



WASECA COUNTY BOARD OF COMMISSIONERS
July 2, 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, July 2, 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; Sarah Berry, Public Health Director; Chris Howard, Land and Water Resources Manager; Rachel Cornelius, County Attorney; Jim Kollar, Public Works Director/County Engineer; Maame Yorke, Senior Land Use Planner; Tammy Spooner, Property and Election Services Director; Leah Cameron, Public Health Business Manager

Others present: Tim Penny, CEO for Southern MN Initiative Foundation

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 moving item 6h. to item 6a. by Commissioner Milbrath, seconded by Commissioner Christopherson. Motion carried 5-0.

3. Presentations

a. Southern Minnesota Initiative Foundation Annual Presentation

Tim Penny, President and CEO for Southern Minnesota Initiative Foundation presented to the Waseca County Board of Commissioners and discussed some of the investments and partnerships in Waseca County. Mr. Penny discussed early childhood spotlights, entrepreneurship spotlights and community vitality spotlights. There were 475 children and 60 entrepreneurs supported through SMIF.

b. Public Health Department Update

Sarah Berry, Public Health Director, presented a public health update to the board. Berry discussed the Public Health mission, equity focus, senior services, public health units, funding, 2023 income breakdown, community health and partnerships.

4. Ditch Authority

a. CD 35 Outlet Petition

Chris Howard, Land and Water Resource Manager, discussed a petition that was filed with the drainage staff to use CD 35 as an outlet for a drainage system. The petitioner desires to remove 14 acres from CD 50 and add those acres to CD 35.

The petitioner has commissioned a professional engineer to determine that the receiving system (CD 35) has the capacity to serve as the outlet for the new drainage system under Minn. Stat. 103E.401. The Waseca County Drainage Authority shall appoint viewers for the amount of benefits applied to each parcel and the outlet fee. The Drainage Authority shall set a public hearing for 9:30 a.m. on August 6, 2024, a notice of the public hearing will be published once a week for three consecutive weeks in the newspaper used by Waseca County and the notice shall be mailed to all landowners benefited by CD 35.

Motion to accept the petition to use CD 35 as an outlet for a drainage system and remove 14 acres from CD 50 and add those acres to CD 35 by Commissioner Christopherson, seconded by Commissioner Milbrath. Motion carried 5-0. A discussion was held.

Motion to appoint viewers Mark Behrends and Wes Dahl Commissioner Malterer, seconded by Commissioner Krause. Motion carried 5-0.

Motion to set the public hearing date for after 9:30 a.m. on August 6, 2024, by Commissioner Milbrath, seconded by Commissioner Malterer. Motion carried 5-0.

5. Consent Agenda

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

a. Approval of Bills

The following bills were audited and allowed:

A FAMILY AFFAIR CRAFTS	95.00
A.H. HERMEL COMPANY	389.41
AARON OLSON	2,200.00
AMAZON CAPITAL SERVICES	1,950.58
AMAZON PH	156.12
AMBER LEWER	88.04
BOB BARKER COMPANY INC	1,307.42
BOCKS SERVICE INC	813.53
BOMGAARS SUPPLY	887.69
BOMGAARS SUPPLY	50.53
BORNEKE CONSTRUCTION INC	1,766.05
BOSS SUPPLY OF JANESVILLE INC	823.85
BRAD MILBRATH	241.20
BROCK NELSON	20.00
CAPITAL ONE	44.36
CDW GOVERNMENT INC	3,128.09
CHARLES BENSON	80.94
COLE'S ELECTRIC INC	7,378.78
CONTINENTAL RESEARCH CORPORATION	163.82
CURT KEYES	80.00
DAVID R BORCHARDT	780.00
DORCO INC	705.70
DOUGLAS CHRISTOPHERSON	156.78
ERIC GLEASON CONSTRUCTION, LLC	2,162.93
FAUL PSYCHOLOGICAL	1,330.00
FIRST HOSPITAL LABORATORIES INC	61.16
INNOVATIVE OFFICE SOLUTIONS LLC	382.55
JAMIE BECKSTRAND	104.12
JANE T HOFMEISTER	2,524.50
JETTER CLEAN INC	640.00
JOHN DEERE FINANCIAL	2,196.70
JULIE TESCH	97.42
KAY LYN GOTTSCHALK	94.74
KIM KROEGER-BABCOCK	92.06
LENZ LAWN CARE INC	7,250.00
MANTHE GARAGE DOORS LLC	8,040.00
MIDWEST SPECIAL INSTRUMENTS	45.00

MJB HANSEN FAMILY LP	3,652.02
MNCCC LOCKBOX	374.00
M-R SIGN COMPANY INC	2,986.81
NAPA AUTO PARTS MPEC	263.99
NOW MICRO	10,820.00
OFFICE OF MNIT SERVICES	1,338.65
OLMSTED COUNTY	1,860.00
PATRICK DUNN	20.00
PATTI SCHUCH	102.51
PEMBERTON LAW PLLP	8,267.05
RAMSEY COUNTY FINANCE	1,477.00
RICHARD MORRIS	200.00
RINKE-NOONAN ATTORNEYS AT LAW	892.00
RIVER BEND BUSINESS PRODUCTS	1,025.95
ROCKMOUNT RESEARCH & ALLOYS INC	1,210.11
RUSSELL J FREDERICK	84.15
SAFETY KLEEN SYSTEMS INC.	340.28
SOFTWARE.HARDWARE.INTEGRATION	637.30
SOUTHERN MINNESOTA INSPECTION CO LLC	151.67
THOMSON REUTERS	641.85
UHL COMPANY INC	2,896.36
ULINE	418.86
WASECA CO PIONEER	543.00
WASECA GLASS	156.20

b. Transfer Between Funds

Transfer funds totaling \$96,041.80 from account (1.118.6611) to account (01.521.6660)

c. Transfer Between Funds

The year-end 2023 balance in the Medical Flex Account was -688.80 and the balance in the Dependent Care Flex Account was \$609.00 leaving a negative balance of \$79.80. A transfer is needed from the General Fund to bring the balance to zero.

d. Extension of Zoning Permit for Leonard Marquardt

On June 14, 2024, Leonard Marquardt contacted staff to request a one (1) year extension for Zoning Permit 13147, which was approved and issued by Waseca County Planning and Zoning Department on July 21, 2023, to construct a machine shed with two lean-tos. The property address is 28732 – 38th St, Janesville (PID 04.022.0210). Approve Leonard Marquardt a one (1) year extension to complete the construction.

e. Ashley Rehder (Ruby Ranch) Site Plan Amendment

Waseca County approved a Conditional Use Permit (CUP) on June 7, 2021, to allow for the operation of a daycare center on their property located at 361 – 290th Ave (PID 04.018.0610) in Section 18 of Freedom Township on June 1, 2021. With the current daycare center operation, Rehder's are proposing to amend the originally approved site plan to add an exterior bathroom and make interior modification to their existing structure. Approve the Ruby Ranch Site Plan Amendment as shown in the site plan in Attachment A.

f. Payment Schedule for the First Half 2024 Taxes – Residential Tax Abatement

Waseca County Tax Abatement Program					
Pay Schedule for First Half 2024 Taxes					
City Tax Abatement Applications				First Half 2024	Total
Name:	PID	Percent Option	Years	Payment	Over Term
City of Waseca Abatements					
1 Brent and Julianna Brass	17.535.0500	50%	10	\$272.00	\$ 5,440.00
2 Royer/Grunwald (sold home)					
3 Frank Wenzel	17.451.0010	75%	6	\$466.00	\$ 5,592.00
4 Joe and Kristi Nelson	17.535.0480	75%	6	\$224.00	\$ 2,688.00
5 Thomas and Jean Glaser	17.711.0200	50%	10	\$409.50	\$ 8,190.00
6 Gerald and Kristi Fennert	17.712.0110	50%	10	\$264.50	\$ 5,290.00
7 James and Mary Jo Boerboom	17.528.0340	50%	10	\$266.50	\$ 5,330.00
8 Charles and Linda Cone	17.709.0030	75%	6	\$470.00	\$ 5,640.00
9 Eric and Melanie Tedars	17.712.0120	50%	10	\$304.00	\$ 6,080.00
10 Alan and Barbara Wilker	17.328.0050	50%	10	\$224.50	\$ 4,490.00
11 Alan and Cathy Breitbarth	17.535.0630	50%	10	\$192.00	\$ 3,840.00
12 Todd and Kathy Donahue	17.712.1900	50%	10	\$409.50	\$ 8,190.00
13 Larry and Luanne Huber	17.535.0290	50%	10	\$357.00	\$ 7,140.00
14 Jeramie and Julie Kelly	17.535.0400	75%	6	\$446.50	\$ 5,358.00
15 Edward and Barbara Roesler	17.520.0100	50%	10	\$381.50	\$ 7,630.00
16 Deborah Perreault	17.535.0490	50%	10	\$361.50	\$ 7,230.00
County Abatements					
17 Jonathan and Lyric Butler	12.004.0600	50%	10	\$593.50	\$ 11,870.00
18 Scott Kramer	12.402.0010	50%	10	\$337.50	\$ 6,750.00
19 Joshua Lynch	12.428.0140	75%	6	\$632.50	\$ 7,590.00
Approved by the County Board on: 7/2/2024 Total \$6,612.50					

g. First Half Appropriations 2024

New Richland Ambulance	\$1,250.00
Historical Society	\$35,000.00
Southern MN Tourism Assoc.	\$478.50
Minn. Agricultural Interpretive Center – Farm America	\$7,500.00
Tourism Advisory Committee*	\$1,500.00
Waseca Art Council	\$6,000.00
Senior Citizens	\$2,500.00
Minnesota Valley Action Council	\$4,500.00
Open Door Health Center	\$250.00
Neighborhood Service Center	\$5,000.00
Agricultural Society	\$25,000.00
Small Business Development Center	\$1,000.00
Southern MN Initiative Foundation	\$2,650.00

h. Reclassification Request

Per County Policy, the Board must approve any job classification of more than two grades movement. Staff is requesting the Board to consider approving the License Bureau Official grade movement from 9 to grade 11.

6. Action Items

a. Proclamation Declaring July 16th Drug Court Day

Rachel Cornelius, County Attorney, discussed the 10th anniversary of drug court, noting on July 16, 2024, they will be holding events to celebrate. Cornelius noted that Steele-Waseca County Drug Court has had 108 graduates. Motion to proclaim July 16, 2024, as Steele-Waseca County Drug Court Day by Commissioner Malterer, seconded by Commissioner Krause. Motion carried 5-0.

b. Contract 812409: Wilton Township PLSS Remonumentation

Jim Kollar, Public Works Director/County Engineer, noted Waseca County has been awarded grant funds from the state through the Minnesota Geospatial Information Office for the remonumentation and certification of the section corners originally established by the Public Land Survey System in the 1850's. 133 section corners will be researched, restored, maintained and or updated as part of the project. The grant will reimburse the County for eligible expenses up to \$300,000.00 Bid documents were prepared and advertised for the project.

Motion to award bid to Jones, Haugh, and Smith Inc. at \$182,875.00 by Commissioner Krause, seconded by Commissioner Krause. Motion carried 5-0.

c. SMIF Literacy Grant for Early Readers Project

Sarah Berry, Public Health Director, discussed the SMIF Literacy Grant for early readers project. The Southern Minnesota Initiative Foundation (SMIF) partners with ABDO Publishing, and Capstone Publishers to award grants placing books in many locations in their 20 county region to support early literacy. Public Health has been fortunate to be a recipient of this award in years past, and we and the families we serve have been grateful for the high quality books they

provide. Public Health primarily provides books to families during home visits, introducing reading to baby in utero and continuing with regular book installments as the baby grows and learns. This program helps get families started on creating a home library, and we also talk about the importance of a library card and story time offerings at the library. Books are also distributed in other Public Health encounters, including providing books to seniors if they are care providers for their grandchildren.

Motion to approve the 2024 Southern Minnesota Initiative Foundation Literacy Grant award of 150 children's books to the Waseca County Public Health Early Readers Project by Commissioner Milbrath, seconded by Commissioner Malterer. Motion carried 5-0.

d. Public Hearing to Consider Amendment to §6.21 VMX Village Mixed Use District Standards of the Waseca County Unified Development Code (UDC)

Maame Yorke, Senior Land Use Planner, noted that on Thursday, April 4, 2024, the Waseca County Planning Commission held its regularly scheduled meeting and unanimously moved to recommend approval of the amendment to Sections 6.21 of the UDC. The amendment to Section 6.21 of the UDC includes Landscape Retail Business under the list of conditional uses in the VMX Village Mixed Use District. The reason for the amendment is to enable the sale of materials or supplies used in landscaping in the Village Mixed Use district. This would also boost economic activity in the zoning district. Notice of this Public Hearing was published in the Waseca County Pioneer Newspaper on June 14, 2024.

Chair Harguth opened the Public Hearing to consider amendment to §6.21 VMX Village Mixed Use District Standards of the Waseca County Unified Development Code at 10:35 a.m. Hearing no public comment, there was a motion to close the public hearing at 10:36 a.m. by Commissioner Milbrath, seconded by Commissioner Krause. Motion carried 5-0.

Motion to approve Ordinance 157 by Commissioner Christopherson, seconded by Commissioner Malterer. Motion carried 5-0.

e. Conditional Use Permit to operate a Landscape Material Retail Business in the Village of Matawan

Yorke, Senior Land Use Planner, noted on Thursday June 6, 2024, the Waseca County Planning Commission held its regularly scheduled meeting and unanimously moved to recommend approval of the following request to the Waseca County Board of Commissioners: Request for a Conditional Use Permit to operate a Landscape Material Retail Business in the Village of Matawan. Tyler M. Baumann requests for a Conditional Use Permit to operate a Landscape Material Retail Business on his properties (03.451.0260 & 03.451.0290) with address 20798 Matawan Ave., New Richland. The parcels are zoned VMX Village Mixed Use, and the request is subject to stipulations in §6.21 of the Waseca County UDC.

Motion to approve the criteria, finding and facts by Commissioner Christopherson, seconded by Commissioner Malterer. Motion carried 5-0.

Motion to approve the Conditional Use Permit with the planning commission requests to operate a Landscape Material Retail Business in the Village of Matawan by Commissioner Malterer, seconded by Commissioner Milbrath. Motion carried 5-0.

f. Conditional Use Permit (CUP) for an Essential Service in Section 20 of Woodville Township

Yorke also discussed the conditional use permit for an essential service in section 20 of Woodville Township.

Motion to approve Krause, seconded by Commissioner Milbrath. Motion carried 4-0 with Commissioner Harguth abstaining

Motion to approve the conditional use permit in Section 20 of Woodville Township by Commissioner Milbrath, seconded by Commissioner Malterer. Motion carried 4-0 with Commissioner Harguth abstaining.

g. Public Hearing to consider Residential Tax Abatement for Jerry and Suzanne Lewis

As part of the joint Residential Tax Abatement program with the City of Waseca, which was approved by the Waseca County Board of Commissioners on May 16, 2023, staff has received an application for a new residential development for Jerry and Suzanne Lewis on Parcel with Identification Number 17.285.0210 described as Lot One, Block Two, Fox Meadows 2nd Addition. The County Property and Elections Department has reviewed the market value for the property and has determined the County's yearly share of taxes for the building improvement portion of the taxes. This abatement agreement and resolution abates only the County's share of property taxes for the above-mentioned property owners for three (3) years, commencing with taxes payable in 2026. The abatement shall not exceed half of the County's portion of taxes in the amount of \$2,020.11 per year or \$6,060.33 in total for the duration of the abatement. Waseca County staff

recommends that the Waseca County Board of Commissioners make a motion regarding Resolution No 2024-23 and the Abatement Agreement in substantially the form as provided.

Chair Harguth opened the public hearing at 10:49 a.m. Hearing no public comment, a motion to close the public hearing at 10:50 a.m. by Commissioner Milbrath, seconded by Commissioner Krause. Motion carried 5-0.

Motion to approve residential tax abatement for Jerry and Suzanne Lewis by Commissioner Christopherson, seconded by Commissioner Milbrath. Motion carried 5-0.

Resolution 2024-24

I, the undersigned, being the duly qualified County Auditor Treasurer of Waseca County, Minnesota (the "County"), hereby certify that the attached resolution is a true copy of Resolution No. 2024-24, entitled: "RESOLUTION RELATING TO A TAX ABATEMENT FOR THE JERRY M. AND SUZANNE J. LEWIS RESIDENCE" (the "Resolution"), on file in the original records of the County in my legal custody; that the Resolution was duly adopted by the Waseca County Board at the County Commissioners Meeting held July 2, 2024, and that the meeting was duly held by the Waseca County Board and was attended throughout by a quorum, pursuant to call and notice of such meeting given as required by law; and that the Resolution has not as of the date hereof been amended or repealed.

h. Waseca County Credit Card Purchasing Policy

Tammy Spooner, Property and Election Services Director, discussed the Waseca County Credit Card purchasing policy that allows for a \$4,000.00 limit for commissioners and department heads, with all others remaining at \$3,000.00. Additionally, I am proposing authorization for the County Administrator and Director of Property & Election Services to approve temporary increases for extenuating circumstances. This would only be used when warranted.

Motion to approve the Waseca County Credit Card purchasing policy by Commissioner Malterer, seconded by Commissioner Milbrath. Motion carried 5-0.

7. Administration

a. Administration Update

Michael Johnson, County Administrator, shared a guide for local governments on adult use of cannabis.

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 Milbrath seconded the motion to adjourn the meeting. The motion was carried unanimously and the meeting adjourned at 11:42 a.m.

Brian Harguth, Chairperson
Waseca County Board of Commissioners

ATTEST:

Beth Weimert, Clerk
Waseca County Administration

