



WASECA COUNTY BOARD OF COMMISSIONERS

March 5, 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, March 5, 2024, in the Commissioners' Room, 300 North State Street, Waseca, Minnesota. Members present were Chair Brian Harguth, DeAnne Malterer, Doug Christopherson, Brad Krause and Brad Milbrath.

Other members present were Michael Johnson, County Administrator; Beth Weimert, Administrative Coordinator; Brian Tomford, Facilities Director; Sheriff Jay Dulas; Melissa Sexton, Human Resources Director; Christy Kallevig, U of M Extension Director; Amy Nelson, U of M Extension 4-H Coordinator; Chris Howard, Land and Water Resources Manager; Leah Cameron, Public Health Business Manager; Sarah Berry, Public Health Director; Amy Warke, Public Health Account Technician; Teddy Hoehn, Facilities Supervisor; Rusty Hardeman, Assistant County Attorney

Others present include Lucas Dittmer, Waseca County News; Deb Bentley and Waseca County Pioneer

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.

2. Introduction of New Staff

Sarah Berry, Public Health Director, introduced Amy Warke, who started at Public Health as an Account Technician.

Public Comment

There was no public comment.

3. Approval of Agenda

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

4. Approval of County Board Minutes

Motion to approve the Waseca County Board of Commissioner meeting minutes of February 20, 2024 by Commissioner Malterer, seconded by Commissioner Christopherson. Motion carried 5-0.

a. Waseca County Board of Commissioner Meeting Minutes February 20, 2024

5. Presentations

a. Presentation on Outdoor Recreation Grant Program - Tina Wilson, City of Waseca & Brian Tomford, Waseca County

Brian Tomford presented an Outdoor Recreation Grant program to the Waseca County Board of Commissioners. A construction timeline for the grant was also discussed.

6. Consent Agenda

Motion to approve the consent agenda as presented by Commissioner Malterer, seconded by Commissioner Milbrath. Motion carried 5-0.

a. Approval of Bills

The following bills were audited and allowed:

A.H. HERMEL COMPANY	220.02
AMAZON CAPITAL SERVICES	2,726.85
AMBER LEWER	88.04
ANCOM COMMUNICATIONS INC	11,308.95
ARNOLD'S OF MANKATO	151.54
ASSOC OF MN COUNTIES	390.00

AVENU INSIGHTS & ANALYTICS LLC	793.80
BIESANZ CHEMICALS INC	160.74
BOCKS SERVICE INC	81.40
BOMGAARS SUPPLY	295.11
BOMGAARS SUPPLY	109.93
BOMGAARS SUPPLY	110.96
BOMGAARS SUPPLY	179.97
BRITTON PLUMBING & HEATING LLC	149.79
BRUCE W NESS	110.00
C & S VENDING	104.85
CAPITAL ONE	163.76
CHRISTENSEN TIRE & AUTO REPAIR	1,564.01
CLIA LABORATORY PROGRAM	248.00
COLE PAPERS INC	635.59
COMMUNITY COMPLIANCE MONITORING	196.00
CURT KEYES	80.00
DAVID JOHN JONES	2,655.00
DAVID R BORCHARDT	4,490.00
DEANNE MALTERER	515.36
DELL MARKETING L.P.	250.98
DEML FORD INC	186,560.00
DWIGHT E THOMPSON	150.00
ELECTION SYSTEMS & SOFTWARE LLC	9,238.49
EXPRESS CARE INC	49.34
GERDTS CONSTRUCTION	26,000.00
GRANT WHISSEMORE	140.88
H&L MESABI INC	1,864.00
INNOVATIVE OFFICE SOLUTIONS LLC	1,520.80
JAMIE BECKSTRAND	104.12
JEAN STEFFENS	28.86
JOHN DEERE FINANCIAL	4,758.99
JOHN FRID	22.38
KAY GOTTSCHALK	94.74
KELLY TOMFORD	20.91
KEZIA SMITH	1,125.00
KIM KROEGER-BABCOCK	92.06
LA FLEUR LAW OFFICE, PLLC	5,265.00
LENZ LAWN CARE INC	3,387.00
LESUEUR COUNTY	9.00
MACPO MEMBERSHIP CHAIR	820.00
MAIRS CHIROPRACTIC INC	100.00
MANKATO MOTORSPORTS LLC	98.48
MARK BEHREND	1,332.50
MESSICK LAW PLLC	150.00
MICHAEL JOHNSON	2,239.37

MJB HANSEN FAMILY LP	1,826.01
MN ASSOC OF DRAINAGE INSPECTORS	100.00
MN COMM OF TRANSPORTATION	110.07
MN COUNTY ATTORNEY ASSOC	325.00
MN ENVIRONMENTAL HEALTH ASSOCIATION	40.00
NAPA AUTO PARTS MPEC	24.48
O'REILLY AUTOMOTIVE INC	48.24
PATRICK DUNN	604.83
PATTON HOVERSTEN & BERG PA	7,260.72
RAMSEY COUNTY	1,400.00
RINKE-NOONAN ATTORNEYS AT LAW	909.00
RIVER BEND BUSINESS PRODUCTS	1,478.37
RS EDEN	102.10
SAFETY KLEEN SYSTEMS INC.	2,108.65
SHERRY ROOT	635.73
SQUIRES, WALDSPURGER & MACE PA	299.00
STREAMLINE COMMUNICATIONS LLC	2,541.28
TECTA AMERICA CORPORATION	2,387.27
TECTA AMERICA CORPORATION	380.00
TYLER TECHNOLOGIES, INC	1,920.00
ULINE	731.93
WASECA CO PIONEER	99.00
WASECA CO PROPERTY & ELECTION SERVICES	192.96
WASECA CO SOIL & WATER	2,809.16
WASECA COUNTY NEWS (SUBSCRIPTION)	92.60
WASECA LIONS CLUB	100.00
WENNER HOLDINGS LLC	2,010.00
WESLEY STEVEN DAHL	1,017.50
WILLIAM G DONAHUE	395.75
ZAHL EQUIPMENT SERVICE INC	2,023.85

b. 2023 Fund Transfer

To correctly balance expenditures, the following funds should be transferred in the 2023 fiscal year. Approve a transfer of \$10,000.00 from 01-451-453 to 25-456-453 and \$2,734.31 from 25-455-050 to 01-451-455.

c. Wellness Budget 2024

Melissa Sexton, Human Resources Director, discussed the budget from South Central Service Cooperative is calculated as follows: based on 133 contracts at \$80.00 each, the total for 2024 wellness budget is \$10,640.00. There is no additional cost to the County.

d. Request for Out of State Travel

The National Association of County Community Health Officials annual conference, NACCHO360, will be taking place in Detroit, Michigan July 23 - 26, 2024. Aligned with NACCHO360, there is an additional day and a half conference addressing public health informatics, PHI*con, on July 22 and 23, 2024. Sarah Berry and Leah Cameron are requesting attendance at both conferences. In addition to the ability to network with peers, there are many opportunities during the week to learn about data modernization, public health infrastructure, information technology applications in our work, communication strategies and assessment and implementation tools. While all costs are eligible for reimbursement through existing public health grants, we plan to apply for stipends from our Local Public Health Association to further defray costs.

e. PH-Doc Contract with Minnesota Counties Computer Cooperative

Sarah Berry, Public Health Director, noted the success of using PH-Doc to manage electronic medical records and time documentation needed for medical billing and grant management for over a decade. We are pleased with the system and the service we receive as an outcome of the contract between MnCCC and Avenu Analytics, LLC. Updates were made to the contract to more accurately reflect the work that the PH-Doc Advisory committee continues to request as a part of the system as well as the way that the advisory committee recommends fee structure and changes. Leah Cameron serves as our voting member on this committee and values the input and participation in product design it affords our county. 2024's annual membership fee is \$21,754.41, which is included in the Information Technology 2024 budget.

7. Action Items

a. U of M Extension Update and Impact Report

Amy Nelson, U of M Extension 4-H Coordinator, presented an overview of 4-H activities for 2023. Nelson provided updates on the impact of the financial investments made in youth development programming across Waseca County.

b. Appointment of County Extension Committee Members

Christy Kallevig requested appointment of Kay Gottschalk and Jamie Beckstrand as County Extension Committee members. Motion to approve Kay Gottschalk and Jamie Beckstrand to the County Extension Committee by Commissioner Krause, seconded by Commissioner Malterer. Motion carried 5-0.

c. Revised 2024 Waseca County Board of Commissioners Committee Assignments

The Waseca County Board of Commissioners reviewed the newly revised 2024 Waseca County Board of Commissioners Committee Assignments now that Commissioner Milbrath has been elected and sworn in. Commissioner Milbrath will be the alternate for Region Nine Development Commission. Motion to approve the amended 2024 Waseca County Board of Commissioners Committee Assignments by Commissioner Milbrath, seconded by Commissioner Malterer. Motion carried 5-0.

8. 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.

9. Commissioner Reports

The Waseca County Board of Commissioners in attendance at today's meeting shared commissioner reports.

10. Adjourn

Having no further county board business, Commissioner Christopherson moved and Commissioner Milbrath seconded the motion to adjourn the meeting. The motion was carried unanimously and the meeting adjourned at 11:15 a.m.

Brian Harguth, Chairperson
Waseca County Board of Commissioners

ATTEST:

Beth Weimert, Clerk
Waseca County Administration

