OMAHA	33.12
FIRST NATIONAL BANK OMAHA 7462	77.64
FIRST NATIONAL BANK OMAHA 2000	225.00
FIRST NATIONAL BANK OMAHA 2000	793.98
FIRST NATIONAL BANK OMAHA 9296	583.74
FIRST NATIONAL BANK OMAHA 0710	243.74
FIRST NATIONAL BANK OMAHA 1325	1,821.41
FIRST NATIONAL BANK OMAHA 1745	6.31
FIRST NATIONAL BANK OMAHA 2173	51.27
FIRST NATIONAL BANK OMAHA 2905	625.00
FIRST NATIONAL BANK OMAHA 3744	1,099.40
FIRST NATIONAL BANK OMAHA 4316	34.00
FIRST NATIONAL BANK OMAHA 4404	9.85
FIRST NATIONAL BANK OMAHA 5640	232.78

FIRST NATIONAL BANK OMAHA 6072	1,171.79
FIRST NATIONAL BANK OMAHA 6114	520.00
FIRST NATIONAL BANK OMAHA 6667	45.23
FIRST NATIONAL BANK OMAHA 6755	393.84
FIRST NATIONAL BANK OMAHA 7236	520.00
FIRST NATIONAL BANK OMAHA 8264	2,267.00
FLEET PRIDE	1,117.74
GIDGETS LLC	1,102.00
GMS INDUSTRIAL SUPPLY INC	994.54
GOPHER STATE ONE CALL	9.45
HAWK ALARM SYSTEMS INC	312.00
HOME SWEET HOME HARDWARE LLC	12.99
HOUCK MOTORCOACH ADVERTISING	300.00
I & S GROUP INC	1,470.00
INNOVATIVE OFFICE SOLUTIONS LLC	1,764.63
JAVENS MECHANICAL CONTRACTING CO INC	3,700.00
JONATHAN SCHIRO	7.00
KENDALL LANGSETH	1,669.66
KRIS ENGINEERING INC	3,953.96
L&D AG SERVICE, INC	2,271.90
LARKSTUR ENGINEERING & SUPPLY INC	24.02
LINDA LARES	100.00
LITTLE FALLS MACHINE INC	2,731.69
MARK BEHRENDS	1,985.72
MATHESON	141.50
MAYO CLINIC	100.00
MEI TOTAL ELEVATOR SOLUTIONS	470.15
MESSICK LAW PLLC	360.00
MIDWEST MOTOR SUPPLY CO INC	535.07
MN COUNTIES INTERGOVERNMENTAL TRUST	2,690.00
MN COUNTY ATTORNEY ASSOC	3,943.00
MN ENVIRONMENTAL HEALTH ASSOCIATION	90.00
MN SHERIFFS ASSOC	350.00
MN SOUTH CENTRAL INVESTIGATORS COALITION	150.00
MN VALLEY ACTION COUNCIL INC	355.75
MNCCC LOCKBOX	64.71
MONROE TOWMASTER LLC	1,501.70
MOXXIM LLC	750.00
NAPA AUTO PARTS MPEC	3,156.46
NEW RICHLAND FARM & HOME SUPPLY	4.59
NEWRICH FOODS	3.98
NORTH CENTRAL INTERNATIONAL INC	1,030.99
NORTHLAND BUSINESS SYSTEMS	1,825.85
NOW MICRO	6,675.00
NUSS TRUCK GROUP INC	2,634.14
OLMSTED COUNTY	1,080.00
O'REILLY AUTOMOTIVE INC	131.41

PEMBERTON LAW PLLP	390.00
PHILLIP L SCHLEICHER	2,732.50
RACHEL CORNELIUS	325.78
RANGE ENVIRONMENTAL DRILLING	3,527.00
RECOVERY TREK LLC	45.00
REGENTS OF UNIVERSITY OF MN	19,670.25
RINKE-NOONAN ATTORNEYS AT LAW	355.00
RIVER BEND BUSINESS PRODUCTS	842.86
RS EDEN	44.00
SRF CONSULTING GROUP INC	2,231.09
STREAMLINE COMMUNICATIONS LLC	5,721.00
TECH TRONIX INC	3,600.00
THIRTY YEAR VENTURES LLC	199.99
TRUCK CENTER COMPANIES	625.53
TYLER TECHNOLOGIES, INC	3,200.00
ULINE	120.85
UNLIMITED RECYCLING RESOURCES LLC	21.85
US VENTURE INC	632.00
VARITECH INDUSTRIES INC	3,626.99
VIRTUAL ACADEMY	490.00
VOIANCE LANGUAGE SERVICES LLC	25.00
WASECA HARDWARE LLC	296.89
WASECA HARDWARE LLC	15.59
	154,552.49

b. IT Transfer of Funds $27,000.00 from Fund 01 General Fund to 01 Assigned Fund

c. November 2023 Funds Transfer Report

d. Year-End Check Run

e. Extension on Demonolition of original home - Jessica Royer

5. Action Items

a. Transfer of funds

Chris Howard, Land & Water Resources Manager, requested to transfer $160,000.00 from the 01 General Fund to 41 Ditch Fund to cover deficit balances in County Ditches #28 and 43 and Joint County Ditches #83 and 11. Christopherson moved and Krause seconded to approve the transfer as requested. Motion carried 4-0.

Chris Howard then requested to transfer $855,027.89 from 41 Ditch Fund to 01 General Fund to repay prior ditch loans. Malterer moved and Christopherson seconded to approve the transfer as requested. Motion carried 4-0.

b. Riparian Fund Recommendation - Tile Inspection Equipment Lease/Purchase

Chris Howard, Land & Water Resources Manager, requested authorization to use Riparian Aid funds for a lease to purchase drain tile televising inspection equipment. The approximate cost is $168,000.00 with there being 6 payments of approximately $28,000.00 over 5 years. After discussion, Krause moved and Malterer seconded to approve the request. Motion carried 4-0.

c. Resolution 2023-56: Transfer of Debt Service Funds to Holding Account

Michael Johnson, Administrator, requested adoption of Resolution 2023-56 to redesignate and transfer levy funds in the amount of $750,000.00. Malterer moved and Christopherson seconded to adopt Resolution 2023-56. Motion carried 4-0.

Resolution 2023-56: Transfer of Debt Service Funds to Holding Account
WHEREAS, *the Waseca County Board of Commissioners passed Resolution 2022-52 certifying the final levy for fiscal year 2023, and;*

WHEREAS, *Resolution 2022-52 certified $750,000 of debt service for Jail funding in fiscal year 2023, and;*

WHEREAS, *no general obligation capital debt will be sold by Waseca County in fiscal year 2023.*

NOW, THEREFORE, BE IT RESOLVED, *that the Waseca County Board of Commissioners authorize the transfer of $750,000 from account 32849000 6660 to account 37842000 6611.*

BE IT FURTHER RESOLVED, *that the funds shall remain in this account until such time the Waseca County Board of Commissioners takes further action to move or disperse them from said account.*

d. Establishing 2024 County Sheriff Annual Salary

Melissa Sexton, Human Resources Director, requested adoption of Resolution 2023-52 Establishing the 2024 County Sheriff Salary. Christopherson moved and Krause seconded to adopt Resolution 2023-52. Motion carried 4-0.

Resolution 2023-53 Establishing the 2024 County Sheriff Salary
WHEREAS, *the County Board of Commissioners has the duty and responsibility, by law, to establish by resolution the minimum and annual salaries to be paid to its elected officials; and*
WHEREAS, *the County Board of Commissioners has considered the position responsibilities and duties, the tenure and performance of the incumbents, and the market salaries for similar positions in similar counties;*
WHEREAS, *under Minn. Stat. § 337.20 Subd. 2., at the January meeting prior to the first date on which applicants may file for the office of County Sheriff, the Waseca County Board of Commissioners shall set by resolution the minimum salary to be paid to the County Sheriff for the term next following.*
NOW, THEREFORE, BE IT RESOLVED, t*hat the minimum salary as set by the Waseca County Board of Commissioners for the elected position of County Sheriff shall for the next term set at $105,000.*
BE IT RESOLVED *that the 2024 salary as set by the Waseca County Board of Commissioners for the elected position of County Sheriff shall be set at $127,000.*

e. Establishing 2024 County Attorney Annual Salary

Melissa Sexton, Human Resources Director, requested adoption of Resolution 2023-53 Establishing the 2024 County Attorney Salary. Christopherson moved and Malterer seconded to adopt Resolution 2023-53. Motion carried 4-0.

Resolution 2023-53 Establishing the 2024 County Attorney Salary
WHEREAS, the County Board of Commissioners has the duty and responsibility, by law, to establish by resolution the minimum and annual salaries to be paid to its elected officials; and
WHEREAS, the County Board of Commissioners has considered the position responsibilities and duties, the tenure and performance of the incumbents, and the market salaries for similar positions in similar counties;
WHEREAS, under Minn. Stat. § 388.18 Subd. 2., at the January meeting prior to the first date on which applicants may file for the office of county attorney, the Waseca County Board of Commissioners shall set by resolution the minimum salary to be paid the county attorney for the term next following.
NOW, THEREFORE, BE IT RESOLVED, that the minimum salary as set by the Waseca County Board of Commissioners for the elected position of County Attorney shall for the next term set at $105,000.
BE IT RESOLVED that the 2024 salary as set by the Waseca County Board of Commissioners for the elected position of County Attorney shall be set at $138,875.

f. Establishing 2024 Salary and Per Diems for Commissioners

Melissa Sexton, Human Resources Director, requested adoption of Resolution 2023-54 Establishing 2024 Salary and Per Diems for County Commissioners. Malterer moved and Krause seconded to adopt Resolution 2023-54. Motion carried 4-0.

Resolution 2023-54 Establishing 2024 Salary and Per Diems for County Commissioners
WHEREAS*, Minnesota Statute 375.055, Subdivision 1, requires the County Board of Commissioners to set salaries and per diem payments for its members prior to January 1 of the effective year; and*
WHEREAS*, the County Board of Commissioners desires to set salaries and per diem payments for its members prior to January 1 of the effective year.*
NOW, THEREFORE, BE IT RESOLVED *that the salary rate for Waseca County Commissioners be up to a maximum of $29,777.00 per year with the chair receiving an additional $2,000.00, effective January 1, 2024.*
BE IT FURTHER RESOLVED *that the Waseca County Commissioner's 2024 per diem is set as follows: A county*

commissioner may collect one per diem of $95.00 for each day spent in performing the official duties pertaining to county business as per resolution appointing commissioners to boards and committees. Regularly scheduled county board meetings are exempt from per diems. Per Diem reimbursement requests should be turned in for payment within six (6) months after the per diem was incurred and no later than January 31st of the following year.

g. Establishing 2024 Wage Increases For Non-Union Employees

Melissa Sexton, Human Resources Director, requested adoption of Resolution 2023-55 Establishing 2024 Wage Increases for Non-Union Employees and adjust the salary grade ranges by 2%. Christopherson moved and Krause seconded to adopt Resolution 2023-55. Motion carried 4-0.

Resolution 2023-55 Establishing 2024 Wage Increases for Non-Union Employees
WHEREAS, *the Board established an intent to maintain a competitive compensation schedule for County employees within the County's Classification and Compensation system; and*
WHEREAS*, the compensation adjustments of non-union employees, unclassified employees, appointed positions and department heads for 2024 need to be established; and*
WHEREAS*, the Human Resource Director has recommended to the Waseca County Board of Commissioners that the potential salary adjustments of non-union employees, unclassified employees, appointed positions and department heads be increased as described below, except for specific exclusions as are on file in Human Resources.*
NOW, THEREFORE, BE IT RESOLVED *that effective January 1, 2024, non-union employees, unclassified employees, appointed positions and department heads shall be adjusted as follows: Eligible employees' wages will be adjusted by 2.0% within their salary grade, effective at the beginning of the first full pay period in July 2024. In no event may an employee move beyond the max pay of the pay grade; and*
BE IT FURTHER RESOLVED *that the 2024 Salary Grade Ranges for the Waseca County Classification and Compensation Plan shall be adjusted by 2% effective January 1, 2024.*

h. Public Hearing to Consider a Residential Tax Abatement for Ethan Thompson

Michael Johnson, County Administrator, presented a request for a Residential Tax Abatement for Ethan Tompson on parcel #17.535.0070. The Public Hearing was opened at 6:04 p.m. for public comment. There was no public comment. Malterer moved and Christopherson seconded to close the public comment at 6:05 p.m. Motion carried 4-0.

Malterer moved and Krause seconded to adopt Resolution 2023-47 Approving Residential Property Tax Abatement. Motion carried 4-0.

RESOLUTION NO. 2023-47
RESOLUTION APPROVING THE ETHAN THOMPSON RESIDENTIAL PROPERTY TAX ABATEMENT
BE IT RESOLVED *by Waseca County, Minnesota, a political subdivision of the State of Minnesota (the "County"), as follows:*
Section 1. Authorization and Recitals.
1.01. The County, pursuant to Minnesota Statutes, Sections 469.1812 to 469.1815, as amended (the "Act"), is authorized to grant an abatement of the property taxes imposed by the County on a parcel of property, if certain conditions are met, through the adoption of a resolution, specifying the terms of the abatement.
1.02. Ethan Thompson, an unmarried individual, (the "Owner") has proposed to undertake a project (the "Project") consisting of the development of a single-family home and related facilities on certain property located in Waseca County and legally described as according to the Plat thereof on file and of record in the Office of the County Recorder (the "Property"). The Owner has requested that the County provide financial assistance to the Owner for the Project.
1.03. Pursuant to the Act, the Waseca County Board on December 19, 2023, conducted a public hearing on the desirability of granting the abatement. Notice of the public hearing was duly published as required by law in the Waseca County News, a newspaper of general circulation in the County, on December 6, 2023.
Section 2. Findings. On the basis of the information provided by the Owner and elicited at the public hearing referred to in Section 1.03, it is hereby found, determined and declared:
2.01. Granting the proposed abatement is in the public interest because it will: 1) provide employment opportunities for residents of the County; and 2) increase the tax base of the County.
2.02. The County Board expects that the benefits to the County of the proposed abatement to at least equal or exceed the costs to the City of the proposed abatement. The public benefits that the County expects to result from the abatement are additional construction jobs and an increased in the net tax capacity of the County. 2.03. The Property is not located in a tax increment financing district. 2.04. This County Board hereby finds that the Project conforms to the general plan for the development of the County as a whole.
2.05. In any year, the total amount of property taxes abated by the County by this and other resolutions, if any, does not exceed the greater of ten percent (10%) of the current levy or $200,000.
3 2.06. It is in the best interests of the County to grant the tax abatement authorized in this Resolution. Section 3. Terms of the Tax Abatement.
3.01. A property tax abatement is hereby approved for half of the property taxes levied by the County on the Property for six (6) years, commencing with taxes payable in 2026, through and including taxes payable in 2031 (the "Abatement"). The Abatement shall be subject to all the terms and limitations of the Act.

3.02. The terms of the Abatement shall be as set forth in this Resolution and in the Development Agreement to be approved by the County Board, by and between the County and the Owner; provided, however, that the Abatement shall be payable solely from the property taxes paid with respect to the Property and actually received by the County and shall not be payable from any other funds of the City. In no event shall the amount of the Abatement in a year exceed half of the total amount of property taxes levied by the County on the Property and received by the County from the collection thereof in such year.
3.03. Notwithstanding anything to the contrary contained in this Resolution, the Abatement shall not exceed half of the County's portion of the taxes on the property in the abatement amount of $1,355.43, or $8,132.58 in total for the duration of the Abatement outlined above.
3.04. The Abatement shall be payable to the Owner of the Property.
3.05. The Abatement may be modified or changed during its term.

i. Public Hearing to Consider a Residential Tax Abatement for Lucas and Chelsey Cassidy

Michael Johnson, County Administrator, presented a request for a Residential Tax Abatement for Lucas and Chelsey Cassidy on parcel #17.535.0550. The Public Hearing was opened at 6:06 p.m. for public comment. There was no public comment. Krause moved and Christopherson seconded to close the public comment at 6:07 p.m. Motion carried 4-0.

Christopherson moved and Krause seconded to adopt Resolution 2023-49 Approving Residential Property Tax Abatement. Motion carried 4-0.

RESOLUTION NO. 2023-49
RESOLUTION APPROVING THE LUCAS AND CHELSEY CASSIDY RESIDENTIAL PROPERTY TAX ABATEMENT
BE IT RESOLVED by Waseca County, Minnesota, a political subdivision of the State of Minnesota (the "County"), as follows:
Section 1. Authorization and Recitals.
1.01. The County, pursuant to Minnesota Statutes, Sections 469.1812 to 469.1815, as amended (the "Act"), is authorized to grant an abatement of the property taxes imposed by the County on a parcel of property, if certain conditions are met, through the adoption of a resolution, specifying the terms of the abatement.
1.02. Lucas and Chelsey Cassidy, married to each other, (the "Owner") has proposed to undertake a project (the "Project") consisting of the development of a single-family home and related facilities on certain property located in Waseca County and legally described as according to the Plat thereof on file and of record in the Office of the County Recorder (the "Property"). The Owner has requested that the County provide financial assistance to the Owner for the Project.
1.03. Pursuant to the Act, the Waseca County Board on December 19, 2023, conducted a public hearing on the desirability of granting the abatement. Notice of the public hearing was duly published as required by law in the Waseca County News, a newspaper of general circulation in the County, on December 6, 2023.
Section 2.
Findings. On the basis of the information provided by the Owner and elicited at the public hearing referred to in Section 1.03, it is hereby found, determined and declared:
2.01. Granting the proposed abatement is in the public interest because it will: 1) provide employment opportunities for residents of the County; and 2) increase the tax base of the County.
2.02. The County Board expects that the benefits to the County of the proposed abatement to at least equal or exceed the costs to the City of the proposed abatement. The public benefits that the County expects to result from the abatement are additional construction jobs and an increased in the net tax capacity of the County.
2.03. The Property is not located in a tax increment financing district.
2.04. This County Board hereby finds that the Project conforms to the general plan for the development of the County as a whole.
3 2.05. In any year, the total amount of property taxes abated by the County by this and other resolutions, if any, does not exceed the greater of ten percent (10%) of the current levy or $200,000. 2.06. It is in the best interests of the County to grant the tax abatement authorized in this Resolution.
Section 3. Terms of the Tax Abatement.
3.01. A property tax abatement is hereby approved for half of the property taxes levied by the County on the Property for six (6) years, commencing with taxes payable in 2025, through and including taxes payable in 2030 (the "Abatement"). The Abatement shall be subject to all the terms and limitations of the Act.
3.02. The terms of the Abatement shall be as set forth in this Resolution and in the Development Agreement to be approved by the County Board, by and between the County and the Owner; provided, however, that the Abatement shall be payable solely from the property taxes paid with respect to the Property and actually received by the County and shall not be payable from any other funds of the City. In no event shall the amount of the Abatement in a year exceed half of the total amount of property taxes levied by the County on the Property and received by the County from the collection thereof in such year.
3.03. Notwithstanding anything to the contrary contained in this Resolution, the Abatement shall not exceed half of the County's portion of the taxes on the property in the abatement amount of $1,342.28, or $8,053.68 in total for the duration of the Abatement outlined above.
3.04. The Abatement shall be payable to the Owner of the Property.
3.05. The Abatement may be modified or changed during its term.

6. Administration

a. Administration Update

Administrative update - none for this meeting.

b. Human Resources Announcements

Melissa Sexton, Human Resources Director, provided a Human Resources update.

7. Commissioner Reports

Commissioner reports were shared.

8. Adjourn

With no further business to come before the Board of Commissioners, Krause moved and Christopherson seconded to adjourn the meeting at 6:14 p.m. Motion carried 4-0.

Brian Harguth, Chairperson
Waseca County Board of Commissioners

ATTEST:

Tammy Spooner,
Property and Election Services Director