



WASECA COUNTY BOARD OF COMMISSIONERS

June 18, 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, June 18, 2024, in the Commissioners' Room, 300 North State Street, Waseca, Minnesota. Members present were Chair Brian Harguth, DeAnne Malterer, Doug Christopherson, Brad Milbrath and Brad Krause.

Other members present were Michael Johnson, County Administrator; Beth Weimert, Administrative Coordinator; Tammy Spooner, Property and Election Services Director; Sheriff Jay Dulas; Rachel Cornelius, County Attorney; Melissa Sexton, Human Resources Director; Brian Tomford, Facilities Director; Jim Kollar, Public Works Director/County Engineer; Maame Quarcoo, Senior Land Use Planner; Amanda Pflueger, Assistant County Attorney

Others present included Tina Wilson, City of Waseca; Kathryn Leys, U of MN Community Economics Extension Educator ; Deb Bently, Waseca County Pioneer, Lucas Dittmner, Waseca County News; Greg Jewison

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.

Public Comment

There was no public comment.

2. Approval of Agenda

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

3. Approval of County Board Minutes

Motion to approve the Waseca County Board of Commissioners special meeting minutes of April 30, 2024, regular meeting minutes of May 7, 2024, and the work session minutes of May 21, 2024, by Commissioner Malterer, seconded by Commissioner Christopherson. Motion carried 5-0.

- a. Waseca County Board of Commissioners Special Meeting April 30, 2024
- b. Waseca County Board of Commissioners Board Meeting Minutes May 7, 2024
- c. Waseca County Board of Commissioners Work Session Minutes May 21, 2024

4. Presentations

a. FORWARD Program - Kathryn Leys, UMN Extension

Kathryn Leys, UMN Community Economics Extension Educator, presented the FORWARD Program and discussed the background, community objectives, developing key partnerships, pathway mapping, recruiting and supporting rural learners, evaluation and reflection of the program.

5. Consent Agenda

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

a. Approval of Bills

The following bills were audited and allowed:

A.H. HERMEL COMPANY	857.72
ADA ENTERPRISES INC	2,390.00
ADVANCED CORRECTIONAL HEALTHCARE INC	3,925.42

AMAZON CAPITAL SERVICES	985.29
AMAZON PH	596.56
APG MEDIA OF SOUTHERN MN LLC	25.08
ASHLEY KILLDAY	53.35
BAKER TILLY LLP	35,791.00
BAUER BUILT INC	1,836.55
BOCKS SERVICE INC	35.00
BOSS SUPPLY INC	860.04
CAPITAL ONE	74.93
CARDINAL HEALTH 110, LLC	76.12
CHERYL CLEVINGER	24.19
CINTAS CORPORATION NO 2	295.52
CITY OF WASECA FINANCE DEPARTMENT	2,807.80
COMMUNITY COMPLIANCE MONITORING	1,368.00
DAVID JOHN JONES	1,920.00
DEML FORD INC	1,700.35
DENNISON TECHNOLOGY GROUP	5,196.00
DENNIS-STEFFEL-OMTVEDT FUNERAL & CREMATION SERVICE	1,275.00
DORCO INC	275.00
DUANE RATHMANN	81.34
EJL PUBLICATIONS	240.00
FARM & CITY DAYS FUND	25.00
FIRST NATIONAL BANK	1,100.39
FIRST NATIONAL BANK 3975	19.75
FIRST NATIONAL BANK OMAHA 7265	62.99
FIRST NATIONAL BANK 4208	827.71
FIRST NATIONAL BANK 5529	48.00
FIRST NATIONAL BANK 9593	700.53
FIRST NATIONAL BANK OF OMAHA	1,248.86
FIRST NATIONAL BANK OF OMAHA 0237	801.08
FIRST NATIONAL BANK OF OMAHA 0792	416.86
FIRST NATIONAL BANK OF OMAHA 1344	69.10
FIRST NATIONAL BANK OF OMAHA 3849	612.00
FIRST NATIONAL BANK OMAHA	301.86
FIRST NATIONAL BANK OMAHA 7462	23.49
FIRST NATIONAL BANK OMAHA 2000	99.95
FIRST NATIONAL BANK OMAHA 2000	418.15
FIRST NATIONAL BANK OMAHA 0710	145.00
FIRST NATIONAL BANK OMAHA 1325	458.99
FIRST NATIONAL BANK OMAHA 2173	974.66
FIRST NATIONAL BANK OMAHA 2905	449.54
FIRST NATIONAL BANK OMAHA 4316	38.77
FIRST NATIONAL BANK OMAHA 5640	829.30
FIRST NATIONAL BANK OMAHA 6072	59.56

FIRST NATIONAL BANK OMAHA 6114	24.89
FIRST NATIONAL BANK OMAHA 6667	241.94
FIRST NATIONAL BANK OMAHA 6742	1,507.40
FIRST NATIONAL BANK OMAHA 8264	369.99
FIRST NATIONAL BANK OMAHA 8830	375.00
FORCE AMERICA DISTRIBUTING LLC	409.97
GMS INDUSTRIAL SUPPLY INC	214.80
GUARDIAN SUPPLY	646.25
INNOVATIVE OFFICE SOLUTIONS LLC	435.21
INOUTBOARD.COM, INC.	180.00
JANESVILLE TILE SUPPLY	749.52
JEFFREY TODD RATZLOFF	100.00
JULIE MALAKOWSKY	100.00
K&R GRAPHICS	780.00
KWIK TRIP INC	21.35
LAMP RECYCLERS INC	367.88
LEON SCHOENROCK	98.76
LESUEUR CO SHERIFF-CIVIL DIVISION	225.00
LIME VALLEY ADVERTISING INC	881.11
LOWER 48 TRANSPORT SERVICE INC	322.13
M PETERS ENTERPRISES	52.80
MALECHA'S AUTO BODY LLC	380.25
MANKATO MORTUARY	700.00
MARK SOMMERS	92.46
MAYO CLINIC ST LOUIS MO	250.00
MEI TOTAL ELEVATOR SOLUTIONS	498.35
MESSICK LAW PLLC	240.00
MIDWEST MONITORING & SURVEILLANCE	198.75
MIDWEST MOTOR SUPPLY CO INC	675.65
MN COMM OF TRANSPORTATION	1,357.84
MN COUNTIES INTERGOVERNMENTAL TRUST	149.00
MN VALLEY COUNCIL OF GOVTS	441.00
MNCCC LOCKBOX	1,100.00
NAPA AUTO PARTS MPEC	3,999.53
NATHAN GERDTS	16,667.00
NORTH CENTRAL INTERNATIONAL INC	649.48
NORTHLAND FARM SYSTEMS	36.36
O'REILLY AUTOMOTIVE INC	15.98
PENGUIN MANAGEMENT INC	3,300.00
POWERPLAN INC	9,964.32
PUMPS, MOTORS & BEARINGS LLC	70.98
QUILL CORPORATION	17.48
RAMSEY COUNTY FINANCE	1,502.00
REGENTS OF UNIVERSITY OF MN	275.10
RENT N SAVE PORTABLE SERVICES INC	125.00

RICHARD POSSIN	99.43
RINKE-NOONAN ATTORNEYS AT LAW	4,438.50
RIVER BEND BUSINESS PRODUCTS	42.48
RIVER VALLEY FORENSIC SERVICES PA	2,250.00
ROBERT VOGELSANG	104.79
RODNEY BORN	83.35
RS EDEN	39.00
RUSSELL J FREDERICK	84.15
SANCO EQUIPMENT LLC	428.07
SARAH BERRY	6.13
SF ENTERPRISES LLC	31,918.11
STEPHANIE JOHNSON	4,539.50
STEPHANIE ROEMHILDT	168.98
STREAMLINE COMMUNICATIONS LLC	23,611.05
TARA TRAYNOR	3.00
TAYLOR MERGES	5.80
TEXAS REFINERY CORP	590.00
THIRTY YEAR VENTURES LLC	159.95
THIS WHOLHEARTED LIFE LLC	875.00
THOMAS SEXTON	81.07
TITAN ENERGY SYSTEMS INC	1,582.22
TRANS UNION LLC	20.46
TRUCK CENTER COMPANIES	1,496.61
ULINE	8,055.52
VOIANCE LANGUAGE SERVICES LLC	25.00
WASECA CO PIONEER	13.50
WASECA CO ROAD & BRIDGE	780.64
WASECA GLASS INC	119.95
WASECA HARDWARE LLC	1,241.96
WASECA HARDWARE LLC	42.88
WIDSETH SMITH NOLTING & ASSOC INC	381.18
WRIGHT COUNTY SHERIFF	2,396.71

b. Economic Development Tax Abatements

*Economic Development Tax Abatements
Payment Schedule for County Tax Payable Year of 2024*

VENDOR #	BUSINESS	PARCEL #	COUNTY ANNUAL PYMT AGREEMENT	COUNTY SHARE OF TAX 2024	COUNTY PAY IN 2024	JUNE 24 PYMT	NOV 24 PYMT	ACCT #
863	Berry Family LLC #2	17.616.0050	\$ 21,065.00	\$ 28,167.48	\$ 21,065.00	\$ 10,532.50	\$ 10,532.50	01-701-6928
8786	Conagra	17.013.0600	Formula in Contract	\$ 183,977.74	\$ 116,099.80	\$ 58,049.90	\$ 58,049.90	01-701-6928
TOTALS			\$ 21,065.00	\$ 212,145.22	\$ 137,164.80	\$ 68,582.40	\$ 68,582.40	01-701-6928

c. May 2024 Monthly Electronic Funds Transfer Report

Waseca County Board of Commissioners

Monthly Electronic Funds Transfer Report

May 2024

Date	From Account	To Account	Amount	Description
5/7/24	Keen Bank	Bond Trust Services	\$29,550.00	General Obligation Bond 2020A
5/7/24	Keen Bank	Bond Trust Services	\$36,325.00	General Obligation Bond 2019A
5/7/24	Keen Bank	MAGIC	\$3,000,000.00	Investment
5/7/24	Keen Bank	Minnwest Bank	\$500,000.00	Cash to Cash
5/10/24	Keen Bank	MAGIC	\$4,000,000.00	Investment
5/15/24	Keen Bank	MAGIC	\$4,000,000.00	Investment
5/20/24	Keen Bank	MAGIC	\$3,500,000.00	Investment
5/24/24	Keen Bank	ISD 829	\$1,068,585.28	May Estimate Property Tax Settlement
5/24/24	Keen Bank	ISD 2143	\$46,386.26	May Estimate Property Tax Settlement
5/24/24	Keen Bank	ISD 2168	\$154,187.07	May Estimate Property Tax Settlement
5/24/24	Keen Bank	ISD 2835	\$419,495.72	May Estimate Property Tax Settlement
5/28/24	Keen Bank	MN Prairie County Alliance	\$1,576,089.50	First half Levy

d. Request to Utilize County Equipment for the 2024 Waseca County Free Fair

The Waseca County Free Fair's Board of Directors has submitted a written request to utilize County Public Works (Highway) equipment in preparation for and during the County Fair, as has been done for many years. As stated in the attached June 7, 2024 letter to the County Board of Commissioners, the equipment is only operated by Public Works (Highway) staff volunteering their time.

6. Action Items

a. Approval Of Sale Of County Owned Parcels

Brian Tomford, Facilities Director, discussed the approval of the sale of the county-owned parcels noting Waseca County has acquired properties over the years and has no use for them. It was decided by the board of commissioners to post and accept sealed bids to sell these properties and put them back into public hands. Tomford is requesting that the Waseca County Board of Commissioners approve the sale of parcels for the bid price listed as PID# 12.004.1100 (**\$50,001.00**), PID# 06.013.0400 (**\$33,000.00**), PID# 05.030.1110 (**\$117,088.00**) and PID#'s combined 02.026.1100–02.027.0600 (**\$54,375.00**).

Motion to approve the above listed bids and approving the sale of the parcels by Commissioner Christopherson, seconded by Commissioner Krause. Discussion was held. Motion carried 5-0.

b. Resolution 2024-20: Transfer of Funds

Jim Kollar, Public Works Director/County Engineer, discussed Resolution 2024-20 Transfer of Funds, noting per statute, a portion of the county state-aid highway fund allotment is dedicated to expenditure on county state-aid highways in cities with a population less than 5,000. The account that this allocation is deposited in is named the county-municipal account. The statute further provides a procedure for transferring accumulated balances in excess of two years of the county-municipal account apportionment into the county-regular account. The procedure simply requires a county board resolution requesting the Commissioner of Transportation to do so.

Waseca County has an accumulated balance of approximately \$1,110,000.00 in the county-municipal construction account. There are no planned project expenditures from this account in the next few years. Adoption of Resolution 2024-20 will request the Commissioners to transfer approximately \$647,000.00 from the county-municipal construction account to the county-regular construction account. These funds can then be expended on county state-aid highway construction projects outside the limits of the small cities. Approximately, \$463,000.00 will remain in the county-municipal construction account.

Motion to adopt Resolution 2024-20 Transfer of Excess Municipal Funds to Regular Funds by Commissioner Milbrath, seconded by Commissioner Malterer. Motion carried 5-0.

RESOLUTION # 2024-20

WASECA COUNTY TRANSFER OF EXCESS MUNICIPAL FUNDS TO REGULAR FUNDS

WHEREAS, Minnesota Statute 162.08, Subd 4 (d), provides that accumulated balances in excess of two years of municipal account apportionments may be spent on projects located outside of municipalities under 5000 population when approved solely by resolution of the county board.

NOW, THEREFORE BE IT RESOLVED, that the Commissioner of Transportation transfer all funds in excess of two years apportionment into the Regular Construction Account.

c. Agreement to Cancel Conditional Use Permit without a Public Hearing

Maame Quarcoo, Senior Land Use Planner, discussed the split of business from the residence, which necessitates a CUP amendment. Quarcoo discussed the process with the land attorney and 2 options were recommended.

Motion to approve the agreement to cancel conditional use permits without a public hearing with the amendment that the agreements are signed by the Board Chair and the Senior Land Use Planner and that this process is reviewed in 2 years

by Commissioner Malterer, seconded by Commissioner Christopherson. Motion carried 5-0.

d. **Waseca County Code Violation; Gerard Wilmes Nuisance**

Quarcoo, Senior Land Use Planner, discussed the Wilmes Nuisance code violations. In March 2023, the Planning and Zoning office received a nuisance complaint about Gerard Wilmes' property located in the Village of Matawan with address 20801 & 20817 Matawan Ave., New Richland, MN 56072.

On April 3, 2023, staff visited the area and took pictures of the property to document the extent of the nuisance. On May 22, 2023, a letter was sent to Mr. Wilmes advising him of the complaint. The letter provided sections of the Unified Development Code he was in violation of. The letter also provided him with a deadline (which was July 13, 2023, and an additional 10-days until July 23, 2023) to clean-up his parcel and the next few steps regarding actions to be taken by the County Board after elapse of the timeline. Mr. Wilmes was served a final notice by the Waseca County Deputy Sheriff on September 5, 2023, since no attempt was made by him to clean up his parcel. The final notice provided him with an additional 10-days until September 15, 2023, to clean up his parcel. On September 6, 2023, Mr. Wilmes requested an extension to clean his parcel. Updated pictures were taken of Mr. Wilmes' property on December 13, 2023, and it appeared nothing had been done to clean up his parcel.

Mr. Wilmes was granted until May 13, 2024, to clean up his parcel upon advice from the Planning & Zoning Subcommittee. This notice was sent on April 11, 2024. There has since been no correspondence between staff and Mr. Wilmes. Copies of notices are attached to this memo as reference. Note that the Planning & Zoning staff has been working with the prior owner of the property and Mr. Wilmes since November 2021.

According to the code enforcement steps presented to the Waseca County Board on [June 7, 2022](#), and based on code language in §7.06, the County Board can take the following actions:

1. The County Board directs the Sheriff's office to perform code violation remediation duties (work with landowner to cleanup, not to exceed 45 days and/or issue citation); OR
2. The County Board directs staff to assess the cost of undertaking remediation/corrective action and authorize the clean-up. The County can contract with a company or use sentence to serve staff/County equipment. The bill (clean-up cost including administrative costs) is sent to the property owner. Should the bill not be paid after a while, it is assessed against the property (put on taxes as special assessment by the County Auditor).

Motion to move forward with the assessment of the cost of undertaking remediation/corrective action and authorize the cleanup by the County by Commissioner Christopherson, seconded by Commissioner Krause. Motion carried 5-0.

e. **Letter of Commitment for Local Match of Federal EDA Infrastructure Grant**

Michael Johnson, discussed Resolution 2024-21 Letter of Commitment for Local Match of Federal EDA Infrastructure Grant.

Resolution 2024-21:

Commitment of Funding for Local Match of Public Works and Economic Adjustment Assistance Program

WHEREAS, the State of Minnesota is experiencing increased demand for high-skilled laborers; and

WHEREAS, this need is especially impactful in rural counties that are simultaneously battling declining and aging populations; and

WHEREAS, Waseca County has experienced economic hardship due to business closures and relocations; and

WHEREAS, a Workforce Development Center focusing on regional upskilling of the existing workforce and providing intuitive career pathways for those entering the workforce can help offset some of these hardships; and

WHEREAS, the Federal Economic Development Authority has competitive grant funds for the construction of Workforce Development Centers; and

WHEREAS, Waseca County has underutilized space in the lower level of the Community Services Building located at 1000 West Elm, Waseca, Minnesota; and

WHEREAS, Waseca County has proposed partnerships with multiple institutions of higher education in the Workforce Development Center that will allow for a unique delivery of credit and non-credit opportunities; and

WHEREAS, local industry, schools, chambers and federal legislators have provided letters of support to acquire funding for a Workforce Development Center; and

WHEREAS, the construction cost for the Workforce Development Center is estimated not to exceed \$1.9 Million; and

WHEREAS, Waseca County will request federal match of up to 80% of the project cost but recognizes it could receive less.

NOW, THEREFORE, BE IT RESOLVED that the Waseca County Board of Commissioners authorizes up to \$600,000.00 of local match to be spent on construction of a Workforce Development Center.

BE IT FURTHER RESOLVED that the identified funds for local match will be expended out of the following accounts and in the following amounts:

- 25-067-1001 CARES - \$300,000.00
- 25-052-1001 ARPA - \$150,000.00
- 11-118-6611 Building Improvements - \$150,000.00

Motion to adopt Resolution 2024-21 by Commissioner Milbrath, seconded by Commissioner Malterer. Motion carried 5-0.

f. **Resolution #2024-22 Adoption of County Policies**

Melissa Sexton, Human Resources Director, and Amanda Pflueger, Assistant County Attorney, reviewed the Data Practice Policy, Waseca County Data Practices Guidelines, records retention, disposition, and litigation holds, data security.

Motion to adopt Resolution 2024-22 and adoption the county policies with the minor clerical corrections in removing the watermark "draft" from the policies by Commissioner Malterer, seconded by Commissioner Milbrath.

7. Administration

a. **Administration Update**

Michael Johnson, County Administrator, provided administrative updates to the Waseca County Board of Commissioners.

b. **Human Resources Announcements**

Melissa Sexton, Human Resources Director, 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

Today's lunch will be at the Pheasant Café.

Having no further county board business, Commissioner Krause moved and Commissioner Milbrath seconded the motion to adjourn the meeting. The motion was carried unanimously, and the meeting adjourned at 11:46 a.m.

Brian Harguth, Chairperson
Waseca County Board of Commissioners

ATTEST:

Beth Weimert, Clerk
Waseca County Administration