



WASECA COUNTY BOARD OF COMMISSIONERS

January 16, 2024 - 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, January , 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; Beth Weimert, Administrative Coordinator; Tammy Spooner, Property and Election Services Director; Jim Kollar, Public Works Director/County Engineer; Jared Krassin, Highway Maintenance Supervisor; Rachel Cornelius, County Attorney; Sheriff Jay Dulas; Eric Miller, Land and Water Resources

Others present were Brad Milbrath, Deb Bentley, Waseca County Pioneer; Lucas Dittmer, SouthernMinn

1. Call to Order and Pledge of Allegiance

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

Jim Kollar, Public Works Director/County Engineer, presented a statement in remembrance of Brian Sommers, a County Highway Employee who passed away recently.

Chair Harguth held a moment of silence in remembrance of Brian Sommers.

2. Introduction of New Staff

Judy Hiller, IT Director, introduced Michael Malouff Michael is the new Infrastructure and Security Coordinator in the IT Department.

Public Comment

There was no public comment.

3. Approval of Agenda

Motion to approve the amended agenda with the addition of item E, Joint Powers Agreement between the City of Waseca and Waseca County for the use of services of the economic Development Manager by Commissioner Christopherson, seconded by Commissioner Krause. Motion carried 4-0.

4. Approval of County Board Minutes

Motion to approve the January 2, 2024, meeting minutes by Commissioner Malterer, seconded by Commissioner Christopherson. Motion carried 4-0.

a. Waseca County Board of Commissioner Meeting Minutes January 2, 2024

5. Consent Agenda

Motion to approve the consent agenda as presented by Commissioner Krause, seconded by Commissioner Malterer. Motion carried 4-0.

a. Approval of Bills

The following bills were audited and allowed:

A.H. HERMEL COMPANY	277.81
A.H. HERMEL COMPANY	65.93
ADVANCED CORRECTIONAL HEALTHCARE INC	3,925.42
AMAZON CAPITAL SERVICES	1,289.94
AMAZON CAPITAL SERVICES	829.33
AMY NELSON	29.95
APG MEDIA OF SOUTHERN MN LLC	10.50
ASSOC OF MN COUNTIES	2,400.00

ASSOC OF MN COUNTIES	19,760.00
AUTOMATED LOGIC CONTRACTING SERVICES INC	160.00
BAKER TILLY LLP	824.00
BARBARA J. BUKER	312.70
BOCKS SERVICE INC	432.97
BORNEKE CONSTRUCTION INC	8,771.00
BRAD SUEMNICK	600.00
BRIAN HARGUTH	467.67
BRITTON PLUMBING & HEATING LLC	1,371.21
CALEB FRANCIS LANGESLAG	100.00
CANADIAN PACIFIC RAILWAY COMPANY	7,172.12
CAPITAL ONE	41.61
CAPSTICK COMPANIES LLC	1,200.00
CDW GOVERNMENT INC	1,745.10
CENTRAL FIRE PROTECTION INC	117.35
COLE PAPERS INC	1,649.28
CRYSTAL VALLEY COOP	142.99
DEANNE MALTERER	124.12
DEML FORD INC	2,123.45
DEPARTMENT OF PUBLIC SAFETY HSEM	350.00
DWIGHT E THOMPSON	1,110.00
EHLERS	850.00
FIRST NATIONAL BANK	2,797.85
FIRST NATIONAL BANK 4135	205.89
FIRST NATIONAL BANK 8759	395.08
FIRST NATIONAL BANK 9655	1,433.13
FIRST NATIONAL BANK OMAHA 7265	40.00
FIRST NATIONAL BANK 9593	111.95
FIRST NATIONAL BANK OF OMAHA	171.37
FIRST NATIONAL BANK OF OMAHA 0792	39.99
FIRST NATIONAL BANK OMAHA	56.24
FIRST NATIONAL BANK OMAHA 7462	1,375.82
FIRST NATIONAL BANK OMAHA 2000	80.52
FIRST NATIONAL BANK OMAHA 9296	221.65
FIRST NATIONAL BANK OMAHA 2173	323.47
FIRST NATIONAL BANK OMAHA 2905	278.00
FIRST NATIONAL BANK OMAHA 5640	511.62
FIRST NATIONAL BANK OMAHA 6072	741.80
FIRST NATIONAL BANK OMAHA 6114	379.59
FIRST NATIONAL BANK OMAHA 6667	82.52
FIRST NATIONAL BANK OMAHA 6742	1,020.48
FIRST NATIONAL BANK OMAHA 7236	317.46
FIRST NATIONAL BANK OMAHA 7801	683.47
FIRST NATIONAL BANK OMAHA 8006	18.72
FIRST NATIONAL BANK OMAHA 8264	119.88

GARY GOOD CONSTRUCTION LLC	450.00
GMS INDUSTRIAL SUPPLY INC	58.78
GOPHER STATE ONE CALL	4.05
GOVERNMENT FORMS AND SUPPLIES	1,702.87
HOUSTON ENGINEERING INC	4,000.00
ICON ENTERPRISES, INC.	7,188.00
INNOVATIVE OFFICE SOLUTIONS LLC	1,218.24
INNOVATIVE OFFICE SOLUTIONS LLC	758.51
JONES HAUGH & SMITH	2,308.95
KARI GEHRING	93.36
KYLE ROMAN MURRAY	2,035.00
LEAGUE OF MINNESOTA CITIES FINANCE DEPT	2,970.00
LENZ LAWN CARE INC	7,250.00
LESUEUR COUNTY SHERIFF'S OFFICE	50.00
MAAO REGION 1	200.00
MACO-AITKIN (MN ASSOC OF CO OFF)/MOMS	750.00
MARK BEHREND	1,359.20
MATHESON	69.63
MEI TOTAL ELEVATOR SOLUTIONS	470.15
MICHAEL JOHNSON	172.40
MIDWEST MONITORING & SURVEILLANCE	6,609.92
MINNEAPOLIS FORENSIC PSYCHOLOGICAL SERVICES LLC	3,631.25
MN COUNTIES INTERGOVERNMENTAL TRUST	338,902.00
MN CRIME PREVENTION ASSOCIATION	50.00
MN DEPUTY REGISTRARS ASSOC	480.00
MN VALLEY COUNCIL OF GOVTS	189.00
MNCCC LOCKBOX	93,743.09
NAPA AUTO PARTS MPEC	2,707.79
NATIONAL ENVIRONMENTAL HEALTH ASSOCIATION	218.67
NATIONAL PELRA	175.00
NORTH MEMORIAL AMBULANCE	1,887.00
NORTHLAND BUSINESS SYSTEMS	2,215.12
NOW MICRO	456.00
NOW MICRO	334.00
OLMSTED CO CENTRAL FINANCE	300.00
O'REILLY AUTOMOTIVE INC	23.97
PEMBERTON LAW PLLP	1,493.50
PHILLIP L SCHLEICHER	4,880.00
POWERPLAN INC	7,693.21
RACHEL CORNELIUS	137.77
RDO EQUIPMENT CO	32.12
RECOVERY TREK LLC	45.00
RELIANCE TELEPHONE INC	250.00
RICK'S APPLIANCE	749.00

RINKE-NOONAN ATTORNEYS AT LAW	198.00
RIVER BEND BUSINESS PRODUCTS	155.07
RIVER VALLEY FORENSIC SERVICES PA	250.00
RS EDEN	23.10
RTVISION INC	5,906.25
SAFETY KLEEN SYSTEMS INC.	342.06
SAND CREEK EAP LLC	1,165.81
SCHATZ LAW FIRM	300.00
SCHILLING SUPPLY COMPANY	1,773.80
SCHNEIDER GEOSPATIAL LLC	28,296.00
SEACHANGE PRINTING & MARKETING SERVICES LLC	740.65
SMITHS MILL IMPLEMENT INC	327.65
STEELE CO DETENTION CENTER	2,070.00
STREICHERS	1,713.15
TESCH SERVICE CENTER INC	30.00
THOMSON REUTERS	24.85
TRUENORTH STEEL INC	13,276.60
VARITECH INDUSTRIES INC	158.29
VOIANCE LANGUAGE SERVICES LLC	25.00
WASECA CO PROPERTY & ELECTION SERVICES	1,273.33
WASECA CO SOIL & WATER	4,421.13
WASECA GLASS INC	391.00
WASECA HARDWARE LLC	1,016.93
WASECA HARDWARE LLC	21.47
WASECA, CITY OF	13,823.32
WESLEY STEVEN DAHL	2,227.50
WIDSETH SMITH NOLTING & ASSOC INC	19,560.20
WILLIAM G DONAHUE	945.85
ZIEGLER INC	1,309.43
ZIEGLER INC	59,118.70

b. Transfer Between Funds - Vehicle Expense

Transfer of \$179,611.52 from 01.2820 to 01.201.201.5910

c. Transfer Between Funds - Assigned Vehicle Fund

Transfer of \$39,791.46 from account 01.2820 to account 01.201.203.6660

d. Tobacco License for Janesville Tobacco

Tobacco License for Janesville Tobacco, operating at 108 N Main Street, Janesville, MN for the period ending June 30, 2024.

e. Request for Out of State Travel

Approval for out of state travel to Indianapolis, Indiana on May 19-22, 2024 for training for Samantha Strand and Amy Schauer.

6. Action Items

a. Contract No. 812401: Bridge No. 7005 Replacement on CSAH No. 3

Jim Kollar, Public Works Director/County Engineer, noted Bridge No. 7005 is a timber beam-span bridge that carries CSAH No. 3 (35th St) over Bull Run Creek. The bridge is structurally deficient, and its replacement is eligible for state funding assistance. Construction plans for a concrete beam-span bridge have been prepared, state bridge funding is approved, and the project has been advertised in accordance with state law. Bids were opened on Thursday, January 11, 2024. Six bids were received and ICON Constructors, LLC is the apparent low bidder at \$985,416.70. Their bid amount is 5.6% under the engineer's estimate of \$1,043,852.00. Execution of a MnDOT grant agreement is required for state funding authorization. The grant agreement, with the State's final funding determination, will be brought to the County Board for consideration in the near future and before work on the project begins.

2023 Local Bridge Replacement Program (LBRP) Funds: \$420,499 (estimated)
CSAH Construction Funds: \$420,499 (estimated)
Local Option Sales Tax Funds: \$144,418.70 (estimated)

Motion to approval award Contract No. 812401 to ICON Constructors, LLC in the amount of \$985,416.70 by Commissioner Krause, seconded by Commissioner Christopherson. Motion carried 4-0.

b. **Resolution 2024-06: Establish an Absentee Ballot Board for 2024**

Tammy Spooner, Property and Election Services Director, noted Waseca County is required to establish an Absentee Ballot Board to perform duties to process Absentee, Mail Ballot and United States Uniformed and Overseas Citizens Absentee Voting Act. Spooner requested to establish the Ballot Board to serve for the entire 2024 Election Cycle.

Motion to adopt of Resolution 2024-06 Establishing an Absentee Ballot Board for the 2024 Election Cycle by Commissioner Malterer, seconded by Commissioner Christopherson. Motion carried 4-0.

RESOLUTION 2024-06

ESTABLISHING AN ABSENTEE BALLOT BOARD FOR THE 2024 ELECTION CYCLE

WHEREAS, the Waseca County Board of Commissioners is required by Minnesota Statutes Section 203B.121, Subd. 1, to establish an Absentee Ballot Board Ballot, Mail Ballot and United States Uniformed and Overseas Citizens Absentee Voting Act (UOCAVA) Ballot Board for the 2024 Election Cycle; and

WHEREAS, Waseca County is a county where the office of county auditor does not exist pursuant to special legislation enacted by the Minnesota Legislature on March 23, 1998, and Waseca County Board Resolution 98-131 dated December 3, 1998; and

WHEREAS, pursuant to said legislation and resolution, the Waseca County Board of Commissioners ("Board") designated the Waseca County Director of Property & Election Services ("Director") as the principal county officer charged with duties relating to elections, including the establishment of an absentee ballot board for ballots issued under Minnesota Statutes Sections 203B.16 to 203B.27 that implement the United States Uniformed and Overseas Citizens Absentee Voting Act; and

WHEREAS, the Board also authorized the Director to delegate said duties to employees working within the Director's department; and

WHEREAS, the major political parties provide lists of eligible voters willing to act as election judges during each regular election cycle; and

WHEREAS, the Director will receive said lists of eligible voters willing to act as election judges during this election cycle; and

WHEREAS, the Director has determined that the volume of work to be performed by the Absentee Ballot Board cannot be accomplished solely by election judges; and

WHEREAS, Minnesota Statutes Section 203B.121 permits the Board to appoint the Director's deputy auditor employees to the Absentee Ballot Board if they have received adequate training in the processing and counting of absentee ballots.

NOW THEREFORE, BE IT RESOLVED, that the Waseca County Board of Commissioners hereby establishes an Absentee Ballot Board pursuant to Minnesota Statutes Section 203B.121 that consists of: (i) election judges who have been appointed from the provided party lists pursuant to Minnesota Statutes Sections 204B.19 through 204B.22 and have received adequate training in the processing and counting of absentee ballots, and (ii) any of the Director's deputy auditor employees who have received adequate training in the processing and counting of absentee ballots.

BE IT FURTHER RESOLVED, that the Waseca County Board of Commissioners hereby directs the Director to establish an absentee ballot board for ballots issued under Minnesota Statutes Sections 203B.16 to 203B.27 that implement the United States Uniformed and Overseas Citizens Absentee Voting Act.

c. **Resolution 2024-07: Le Sueur River Watershed Collaboration Fiscal Agent Sub-Agreement**

To be eligible for reimbursement through the Le Sueur River Watershed Collaboration, parties must sign the Fiscal Agent Sub-agreement. Staff recommends approval and signature of the Fiscal Agent Sub-agreement to enable Waseca County to pursue reimbursement for staff time spent on implementation of the Le Sueur River Comprehensive Watershed Management Plan.

Motion to adopt Resolution 2024-07 Signing LeSueur River Watershed Collaboration Fiscal Agent Sub-Agreement by Commissioner Malterer, seconded by Commissioner Krause. Motion carried 4-0.

Resolution 2024-07

Signing Le Sueur River Watershed Collaboration Fiscal Agent Sub-Agreement.

WHEREAS, Waseca County (County) has adopted the Le Sueur River Comprehensive Watershed Management Plan (Resolution 2023-31)

WHEREAS, additionally, the County signed the Le Sueur River Watershed Collaboration Joint Powers Agreement and By-laws (9/19/2023).

WHEREAS, to be eligible for reimbursement for expenses incurred for implementation of the Le Sueur River Comprehensive Watershed Management Plan through the Le Sueur River Watershed Collaboration Joint Powers Agreement, the County must sign the Fiscal Agent Sub-Agreement.

NOW, THEREFORE, BE IT RESOLVED, that Waseca County acknowledges and agrees to the Le Sueur River Watershed Collaboration Fiscal Agent Sub-Agreement.

d. **Public Hearing on 2024 Waseca County Fee Schedule and Approval of Resolution 2024-08**

Michael Johnson, County Administrator, requested a public hearing be held to hear comments on the proposed fee schedule for 2024, and that the Board take action on approval of the proposed schedule. Minnesota Statutes 373.41 provides that the County may charge fees for services provided by any county office, official, department, court or employee. The County Board may, after public hearing, establish the amounts of fees to be charged for the services unless a statute has specified the amount. Staff has reviewed current fees for adjustment in fiscal year 2024, and has compiled a list for suggested approval.

Chair Harguth opened the public hearing at 9:46 a.m. There was no public comment. Motion to close the public hearing by Commissioner Christopherson, seconded by Commissioner Krause. Motion carried 4-0. C The public hearing closed at 9:47 a.m.

Motion to adopt Resolution 2024-08 of the County fee schedule for 2024 with corrections to public health education for car seats and lactation, which should be \$120.00 by Commissioner Malterer, seconded by Commissioner Krause. Discussions were held. Motion carried 4-0.

Resolution 2024-08

2024 Waseca County Fee Schedule

WHEREAS, Minnesota Statutes 373.41 provides that the County may charge fees for services provided by any county office, official, department, court or employee; and

WHEREAS, the County Board may, after public hearing, establish the amounts of fees to be charged for the services unless a statute has specified the amount; and

WHEREAS, there must be a reasonable relationship between the fee and the cost of providing the service; and

WHEREAS, Waseca County staff review their fee schedules each year for reasonability and compliance.

NOW, THEREFORE, BE IT RESOLVED by the Waseca County Board of Commissioners in and for the County of Waseca, Minnesota, does hereby adopt the 2024 Waseca County Fee Schedule as presented to their governing body, in-person, on January 16, 2024, and after holding public hearing, as part of their regular meeting.

e. **Joint Powers Agreement between the City of Waseca and Waseca County for the use of the services of the Economic Development Manager**

Michael Johnson, County Administrator, discussed the Joint Powers Agreement between the City of Waseca and Waseca County for the use of services of the economic development manager. Motion to approve the Joint Powers Agreement between the City of Waseca and Waseca County for the use of the services of the economic development manager by Commissioner Christopherson, seconded by Commissioner Malterer. Motion carried 4-0.

7. Administration

a. **Administration Update**

Michael Johnson, County Administrator, provided administrative updates to the board.

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 Christopherson moved and Commissioner Krause seconded the motion to adjourn the meeting. The motion was carried unanimously, and the meeting adjourned at 10:13 a.m.

Brian Harguth, Chairperson
Waseca County Board of Commissioners

ATTEST:

Beth Weimert, Clerk
Waseca County Administration