



WASECA COUNTY BOARD OF COMMISSIONERS

February 16, 2021 · 9:30 a.m.

East Annex Public Meeting Room

300 North State Street – East Annex · Waseca, Minnesota 56093

Please join my meeting from your computer, tablet or smartphone.

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- One-touch: <tel:+16467493122,,550149597#>

Access Code: 550-149-597

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9:30 a.m.

1. Call to Order and Pledge of Allegiance

Public Comment

Those wishing to speak must state their name and address for the record after they reach the podium. Each person will have three (3) minutes to make his/her remarks. Speakers will address all comments to the Board as a whole and not one individual commissioner. The Board may not take action on an item presented during the Public Comment period, unless the item is already on the agenda for action. When appropriate, the Board may refer inquiries and items brought up during the Public Comment period to the County Administrator for follow up.

2. Approval of Agenda

3. Consent Agenda

- a. Approval of Bills
- b. County Parks Mowing Bids
- c. Monthly Electronic Funds Transfer Report January 2021
- d. State Fund Transfers
- e. 2020 County Feedlot Officer Annual Report and Performance Review
- f. Report on Waseca County Planning Commission Meeting (2-04-2021)
- g. Partial Release of Exclusive Agricultural Use Zone Restrictive Covenant; Isaac and Melissa Eaton

4. Set Public Hearing to Set Administrative Forfeiture Fee – Sheriff Milbrath, Waseca County

9:45 a.m.

5. Public Hearing - Ditch Authority County Ditch #19

- a. Engineer's Final Report
- b. Improvement Viewer's Report
- c. Redetermination of Benefits and Improvement Property Owners Report

6. Erdman Donation – Christopher Hinton, Veteran Services

- a. Resolution 2021-6

7. Goettl Donation - Brad Milbrath, Waseca County Sheriff

- a. Resolution 2021-7
- b. Thank You Note

8. Public Works – Alan Forsberg, Interim Public Works Director

Action Items

- a. Local Road Improvement Program Funding for Freedom Township
- b. Local Road Improvement Program Funding for Woodville Township
- c. Cooperative Agreement with Steele County for CSAH 14 (old TH 14) shoulder paving from Owatonna to Waseca
- d. Cooperative agreement with MnDot for rural intersection lighting, TH 14 at CSAH 17 and TH 13 at CSAH 7 and 5
- e. Internal Fund Transfers
 - i. Vehicles Fund Transfer
 - ii. Building Improvements Fund Transfer
 - iii. Local Option Sales Tax Fund Transfer
 - iv. Road Construction with County Funding Transfer
 - v. Wheelage Tax Funds

Informational Items

- f. Snake Trail Mill and Overlay
- g. CSAH 41 Grading
- h. CSAH 15 Culvert Replacements
- i. CSAH2, Brown Avenue turning lanes at Con Agri
- j. Signal light replace TH 13 and 7th in Waseca
- k. Waldorf Project Completion
- l. Intersection lighting, 5 intersections

9. Waive Liquor License Fees of 2021 – Michael Johnson, County Administrator

- a. Resolution 2021-8

10. Administration

- a. Administration Update
- b. Human Resources Announcements

11. Commissioner Reports

12. Other Business

Lunch – Pheasant Café

Upcoming Board Events

February 16 – March 2, 2021

February 16, 2021, 9:30 a.m.

County Board Meeting

Board Room, East Annex

February 16, 2 p.m.

MN Prairie Finance Committee Meeting

Virtual Meeting

February 16, 3 p.m.

MN Prairie Joint Powers Board Meeting

Virtual Meeting

February 19, 2021, 8:30 -11:30 a.m.

Board of Adjustment Meeting

Board Room, East Annex

March 2, 2021, 9:30 a.m.

County Board Meeting

Board Room, East Annex

02/11/2021 10:08
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Waseca, MN
Vendor Warrant List Report

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DATE: 02/16/2021 CHECK RUN: C021621 AMOUNT: \$ 158,494.32

APPROVED BY: _____

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Waseca, MN
PREPAID INVOICE LIST

2
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CHECK RUN: C021621 02/16/2021

VENDOR	VENDOR NAME	R	INVOICE	PO	TYPE	DUE DATE	AMOUNT	CHECK	COMMENT
CASH ACCOUNT: 99000000 1001			Cash						
424	FIRST NATIONAL	00000	1/21 STMNT		DD	02/19/2021	448.77	932	DISPATCH HEAD SET
354	FIRST NATIONAL	00000	1/21 STMNT		DD	02/19/2021	23.45	933	POSTATE REAL ID/ED
1995	FIRST NATIONAL	00000	1/21 STMNT		DD	02/19/2021	32.92	934	TRANSPORT FUEL
606	FIRST NATIONAL	00000	1/21 STMNT		DD	02/19/2021	78.00	935	BAILEY'S TEST STRI
511	FIRST NATIONAL	00000	1/21 STMNT		DD	02/10/2021	4.66	936	RHINO GAS
2089	FIRST NATIONAL	00000	1/21 STMNT		DD	02/19/2021	10.00	937	AD BOOST FOR FOLLO
352	FIRST NATIONAL	00000	1/21 STMNT		DD	02/19/2021	275.00	938	CONSTRUCTION SITY
3919	FIRST NATIONAL	00000	1/21 STMNT		DD	02/19/2021	6.60	939	STAMPS FOR PASSPOR
287	FIRST NATIONAL	00000	1/21 STMNT		DD	02/19/2021	60.44	940	TRANSPORT FUEL
1213	FIRST NATIONAL	00000	1/21 STMNT		DD	02/19/2021	892.40	941	TYLER BUSINESS FOR
2065	FIRST NATIONAL	00000	1/21 STMNT		DD	02/19/2021	1,739.45	942	TACTICAL SHOTGUN P
80	FIRST NATIONAL	00000	1/21 STMNT		DD	02/19/2021	165.00	943	STAMPS
2063	FIRST NATIONAL	00000	1/21 STMNT		DD	02/19/2021	436.88	944	MAAO MEMBERSHIP/PL
570	FIRST NATIONAL	00000	1/21 STMNT		DD	02/19/2021	198.48	945	911 SUBSCRIPTIONS/
1722	FIRST NATIONAL	00000	1/21 STMNT		DD	02/19/2021	230.00	946	APPA VIRTUAL CONFE
3151	FIRST NATIONAL	00000	1/21 STMNT		DD	02/19/2021	499.22	948	HARD HAT/GLASSES/F
3914	FIRST NATIONAL	00000	1/21 STMNT		DD	02/19/2021	2,030.56	949	SHOTGUN FOREND'S
634	FIRST NATIONAL	00000	1/21 STMNT		DD	02/19/2021	753.97	950	TEAMVIEWER SUB/BRO
598	FIRST NATIONAL	00000	1/21 STMNT		DD	02/19/2021	1,088.29	951	LOCKS, CHUCKS, CORD
364	FIRST NATIONAL	00000	1/21 STMNT		DD	02/19/2021	239.70	952	OFFICE SUPPLIES/BL
428	FIRST NATIONAL	00000	1/21 STMNT		DD	02/19/2021	77.81	953	CORD DETANGLER/PLA
457	FIRST NATIONAL	00000	1/21 STMNT		DD	02/19/2021	72.28	958	FUEL/FLOOR LAMPS
CASH ACCOUNT 99000000 1001							9,363.88	TOTAL	

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CASH ACCOUNT: 99000000 1001

Cash

CHECK RUN: C021621 02/16/2021

DUE DATE: 02/16/2021

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	CHECK
8326 AHLMANS		00000		INV	02/10/2021	134837	
	1 01201214 6339			ShrftTrng	RegCsts	1,000.00	
				Invoice Net		1,000.00	
				CHECK TOTAL		1,000.00	
4561 ALVIN GRAMS		00000		INV	02/10/2021	1/27/21 STMNT	
	1 01062000 6111			CenSvcs	PerDiems	80.00	
				Invoice Net		80.00	
				CHECK TOTAL		80.00	
4915 AMAZON CAPITAL SERVICE		00000		INV	02/10/2021	1TQB-1JXM-GDR3	
	1 01451451 6401			PHNrsng	OffcSuppls	101.24	
				Invoice Net		101.24	
4915 AMAZON CAPITAL SERVICE		00000		INV	02/10/2021	1HWM-7QVR-1T6P	
	1 01451457 6401			PHP	OffcSuppls	11.99	
				Invoice Net		11.99	
4915 AMAZON CAPITAL SERVICE		00000		INV	02/10/2021	14DL-DGJD-4DXD	
	1 01451451 6401			PHNrsng	OffcSuppls	5.58	
				Invoice Net		5.58	
				CHECK TOTAL		118.81	
2401 APH STORES, INC.		00000		INV	02/10/2021	50082066	
	1 13340000 6564			HwyEqMt/Sh	MchVehPrts	25.98	
				Invoice Net		25.98	
2401 APH STORES, INC.		00000		CRM	02/10/2021	50082124	
	1 13340000 6564			HwyEqMt/Sh	MchVehPrts	-3.89	
				Invoice Net		-3.89	
2401 APH STORES, INC.		00000		INV	02/10/2021	50082325	
	1 13340000 6564			HwyEqMt/Sh	MchVehPrts	109.50	
				Invoice Net		109.50	
2401 APH STORES, INC.		00000		INV	02/10/2021	50082191	
	1 13340000 6564			HwyEqMt/Sh	MchVehPrts	491.98	
				Invoice Net		491.98	
2401 APH STORES, INC.		00000		CRM	02/10/2021	50082195	
	1 13340000 6564			HwyEqMt/Sh	MchVehPrts	-108.00	
				Invoice Net		-108.00	
				CHECK TOTAL		515.57	
2809 BAKER TILLY LLP		00000		EFT	02/10/2021	BT1743805	
	1 01062000 6267			CenSvcs	StAudtng	3,000.00	
				Invoice Net		3,000.00	
				CHECK TOTAL		3,000.00	
4935 DAVID M BLASING		00000		INV	02/10/2021	166057-166058	
	1 13340000 6260			HwyEqMt/Sh	ProTechSvc	551.53	
				Invoice Net		551.53	
				CHECK TOTAL		551.53	

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CASH ACCOUNT: 99000000 1001

Cash

CHECK RUN: C021621 02/16/2021 DUE DATE: 02/16/2021

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	CHECK
8612 JUSTIN MICHAEL MILLER	1 01201214 6339	00000		INV	02/10/2021	3/5/21 CLASS	
		ShrfTrng		RegCsts		300.00	
		Invoice Net				300.00	
				CHECK TOTAL		300.00	
2368 BLUE EARTH CO FINANCE	1 01201201 6340	00000		INV	02/10/2021	17547	
		GenSheriff		RntSvcAgrt		150.00	
		Invoice Net				150.00	
				CHECK TOTAL		150.00	
240 BLUE EARTH CO HUMAN SE	1 01451451 6260	00000		INV	02/10/2021	16502	
		PHNrsg		ProTechSvc		1,186.50	
		Invoice Net				1,186.50	
				CHECK TOTAL		1,186.50	
807 BOB BARKER COMPANY INC	1 01201217 6803	00000		INV	02/10/2021	WEB000704728	
		ShrfBrdPrs		MiscExp		479.46	
		Invoice Net				479.46	
				CHECK TOTAL		479.46	
1713 BOCKS SERVICE INC	1 01201223 6471	00000		INV	02/19/2021	190284	
		ShrfEqRepM		Tires		24.00	
		Invoice Net				24.00	
1713 BOCKS SERVICE INC	1 01201223 6471	00000		INV	02/19/2021	22098	
		ShrfEqRepM		Tires		117.50	
		Invoice Net				117.50	
1713 BOCKS SERVICE INC	1 01201223 6471	00000		INV	02/19/2021	22212	
		ShrfEqRepM		Tires		121.50	
		Invoice Net				121.50	
1713 BOCKS SERVICE INC	1 01201201 6260	00000		INV	02/10/2021	23358	
		GenSheriff		ProTechSvc		175.00	
		Invoice Net				175.00	
				CHECK TOTAL		438.00	
388 BOSS SUPPLY OF JANESVI	1 13340000 6310	00000		INV	02/10/2021	30483	
		HwyEqMt/Sh		EqRepMtc		26.11	
		Invoice Net				26.11	
				CHECK TOTAL		26.11	
4469 BRITTON PLUMBING & HEA	1 01115000 6310	00000		INV	02/10/2021	999805	
		EABldMtc		EqRepMtc		254.96	
		Invoice Net				254.96	
				CHECK TOTAL		254.96	
8527 TREVOR L BROVOLD	1 13320000 6285	00000		INV	02/10/2021	385	
		HwyEng/Con		ROWAcq		1,250.00	
		Invoice Net				1,250.00	

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CASH ACCOUNT: 99000000 1001

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CHECK RUN: C021621 02/16/2021 DUE DATE: 02/16/2021

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	CHECK
						CHECK TOTAL	1,250.00
400 BUDACH IMPLEMENT INC	1 13340000 6564	00000		INV	02/10/2021	199619	
		HwyEqMt/Sh		MchVehPrts		105.12	
		Invoice Net				105.12	
						CHECK TOTAL	105.12
4624 CDW GOVERNMENT INC	1 01061061 6401	00000		INV	02/10/2021	7236606	
		ITTechnlgy		OffcSuppls		595.72	
		Invoice Net				595.72	
4624 CDW GOVERNMENT INC	1 01061061 6401	00000		INV	02/10/2021	7376163	
		ITTechnlgy		OffcSuppls		190.61	
		Invoice Net				190.61	
						CHECK TOTAL	786.33
4186 NCH CORPORATION	1 13340000 6260	00000		INV	02/10/2021	7249129	
		HwyEqMt/Sh		ProTechSvc		145.19	
		Invoice Net				145.19	
4186 NCH CORPORATION	1 13340000 6410	00000		INV	02/10/2021	7246341	
		HwyEqMt/Sh		CstBldgSpp		124.85	
		Invoice Net				124.85	
						CHECK TOTAL	270.04
308 CHRISTENSEN TIRE & AUT	1 13340000 6563	00000		INV	02/10/2021	70189	
		HwyEqMt/Sh		TrTbsBatt		1,750.00	
		Invoice Net				1,750.00	
308 CHRISTENSEN TIRE & AUT	1 13340000 6563	00000		INV	02/10/2021	70241	
		HwyEqMt/Sh		TrTbsBatt		36.40	
		Invoice Net				36.40	
						CHECK TOTAL	1,786.40
3477 COLE PAPERS INC	1 01062000 6403	00000		INV	02/10/2021	9936570	
		CenSvcs		OffcSuppls		264.00	
		Invoice Net				264.00	
3477 COLE PAPERS INC	1 01111000 6410	00000		INV	02/10/2021	9936570-2	
		CHBldgMtc		CstBldgSpp		87.96	
		Invoice Net				87.96	
						CHECK TOTAL	351.96
2445 COMMUNITY COMPLIANCE M	1 01254000 6264	00000		INV	02/10/2021	JAN21A-WSC	
		ElecMonit		ElecMntrg		84.00	
		Invoice Net				84.00	
						CHECK TOTAL	84.00
7099 CONNORS PLUMBING & HTG	1 13340000 6260	00000		INV	02/10/2021	163504	
		HwyEqMt/Sh		ProTechSvc		277.00	
		Invoice Net				277.00	

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CASH ACCOUNT: 99000000 1001

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CHECK RUN: C021621 02/16/2021

DUE DATE: 02/16/2021

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	CHECK
CHECK TOTAL						277.00	
7775 CONSOLIDATED COMMUNICA	00000			EFT	02/10/2021	507-150-0764 1/22	
1	01002000 6201			Commsnrs	CelTelPhn	18.75	
3	01031000 6201			CoAdmn	CelTelPhn	18.75	
4	01041000 6201			Aud-Treas	CelTelPhn	66.24	
5	01042000 6201			LicBureau	CelTelPhn	42.50	
6	01061061 6201			ITTechnlgy	CelTelPhn	66.24	
7	01062000 6201			CenSvcs	CelTelPhn	387.46	
8	01091000 6201			Attrny	CelTelPhn	30.00	
9	01101000 6201			Rcdr	CelTelPhn	48.74	
10	01103000 6201			Assr	CelTelPhn	36.25	
11	01107000 6201			P&Z	CelTelPhn	30.00	
12	01111000 6201			CHBldgMtc	CelTelPhn	6.25	
13	01121000 6201			Vets Svcs	CelTelPhn	30.00	
14	01201211 6201			ShrfPhn	CelTelPhn	158.73	
15	01252000 6201			CrtSvcs	CelTelPhn	54.99	
16	01281000 6201			EmrgyMgmt	CelTelPhn	66.24	
17	01451451 6201			PHNrsng	CelTelPhn	61.24	
18	01451453 6201			CmEnvrHlth	CelTelPhn	18.75	
19	01602000 6201			Extsn	CelTelPhn	54.99	
20	13310000 6201			HwyAdmin	CelTelPhn	30.00	
21	19391000 6201			TransStatn	CelTelPhn	23.75	
22	01062000 6201			CenSvcs	CelTelPhn	33.60	
	Invoice Net					1,283.47	
7775 CONSOLIDATED COMMUNICA	00000			EFT	02/10/2021	507-833-2015 1/22/21	
1	01281000 6201			EmrgyMgmt	CelTelPhn	122.51	
	Invoice Net					122.51	
7775 CONSOLIDATED COMMUNICA	00000			INV	02/10/2021	507-231-6708 1/22	
1	13340000 6201			HwyEqMt/Sh	CelTelPhn	.46	
	Invoice Net					.46	
7775 CONSOLIDATED COMMUNICA	00000			EFT	02/10/2021	507-463-8212 1/22	
1	13340000 6201			HwyEqMt/Sh	CelTelPhn	53.61	
	Invoice Net					53.61	
CHECK TOTAL						1,460.05	
2359 CONTROL SOLUTIONS INC	00000			INV	02/10/2021	CS203711	
1	01451451 6430			PHNrsng	MdcISppls	58.00	
	Invoice Net					58.00	
CHECK TOTAL						58.00	
485 CRYSTEEL TRUCK EQUIPME	00000			EFT	02/10/2021	LP202289	
1	01119000 6590			Fleet	TlsEquip	15.00	
	Invoice Net					15.00	
485 CRYSTEEL TRUCK EQUIPME	00000			EFT	02/10/2021	LP202378	
1	01119000 6590			Fleet	TlsEquip	1,846.92	
	Invoice Net					1,846.92	

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CASH ACCOUNT: 99000000 1001

Cash

CHECK RUN: C021621 02/16/2021

DUE DATE: 02/16/2021

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	CHECK
						CHECK TOTAL	1,861.92
498 DEANNE MALTERER	1 01002000 6334	00000		EFT 02/10/2021		1/21 STMNT	
		Commsnrs		Mileage		15.29	
		Invoice Net				15.29	
						CHECK TOTAL	15.29
254 DELANE NELSON ELECTRIC	1 13340000 6260	00000		INV 02/10/2021		643638	
		HwyEqMt/Sh		ProTechSvc		143.70	
		Invoice Net				143.70	
						CHECK TOTAL	143.70
420 DEML FORD INC	1 01201223 6310	00000		INV 02/19/2021		351505 1/21	
		ShrfEqRepM		SqRepMtc		1,737.05	
		Invoice Net				1,737.05	
420 DEML FORD INC	1 01121000 6310	00000		INV 02/10/2021		143082	
		Vets Svcs		EqRepMtc		291.63	
		Invoice Net				291.63	
						CHECK TOTAL	2,028.68
347 DUANE RATHMANN	1 01107000 6111	00000		INV 02/10/2021		2/4/21 STMNT	
		P&Z		PerDiems		80.00	
	2 01107000 6334	P&Z		Mileage		1.12	
		Invoice Net				81.12	
						CHECK TOTAL	81.12
2375 JOEL D EATON	1 25252101 6260	00000		INV 02/10/2021		50	
		DrgCrtFed		ProTechSvc		250.00	
		Invoice Net				250.00	
						CHECK TOTAL	250.00
1007 EMERGENCY AUTOMOTIVE T	1 01201201 6670	00000		INV 02/10/2021		AW121120-1	
		GenSheriff		Vehicles		1,333.57	
		Invoice Net				1,333.57	
1007 EMERGENCY AUTOMOTIVE T	1 01201201 6670	00000		INV 02/10/2021		AW112320-5	
		GenSheriff		Vehicles		674.80	
		Invoice Net				674.80	
1007 EMERGENCY AUTOMOTIVE T	1 01201201 6670	00000		CRM 02/10/2021		CM21020	
		GenSheriff		Vehicles		-657.00	
		Invoice Net				-657.00	
1007 EMERGENCY AUTOMOTIVE T	1 01201201 6670	00000		INV 02/19/2021		AW011521-6	
		GenSheriff		Vehicles		6,294.55	
		Invoice Net				6,294.55	
1007 EMERGENCY AUTOMOTIVE T	1 01201201 6670	00000		INV 02/19/2021		AW011521-5	
		GenSheriff		Vehicles		6,543.55	
		Invoice Net				6,543.55	
1007 EMERGENCY AUTOMOTIVE T		00000		INV 02/19/2021		AW011521-4A	

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CASH ACCOUNT: 99000000 1001

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CHECK RUN: C021621 02/16/2021 DUE DATE: 02/16/2021

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	CHECK
	1 01201201 6670			GenSheriff Vehicles		8,343.81	
				Invoice Net		8,343.81	
1007	EMERGENCY AUTOMOTIVE T	00000		INV 02/10/2021		AW011521-3	
	1 01201201 6670			GenSheriff Vehicles		10,397.06	
				Invoice Net		10,397.06	
1007	EMERGENCY AUTOMOTIVE T	00000		INV 02/10/2021		AW011521-2	
	1 01201201 6670			GenSheriff Vehicles		10,397.06	
				Invoice Net		10,397.06	
				CHECK TOTAL		43,327.40	
31	EXPRESS CARE INC	00000		INV 02/19/2021		016076	
	1 01119000 6561			Fleet Oil&Grease		42.21	
				Invoice Net		42.21	
				CHECK TOTAL		42.21	
4603	FLEET PRIDE	00000		INV 02/10/2021		67507824	
	1 13340000 6564			HwyEqMt/Sh MchVehPrts		30.90	
				Invoice Net		30.90	
				CHECK TOTAL		30.90	
734	FREEBORN CO AUDITOR-TR	00000		INV 02/10/2021		2020 SHARED DITCH	
	1 41610000 6270			Ditch Repairs		3,994.26	
				Invoice Net		3,994.26	
				CHECK TOTAL		3,994.26	
341	FRONTIER PRECISION INC	00000		INV 02/10/2021		226607	
	1 13320000 6260			HwyEng/Con ProTechSvc		1,552.50	
				Invoice Net		1,552.50	
341	FRONTIER PRECISION INC	00000		INV 02/10/2021		226933	
	1 13320000 6260			HwyEng/Con ProTechSvc		810.00	
				Invoice Net		810.00	
341	FRONTIER PRECISION INC	00000		INV 02/10/2021		226971	
	1 13320000 6260			HwyEng/Con ProTechSvc		67.50	
				Invoice Net		67.50	
341	FRONTIER PRECISION INC	00000		INV 02/10/2021		227071	
	1 13320000 6501			HwyEng/Con EngSurSppl		630.65	
				Invoice Net		630.65	
				CHECK TOTAL		3,060.65	
235	INNOVATIVE OFFICE SOLU	00000		INV 02/10/2021		IN3238360	
	1 01252000 6401			CrtSvcs OffcSuppls		9.40	
				Invoice Net		9.40	
235	INNOVATIVE OFFICE SOLU	00000		INV 02/10/2021		IN3238684	
	1 01252000 6401			CrtSvcs OffcSuppls		7.11	
				Invoice Net		7.11	
235	INNOVATIVE OFFICE SOLU	00000		INV 02/10/2021		IN3243288	
	1 01201229 6475			OffSupShrf AdmnOffSpl		3.46	
				Invoice Net		3.46	

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CASH ACCOUNT: 99000000 1001

Cash

CHECK RUN: C021621 02/16/2021

DUE DATE: 02/16/2021

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	CHECK
235 INNOVATIVE OFFICE SOLU	1 01042000 6401	00000		INV	02/10/2021	IN3239830	
		LicBureau		OffcSuppls		202.75	
		Invoice Net				202.75	
235 INNOVATIVE OFFICE SOLU	1 01061061 6401	00000		INV	02/10/2021	IN3249680	
		ITTechnlgy		OffcSuppls		66.06	
		Invoice Net				66.06	
235 INNOVATIVE OFFICE SOLU	1 25259000 6401	00000		INV	02/10/2021	IN3253043	
		PermtCrry		OffcSuppls		9.03	
		Invoice Net				9.03	
235 INNOVATIVE OFFICE SOLU	1 13310000 6401	00000		INV	02/10/2021	IN3249876	
		HwyAdmin		OffcSuppls		87.17	
		Invoice Net				87.17	
235 INNOVATIVE OFFICE SOLU	1 01101000 6401	00000		INV	02/10/2021	IN3239963	
		Rcdr		OffcSuppls		35.88	
		Invoice Net				35.88	
				CHECK TOTAL		420.86	
1538 A.U.A.E.S INC	1 01061061 6262	00000		INV	02/19/2021	5740	
		ITTechnlgy		SftwrSpprt		1,000.00	
		Invoice Net				1,000.00	
				CHECK TOTAL		1,000.00	
1725 JAGUAR COMMUNICATIONS	1 01061061 6260	00000		INV	02/19/2021	144088 2/1/21	
		ITTechnlgy		ProTechSvc		250.00	
		Invoice Net				250.00	
				CHECK TOTAL		250.00	
3891 LEON SCHOENROCK	1 01107000 6111	00000		INV	02/10/2021	2/4/21 STMNT	
	2 01107000 6334	P&Z		PerDiems		80.00	
		P&Z		Mileage		15.68	
		Invoice Net				95.68	
				CHECK TOTAL		95.68	
8609 MAAO REGION 1	1 01103000 6241	00000		INV	02/10/2021	2021 STMNT	
		Assr		CnfTrngRgD		75.00	
		Invoice Net				75.00	
				CHECK TOTAL		75.00	
4213 MARCO BUSINESS PRODUCT	1 01061061 6262	00000		INV	02/10/2021	INV8388539	
		ITTechnlgy		SftwrSpprt		875.00	
		Invoice Net				875.00	
				CHECK TOTAL		875.00	
3672 MARK SOMMERS	1 01107000 6111	00000		INV	02/10/2021	2/4/21 STMNT	
	2 01107000 6334	P&Z		PerDiems		80.00	
		P&Z		Mileage		10.42	
		Invoice Net				90.42	

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CASH ACCOUNT: 99000000 1001

Cash

CHECK RUN: C021621 02/16/2021

DUE DATE: 02/16/2021

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	CHECK
						CHECK TOTAL	90.42
4591 MATHESON		00001		INV	02/10/2021	22990614	
1 13340000 6590				HwyEqMt/Sh	TlsShpMat	470.00	
				Invoice Net		470.00	
						CHECK TOTAL	470.00
2 MEI TOTAL ELEVATOR SOL		00000		EFT	02/10/2021	893786	
1 01111000 6340				CHBldgMtc	RntSvcAgrt	143.52	
2 01112000 6340				LEBldgMtc	RntSvcAgrt	143.51	
3 01117000 6340				HSPHBldgMt	RntSvcAgrt	143.52	
				Invoice Net		430.55	
						CHECK TOTAL	430.55
3004 MICHELLE HYATT		00000		INV	02/10/2021	2/10/21 STMNT	
1 01107000 6401				P&Z	OffcSuppls	33.00	
				Invoice Net		33.00	
						CHECK TOTAL	33.00
1287 MIDWEST MONITORING & S		00001		INV	02/10/2021	DT0121107	
1 25252000 6213				CrtSvcs	DrgTstgSvc	2,322.36	
				Invoice Net		2,322.36	
						CHECK TOTAL	2,322.36
559 MN COUNTIES INTERGOVER		00000		EFT	02/10/2021	18649R	
1 01451451 6241				PHNrsg	CnfTrngRgD	3,211.00	
				Invoice Net		3,211.00	
						CHECK TOTAL	3,211.00
2797 NAPA AUTO PARTS MPEC		00000		INV	02/10/2021	299055	
1 01521000 6310				CoParks	EqRepMtc	14.69	
				Invoice Net		14.69	
						CHECK TOTAL	14.69
1962 NEW RICHLAND FARM & HO		00000		INV	02/10/2021	958211	
1 13340000 6410				HwyEqMt/Sh	CstBldgSpp	7.49	
				Invoice Net		7.49	
						CHECK TOTAL	7.49
5772 NEW RICHLAND SPORTSMAN		00000		INV	02/10/2021	RANGE COST	
1 01201214 6339				ShrfTrng	RegCsts	300.00	
				Invoice Net		300.00	
						CHECK TOTAL	300.00
3340 NORTH MEMORIAL AMBULAN		00001		INV	02/10/2021	1746758 2/4/21	
1 01201217 6268				ShrfBrdPrs	Medical	1,819.50	
				Invoice Net		1,819.50	

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| DETAIL INVOICE LIST

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CASH ACCOUNT: 99000000 1001

Cash

CHECK RUN: C021621 02/16/2021

DUE DATE: 02/16/2021

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	CHECK
						CHECK TOTAL	1,819.50
8445	NOW MICRO	00000		INV	02/10/2021	IV518387	
	1 01061061 6480			ITTechnlgy NonCapInv		531.68	
				Invoice Net		531.68	
						CHECK TOTAL	531.68
4282	NUSS TRUCK GROUP INC	00000		INV	02/10/2021	2210806P	
	1 13340000 6564			HwyEqMt/Sh MchVehPrts		39.21	
				Invoice Net		39.21	
4282	NUSS TRUCK GROUP INC	00000		INV	02/10/2021	2210913P	
	1 13340000 6564			HwyEqMt/Sh MchVehPrts		33.12	
				Invoice Net		33.12	
4282	NUSS TRUCK GROUP INC	00000		INV	02/10/2021	2211722P	
	1 13340000 6564			HwyEqMt/Sh MchVehPrts		352.86	
				Invoice Net		352.86	
						CHECK TOTAL	425.19
8610	POSTER COMPLIANCE CENT	00000		INV	02/10/2021	INV-657561	
	1 01065000 6240			HumnRsrcs AdLgNt/Sub		364.81	
				Invoice Net		364.81	
						CHECK TOTAL	364.81
1878	REG 1 SE MN HOMELAND S	00000		INV	02/10/2021	2021 STMNT	
	1 01281000 6241			EmrgyMgmt CnfTrngRgD		1,000.00	
				Invoice Net		1,000.00	
						CHECK TOTAL	1,000.00
1766	RELIANCE TELEPHONE INC	00000		INV	02/10/2021	D-25473	
	1 25257000 6807			JailCntn JailCanMis		250.00	
				Invoice Net		250.00	
						CHECK TOTAL	250.00
8318	RICE SWCD	00000		INV	02/10/2021	2020 DUES	
	1 25124000 6260			NRBG ProTechSvc		2,000.00	
				Invoice Net		2,000.00	
						CHECK TOTAL	2,000.00
496	RICHARD POSSIN	00000		INV	02/10/2021	2/4/21 STMNT	
	1 01107000 6111			P&Z PerDiems		80.00	
	2 01107000 6334			P&Z Mileage		16.24	
				Invoice Net		96.24	
						CHECK TOTAL	96.24
1934	RIVER BEND BUSINESS PR	00000		INV	02/10/2021	519918	
	1 01062000 6341			CenSvcs CopierMain		136.26	
				Invoice Net		136.26	

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CASH ACCOUNT: 99000000 1001

Cash

CHECK RUN: C021621 02/16/2021

DUE DATE: 02/16/2021

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	CHECK
1934 RIVER BEND BUSINESS PR	1 01062000 6341	00000		INV	02/10/2021	519917	
		CenSvcs		CopierMain		99.62	
		Invoice Net				99.62	
1934 RIVER BEND BUSINESS PR	1 01062000 6341	00000		INV	02/10/2021	519916	
		CenSvcs		CopierMain		198.54	
		Invoice Net				198.54	
1934 RIVER BEND BUSINESS PR	1 01062000 6341	00000		INV	02/10/2021	519687	
		CenSvcs		CopierMain		2.62	
		Invoice Net				2.62	
1934 RIVER BEND BUSINESS PR	1 01062000 6341	00000		INV	02/10/2021	519814	
		CenSvcs		CopierMain		122.65	
		Invoice Net				122.65	
				CHECK TOTAL		559.69	
2461 RODNEY BORN	1 01107000 6111	00000		INV	02/10/2021	2/4/21 STMNT	
	2 01107000 6334	P&Z		PerDiems		80.00	
		P&Z		Mileage		2.80	
		Invoice Net				82.80	
				CHECK TOTAL		82.80	
3966 RONCO ENGINEERING SALE	1 13340000 6562	00000		INV	02/10/2021	3232810	
		HwyEqMt/Sh		OthAutoSup		134.96	
		Invoice Net				134.96	
				CHECK TOTAL		134.96	
848 RUSSELL J FREDERICK	1 01107000 6111	00000		INV	02/10/2021	2/4/21 STMNT	
	2 01107000 6334	P&Z		PerDiems		80.00	
		P&Z		Mileage		3.47	
		Invoice Net				83.47	
				CHECK TOTAL		83.47	
1299 SAFETY KLEEN SYSTEMS I	1 13340000 6562	00000		INV	02/10/2021	85136429	
		HwyEqMt/Sh		OthAutoSup		300.79	
		Invoice Net				300.79	
				CHECK TOTAL		300.79	
4631 SPORTSMAN STOP	1 01521000 6566	00000		INV	02/10/2021	1/13/21 #23	
		CoParks		Gas		6.80	
		Invoice Net				6.80	
4631 SPORTSMAN STOP	1 01201229 6475	00000		INV	02/10/2021	1/15/21 #48	
		OffSupShrf		AdmnOffSpl		30.83	
		Invoice Net				30.83	
				CHECK TOTAL		37.63	
477 STEELE CO TREASURER	1 41610000 6270	00000		INV	02/10/2021	1/26/21 STMNTS	
		Ditch		Repairs		30,401.99	
		Invoice Net				30,401.99	

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Waseca, MN
| DETAIL INVOICE LIST

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CASH ACCOUNT: 99000000 1001

Cash

CHECK RUN: C021621 02/16/2021

DUE DATE: 02/16/2021

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	CHECK
						CHECK TOTAL	30,401.99
4786 STEPHANIE ROEMHILDT		00000		INV 02/10/2021		2/4/21 STMNT	
1 01107000 6111		P&Z		PerDiems		80.00	
2 01107000 6334		P&Z		Mileage		7.50	
				Invoice Net		87.50	
4786 STEPHANIE ROEMHILDT		00000		INV 02/10/2021		2/4/21 STMNT 2	
1 01107000 6111		P&Z		PerDiems		80.00	
				Invoice Net		80.00	
						CHECK TOTAL	167.50
666 THE RETROFIT COMPANIES		00000		INV 02/10/2021		0110864-IN	
1 19393000 6260		Recycling		ProTechSvc		351.67	
				Invoice Net		351.67	
						CHECK TOTAL	351.67
519 THE SHOP LLC		00000		INV 02/10/2021		22077	
1 13340000 6260		HwyEqMt/Sh		ProTechSvc		95.00	
				Invoice Net		95.00	
						CHECK TOTAL	95.00
4767 THOMPSON SANITATION		00000		INV 02/10/2021		21464 1/29/21	
1 19391000 6254		TransStatn		RefRmvl		6,458.65	
2 19391000 6254		TransStatn		RefRmvl		4,608.00	
				Invoice Net		11,066.65	
						CHECK TOTAL	11,066.65
3123 THOMSON WEST		00000		INV 02/10/2021		843759802	
1 01091000 6453		Attrny		InfoLibChg		412.25	
				Invoice Net		412.25	
3123 THOMSON WEST		00000		INV 02/10/2021		843842433	
1 01091000 6453		Attrny		InfoLibChg		84.71	
				Invoice Net		84.71	
						CHECK TOTAL	496.96
2254 MONROE TOWMASTER LLC		00000		INV 02/10/2021		435597	
1 13340000 6564		HwyEqMt/Sh		MchVehPrts		647.67	
				Invoice Net		647.67	
						CHECK TOTAL	647.67
4728 TYLER TECHNOLOGIES, IN		00000		INV 02/10/2021		045-327269	
1 01061061 6450		ITTechnlgy		SftwrUpgrd		640.00	
				Invoice Net		640.00	
						CHECK TOTAL	640.00
1072 US VENTURE INC		00000		INV 02/10/2021		4487678	
1 01201223 6471		ShrfEqRepM		Tires		595.96	
				Invoice Net		595.96	

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 | Waseca, MN
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CASH ACCOUNT: 99000000 1001

Cash

CHECK RUN: C021621 02/16/2021

DUE DATE: 02/16/2021

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	CHECK
1072 US VENTURE INC		00000		INV	02/10/2021	4487679	
1 01201223 6471		ShrfEqRepM		Tires		595.96	
		Invoice Net				595.96	
				CHECK TOTAL		1,191.92	
4746 VOIANCE LANGUAGE SERVI		00000		INV	02/19/2021	1276469	
1 01201217 6803		ShrfBrdPrs		MiscExp		18.63	
		Invoice Net				18.63	
				CHECK TOTAL		18.63	
1495 NEWRICH FOODS		00000		INV	02/10/2021	00750237	
1 13340000 6590		HwyEqMt/Sh		TlsShpMat		11.98	
		Invoice Net				11.98	
				CHECK TOTAL		11.98	
4441 WASECA ABSTRACT COMPAN		00000		INV	02/10/2021	12070	
1 01107000 6260		P&Z		ProTechSvc		85.00	
		Invoice Net				85.00	
				CHECK TOTAL		85.00	
4188 WASECA COUNTY NEWS (SU		00000		INV	02/19/2021	WCN-24965 2021	
1 01107000 6240		P&Z		AdLgNt/Sub		63.25	
		Invoice Net				63.25	
				CHECK TOTAL		63.25	
4541 WASECA HARDWARE LLC		00000		INV	02/10/2021	900551 1/21	
1 01112000 6310		LEBldgMtc		EqRepMtc		15.99	
2 01112000 6410		LEBldgMtc		CstBldgSpp		16.99	
3 01521000 6410		CoParks		CstBldgSpp		7.59	
4 01521000 6310		CoParks		EqRepMtc		30.94	
		Invoice Net				71.51	
				CHECK TOTAL		71.51	
4541 WASECA HARDWARE LLC		00000		INV	02/10/2021	900562 31669	
1 13340000 6590		HwyEqMt/Sh		TlsShpMat		1.39	
		Invoice Net				1.39	
				CHECK TOTAL		1.39	
3356 WATCHGUARD VIDEO		00000		INV	02/10/2021	ACCINV0029288	
1 01201201 6670		GenSheriff		Vehicles		162.00	
		Invoice Net				162.00	
				CHECK TOTAL		162.00	
4942 WENZEL AUTO ELECTRIC C		00000		INV	02/10/2021	31599	
1 13340000 6564		HwyEqMt/Sh		MchVehPrts		259.00	
		Invoice Net				259.00	
				CHECK TOTAL		259.00	

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CASH ACCOUNT: 99000000 1001

Cash

CHECK RUN: C021621 02/16/2021

DUE DATE: 02/16/2021

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	CHECK
4761 WORLD FUEL SERVICES IN	1 13340000 6561	00000		INV	02/10/2021	213015272728-41801	
		HwyEqMt/Sh		Oil&Grease		966.75	
		Invoice Net				966.75	
4761 WORLD FUEL SERVICES IN	1 13340000 6561	00000		INV	02/10/2021	214835476799-41801	
		HwyEqMt/Sh		Oil&Grease		5,842.58	
		Invoice Net				5,842.58	
		CHECK TOTAL				6,809.33	
4933 WRIGHT & ASSOCIATES LL	1 25252101 6260	00000		INV	02/10/2021	1/21 STMNT	
		DrgCrtFed		ProTechSvc		2,588.04	
		Invoice Net				2,588.04	
		CHECK TOTAL				2,588.04	
615 ZAHLEQUIPMENT SERVICE	1 13340000 6565	00000		INV	02/10/2021	0022768-IN	
		HwyEqMt/Sh		OthRepSppl		100.00	
		Invoice Net				100.00	
615 ZAHLEQUIPMENT SERVICE	1 13340000 6565	00000		INV	02/10/2021	251608	
		HwyEqMt/Sh		OthRepSppl		135.00	
		Invoice Net				135.00	
615 ZAHLEQUIPMENT SERVICE	1 13340000 6565	00000		INV	02/10/2021	251615	
		HwyEqMt/Sh		OthRepSppl		179.00	
		Invoice Net				179.00	
615 ZAHLEQUIPMENT SERVICE	1 13340000 6565	00000		INV	02/10/2021	251638	
		HwyEqMt/Sh		OthRepSppl		114.00	
		Invoice Net				114.00	
		CHECK TOTAL				528.00	
2601 ZIEGLER INC	1 13340000 6564	00000		INV	02/10/2021	SW240051161	
	2 13340000 6310	HwyEqMt/Sh		MchVehPrts		4,116.67	
		HwyEqMt/Sh		EqRepMtc		2,707.50	
		Invoice Net				6,824.17	
		CHECK TOTAL				6,824.17	
=====							
133 INVOICES				CHECK RUN TOTAL		149,130.44	149,130.44
				CASH ACCOUNT BALANCE			9,810,704.47
=====							



**Waseca County Board of Commissioners
Request for Board Action**

Transfer County Building Funds

Meeting Date:	02/16/2021	Fiscal/FTE Impact:	☐ None
Item Type:	☐ Consent ☒ Action	☒ Current budget	
Department:	Highway	☐ New FTE(s) Requested	
Contact:	Alan Forsberg	☐ Other	
Contact Phone:	507-835-0661	☐ Amendment Requested	
Prepared by:	Deb Westphal		

PURPOSE/ACTION REQUESTED

The Highway Dept. is requesting a transfer of funds between line items.

SUMMARY

The Highway Dept requests the transfer of \$170,994.00 from Assigned Building account 13-000-2850 to Building Improvement account 13-340-6611.

Payments totaling \$313,905.09 were made for the improvements to Janesville, Waldorf, and New Richland Maintenance Facilities. The balance in the assigned fund will be zero after this transfer is completed.

RECOMMENDATION

Waseca County staff recommends that the Waseca County Board of Commissioner transfer these funds to balance the buildings improvement line item.

EXPLANATION OF FISCAL/FTE IMPACTS

None

Supporting Documents:

Attachment A:

Attachment B:

Previous Board Action(s):

Resolution #

RESOLUTION #

Waseca County Board of Commissioners

By: _____, Board Chair

ATTEST:

Tamara J. Spooner
Waseca County Auditor-Treasurer

Administrator's Comments:

- ☐ Recommend Action
- ☐ Do Not Recommend Action
- ☐ Reviewed – No Recommendation
- ☐ Reviewed – Information Only
- ☐ Submitted at Commissioner Request

Reviewed By (if required):

- ☐ County Attorney's Office
- ☐ Risk Management
- ☐ Human Resources
- ☐ Information Technology
- ☐ Building and Grounds

County Administrator

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| CHECK RUN SUMMARY

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CHECK RUN: C021621 02/16/2021

DUE DATE: 02/16/2021

FUND	ORG	ACCOUNT	AMOUNT	AVLB	BUDGET	
01	01002000	County Commissione	01-002-010-000-0000-0000-6201-	Cell/Telephone	18.75	-149.27
01	01002000	County Commissione	01-002-010-000-0000-0000-6334-	Mileage	15.29	2,913.30
01	01031000	County Administrat	01-031-010-000-0000-0000-6201-	Cell/Telephone	18.75	-510.90
01	01041000	Auditor-Treasurer	01-041-010-000-0000-0000-6201-	Cell/Telephone	66.24	-18.16
01	01042000	License Bureau	01-042-010-000-0000-0000-6201-	Cell/Telephone	42.50	139.31
01	01042000	License Bureau	01-042-010-000-0000-0000-6401-	Office Supplies	202.75	-457.18
01	01061061	IT Technology	01-061-010-061-0000-0000-6201-	Cell/Telephone	66.24	91.58
01	01061061	IT Technology	01-061-010-061-0000-0000-6260-	Prof & Tech Services	250.00	-6,659.97
01	01061061	IT Technology	01-061-010-061-0000-0000-6262-	Software Support	1,875.00	42,162.43
01	01061061	IT Technology	01-061-010-061-0000-0000-6401-	Office Supplies	852.39	-3,742.69
01	01061061	IT Technology	01-061-010-061-0000-0000-6450-	Software & Upgrades	640.00	96,702.48
01	01061061	IT Technology	01-061-010-061-0000-0000-6480-	Non-Capitalized Invent	531.68	-10,207.87
01	01062000	Central Services	01-062-010-000-0000-0000-6111-	Per Diems	80.00	-800.00
01	01062000	Central Services	01-062-010-000-0000-0000-6201-	Cell/Telephone	421.06	-337.26
01	01062000	Central Services	01-062-010-000-0000-0000-6267-	State Auditing	3,000.00	3,702.00
01	01062000	Central Services	01-062-010-000-0000-0000-6341-	Copier Maintenance	559.69	-10,230.54
01	01062000	Central Services	01-062-010-000-0000-0000-6403-	Copier Supplies	264.00	681.00
01	01065000	Human Resources	01-065-010-000-0000-0000-6240-	Advertising/Legal Noti	364.81	-973.54
01	01091000	Attorney	01-091-010-000-0000-0000-6201-	Cell/Telephone	30.00	29.80
01	01091000	Attorney	01-091-010-000-0000-0000-6453-	Information/Library Ch	496.96	2,062.47
01	01101000	Recorder	01-101-010-000-0000-0000-6201-	Cell/Telephone	48.74	51.55
01	01101000	Recorder	01-101-010-000-0000-0000-6401-	Office Supplies	35.88	635.63
01	01103000	Assessor	01-103-010-000-0000-0000-6201-	Cell/Telephone	36.25	1,607.06
01	01103000	Assessor	01-103-010-000-0000-0000-6241-	Conference/Trainig/Reg	75.00	4,438.44
01	01107000	Planning and Zonin	01-107-010-000-0000-0000-6111-	Per Diems	640.00	-2,225.00
01	01107000	Planning and Zonin	01-107-010-000-0000-0000-6201-	Cell/Telephone	30.00	374.80
01	01107000	Planning and Zonin	01-107-010-000-0000-0000-6240-	Advertising/Legal Noti	63.25	2,140.70
01	01107000	Planning and Zonin	01-107-010-000-0000-0000-6260-	Prof & Tech Services	85.00	12,718.89
01	01107000	Planning and Zonin	01-107-010-000-0000-0000-6334-	Mileage	57.23	1,036.20
01	01107000	Planning and Zonin	01-107-010-000-0000-0000-6401-	Office Supplies	33.00	439.19
01	01111000	Courthouse Buildin	01-111-010-000-0000-0000-6201-	Cell/Telephone	6.25	-112.51
01	01111000	Courthouse Buildin	01-111-010-000-0000-0000-6340-	Rentals & Service Agre	143.52	138.20
01	01111000	Courthouse Buildin	01-111-010-000-0000-0000-6410-	Custodial & Building S	87.96	-163.75
01	01112000	Law Enforcement Bu	01-112-020-000-0000-0000-6310-	Equipment Repairs/Main	15.99	2,661.50
01	01112000	Law Enforcement Bu	01-112-020-000-0000-0000-6340-	Rentals & Service Agre	143.51	99.55
01	01112000	Law Enforcement Bu	01-112-020-000-0000-0000-6410-	Custodial/Building Sup	16.99	-811.04
01	01115000	East Annex Buildin	01-115-010-000-0000-0000-6310-	Equipment Repairs/Main	254.96	709.10
01	01117000	Hman Svcs/Pub Hlth	01-117-050-000-0000-0000-6340-	Rentals & Service Agre	143.52	1,229.88
01	01119000	Fleet	01-119-010-000-0000-0000-6561-	Oil & Grease	42.21	132.68
01	01119000	Fleet	01-119-010-000-0000-0000-6590-	Tools & Shop Equipment	1,861.92	2,810.92
01	01121000	Veterans Services	01-121-010-000-0000-0000-6201-	Cell/Telephone	30.00	268.24
01	01121000	Veterans Services	01-121-010-000-0000-0000-6310-	Equipment Repairs/Main	291.63	-1,235.17
01	01201201	General Sheriff	01-201-020-201-0000-0000-6260-	Prof & Tech Services	175.00	19,662.90
01	01201201	General Sheriff	01-201-020-201-0000-0000-6340-	Rentals & Service Agre	150.00	11,970.68
01	01201201	General Sheriff	01-201-020-201-0000-0000-6670-	Vehicles	43,489.40	-256,453.90
01	01201211	Sheriff Telephone	01-201-020-211-0000-0000-6201-	Cell/Telephone	158.73	79.16
01	01201214	Sheriff Training	01-201-020-214-0000-0000-6339-	Registration Costs	1,600.00	14,016.45
01	01201217	Sheriff Board of P	01-201-020-217-0000-0000-6268-	Medical Costs	1,819.50	7,531.19
01	01201217	Sheriff Board of P	01-201-020-217-0000-0000-6803-	Miscellaneous Expense	498.09	7,542.00

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| CHECK RUN SUMMARY

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CHECK RUN: C021621 02/16/2021

DUE DATE: 02/16/2021

FUND	ORG	ACCOUNT	AMOUNT	AVLB	BUDGET	
01	01201223	Sheriff Eqpmnt Rep	01-201-020-223-0000-0000-6310-	Squad Repairs/Maintena	1,737.05	3,652.63
01	01201223	Sheriff Eqpmnt Rep	01-201-020-223-0000-0000-6471-	Tires	1,454.92	-4,284.04
01	01201229	Office Supplies, S	01-201-020-229-0000-0000-6475-	Administrative Office	34.29	7,324.69
01	01252000	Court Services	01-252-020-000-0000-0000-6201-	Cell/Telephone	54.99	833.32
01	01252000	Court Services	01-252-020-000-0000-0000-6401-	Office Supplies	16.51	1,261.17
01	01254000	Electronic Monitor	01-254-020-000-0000-0000-6264-	Electronic Monitoring	84.00	6,439.00
01	01281000	Emergency Manageme	01-281-020-000-0000-0000-6201-	Cell/Telephone	188.75	529.30
01	01281000	Emergency Manageme	01-281-020-000-0000-0000-6241-	Conference/Trainig/Reg	1,000.00	1,250.00
01	01451451	Public Health Nurs	01-451-050-451-0000-0000-6201-	Cell/Telephone	61.24	-3,622.69
01	01451451	Public Health Nurs	01-451-050-451-0000-0000-6241-	Conference/Trainig/Reg	3,211.00	-1,323.00
01	01451451	Public Health Nurs	01-451-050-451-0000-0000-6260-	Prof & Tech Services	1,186.50	6,673.10
01	01451451	Public Health Nurs	01-451-050-451-0000-0000-6401-	Office Supplies	106.82	-5,234.68
01	01451451	Public Health Nurs	01-451-050-451-0000-0000-6430-	Medical Supplies	58.00	286.18
01	01451453	Comm Envirnmntal H	01-451-050-453-0000-0000-6201-	Cell/Telephone	18.75	139.09
01	01451457	PHP	01-451-050-457-0000-0000-6401-	Office Supplies	11.99	.00
01	01521000	County Parks	01-521-070-000-0000-0000-6310-	Equipment Repairs/Main	45.63	-1,459.39
01	01521000	County Parks	01-521-070-000-0000-0000-6410-	Custodial/Building Sup	7.59	820.16
01	01521000	County Parks	01-521-070-000-0000-0000-6566-	Gas	6.80	574.58
01	01602000	Extension	01-602-090-000-0000-0000-6201-	Cell/Telephone	54.99	103.82
				FUND TOTAL	71,169.46	
CASH	ACCOUNT	99000000	1001	BALANCE	9,810,704.47	
13	13310000	Highway Administra	13-310-030-000-0000-0000-6201-	Cell/Telephone	30.00	572.47
13	13310000	Highway Administra	13-310-030-000-0000-0000-6401-	Office Supplies	87.17	542.41
13	13320000	Hwy Engineering/Co	13-320-030-000-0000-0000-6260-	Prof & Tech Services	2,430.00	297,333.84
13	13320000	Hwy Engineering/Co	13-320-030-000-0000-0000-6285-	Right-Of-Way Acquisiti	1,250.00	7,250.00
13	13320000	Hwy Engineering/Co	13-320-030-000-0000-0000-6501-	Engineering/Surveying	630.65	2,137.65
13	13340000	Hwy Equipment Main	13-340-030-000-0000-0000-6201-	Cell/Telephone	54.07	-1,124.98
13	13340000	Hwy Equipment Main	13-340-030-000-0000-0000-6260-	Prof & Tech Services	1,212.42	-5,544.96
13	13340000	Hwy Equipment Main	13-340-030-000-0000-0000-6310-	Equipment Repairs/Main	2,733.61	4,818.00
13	13340000	Hwy Equipment Main	13-340-030-000-0000-0000-6410-	Custodial/Building Sup	132.34	-966.47
13	13340000	Hwy Equipment Main	13-340-030-000-0000-0000-6561-	Oil & Grease	6,809.33	-28.36
13	13340000	Hwy Equipment Main	13-340-030-000-0000-0000-6562-	Other Auto Supplies	435.75	19,342.21
13	13340000	Hwy Equipment Main	13-340-030-000-0000-0000-6563-	Tires Tubes & Batterie	1,786.40	-3,557.41
13	13340000	Hwy Equipment Main	13-340-030-000-0000-0000-6564-	Machinery/Vehicle Part	6,100.12	-3,045.95
13	13340000	Hwy Equipment Main	13-340-030-000-0000-0000-6565-	Other Repair Supplies	528.00	4,400.10
13	13340000	Hwy Equipment Main	13-340-030-000-0000-0000-6590-	Tools & Shop Materials	483.37	-4,571.42
				FUND TOTAL	24,703.23	
CASH	ACCOUNT	99000000	1001	BALANCE	9,810,704.47	
19	19391000	Transfer Station	19-391-040-000-0000-0000-6201-	Cell/Telephone	23.75	-120.00
19	19391000	Transfer Station	19-391-040-000-0000-0000-6254-	Refuse Removal	11,066.65	-165,415.36
19	19393000	Recycling	19-393-040-000-0000-0000-6260-	Prof & Tech Services	351.67	9,158.96
				FUND TOTAL	11,442.07	

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CHECK RUN: C021621 02/16/2021

DUE DATE: 02/16/2021

FUND ORG	ACCOUNT		AMOUNT	AVLB BUDGET
CASH ACCOUNT 99000000 1001	BALANCE	9,810,704.47		
25 25124000 NRBG	25-124-090-000-0000-0000-6260-	Professional & Technic	2,000.00	.00
25 25252000 Court Services	25-252-020-000-0000-0000-6213-	Drug Testing Services	2,322.36	7,936.36
25 25252101 Drug Court Federal	25-252-020-101-0000-0000-6260-	Prof & Tech Services	2,838.04	-24,052.04
25 25257000 Jail Canteen	25-257-020-000-0000-0000-6807-	Jail Canteen Miscellan	250.00	1,775.06
25 25259000 Permit To Carry	25-259-020-000-0000-0000-6401-	Office Supplies	9.03	-5,388.04
		FUND TOTAL	7,419.43	
CASH ACCOUNT 99000000 1001	BALANCE	9,810,704.47		
41 41610000 Ditch	41-610-090-000-0000-0000-6270-	Repairs	34,396.25	99,126.81
		FUND TOTAL	34,396.25	
CASH ACCOUNT 99000000 1001	BALANCE	9,810,704.47		
CHECK RUN SUMMARY TOTAL			149,130.44	
GRAND TOTAL			158,494.32	

** END OF REPORT - Generated by Amy Schauer **

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Waseca, MN
Vendor Warrant List Report

P
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DATE: 02/16/2021 CHECK RUN: c200216 AMOUNT: \$ 12,964.04

APPROVED BY: _____

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Waseca, MN

| DETAIL INVOICE LIST

 | P 2
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CASH ACCOUNT: 99000000 1001

Cash

CHECK RUN: c200216 02/16/2021

DUE DATE: 02/16/2021

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	CHECK
7768 ALTERNATIVE RESOLUTION	1 01014000 6260	00000		INV	12/31/2020	7-12/20 STMNT	
		CrtAdmnCo		ProTechSvc		405.00	
		Invoice Net				405.00	
				CHECK TOTAL		405.00	
7768 ALTERNATIVE RESOLUTION	1 01014000 6260	00000		INV	12/31/2020	7-12/20 STMNT 2	
		CrtAdmnCo		ProTechSvc		1,147.50	
		Invoice Net				1,147.50	
				CHECK TOTAL		1,147.50	
4561 ALVIN GRAMS	1 01062000 6111	00000		INV	12/31/2020	9/16/20 STMNT	
		CenSvcs		PerDiems		75.00	
		Invoice Net				75.00	
				CHECK TOTAL		75.00	
1143 APG MEDIA OF SOUTHERN	1 01107000 6240	00000		INV	12/31/2020	10710-1120 3	
		P&Z		AdLgNt/Sub		38.48	
		Invoice Net				38.48	
1143 APG MEDIA OF SOUTHERN	1 01103000 6240	00000		INV	12/31/2020	10710-1120 2	
		Assr		AdLgNt/Sub		421.60	
		Invoice Net				421.60	
				CHECK TOTAL		460.08	
4469 BRITTON PLUMBING & HEA	1 01521000 6310	00000		INV	12/31/2020	999794	
		CoParks		EqRepMtc		330.24	
		Invoice Net				330.24	
				CHECK TOTAL		330.24	
2956 DAVID R BORCHARDT	1 01014000 6261	00000		INV	12/31/2020	9/20 STMNT	
		CrtAdmnCo		CrtAptAtty		130.00	
		Invoice Net				130.00	
				CHECK TOTAL		130.00	
3515 MARK LEIFERMAN	1 01107000 6334	00000		INV	12/31/2020	2020 MILEAGE	
		P&Z		Mileage		35.48	
		Invoice Net				35.48	
				CHECK TOTAL		35.48	
8611 NATIONAL 4-H COUNCIL	1 01602000 6452	00000		INV	12/31/2020	108902	
		Extsn		RefBksMatl		241.43	
		Invoice Net				241.43	
				CHECK TOTAL		241.43	
1953 REGENTS OF UNIVERSITY	1 01031000 6241	00000		INV	12/31/2020	0300000026318	
		CoAdmn		CnfTrngRgD		150.00	
		Invoice Net				150.00	
				CHECK TOTAL		150.00	

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	CHECK
3102	WASECA, CITY OF	00000		INV	12/31/2020	2020 4TH QTR	
1	01201201 6260	GenSheriff		ProTechSvc		8,756.34	
		Invoice Net				8,756.34	
				CHECK		TOTAL	8,756.34
179	WASECA CO SOIL & WATER	00000		INV	12/31/2020	IOSCO 2020 2ND HALF	
1	01107109 6260	StrmLkEly		ProTechSvc		301.45	
		Invoice Net				301.45	
179	WASECA CO SOIL & WATER	00000		INV	12/31/2020	2020 BOOT CREEK	
1	25102000 6260	BootCreek		ProTechSvc		931.52	
		Invoice Net				931.52	
				CHECK		TOTAL	1,232.97
=====							
13	INVOICES			CHECK RUN TOTAL		12,964.04	12,964.04
		CASH ACCOUNT		BALANCE			9,810,704.47

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CHECK RUN: c200216 02/16/2021

DUE DATE: 02/16/2021

FUND	ORG			ACCOUNT		AMOUNT	AVLB	BUDGET
01	01014000	Court Admin Waseca	01-014-010-000-0000-0000-6260-		Prof & Tech Services	1,552.50		-6,530.76
01	01014000	Court Admin Waseca	01-014-010-000-0000-0000-6261-		Court Appointed Attorn	130.00		3,139.60
01	01031000	County Administrat	01-031-010-000-0000-0000-6241-		Conference/Trainig/Reg	150.00		2,214.00
01	01062000	Central Services	01-062-010-000-0000-0000-6111-		Per Diems	75.00		-800.00
01	01103000	Assessor	01-103-010-000-0000-0000-6240-		Advertising/Legal Noti	421.60		-980.49
01	01107000	Planning and Zonin	01-107-010-000-0000-0000-6240-		Advertising/Legal Noti	38.48		2,140.70
01	01107000	Planning and Zonin	01-107-010-000-0000-0000-6334-		Mileage	35.48		1,036.20
01	01107109	Storm Damage Lake	01-107-010-109-0000-0000-6260-		Professional & Technic	301.45		-3,222.33
01	01201201	General Sheriff	01-201-020-201-0000-0000-6260-		Prof & Tech Services	8,756.34		19,662.90
01	01521000	County Parks	01-521-070-000-0000-0000-6310-		Equipment Repairs/Main	330.24		-1,459.39
01	01602000	Extension	01-602-090-000-0000-0000-6452-		Reference Books & Mate	241.43		70.67
FUND TOTAL						12,032.52		
CASH	ACCOUNT	990000000	1001	BALANCE	9,810,704.47			
25	25102000	Boot Creek	25-102-090-000-0000-0000-6260-		Professional & Technic	931.52		.00
FUND TOTAL						931.52		
CASH	ACCOUNT	990000000	1001	BALANCE	9,810,704.47			
=====								
CHECK RUN SUMMARY TOTAL						12,964.04		
=====								
GRAND TOTAL						12,964.04		
=====								

** END OF REPORT - Generated by Amy Schauer **



**Waseca County Board of Commissioners
Request for Board Action**

Bids for Mowing County Parks

Meeting Date: 02/16/21
Item Type: ☒ Consent ☐ Action
Department: Building & Grounds
Contact: Brian Tomford
Contact Phone: 835-0629
Prepared by: Brian Tomford

Fiscal/FTE Impact:
☐ None
☐ Current budget
☐ New FTE(s) Requested
☐ Other
☐ Amendment Requested

PURPOSE/ACTION REQUESTED

Get bids for mowing County Parks

SUMMARY

Over the past several years Waseca County has accepted bids for mowing our county parks

RECOMMENDATION

Waseca County staff recommends that the Waseca County Board of Commissioners accepts bids for mowing county parks.

EXPLANATION OF FISCAL/FTE IMPACTS

None.

Supporting Documents:

Attachment A:

Attachment B:

Previous Board Action(s):

Resolution #

Waseca County Board of Commissioners

Monthly Electronic Funds Transfer Report

January 2021

Date	From Account	To Account	Amount	Description
01/11/21	First National Bank	Ehlers	\$291,881.25	2013A GO Bond Payment

Waseca County Board of Commissioners

Monthly Electronic Funds Transfer Report

December 2020

Date	From Account	To Account	Amount	Description
12/02/20	First National Bank	City of Waseca	\$2,532,649.42	11/15/20 Property Tax Settlement
12/02/20	First National Bank	School District 829	\$421,768.32	11/15/20 Property Tax Settlement
12/02/20	First National Bank	School District 2143	\$88,068.92	11/15/20 Property Tax Settlement
12/02/20	First National Bank	School District 2168	\$108,073.78	11/15/20 Property Tax Settlement
12/02/20	First National Bank	School District 2835	\$248,922.89	11/15/20 Property Tax Settlement
12/03/20	First National Bank	MN Prairie	\$1,581,856.50	2nd half Property Tax Levy
12/03/20	MAGIC	First National Bank	\$2,000,000.00	Redemption
12/09/20	First National Bank	Bank of Ceylon	\$250,000.00	New CD
12/17/20	MAGIC	First National Bank	\$2,000,000.00	Redemption
12/22/20	First National Bank	Roundbank	\$1,500,000.00	Payroll



**Waseca County Board of Commissioners
Request for Board Action**

State Fund Transfers

Meeting Date: February 16, 2021
Item Type: ☒ Consent ☐ Action
Department: Planning and Zoning
Contact: Mark Leiferman
Contact Phone: (507) 835-0651
Prepared by: Mark Leiferman

Fiscal/FTE Impact:
☐ None
☒ Current budget
☐ New FTE(s) Requested
☐ Other
☐ Amendment Requested

PURPOSE/ACTION REQUESTED

Transfer 2020 funds from the accounts below to the 2020 Planning and Zoning Department Fund to cover a portion of staff salaries. Please note that other expenditures during the year have been drawn directly from these various funds.

SUMMARY

	Riparian Buffer Enforcement	MPCA Feedlot	National Resource Block Grant
Fund Transfer Out Code:	<u>25-109-6905</u>	<u>25-125-6905</u>	<u>25-124-6905</u>
Amount of Transfer:	\$2,377.32	\$27,992.24	\$24,394.00

The funds should be transferred to the Planning Department Fund: **01-107-5910**

RECOMMENDATION

Waseca County staff recommends that the Waseca County Board of Commissioner approve the transfer of funds.

EXPLANATION OF FISCAL/FTE IMPACTS

Funds from the various accounts will reimburse Planning and Zoning staff time spent on these program activities from 2020.

Administrator's Comments:

- ☐ Recommend Action
- ☐ Do Not Recommend Action
- ☐ Reviewed – No Recommendation
- ☐ Reviewed – Information Only
- ☐ Submitted at Commissioner Request

Reviewed By (if required):

- ☐ County Attorney's Office
- ☐ Risk Management
- ☐ Human Resources
- ☐ Information Technology
- ☐ Building and Grounds

County Administrator



**Waseca County Board of Commissioners
Request for Board Action**

2020 County Feedlot Officer Annual Report and Performance Review

Meeting Date:	February 16 th , 2021	Fiscal/FTE Impact:
Item Type:	☒ Consent ☐ Action	☒ None
Department:	Planning & Zoning	☐ Current budget
Contact:	Mark Leiferman, Planning and Zoning Administrator	☐ New FTE(s) Requested
Contact Phone:	(507) 835-0651	☐ Other
Prepared by:	Brian Zabel	☐ Amendment Requested

PURPOSE/ACTION REQUESTED

Similar to other Consent Agenda items, the 2020 County Feedlot Officer Annual Report and Performance Review are provided to the Commissioners for information updates and acknowledgement.

SUMMARY

The Minnesota Pollution Control Agency (MPCA) requires delegated feedlot program counties to submit a County Feedlot Officer Annual Report to describe the feedlot projects and activities that were completed throughout the year. This report is the focal point for evaluation when a County Feedlot Officer (CFO) receives their annual performance review from MPCA regional staff. The County Feedlot Officer Annual Report and performance review help determine the amount of MPCA funding the delegated county will receive for completing feedlot activities such as registrations and inspections.

In order to receive MPCA feedlot funding, delegated feedlot program counties have minimum program requirements that must be achieved. During the annual performance review, the minimum program requirements are split up into two categories, inspection and non-inspection. For the inspection category, 7% of MPCA recognized and registered feedlot sites within the county must be annually inspected to pass the minimum program requirements. In 2020, Waseca County had a feedlot site inspection rate of 13.15%. A passing rate for the minimum program requirements for non-inspections is 90%. In 2020, Waseca County received a 100% achievement rate for the non-inspection minimum program requirements category. Additionally, any work that is done above and beyond the minimum program requirements is rewarded with performance credit funding. In 2020, Waseca County earned 25.75 performance credits.

RECOMMENDATION

Staff recommends that the Waseca County Board of Commissioners move to approve the consent agenda, authorizing the County Board Chairman to sign the 2020 County Feedlot Officer Annual Report.

EXPLANATION OF FISCAL/FTE IMPACTS

None.

Supporting Documents:

Attachment A: 2020 County Feedlot Officer Annual Report

Attachment B: MPCA Feedlot Program 2020 Year-End Review Worksheet

Administrator’s Comments:

- ☐ Recommend Action
- ☐ Do Not Recommend Action
- ☐ Reviewed – No Recommendation
- ☐ Reviewed – Information Only
- ☐ Submitted at Commissioner Request

Reviewed By (if required):

- ☐ County Attorney’s Office
- ☐ Risk Management
- ☐ Human Resources
- ☐ Information Technology
- ☐ Building and Grounds

County Administrator

2020 County Feedlot Officer (CFO) Annual Report

(Data for the Period: January 1, 2020 - December 31, 2020)

Revised November 2020

County: Waseca
Phone: 507-835-0652

Contact Person: Brian Zabel
E-Mail Address: brian.zabel@co.waseca.mn.us

Signature: _____
(Signature of County Board Commissioner) (Date)

All data must be entered in accordance with the Annual CFO Report Guidance Document.

Except where identified, this report only addresses **non-CAFO/NPDES/SDS sites** required by 7020 to be registered.

STAFFING LEVEL						
1	FTEs - (Full Time Equivalents) supplied by the CFO(s):	0.71				
2	FTEs supplied by other county staff, including administrative and support staff assigned to the feedlot program:	0.006				
3	FTEs supplied through contract with other local government units:	0				
4	Total Number of FTE positions that supported county program:	0.716				
REGISTRATION (Report your current numbers - base grant numbers are displayed for reference)		Base	Current			
5	Feedlots in shoreland with 10 - 49 AU:	17	17			
6	Feedlots with 50 - 299 AU:	108	108			
7	Non-CAFO/NPDES/SDS ≥ 300 AU:	53	53			
8	CAFOs without NPDES or SDS permits 300-999 AU ("Gap Sites")	5	5			
9	Feedlots with NPDES or SDS permits:	51	51			
10	Total - Feedlots required to be registered:	234	234			
11	Total - Feedlots Eligible for Funding (FROM AGENCY BASE GRANT AWARD NUMBER)			232		
Feedlot Sites Inspected		Minimum number of FEEDLOT SITES required to register that must be inspected (7%): 16.5				
12	Number of FEEDLOT SITES that received a compliance, construction, desktop N&P, or in-field land app inspection (count in-field land app inspections as 1/2 of an inspection)	30.5				
INSPECTION REPORTING						
Types of Inspections (at sites required to be registered)		10 - 49 AU (in shoreland)	50 - 299 AU (except where noted)	300 or more AU (Non-CAFO/NPDES/SDS)		
Only count first instance of each type of inspection per feedlot						
13	Compliance inspections	2	19	8		
	13.1) How many included the optional P review			0		
14	Construction inspections					
	14.1) How many received a 2nd construction inspection					
15	Desktop N&P records inspection (P review as part of a compliance inspection should be reported in 13.1)		100+ AU & in DWSMA			
16	In-field land application inspection		2	3		
17	Complaint initiated inspections (any non-CAFO/NPDES/SDS)					
18	Routine or follow-up stockpile only inspection					
Other Inspection Related Info						
19	CAFO/NPDES/SDS sites inspected at the MPCA's request	1				
20	Number of feedlots inspected within shoreland, a DWSMA, or a TMDL area.	5				
21	Number of sites inspected found to be non-compliant with water quality discharge standards.	0				
22	Number of sites inspected with 100+ AU found to be non-compliant with N and/or P requirements.	1				
INSPECTION Performance Credits (Summarized from entries above)		Total	Not PC eligible	PC eligible	PC	PC Total
NOTE: Inspections assumed to satisfy the 7% minimum are not PC eligible						
23	Compliance inspections min. # of compliance inspections: 9	29	16.5	12.5	1.5	18.75
24	Construction inspections	0	0	0	1	0
25	Desktop N&P records inspections	0	0	0	1.5	0
26	In-field land application inspections	5	0	5	0.5	2.5
27	Compliance inspections that include optional P review			0	0.5	0
28	Number of facilities that received 2 or more construction inspections.			0	0.5	0
29	CAFO/NPDES/SDS sites inspected at the MPCA's request			1	0.5	0.5
30	Complaint initiated inspections (any non-CAFO/NPDES/SDS) (only count 1 per feedlot):			0	0.5	0
31	Routine or follow-up stockpile only inspection. (only count 1 per feedlot)			0	0.25	0

Additional Performance Credit Calculations and Supplemental Information

Describe below the progress made in meeting your program year work plan inspection goals. You must provide quantitative results for each compliance inspection and land application goal listed in your work plan.

15 routine compliance inspections completed in Wilton Township.
 9 routine compliance inspections completed in Freedom Township.
 5 routine compliance inspections completed in Otisco Township.
 5 in field land application inspections completed in Wilton Township.
 1 CAFO/NPDES site inspected at MPCA's request in Freedom Township.

Inspection goal of 20 was met.

PERMITTING		Number	PC	PC Total
32	30-day construction or expansion notifications received:	1	---	---
33	Interim Permits Issued or Modified:	0	2	0
34	Construction Short-Form Permits Issued or Modified at Sites $\geq$ 300 AU:	0	1	0
35	Public meetings held for construction or expansion to $\geq$ 500 AU:	2	---	---
ENVIRONMENTAL REVIEW (EAW)		Number	PC	PC Total
36	EAW petitions received:	0	---	---
37	EAWs prepared by county:	0	4	0
EMERGENCY RESPONSE		Number	PC	PC Total
38	Events where emergency response was conducted: (on-site visit)	0	2	0
ENFORCEMENT ACTIONS		Number	PC	PC Total
39	Letters of Warning (LOW) issued:	0	---	---
40	Notices of Violation (NOV) issued:	0	---	---
41	Court actions commenced:	0	---	---
FEEDLOT SITE SCHEDULED COMPLIANCE (Achieved in current reporting year)		Number	PC	PC Total
42	Feedlots where a partial environmental upgrade was achieved:	0	---	---
43	Feedlots where a complete environmental upgrade was achieved:	0	6	0
LAND APPLICATION SCHEDULED COMPLIANCE (Achieved in current reporting year)		Number	PC	PC Total
44	Feedlots 100+ AU where N records requirements were returned to compliance:	0	---	---
45	Feedlots 300+ AU (or 100+ DWSMA) where N&P requirements were returned to compliance:	0	---	---
46	Feedlots 100+ AU where in-field inspection non-compliance was resolved:	0	---	---

OWNER ASSISTANCE AND OUTREACH		Number	PC	PC Total
47	Sites visited to provide assistance	6	---	---
48	Workshops/trainings hosted/sponsored by the CFO:	0	2	0
	48.1) Total number of feedlot owners attending these events	0	---	---
49	CFO presentations at informational or producer group events: (per event)	0	1	0
50	Number of mailings to feedlot owners:	0	---	---
51	Feedlot articles placed in newspapers:	0	---	---
Describe your workshops, trainings, newsletters, mailings, articles, or other assistance and outreach activities.				
Date	Description			
CFO TRAINING AND MENTORING		Number	PC	PC Total
52	CFO - training CEUs: (Enter total training hours earned - list events below)	35.75	---	---
53	Hours mentoring New CFOs (describe on a separate sheet):	0	0.25	0
List the training events attended.				
Date	Description		Hours	
1/15/2020	WebEx--Year End Reporting		0.5	
2/12/2020	WebEx--Online Registration Updates, NPDES Permit, MSA Closure		1.25	
22-Apr	WebEx--Online Registration Demo		1.5	
6-May	WebEx--Regional Meeting		2	
20-May	WebEx--Tableau, DAWP Changes		2.5	
6/17/2020	WebEx--New Online Registration Program Launch		1.5	
7/24/2020	U of M Science behind MMP Online Course		15	
7/15/2020	WebEx--Data Practices		1.5	
8/19/2020	WebEx--How to fix bad data in online system and registration report		1.5	
9/14 to 9/18/	Navigating Tough Conversation in Ag		2.5	
17-Sep	WebEx--Regional Meeting		2	
10/21/2020	WebEx--Inspection Data/Year End Activites		1	
11/18/2020	WebEx--H2S, End of the Year Reporting		1.5	
12/16/2020	WebEx--End of the Year Reporting		1.5	
OTHER PROGRAM ACTIVITIES		Number	PC	PC Total
54	Feedlots where a MinnFARM was conducted (list sites below):	0	1	0
55	Notifications received claiming air quality exemptions:	10	---	---
56	Meetings with other local government and producer groups:	0	---	---
57	Feedlot ordinance revisions likely, in progress, or completed? ☐ Yes ☒ No	If Yes describe below		
MinnFARM completed by CFO		Describe other county program activities not identified elsewhere.		
registration no.	Site Name			
TEMPO DATA ENTRY - completed by MPCA staff via TEMPO review		Max Eligible PC	PC Earned	
58	Both registration files have ALL documentation uploaded to TEMPO	2	2	
59	All four inspection files have ALL documentation uploaded to TEMPO	2	2	
60	Both permit files have ALL documentation uploaded to TEMPO	4	0	
TOTAL PERFORMANCE CREDITS				25.75

Minnesota Pollution Control Agency (MPCA) Feedlot Program 2020 Year-End Review Worksheet

Sites reviewed by MPCA staff will be chosen from work done by the County in 2020. The County can pull their information from the Tempo warehouse data dump and Tableau. The information the County prepares should include:

1. Sites that registered
2. Compliance inspections conducted
3. Sites returned to compliance
4. Sites receiving a permit

A total of 20 Non-Inspection Minimum Program Requirement (MPR) points are possible for the 2020 Year-End Review. **A County cannot receive a partial point two years in a row for the same MPR. Either the County earns a full point the second year or no point.** The MPCA reviewer should have the County's most current Delegation Agreement Work Plan (DAWP) and if applicable, the County's 2020 DAWP Addendum available for reference during the review. They are available in OnBase.

County:	Waseca	Date of Review: 2-9-2021	
County Feedlot Officer:	(print) Brian Zabel	(signature) 	
MPCA Reviewer:	(print) David Malakowsky	(signature) 	
INSPECTION MPRs	Agency-approved number of feedlots required to be registered (See Attachment A):		232
	Number of inspections conducted that count towards the 7% inspection rate:		30.5
	Inspection rate achieved by the county (%):		13.15 %
NON-INSPECTION MPRs	Number of applicable non-inspection MPRs:		11
	Total non-inspection MPR points:		11
	Non-Inspection MPR rate (%):		100%

Registration (☐ NA) – Review two registration files. If there is only one file, review one file. If there are no registration files, mark “NA” for this section.

MPR No.			
1. a.	Did the County use either the MPCA standard registration form or an alternative agency-approved registration form? <i>One half point - both files contain a standard/approved form</i> <i>One quarter point – only one file contains a standard/approved form</i> <i>No point – neither file contains a standard/approved form</i>	☐ NO	☒ ½ pt ☐ ¼ pt
1. b.	Did the County enter registration information into the online registration system or Tempo correctly according to MPCA instructions? (Tempo HELP/Feedlot folder/CFO Feedlot folder/Instructional Exercises folder/"How to register feedlots and enter data in tempo.docx". This will be updated as needed.) Review should indicate registration information was sent to MPCA master file staff within 60 days of either receiving site registration information via a registration form or within 60 days of the County issuing a permit (CSF or interim). If a county is entering the registration form information online (once live), it should be entered within 60 days of receiving the information. <i>One half point - both files are entered correctly</i> <i>One quarter point – only one file is entered correctly or there are issues with how the County entered registration information in Tempo</i> <i>(I.e. not entering complete or accurate information, deleting animal rows rather than entering zero and end date, not updating location information when necessary, not entering information within 60 days, etc.)</i> <i>No point – neither file is entered correctly and/or issue(s) identified are the <u>same issues</u> that were identified and documented during last year's review (County was previously informed regarding the issue prior to County entering new data and County did not correct the problem/issue in the following year. If there is a new CFO, the County will be given one additional year-end review, beyond the two previous reviews, to address the issue.)</i>	☐ NO	☒ ½ pt ☐ ¼ pt
2.	Did the County meet the 30-day registration receipt requirement? <i>(Once online registration is live and if a producer does not have a contact e-mail, the County will need to mail via USPS a registration receipt within 30 days of entering site information into the online system.)</i> <i>One point - both files contain an acceptable 30-day letter or meet other agency acceptable notification requirements</i> <i>One half point – only one file contains an acceptable 30-day letter or meet other agency acceptable notification requirements or both files contain a 30-day registration receipt but documentation is inadequate</i> <i>No point - neither file contains a 30-day registration receipt nor agency acceptable documentation</i>	☐ NO	☒ 1 pt ☐ ½ pt
Files reviewed for this section: 1. Chris Sonnek Farm – AI 52830 2. Allan Jahr Farm – AI 65072		Comments: Great job on switching over to the online system.	

Inspections and Compliance – Review four inspection files. If there are less than four files, review available files.

- For Items 3 and 6, review two compliance and/or desktop N & P inspection files.
- For Item 8, review two inspection files. If there is only one file, review that file. If no files, mark “NA”.

3.	Did the County correctly document inspections using the MPCA inspection checklist? <i>One point - both files contain the correct checklist</i> <i>One half point – only one file contains the correct checklist or are issues with how the County completed the checklist</i> <i>(I.e. components like an open lot or an LMSA existed at the feedlot site but they were not inspected or site did not have records, yet the site was marked compliant or non-compliant for nitrogen rate requirements and/or phosphorous requirements)</i> <i>No point – neither file contains the correct checklist or the issue(s) identified are the <u>same issues</u> that were identified and documented during last year’s review (County was previously informed regarding the issue prior to County entering new data and County did not correct the problem/issue in the following year. If there is a new CFO, the County will be given one additional year-end review beyond the two previous reviews to address the issue.)</i>	☐ NO	☒ 1 pt ☐ ½ pt
4.a.	Did the County enter inspection information into Tempo correctly according to MPCA instructions for entering an inspection into Tempo? (Tempo HELP/Feedlot folder/CFO Feedlot folder/Instructional Exercises folder/“Exercise 7. Inspection county.docx” and Tempo HELP/Feedlot folder/CFO Feedlot folder/“Tempo-over all compliance guidance-CFO.docx”.) <i>Half point - all files are entered correctly</i> <i>Quarter point – only one file is entered correctly or there are issues with how the County entered inspection information in Tempo</i> <i>(I.e. part of feedlot is non-compliant for open lot or manure application records, when entering the inspection in Tempo, base requirements - final compliance indicators - were loaded, but checklist section sub-questions were not OR inspection date is incorrectly entered as data entry date rather than actual inspection date OR incorrect inspection “Activity Type” or “Compliance Evaluation Type” is selected)</i> <i>No point – neither file is entered correctly or the issue(s) identified are the <u>same issues</u> that were identified and documented during last year’s review (County was previously informed regarding the issue prior to County entering new data and County did not correct the problem/issue in the following year. If there is a new CFO, the County will be given one additional year-end review beyond the two previous reviews to address the issue.)</i>	☐ NO	☒ 1/2 pt ☐ 1/4 pt
4. b.	Review should indicate at least seventy five percent (75%) of inspection data was entered into Tempo within 90 days of the inspection. The remaining twenty five percent (25%) (or less) of inspection data was entered within 120 days of the inspection. Minimally funded counties can enter data less frequently. <i>Half point - all data is entered within 90 and 120 timelines and by reporting deadline of February 1</i> <i>Quarter point – all data is entered within 120 days and by reporting deadline of February 1</i> <i>No point – data is not entered within timelines and/or not by February 1 deadline</i>	☐ NO	☒ 1/2 pt ☐ 1/4 pt
5.	Did the County follow their Delegation Agreement Work Plan Inspection Strategy? <i>One point - County followed inspection strategy.</i> <i>No point - County did not follow inspection strategy.</i>	☐ NO	☒ 1 pt
6.	Was the producer notified of inspection results in writing (paper or electronic)? For a compliance and/or desktop N & P inspection was the producer notified of inspection results in writing (paper or electronic) within 30 days of compliance determination? <i>One point - both files reviewed contain a letter/e-mail (sent when required)</i> <i>One half point - one of the two files reviewed contain a notification letter/e-mail (sent when required)</i> <i>No point - neither of the two files reviewed contain a notification letter/e-mail (if required)</i>	☐ NO	☒ 1 pt ☐ ½ pt
7.	Did the County follow their Delegation Agreement Work Plan Compliance Strategy for inspections that resulted in non-compliance? (☐ NA) <i>One point - County followed compliance strategy</i> <i>No point - County did not follow compliance strategy</i>	☐ NO	☒ 1 pt
8.	Did the County maintain documentation of corrective action for any site that was returned to compliance in the program year? (☒ NA)	☐ NO	☐ 1 pt ☐ ½ pt

	<i>One point - documentation was maintained for each file reviewed (audit data screen/violation screen completed in Tempo.)</i> <i>One half point - documentation was observed in at least one of the files reviewed (audit data screen/violation screen completed in Tempo.)</i> <i>No point – no documentation was observed (audit data screen/violation screen not completed in Tempo.)</i>		
Files reviewed for this section: 1. Aaron and Amanada Bethke Farm – AI 150120 2. Glenn Hoehn Farm – AI 65078 3. Jeff Kunz Farm – AI 65486 4. Curt Russell Wilton 36 – AI 69985		Comments: 1. Great job on attaching documentation. This is a good time to check on the MMP for the site. A requirement for 300 or more Animal Units (AU). 2. Great job on attaching documentation. Additionally this is good time to ask the question if supplemental Nitrogen is being used. 3. Great job on attaching documentation. 4. Great job on attaching documentation.	

Permitting (☒ NA) – Review two permit files. If there is only one file, review one file. If there are no permit files, mark “NA” for this section.

9.	Did the County issue permits within the required 60/120 day time period? • Did the County clearly document a received date on all paperwork (permit applications, MMPs, and plans & spec documents)? ☐ YES ☐ MOST ☐ NO • If applicable, did the County send incomplete letters within 15 business days? ☐ YES ☐ NO ☐ NA <i>One point - all paperwork (applications, MMPs, and plans and specs) clearly document a received date and County met 15 business day requirement for applicable incomplete letters</i> <i>One half point - most paperwork (applications, MMPs and plans and specs) clearly document a received date and both files met 15 business day requirement</i> <i>No point – a received date is not documented on paperwork or neither file met 15 business day requirement</i>	☐ NO	☐ 1 pt ☐ ½ pt
10.	Did the County correctly complete the permit application checklist? <i>One point - both files contain a correctly completed standard/approved checklist</i> <i>One half point – only one file contains a correctly completed standard/approved checklist or there are issues with how the county completed the checklist</i>	☐ NO	☐ 1 pt ☐ ½ pt

	<i>(I.e. application information is not verified as accurate and/or complete through the use of the permit application checklist. Ex: animal numbers indicated on application meet threshold of large CAFO and County issues permit OR parts of application left blank (i.e. barn dimensions) and permit issued without that information OR application only includes proposed information and not existing animals/barns and permit is issued without having existing information.)</i> <i>No point – neither file contains a correctly completed standard/approved checklist or the issue(s) identified are the <u>same issues</u> that were identified and documented during last year’s review (County was previously informed regarding the issue prior to new data entry and the County did not correct the problem/issue in the following year. If there is a new CFO, the County will be given one additional year-end review beyond the two previous reviews to address the issue.)</i>		
11.	Were notification requirements met (public notice $\geq$500 AU ☐ NA and government notice ☐ NA)? <i>One point - all notification requirements were met</i> <i>One half point – half or more required notifications were met</i> <i>No point – notification requirement was not met</i>	☐ NO	☐ 1 pt ☐ ½ pt
12.	Were permits issued no sooner than 20 business days after public notice (>500 AU)? (☐ NA) <i>One point – applicable permits were issued 20+ business days after public notice.</i> <i>No point – one or both applicable permit(s) were issued sooner than 20 business days.</i>	☐ NO	☐ 1 pt
13.	Did the County correctly complete the MMP checklist? (☐ NA) <i>One point - both files contain a correctly completed standard/approved checklist</i> <i>One half point – only one file contains a correctly completed standard/approved checklist or there are issues with how the County completed the checklist</i> <i>(I.e. the MMP shows planned over application of nutrients and permit is issued anyway OR MMP does not include items that are identified in feedlot rule and on MMP checklist and a permit is issued anyway.)</i> <i>No point – neither file contains a correctly completed standard/approved checklist or the issue(s) identified are the <u>same issues</u> that were identified and documented during last year’s review (County was previously informed regarding the issue prior to new data entry and the County did not correct the problem/issue in the following year. If there is a new CFO, the County will be given one additional year-end review beyond the two previous reviews to address the issue.)</i>	☐ NO	☐ 1 pt ☐ ½ pt
14.	Did the County correctly complete the LMSA checklist? (☐ NA) <i>One point - both files contain a correctly completed standard/approved checklist</i> <i>One half point – only one file contains a correctly completed standard/approved checklist or there are issues with how the County completed the checklist</i> <i>(I.e. LMSA plans do not include items that are identified in the feedlot rules and on the LMSA checklist and a permit is issued anyway.)</i> <i>No point – neither file contains a correctly completed standard/approved checklist or the issue(s) identified are the <u>same issues</u> that were identified and documented during last year’s review (County was previously informed regarding the issue prior to new data entry and the County did not correct the problem/issue in the following year. If there is a new CFO, the County will be given one additional year-end review beyond the two previous reviews to address the issue.)</i>	☐ NO	☐ 1 pt ☐ ½ pt
15.	Did the County conduct an inspection at applicable sites to ensure that the proper permit was issued (CSF vs. INT)? <i>One point – both sites were inspected prior to permit issuance and correct permits were issued</i> <i>One half point – one of the two sites was inspected prior to permit issuance and correct permit was issued</i> <i>No point – neither site was inspected or permits were not issued at all or at least one incorrect permit was issued</i>	☐ NO	☐ 1 pt ☐ ½ pt
Files reviewed for this section: 1.		Comments: NA	

2.	
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Complaint Response (☒NA) If the County received no complaints, mark “NA” for this section.

16.	Did the County maintain a complaint log in accordance with the Delegation Agreement Work Plan? <i>One point – complete complaint log is maintained</i> <i>One half point - some complaint log information is maintained</i> <i>No point - a complaint log is not maintained</i> <i>The complaint log should include:</i> <i>a. Type of complaint;</i> <i>b. Location of complaint;</i> <i>c. Date and time complaint was made;</i> <i>d. Facts and circumstances related to the complaint; and</i> <i>e. A statement describing the resolution of the complaint</i>	☐ NO	☐ 1 pt ☐ ½ pt
Comments:			

Owner Assistance

17.	Did the County follow their Delegation Agreement Work Plan Owner Assistance Strategy? <i>One point – County followed owner assistance strategy</i> <i>No point – County did not follow owner assistance strategy</i>	☐ NO	☒ 1 pt
Comments:			

Staffing Level/Air Quality Exemption/Web Site Posting Requirement

18.	Did the County earn the required 18 continuing education units (CEUs) of training? <i>One point – 18 or more CEUs earned.</i> <i>One half point – 9-17 CEUs earned.</i> <i>No point – 0-8 CEUs earned.</i>	☐ NO	☒ 1 pt ☐ ½ pt
19.	Did the County maintain an air quality exemption log in accordance with the Delegation Agreement Work Plan? (☐ NA for no notifications received) <i>One point – complete air quality exemption log is maintained.</i> <i>One half point - some air quality exemption log information is maintained.</i> <i>No point - air quality exemption log is not maintained.</i> <i>The log should include:</i> <i>a. Names of the owners/legal facility name;</i> <i>b. Location of the facility (county, township, section, quarter);</i>	☐ NO	☒ 1 pt ☐ ½ pt

	<i>c. Facility permit number; and</i> <i>d. Start date and number of days to removal</i>		
20.	Did the County post their 2019 Annual CFO Report and MPCA Financial Report on their website by July 1, 2020? <i>One point - information is posted</i> <i>No point – information is not posted</i>	☐ NO	☒ 1 pt
Comments: Year End Review worksheet does not need to be on the County Website.			

Financial Report (No points awarded for this section.)

Does the financial report show how much grant money the County received and spent? ☐ NO ☒ YES

Does the financial report show that the County spent the total match amount? ☐ NO ☒ YES

NEW! Record Keeping (No points awarded for this section.)

Do all the compliance inspection files reviewed have a copy or photo of a representative sample of manure application records for sites ≥ 300 AU? ☐ NO ☒ YES ☐ NA

NEW! Uploading Documentation (No points awarded for this section.)

- Did the County upload the registration documentation (form, letter and if a permit reflects a change in registration information then complete permit materials [application, MMP, LMSA plans, permit, cover letter, review checklists, etc.]) into Tempo for both files reviewed?
☐ NO ☒ YES ☐ NA
- Did the County upload all inspection documentation (checklist, letter, photos, nitrogen and phosphorus worksheets, etc.) into Tempo for the four files reviewed? ☐ NO ☒ YES
- Did the County upload all permit application materials (application, MMP, LMSA plans, permit, cover letter, review checklists, etc.) into Tempo for the two files reviewed? ☐ NO ☐ YES ☒ NA

If the County uploaded documentation, award the appropriate number of performance credits on CFO Annual Report (lines 58, 59 and 60) as indicated below. Line 58 (registration): 2 Line 59 (inspection): 2
 Line 60 (permit): NA

Both registration files have all documentation uploaded into Tempo:

County with 0-200 feedlots – 1, 201-400 – 2, 401-600 – 3, 601-800 – 4, 801-1000 – 5, 1001+ - 6

All four inspection files have all documentation uploaded into Tempo:

County with 0-200 feedlots – 1, 201-400 – 2, 401-600 – 3, 601-800 – 4, 801-1000 – 5, 1001+ - 6

Both permit files have all documentation uploaded into Tempo:

County with 0-200 feedlots – 2, 201-400 – 4 401-600 – 6, 601-800 – 8, 801-1000 – 10, 1001+ - 12

Year-End Review Notes

Tempo Data Entry - number 58 and 59 were updated on the Annual Report form for additional PC earned.
Overall - Great Job on attaching documentation in Tempo keep up the good work.

ATTACHMENT A

Delegated County	Feedlots Eligible for Funding	60%	County Match Requirement	25%	Total Award
Big Stone	51	\$7,500	\$7,500		\$7,500
Blue Earth	353	\$27,152	\$27,152	\$11,921	\$39,073
Brown	372	\$28,614	\$28,614	\$12,562	\$41,176
Carver	190	\$14,615	\$14,615	\$6,416	\$21,031
Clay	89	\$6,846	\$6,846	\$3,006	\$9,852
Cottonwood	233	\$17,922	\$17,922	\$7,868	\$25,790
Douglas	322	\$24,768	\$24,768	\$10,874	\$35,642
Faribault	293	\$22,537	\$22,537	\$9,895	\$32,432
Fillmore	597	\$45,921	\$45,921	\$20,161	\$66,082
Freeborn	245	\$18,845	\$18,845	\$8,274	\$27,119
Goodhue	496	\$38,152	\$38,152	\$16,750	\$54,902
Houston	354	\$27,229	\$27,229	\$11,955	\$39,184
Jackson	317	\$24,383	\$24,383	\$10,705	\$35,088
Kandiyohi	389	\$29,921	\$29,921	\$13,137	\$43,058
Kittson	18	\$7,500	\$7,500		\$7,500
Lac Qui Parle	185	\$14,230	\$14,230	\$6,247	\$20,477
Lake of the Woods	25	\$7,500	\$7,500		\$7,500
Le Sueur	158	\$12,153	\$12,153	\$5,336	\$17,489
Lincoln	402	\$30,921	\$30,921	\$13,576	\$44,497
Lyon	272	\$20,922	\$20,922	\$9,185	\$30,107
Marshall	38	\$7,500	\$7,500		\$7,500
Martin	520	\$39,998	\$39,998	\$17,560	\$57,558
McLeod	300	\$23,076	\$23,076	\$10,131	\$33,207
Meeker	287	\$22,076	\$22,076	\$9,692	\$31,768
Morrison	612	\$47,074	\$47,074	\$20,667	\$67,741
Mower	342	\$26,306	\$26,306	\$11,549	\$37,855
Murray	435	\$33,460	\$33,460	\$14,690	\$48,150
Nicollet	302	\$23,229	\$23,229	\$10,199	\$33,428
Nobles	463	\$35,613	\$35,613	\$15,636	\$51,249
Norman	49	\$7,500	\$7,500		\$7,500
Pennington	44	\$7,500	\$7,500		\$7,500
Pipestone	447	\$34,383	\$34,383	\$15,095	\$49,478
Polk	76	\$5,846	\$5,846	\$2,567	\$8,413
Pope	138	\$10,615	\$10,615	\$4,660	\$15,275
Red Lake	46	\$7,500	\$7,500		\$7,500
Renville	278	\$21,383	\$21,383	\$9,388	\$30,771
Rice	244	\$18,768	\$18,768	\$8,240	\$27,008
Rock	509	\$39,152	\$39,152	\$17,189	\$56,341
Stearns	1,447	\$111,302	\$111,302	\$48,865	\$160,167
Steele	239	\$18,384	\$18,384	\$8,071	\$26,455
Stevens	125	\$9,615	\$9,615	\$4,221	\$13,836
Swift	155	\$11,922	\$11,922	\$5,234	\$17,156
Todd	797	\$61,304	\$61,304	\$26,915	\$88,219
Traverse	39	\$7,500	\$7,500		\$7,500
Wadena	81	\$6,230	\$6,230	\$2,735	\$8,965
Waseca	232	\$17,845	\$17,845	\$7,835	\$25,680
Watsonwan	186	\$14,307	\$14,307	\$6,281	\$20,588
Winona	522	\$40,152	\$40,152	\$17,628	\$57,780
Wright	248	\$19,076	\$19,076	\$8,375	\$27,451
Yellow Medicine	249	\$19,153	\$19,153	\$8,409	\$27,562



**Waseca County Board of Commissioners
Request for Board Action**

Planning Commission Meeting Update

Meeting Date:	February 16, 2021	Fiscal/FTE Impact:
Item Type:	☒ Consent ☐ Action	☒ None
Department:	Planning and Zoning Department	☐ Current budget
Contact:	Mark Leiferman, Planning and Zoning Administrator	☐ New FTE(s) Requested
Contact Phone:	(507) 835-0651	☐ Other
Prepared by:	Maame Yorke	☐ Amendment Requested

PURPOSE/ACTION REQUESTED

Report on Waseca County Planning Commission Meeting (2-04-2021)

SUMMARY

The Waseca County Planning Commission held its regularly scheduled meeting to discuss two (2) agenda item of business on Thursday February 4, 2021 in the Commissioner's Room of the East Annex at 7:30 p.m. with one request summary involving a public hearing. As per the Waseca County Unified Development Code, this request for Board action serves as a preliminary update on February 4, 2021 Planning Commission meeting discussion.

Public Hearing Item:

Request for a Conditional Use Permit (CUP) to construct and operate a one (1) Megawatt Community Solar Farm in Section 11 of St Mary Township – Everson Garden LLC.

Everson Garden LLC, developed by Nokomis Energy LLC request a Conditional Use Permit to construct and operate a 1 Megawatt Community Solar Garden on a portion (approximately 5 acres) of a 76.87 acre parcel (PID: 09.011.0300) owned by Winegar Family Limited Partnership and located in Section 11 T.107N R.23W of St. Mary Township. The property is located in the A-1 Agricultural Protection Zoning District. Two solar project previously permitted and construct; Loon Garden LLC and Novel Winegar Solar LLC are located on the parcel west of the proposed new solar farm. The proposed project, contracted with Xcel energy through their solar rewards community program, will deliver clean, local energy annually to the surrounding community for 25+ years. The CUP was recommended by unanimous vote of the Planning Commission members present.

The full Planning Commission Report on this matter can be found on the Waseca County website on the Agendas tab at: https://www.co.waseca.mn.us/AgendaCenter/ViewFile/Agenda/_02042021-508

Miscellaneous Item:

Blue Jay Solar CUP extension

Yorke informed the Planning Commission that the Blue Jay Solar CUP, tabled on December 3, 2020 for glare study, will be taken back to the commission at their next meeting.

The full Planning Commission Report on this matter can be found on the Waseca County website on the Agendas tab at: https://www.co.waseca.mn.us/AgendaCenter/ViewFile/Agenda/_12032020

RECOMMENDATION

Acknowledge this initial report and be advised that the Planning Commission will revisit this request at a future date.

EXPLANATION OF FISCAL/FTE IMPACTS

None.

Administrator’s Comments:

- ☐ Recommend Action
- ☐ Do Not Recommend Action
- ☐ Reviewed – No Recommendation
- ☐ Reviewed – Information Only
- ☐ Submitted at Commissioner Request

Reviewed By (if required):

- ☐ County Attorney’s Office
- ☐ Risk Management
- ☐ Human Resources
- ☐ Information Technology
- ☐ Building and Grounds

County Administrator



**Waseca County Board of Commissioners
Request for Board Action**

**Partial Release of Exclusive Agricultural Use Zone Restrictive Covenant;
Isaac and Melissa Eaton**

Meeting Date:	February 16, 2021	Fiscal/FTE Impact:
Item Type:	☒ Consent ☐ Action	☐ None
Department:	Planning and Zoning Department	☐ Current budget
Contact:	Mark Leiferman, Planning and Zoning Administrator	☐ New FTE(s) Requested
Contact Phone:	(507) 835-0651	☐ Other
Prepared by:	Brian Zabel	☒ Amendment Requested

PURPOSE/ACTION REQUESTED

Approval of the Waseca County Amendment to Exclusive Agricultural Use Zone Restrictive Covenant for Isaac and Melissa Eaton.

SUMMARY

Staff has an amendment that has been requested from an Exclusive Agricultural Use Zone Restrictive Covenant (hereinafter the "Ag Covenant") that has been submitted for review by the County Board. The request is:

Owner	PID	Acres Removed (from Ag Covenant)	Acres Remaining (in Ag Covenant)
Isaac and Melissa Eaton	08.021.1050	7.50	152.50

RECOMMENDATION

Waseca County staff recommends that the Waseca County Board of Commissioners review the Ag Covenant Amendments in substantially the form as appended to this memorandum and advise if there are any concerns regarding this requested amendment.

EXPLANATION OF FISCAL/FTE IMPACTS

Properties enrolled in the program receive a reduction in the real estate taxes paid equal to \$1.50 per acre per year. The amount of the reduction is reimbursed by the State of Minnesota.

Administrator's Comments:

- ☐ Recommend Action
- ☐ Do Not Recommend Action
- ☐ Reviewed – No Recommendation
- ☐ Reviewed – Information Only
- ☐ Submitted at Commissioner Request

Reviewed By (if required):

- ☐ County Attorney's Office
- ☐ Risk Management
- ☐ Human Resources
- ☐ Information Technology
- ☐ Building and Grounds

County Administrator

Waseca County Board

By: _____
DeAnne Malterer, Chairman of the Waseca County Board

By: _____
Tammy Spooner, Clerk of the Waseca County Board

State of Minnesota)
) ss.
County of Waseca)

This Amendment of Exclusive Agricultural Use Zone Restrictive Covenant was acknowledged before me on _____, by Waseca County Board Chairman DeAnne Malterer and Tammy Spooner, Clerk of the Waseca County Board of Waseca County, Minnesota.

(Seal, if any)

(Signature of notarial officer)

Title (and Rank): _____

My commission expires: _____
(Month/day/year)

Owner

By: _____
Isaac A Eaton

By: _____
Melissa Eaton

State of Minnesota)
) ss.
County of Waseca)

This instrument was acknowledged before me on _____, by Isaac A Eaton a married person, as the owner of the parcel to be released from the Ag Covenant.

(Seal, if any)

(Signature of notarial officer)

Title (and Rank): _____

My commission expires: _____
(Month/day/year)

State of Minnesota)
) ss.
County of Waseca)

This instrument was acknowledged before me on _____, by Melissa Eaton, a married person, as the owner of the parcel to be released from the Ag Covenant.

(Seal, if any)

(Signature of notarial officer)

Title (and Rank): _____

My commission expires: _____
(Month/day/year)

THIS INSTRUMENT WAS DRAFTED BY:
Waseca County
300 North State Street
Waseca, MN 56093
507-835-0650

Exhibit "A"

Property to be removed from
Exclusive Agricultural Use Zone Restrictive Covenant

7.50 Acres:

All that part of the NW1/4 of Section 21, Township 106 North, Range 22 West, Waseca County, Minnesota, described as follows: Commencing at the northeast corner of the NW1/4 of said section 21; thence West on the north line of said NW1/4 a distance of 379.0 feet, to the point of beginning; thence West, on the north line of said NW1/4 a distance of 521.0 feet; thence South, on a line parallel with the east line of said NW1/4 a distance of 627.0 feet; thence East, on a line parallel with the north line of said NW1/4 a distance of 521.0 feet; thence North, on a line parallel with the east line of said NW1/4 a distance of 627.0 feet, to the north line of said NW1/4; subject to a highway easement on the north side thereof.

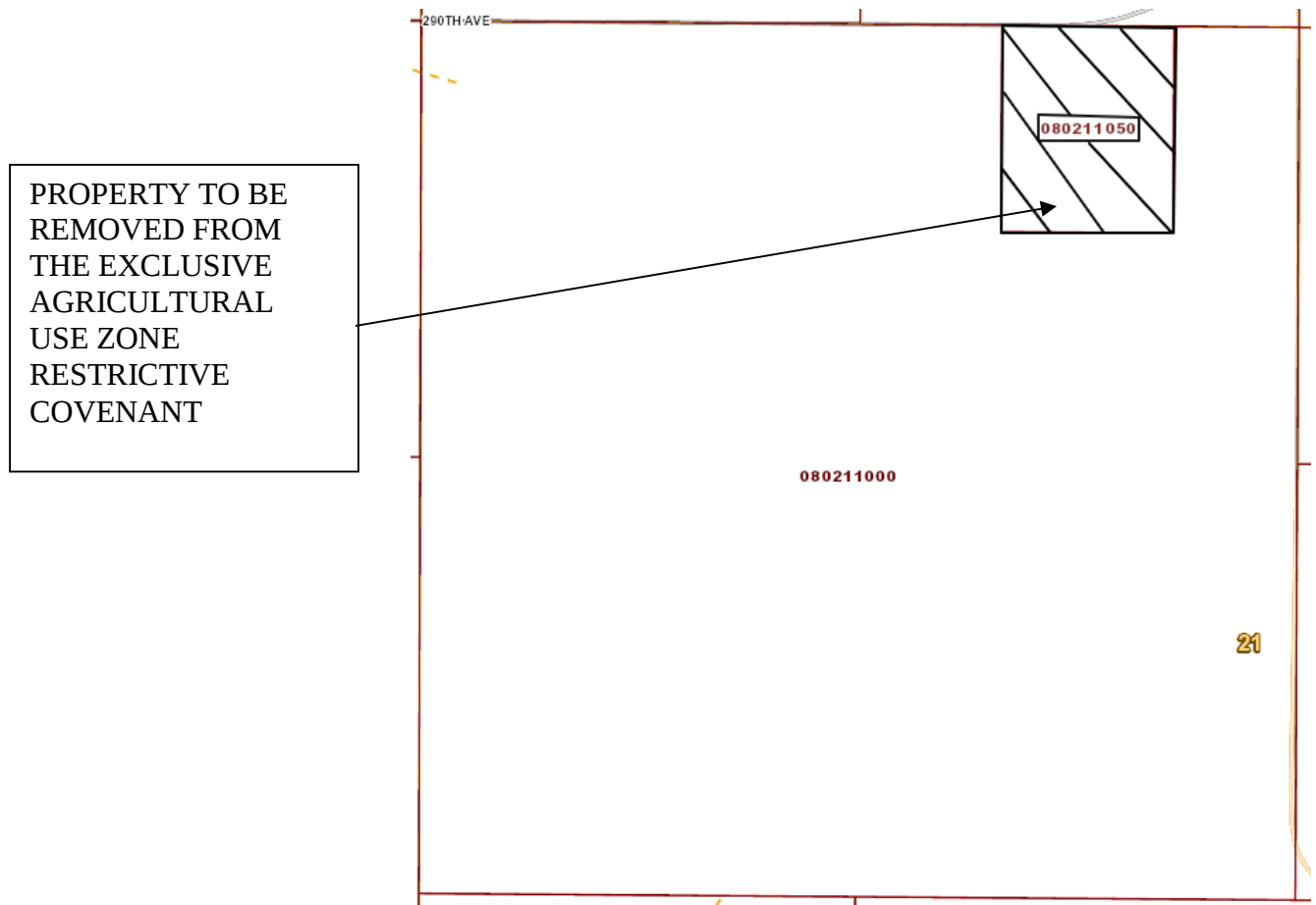
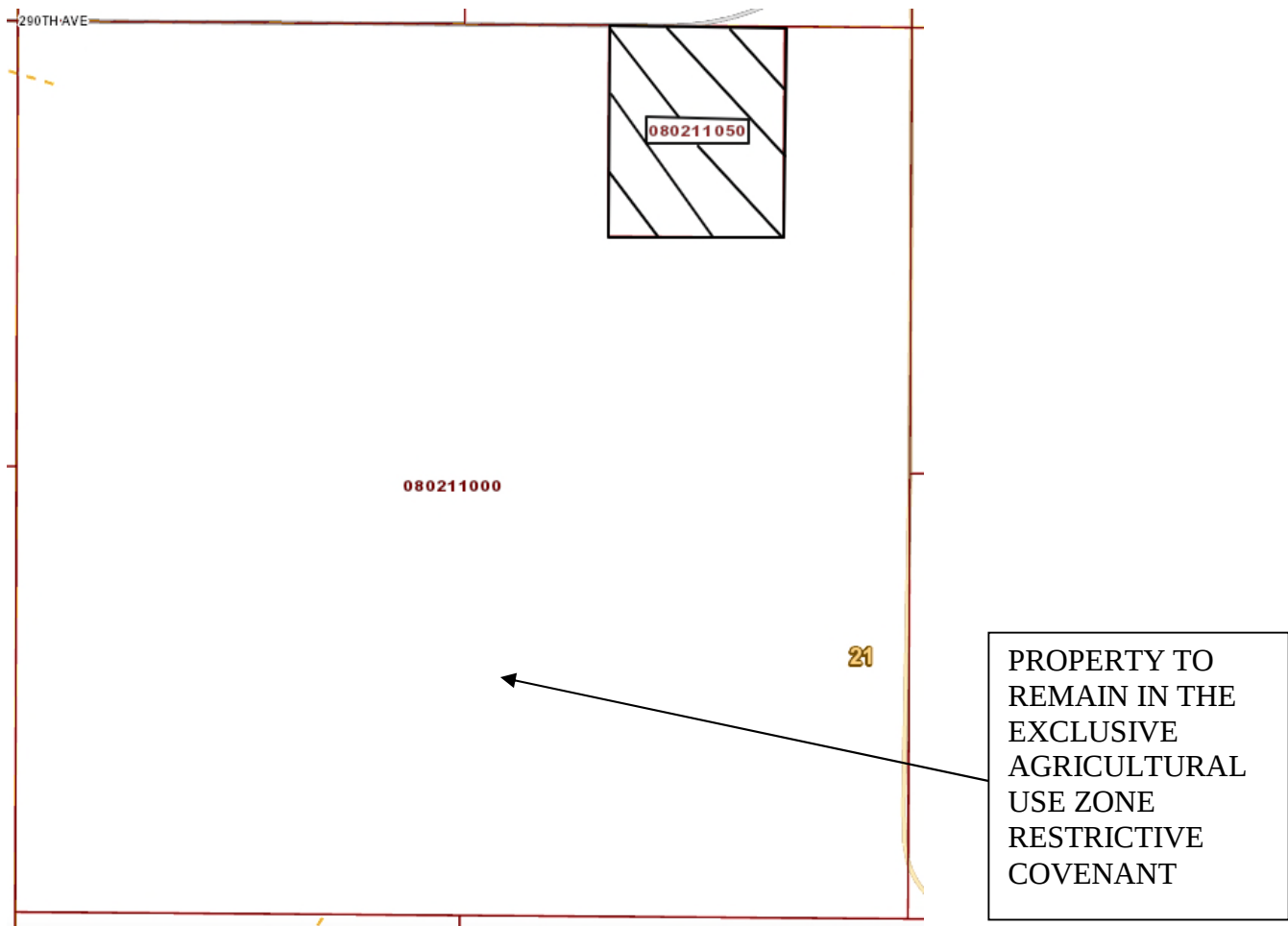


Exhibit "B"

Property to remain bound by the benefits and requirements of the
Exclusive Agricultural Use Zone Restrictive Covenant

152.50 Acres:

All that part of NW1/4 of Section 21, Township 106 North, Range 22 West, Waseca County, Minnesota;
EXCEPT the following described real estate: commencing at the northeast corner of the NW1/4 of said section 21; thence West on the north line of said NW1/4 a distance of 379.0 feet, to the point of beginning; thence West, on the north line of said NW1/4 a distance of 521.0 feet; thence South, on a line parallel with the east line of said NW1/4 a distance of 627.0 feet; thence East, on a line parallel with the north line of said NW1/4 a distance of 521.0 feet; thence North, on a line parallel with the east line of said NW1/4 a distance of 627.0 feet, to the north line of said NW1/4; subject to a highway easement on the north side thereof.





**Waseca County Board of Commissioners
Request for Board Action**

Set Public Hearing to Set Administrative Forfeiture Fees

Meeting Date:	02/16/2021	Fiscal/FTE Impact:
Item Type:	☐ Consent ☒ Action	☒ None
Department:	Waseca County Sheriff's Office	☐ Current budget
Contact:	Sheriff Brad J. Milbrath	☐ New FTE(s) Requested
Contact Phone:	507-835-0510	☐ Other
Prepared by:	Sheriff Brad J. Milbrath	☐ Amendment Requested

PURPOSE/ACTION REQUESTED

In order to add a fee that is not a statutory requirement, the County needs to have a public hearing set by the Waseca County Board.

SUMMARY

There are many hours involved in forfeiting property. The forfeiture process takes a lot of staff time to prepare the paperwork and property. We are asking for the board to approve an administrative forfeiture fee of \$250.

We are also requesting a fee of \$5 a day for any vehicle/property held.

In order to collect these fees, the Waseca County Board needs to hold a public hearing prior to approving and implementing the fees.

RECOMMENDATION

Waseca County staff recommends that the Waseca County Board of Commissioner approve a public hearing for March 2, 2021.

EXPLANATION OF FISCAL/FTE IMPACTS

Supporting Documents:

Attachment A:

Attachment B:

Previous Board Action(s):

Resolution #

RESOLUTION #

Waseca County Board of Commissioners

By: _____, Board Chair

ATTEST:

Tamara J. Spooner
Waseca County Auditor-Treasurer

Administrator's Comments:

- ☐ Recommend Action
- ☐ Do Not Recommend Action
- ☐ Reviewed – No Recommendation
- ☐ Reviewed – Information Only
- ☐ Submitted at Commissioner Request

Reviewed By (if required):

- ☐ County Attorney's Office
- ☐ Risk Management
- ☐ Human Resources
- ☐ Information Technology
- ☐ Building and Grounds

County Administrator

**BEFORE THE WASECA COUNTY BOARD OF COMMISSIONERS
ACTING AS DRAINAGE AUTHORITY FOR WASECA COUNTY DITCH #19**

AGENDA

**Final Hearing
February 16, 2021, 9:45 a.m.
Waseca County Courthouse, East Annex**

- I. Opening of Final Hearing – *Board Chairperson*
- II. Purpose of Hearing – *Kurt Deter*
- III. Record of Notice Requirements – *Tammy Spooner, Auditor-Treasurer*
- IV. Engineer’s Final Report – *Steve Penkava*
- V. DNR Advisory Report (if any)
- VI. Public Comment and Questions Regarding Engineer’s Report
- VII. Viewers’ Report - *Viewers*
- VIII. Public Comment and Questions Regarding Viewers’ Report
- IX. Possible Action by Drainage Authority
 - 1) Continue hearing if additional information is required.
 - 2) Establishment of Improvement, if:
 - a. The Final Engineer’s Report and Viewers’ Report have been made and other proceedings have been completed under Minnesota Statutes 103E.
 - b. The reports made or amended are complete and correct.
 - c. The damages and benefits have been properly determined.
 - d. The estimated benefits are greater than the total estimated costs including damages.
 - e. The proposed drainage project will be of public utility and benefit and will promote the public health.
 - f. The proposed drainage project is practicable.
 - g. That the repair portion allocated by the engineer as repairs is assessed against all property benefitted by the entire drainage system and the balance of the cost of the Improvement is assessed against the property benefitted by the Improvement.

If the project is established, the engineer is directed to proceed to plans and specifications for awarding the contract.



**Waseca County Board of Commissioners
Request for Board Action**

Final Hearing for Establishment of CD #19 Improvement

Meeting Date: February 16, 2021
Item Type: ☐ Consent ☒ Action
Department: Auditor/Treasurer
Contact: Spooner, Tamara
Contact Phone: 507-837-0616
Prepared by: Borneke, Cris

Fiscal/FTE Impact:
☐ None
☐ Current budget
☐ New FTE(s) Requested
☐ Other
☐ Amendment Requested

PURPOSE/ACTION REQUESTED

Final hearing for establishment of County Ditch #19 improvement and redetermination of benefits.

SUMMARY

Plans have been submitted for County Ditch #19 Improvement. The final engineer's report, viewers report, property owners report and benefits statement has been delivered to the Auditor-Treasurer's Office.

RECOMMENDATION

Waseca County staff recommends that the Waseca County Board of Commissioners approve the CD #19 improvement project and adopt the engineers report and viewers report.

EXPLANATION OF FISCAL/FTE IMPACTS

Supporting Documents:

Attachment A: Engineer's Final Report
Attachment B: Improvement Viewers Report
Attachment C: Redetermination of Benefits

Previous Board Action(s):

Resolution #

ENGINEER'S FINAL REPORT

IMPROVEMENT OF COUNTY DITCH NO. 19 WASECA COUNTY, MN

PREPARED FOR:

Waseca County
307 N State St
Waseca, MN 56093

PREPARED BY:

Jones, Haugh & Smith Inc.
515 South Washington Ave
Albert Lea, MN 56007
507-373-4876



**JONES
HAUGH
SMITH**
Engineers + Surveyors

SIGNATURE SHEET

I HEREBY CERTIFY THAT THIS PLAN, SPECIFICATION OR REPORT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.



STEVEN J. PENKAVA

LIC. NO. 43895

DATE: December 4, 2020

PREPARED BY:

JONES, HAUGH & SMITH INC.

515 S WASHINGTON AVE

ALBERT LEA, MN 56007

IMPROVEMENT TO COUNTY DITCH NO. 19

PROJECT NUMBER: 16-108

ENGINEER'S FINAL REPORT
IMPROVEMENT OF
COUNTY DITCH NO. 19
WASECA COUNTY, MINNESOTA

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ENGINEER'S FINAL REPORT
IMPROVEMENT OF MAIN TILE
TO COUNTY DITCH NO. 19
WASECA COUNTY, MINNESOTA

SUMMARY

1. HISTORY

- a. County Ditch No. 19, (CD 19) was established around 1920. CD 19 construction consisted of approximately 1,850 feet of 18 inch tile and 1,900 feet of 14 inch tile.
- b. An Improvement petition was filed in 1960 at which time the open ditch was added and the lower 130 feet of 18 inch tile was replaced. The total cost of the project was \$1,751.40.
- c. The established outlet of CD 19 is into a tributary to the Le Sueur River in the SW ¼ NE ¼ Section 18, St Mary Township, Waseca County.

2. INVESTIGATION AND FINDINGS

- a. A topographic survey of the watershed area described in the Petition was made. Aerial photography, LIDAR, U.S. Geological Survey contour maps, as-built plans, and soils surveys were used to assist in determining the watershed divides. The total watershed of CD 19 is approximately 432 acres.
- b. The Main Tile was located and found to be in poor condition with signs of longitudinal cracks and misaligned joints.
- c. The Main Tile is undersized and lacks sufficient capacity to provide adequate drainage for the watershed. The current drainage coefficients range between 0.26 to 0.64 inches per day and the recommended NRCS design is 0.50 inches per day.
- d. Attempts were made to locate the Lateral E tile at the locations shown on available maps. Numerous excavations were made along the alignment and no evidence of the tile was found. It appears Lateral E tile was not constructed.

3. PROPOSED SOLUTION

- a. The general shape of the proposed storage pond has been modified and enlarged to 1.17 acres, the side slopes flattened to 8 foot horizontal to 1 foot vertical and the pond moved west and northerly to avoid impacts to an adjacent field road and farm fields.
- b. A Multipurpose Drainage Management Grant was secured with the assistance of the Soil and Water Conservation District and will provide \$50,000 of funding for the project.
- c. Construct a replacement Main Tile beginning at the junction with the proposed pond. The proposed tile will generally parallel the course of the existing tile and consist of 1,979 linear feet of 24-inch tile and 2,300 feet of 18-inch tile.
- d. The proposed extension of the main tile across the W ½ SW ¼ Section 8, St Marys Township has been eliminated from the project.
- e. No construction is proposed for Lateral E Tile.

4. ABANDONMENT OF EXISTING TILE

- a. The proposed tile is designed to replace the existing County Ditch No. 19 Main Tile. We recommend the existing Main Tile be abandoned and said tile made private and therefore no longer maintained by the Drainage Authority. The tile will remain and can be used by landowners for their own private use.

5. APPORTIONMENT OF REPAIR COSTS

- a. In accordance with Minnesota Statute 103E.215 Subdivision 6, the repair cost allocation for the project is 81.2%. Engineering, legal, administrative, bonding and interest costs could be allocated similarly.
- b. The estimated cost of the storage pond (\$113,262) should be considered an improvement.

6. OPINION OF PROBABLE COST

- a. The total estimated cost of the Main Tile and pond construction is \$320,619. A detailed breakdown of the cost is below.

MAIN TILE CONSTRUCTION

<i>Description</i>	<i>Est. Quantity</i>	<i>Amount</i>
24" Tile	1,879 LF	\$48,854
18" Tile	2,300 LF	46,000
Bore 24" casing @ CSAH 2	100 LF	25,000
Crushed rock pipe bedding	500 TON	12,500
Tile Inlets & Misc Construction	1 LS	21,600
Total Estimated Construction Cost		\$153,954
Contingencies		15,400
Engineering, Legal & Administrative		38,000
Total Estimated Main Tile Cost		\$207,354

STORAGE POND CONSTRUCTION

<i>Description</i>	<i>Est. Quantity</i>	<i>Amount</i>
Common Excavation	8,583 CY	\$42,915
Pond Outlet Structure	1 LS	7,500
Rip Rap	50 CY	3,500
Seeding	3.6 AC	12,600
Permanent Easement	3 AC	21,000
Temporary Easement	2.5 AC	1,750
Total Estimated Construction Cost		\$89,265
Contingencies		9,000
Engineering, Legal & Administrative		15,000
Total Estimated Storage Pond Cost		\$113,265

7. OUTLET ANALYSIS

- a. The outlet for the 432 acre project watershed is into a tributary to the Le Sueur River in the SW ¼ NE ¼ Section 18, St Mary Township, Waseca County.
- b. The proposed improvements result in increased capacity throughout the CD 19 system and increased flows. To mitigate impacts of the proposed construction, a storage pond will be constructed near the CD 19 outlet in the SW ¼ NE ¼ Section 18, St Mary Township.
- c. The proposed storage pond will reduce flows for all storm events.
- d. It is the opinion of the Engineer that the outlet is adequate for the proposed improvements.

8. ENVIRONMENTAL CRITERIA

- a. The Waseca County Local Water Management Plan Amendment, Agricultural BMP Handbook for Minnesota, Le Sueur River Watershed Total Maximum Daily Load and the Le Sueur River WRAPS Report were reviewed for this project.
- b. The proposed project is consistent with Goal 1, Objective 4; Reduce erosion and sediment loading of surface water resources, Goal 1, Objective 5; Properly manage stormwater runoff and Goal 2, Objective 1; Properly manage the County's drainage systems of the Waseca County Local Water Management Plan Amendment.
- c. Adverse effects of the proposed project will be temporary in nature and include temporary disruption of normal cropping practices and potential for reduced yields within the project construction limits.
- d. Potential soil erosion will be addressed as required by the MPCA erosion control permit.
- e. Construction of the proposed alternative tile inlets and storage pond will reduce peak flows and improve water quality. The proposed project will not decrease water quality leaving the CD 19 watershed.

9. RIGHT-OF-WAY REQUIRED

- a. We recommend a 200-foot-wide construction easement, 100 feet either side of the tile and open ditch centerline be acquired.
- b. A 5.51 acre easement will be acquired for the storage pond. The easement consists of a 2.71 acre Perpetual Conservation Easement for Drainage Management and Flowage and a 2.80 acre CD 19 construction and maintenance easement.
- c. We recommend the storage pond, berm and side slopes be planted to perennial vegetation.
- d. The site of the proposed storage pond is enrolled in the Conservation Reserve Program (CRP), we estimate 2 acres will need to be released from the program. The Viewers should consider reimbursing the landowner for reasonable expenses incurred to release the acres.
- e. We recommend the Drainage Authority define and document the established right of way of CD 15 pursuant to Statute 103E.101 subd 4a

10. RECOMMENDATIONS

- a. The plans, profiles and narrative outlined herein provide sufficient details for the landowners and the Ditch Authority to evaluate the project.
- b. The General Conditions of the Contract, Supplemental General Conditions, Special Provisions for the project and the Notice of Letting, Instructions to Bidders, Bid Proposal Form and other contract documents will be prepared upon establishment of the ditch by Order of the Drainage Authority.
- c. It is believed that the benefits derived from construction will exceed the costs and that the project is practical, necessary and feasible. Therefore, it is recommended that said project be ordered and constructed.

STATE OF MINNESOTA
COUNTY OF WASECA

IN THE MATTER OF IMPROVEMENT OF A SEPARABLE PART
OF COUNTY DITCH NO. 19
WASECA COUNTY, MINNESOTA

ENGINEER'S FINAL REPORT

TO THE HONORABLE BOARD OF COUNTY COMMISSIONERS:

The undersigned Professional Engineer, Steven J. Penkava, representing Jones, Haugh & Smith Inc., Consulting Engineers, duly appointed by Order of said Board of County Commissioners, dated May 17, 2016, having qualified as provided by law and assumed the duties of the office of Engineer, having filed the Preliminary Report in said matter, and proceeded further by Board of County Commissioners Order to make a final survey and report on the basis of said Preliminary Report; would now respectfully report on the investigation and examination of said drainage system as follows:

PREVIOUS REPORT

Reference is hereby made to the Preliminary Report filed in this matter dated May 3, 2019, consisting of a typewritten report, plan and profiles. All details of said Preliminary Report are confirmed, as a part of this Final Report unless specifically changed in said Final Report or Exhibit "A" thereto, in which case the data given therein will govern.

The Petition, Location, History, Investigation and Findings and Abandonment of Existing Tile remain the same as presented in the Engineer's Preliminary Report.

PROPOSED SOLUTION

The construction proposed is believed the most practical to accomplish the results envisioned by the Petitioners. Factors considered and/or evaluated include; design requirements for the contributing watershed, minimizing disruption of wildlife areas, downstream impacts and general economics.

Storage Pond

The proposed storage pond has been modified at the request of the landowner and to meet the criteria of Multipurpose Drainage Management Grant Program. The Multipurpose Drainage Management Grant was secured with the assistance of the Soil and Water Conservation District and will provide \$50,000 of funding for the project. The general shape of the pond has been modified and enlarged to 1.17 acres, the side slopes flattened to 8 foot horizontal to 1 foot vertical and the pond moved west and northerly to avoid impacts to an adjacent field road and farm fields. The proposed pond will maintain or reduce peak flows leaving the CD 19 watershed and improve water quality.

The site of the proposed storage pond is enrolled in the Conservation Reserve Program (CRP). The landowner is working on having the area released from the program. We recommend the Viewers consider reimbursing the landowner for reasonable expenses incurred to release the acres. It is also our understanding the nearby lagoon will be closed by the landowner.

Main Tile

Construct a replacement main tile beginning at the junction with the proposed storage pond and course in a north and easterly direction before terminating on the east line of the SE ¼ Section 7, St Mary Township. The main tile will be connected to the existing tile and the outlet extended downstream to the proposed storage pond. The proposed tile will generally parallel the course of the existing tile and consist of 1,979 linear feet of 24-inch tile and 2,300 feet of 18-inch tile. Drainage coefficient of the proposed tile are shown in Table 2.

Location	Length (ft)	Size (in)	Grade (%)	Proposed Drainage Coefficient (in/day)
0+00 to 9+00	900	24	0.15	0.56
9+00 to 19+79	1,079	24	0.30	0.79
19+79 to 42+79	2,300	18	0.45	0.50

Table 1: Proposed CD 19 Tile Summary.

The proposed extension of the main tile across the W ½ SW ¼ Section 8, St Marys Township has been eliminated from the project.

General Provision of the Proposed Construction

The intent of the proposed construction is to provide adequate tile capacity and depth to remove surface and subsurface water from all lands in the petitioned area. Preservation, utilization and or improvements of private drainage systems will be the responsibility of the landowner thereof. The proposed tile alignment will generally parallel the existing tile but should be determined at the time of construction. The existing tile should be connected to the proposed tile at locations to maximize efficiency of the two systems. Existing tile intercepted will be connected if clean and in good condition. Landowners are encouraged to furnish the Engineer with private tile maps and provide input when staking for construction. Tile inspection inlets will be installed at property boundaries and alternative tile inlets installed in low areas which will allow surface waters to enter the tile system. Tile Inspection inlets will be installed approximately 4 feet above the natural grade and capped to prevent surface water from entering the system.

APPORTIONMENT OF REPAIR COSTS

In accordance with Minnesota Statute 103E.215 Subdivision 6, repair costs of the proposed construction could be allocated as follows:

Description	Est. Qty.	Unit Price	Amount
Mobilization	1 LS	\$ 8000.00	\$ 8,000
18" Tile	2,050 LF	20.00	41,000
14" Tile	1,600 LF	17.00	27,200
Bore 18" casing @ CSAH 2	100 LF	250.00	25,000
24" CMP Tile Outlet	1 EA	1,000.00	1,000
Connect existing tile	10 EA	350.00	3,500
Crushed rock for foundation	650 TON	25.00	16,250
Tile Inlets	3 EA	1,000.00	3,000
SUBTOTAL:			\$124,950
Contingencies (10%):			12,500
Total Estimated Repair Construction Costs:			\$137,450

Table 2: Total Repair Cost Allocation for Main Tile.

The Total Estimated Repair Construction Costs (\$137,450) is divided by the Total Main Tile Construction Cost (\$169,354), resulting in a Project Repair cost allocation of 81.2%. Engineering, legal, administrative, bonding and interest cost could be allocated similarly.

The estimated cost of the storage pond (\$113,265) should be considered an improvement and not included in the repair cost allocation.

OUTLET ANALYSIS

The proposed tile was designed to remove 0.50 inches of runoff from the project watershed over a 24-hour period. An existing and proposed conditions HydroCAD model was developed to determine the effects of the proposed construction. The model is based on the NRCS TR-20 Hydrograph methods and simulates flow for a storm event, and models the runoff, stream flow, discharge and storage for each storm event. Design storms and rainfall data were obtained from the National Oceanic and Atmospheric Administration's (NOAA) Atlas 14 precipitation frequency estimates. Model results before and after the proposed project for the 2, 5, 10, 25, 50 and 100-year storm events are show in Appendix 1, attached to this report.

The proposed improvements result in increased tile capacity throughout the CD 19 system and increased flows. To mitigate impacts of the proposed construction, a storage pond will be constructed near the CD 19 outlet in the SW ¼ NE ¼ Section 18, St Mary Township. The proposed storage pond will reduce flows for all storm events. It is the opinion of the Engineer that the outlet is adequate for the proposed improvements.

ENVIRONMENTAL CRITERIA

Pursuant to the requirements of Minnesota Statutes 103E.015, Subdivision 1 with respect to Environmental land use and multipurpose water management criteria, the following information is herewith submitted relative to the above referenced project:

Subd. 1a. Investigating potential use of external sources of funding and technical assistance.

With the assistance of the Waseca County Soil and Water Conservation District and the Greater Blue Earth River Basin Alliance (GBERBA) the project secured a \$50,000 Multipurpose Drainage Management Grant to construct the proposed storage pond.

The Environmental Quality Incentives Program (EQIP) provided by the Natural Resources Conservation Service is a voluntary conservation program that helps agricultural producers in a manner that promotes agricultural production and environmental quality. Numerous areas within the CD 19 watershed are suitable for Best Management Practices (BMP's) which would qualify for funding through EQIP. The EQIP program can fund practices throughout the watershed and landowners are encouraged to contact the local NRCS office for more details.

MINNESOTA STATUTE 103E.015, SUBD 1: Environmental land use and multipurpose water management criteria:

1. Private and public benefits and costs of the proposed drainage project:

Project benefits include more manageable fields, timely cropping procedures, reduced compaction, and improved crop yields. Additional benefits will be derived from increased farm revenue, and improved tax base within the watershed. The proposed storage pond will reduce peak flows and improve water quality.

Public and Private benefits for the project will be established by the Viewers and their report will be available for review at the Final Hearing.

2. Alternative measures, including measures identified in applicable state-approved and locally adopted water management plans, to: (i) conserve, allocate, and use drainage waters for agriculture, stream flow augmentation, or other beneficial uses; (ii) reduce downstream peak flows and flooding; (iii) provide adequate drainage system capacity; (iv) reduce erosion and sedimentation; and (v) protect or improve water quality;

The Waseca County Local Water Management Plan Amendment, Agricultural BMP Handbook for Minnesota, Le Sueur River Watershed Total Maximum Daily Load and the Le Sueur River WRAPS Report were reviewed as part of this report.

The proposed project is consistent with the following goals and objectives of the Waseca County Local Water Management Plan Amendment:

- Goal 1, Objective 4; Reduce erosion and sediment loading of surface water resources.
- Goal 1, Objective 5; Properly manage stormwater runoff.
- Goal 2, Objective 1; Properly manage the County's drainage systems.

The Le Sueur River WRAPS Report provides strategies to restore and protect water quality within the Le Sueur River watershed. A summary of the 10-year targeted water quality goals is below in Table 4.

Pollutant/Stressor	Goal	10-Year Target	Priority Sources	10-Year Target Portioned to Source
Watershed Wide				
Excessively high river flow, including peak flows	Decrease 25%	Decrease 5%	Human-altered hydrology: decreased evapotranspiration and storage due to vegetation, land use, and drainage changes	Decrease 5%
Excessively low river base flow	Increase	Increase	Human-altered hydrology: low water table, infiltration, and soil moisture due to vegetation, land use, and drainage changes	Increase
High Total Suspended Solids concentrations	Decrease 65%	Decrease 10%	Bank and bluff erosion	Decrease 4%
			Upland and field erosion	Decrease 4%
			Ravine and gully erosion	Decrease 2%
High nitrogen concentrations	Decrease 45%	Decrease 12%	Ag tile drainage and ground water	Decrease 12%
High phosphorus concentrations	Decrease 60%	Decrease 10%	Field surface runoff	Decrease 4%
			Bank and bluff erosion	Decrease 2%
			Tile drainage water	Decrease 4%
High E. coli concentrations	Decrease 50%	Decrease 27%	Manure-treated ag field surface runoff	Decrease 17%
			Improperly treated human sewage	Decrease 10%
Poor habitat	Improve	Improve	Degraded riparian	Improve
			Altered hydrology and high TSS	See above
Lake Watersheds				
High phosphorus	Decrease 60%	Decrease 10-15%	Field surface runoff, malfunctioning septic systems, and tile drainage	Decrease 10-15%
Cities				
Non-point contributions	Decrease	Decrease 5%	Stormwater runoff: impervious surfaces, constructions sites, etc.	Decrease 5%

Table 3: Summary of the 10-year targeted water quality goals within the Le Sueur River.

The proposed storage pond decreases flow from the project watershed and improves water quality. All of which are consistent with the goals of the Waseca County Local Water Management Plan Amendment, Le Sueur River Watershed Total Maximum Daily Load and the Le Sueur River WRAPS Report.

Several alternatives to the proposed project were evaluated as part of this investigation and were discussed with the petitioners. Options considered ranged from the "Do Nothing" option, replace all tile with open ditch and a wetland restoration. The "Do Nothing" alternate has been discussed but the Petitioners experience poor drainage and crop loss occurs frequently. The crop loss results in lower property values for wet acres and landowners do not receive a reasonable return on their investment.

Replacing the entire tile system with an open ditch was considered but due to increased right-of-way costs and the general course of the ditch, this option was not preferred.

Another alternative is to restore typically flooded areas of the watershed to wetlands. This alternative provides storage in low areas to temporarily hold runoff until the existing drainage system can convey the flows. The gently rolling topography of the watershed generally has adequate surface drainage and naturally low areas within the watershed are limited. The best location for a wetland restoration is on the east side of County State Aid Highway No. 17. However, said area is traversed by two natural gas lines and would provide treatment for a small percentage of the watershed.

3. The present and anticipated land use within the drainage project or system, including compatibility of the project with local land use plans:

Land use within the watershed varies and is comprised of prime farmland, pasture, building sites, roads, and natural areas. All of the agricultural lands in the project watershed are used for growing diversified crops or are pastured. It is not anticipated that lands will be used for purposes other than agricultural production. The proposed project is consistent with the goals, objectives and actions of the Waseca County Comprehensive Water Plan.

4. Current and potential flooding characteristics of property in the drainage project or system and downstream for 5-, 10-, 25-, and 50-year flood events, including adequacy of the outlet for the drainage project:

See the Outlet Analysis section of the report for more detailed information regarding outlet adequacy.

5. The effects of the proposed drainage project on wetlands:

Landowners are encouraged to contact the Natural Resource Conservation Service (NRCS) to complete Form AD 1026. Said Form allows the NRCS to review each parcel to identify wetlands and measures required to avoid wetland impacts. Due to federal data privacy regulations, the obligation for completing the Form rests with the individual landowners and not the project.

Drainage of wetlands away from the project area is controlled by private landowners and is beyond the scope of this project. Waseca County is a strong supporter of wetland restoration projects. Restoration of wetlands will continue to be encouraged after establishment of this project. The project is not anticipated to negatively affect wetlands.

6. The effects of the proposed drainage project on water quality:

Construction and use of the proposed tile system will not decrease existing water quality. Construction of the proposed alternative tile inlets will improve water quality and reduce sediment transport downstream. Implementation of the proposed construction will improve the quality of water leaving the project watershed and be consistent with goals of the Waseca County Water Plan.

7. The effects of the proposed drainage project on fish and wildlife resources:

Aerial photographs were reviewed, and a cursory visual inspection of the watershed conducted. Wildlife habitat areas within the watershed typically consist of CRP, farm groves, fence lines and road ditches. Wildlife habitat will not be substantially reduced by the proposed construction.

There may be some temporary disruption of upland wildlife habitat during construction, but the extent and duration of habitat disturbance will be similar to that experienced during normal agricultural cropping practices. During the field survey for this project, the wildlife observed was common to that of other similar drainage systems in the general area, which have been properly repaired and maintained in the past.

8. The effects of the proposed drainage project on shallow groundwater availability, distribution, and use:

Shallow ground water is widely distributed over the entire watershed. The proposed project does not provide a drainage system substantially deeper than that existing. Agricultural subsurface drainage systems are installed to maintain the water table elevation sufficiently below the surface of the ground to provide for efficient crop production. The elevation of private tile will continue to determine the shallow groundwater elevation, which is typically at a depth of 4 feet. No change in availability, distribution or use of the ground water as a result of this project is anticipated.

9. The overall environmental impact of all the above criteria:

Adverse effects of the proposed project will be temporary in nature and include temporary disruption of normal cropping practices and potential for reduced yields within the project construction limits. After construction, the trench area will be restored and salvaged topsoil re-spread, however said area may lack in productivity for the first few years. Over time we anticipate crop production to return to pre-construction conditions.

Temporary noise and dust will be generated during construction. The impacts will be similar to that experienced during the normal course of farming activities and are not viewed as significant. Temporary soil erosion within the construction limits may occur until permanent stabilization is achieved. Potential soil erosion will be addressed as required by the MPCA erosion control permit.

Project benefits include more manageable fields, timely cropping procedures, reduced compaction, and improved crop yields. Additional benefits will be derived from increased farm revenue and improved tax base within the watershed.

Construction of the proposed alternative tile inlets and storage pond will reduce peak flows and improve water quality. All of which are consistent with the goals of the Waseca County Local Water Management Plan Amendment, Le Sueur River Watershed Total Maximum Daily Load and the Le Sueur River WRAPS Report. The proposed project will not decrease water quality leaving the CD 19 watershed.

RIGHT-OF-WAY REQUIRED

We recommend a 200-foot-wide construction easement, 100 feet either side of the tile and open ditch centerline be acquired as part of the project.

A total easement area of 5.51 acres will be acquired for construction of the storage pond. The easement will consist of a 2.71 acre Perpetual Conservation Easement for Drainage Management and Flowage which will be acquired as part of the Multipurpose Drainage Management Grant along with a 2.80 acre CD 19 construction and maintenance easement.

A Certificate of Survey for the Perpetual Conservation Easement for Drainage Management and Flowage and ingress and egress easements are attached to this report.

We recommend the storage pond, berm and side slopes be planted to perennial vegetation.

We recommend the landowner request a release of the CRP acres within the construction easement. Based on aerial photo measurements we estimate approximately 2 acres need to be released. The Viewers should consider reimbursing the landowner for reasonable expenses incurred to release the acres.

We recommend the Drainage Authority define and document the established right of way of CD 15 pursuant to Statute 103E.101 subd 4a.

EXHIBITS AND APPENDICES

Model results before and after the proposed project for the 2, 5, 10, 25, 50 and 100-year storm events are appended at the end of this report in Appendix 1, under the heading "Hydraulic Summary".

Estimates of the cost of the project are appended at the end of this report in Appendix 2, under the heading "Preliminary Opinion of Probable Cost".

A Certificate of Survey for the Perpetual Conservation Easement for Drainage Management and Flowage is appended at the end of this report in Appendix 3.

The location, sizes, grades and depths of the proposed drains are shown on the plan-profile sheets attached to this report.

The General Conditions of the Contract, Supplemental General Conditions, Special Provisions for the project and the Notice of Letting, Instructions to Bidders, Bid Proposal Form and other contract documents will be prepared upon establishment of the ditch by Order of the Drainage Authority.

RECOMMENDATIONS

The plans, profiles and narrative outlined herein provide sufficient details for the landowners and the Ditch Authority to evaluate the project. It is the opinion of the Engineer that for the best type of construction and a system that will function adequately for the longest period, the design as shown on the plans attached to this report should be followed.

Hearings should be held to determine whether any additions to or deletions from the construction proposed herein and shown in the attached plans to this report should be made. Landowners should be cognizant of the proposal and understand that only the construction outlined in the Engineer's Report, as amended during the proceedings and included in the Final Order of the Ditch Authority may be done as part of the project. The Engineer has no authority to make changes from the Final Engineer's Report as ordered by the Ditch Authority.

It is believed that the benefits derived from construction will exceed the costs and that the project is practical, necessary, and feasible. Therefore, it is recommended that said project be ordered and constructed.

ENGINEER'S FINAL REPORT
IMPROVEMENT OF COUNTY DITCH NO. 19
WASECA COUNTY, MN
HYDRAULIC SUMMARY

PEAK FLOW SUMMARY										
LOCATION	Storm	2-year			5-year			10-year		
		Existing	Proposed	Change	Existing	Proposed	Change	Existing	Proposed	Change
CSAH 17 Sta 56+00	Tile	2.7	4.9	81%	2.8	5.0	77%	2.8	5.0	79%
	Total	2.7	4.9	81%	2.8	5.0	77%	2.8	5.0	79%
CSAH 2 Sta 17+10	Tile	8.7	8.8	1%	9.0	9.4	5%	9.0	9.9	10%
	Culvert	17.5	17.5	0%	17.9	17.9	0%	18.2	18.2	0%
	Overflow	50.7	53.6	6%	93.4	95.3	2%	132.9	134.3	1%
	Total	76.9	79.9	4%	120.3	122.6	2%	160.1	162.3	1%
CD 19 Outlet	Ditch	45.3	33.1	-27%	65.6	49.0	-25%	83.3	64.9	-22%
	Total	45.3	33.1	-27%	65.6	49.0	-25%	83.3	64.9	-22%

PEAK FLOW SUMMARY										
LOCATION	Storm	25-year			50-year			100-year		
		Existing	Proposed	Change	Existing	Proposed	Change	Existing	Proposed	Change
CSAH 17 Sta 56+00	Tile	2.8	5.1	81%	2.9	5.1	76%	2.9	5.2	78%
	Total	2.8	5.1	81%	2.9	5.1	76%	2.9	5.2	78%
CSAH 2 Sta 17+10	Tile	9.1	10.6	16%	9.1	11.1	22%	9.2	11.5	25%
	Culvert	18.6	18.6	0%	18.9	18.9	0%	19.2	19.2	0%
	Overflow	194.4	195.5	1%	247.8	248.1	0%	306.8	306.8	0%
	Total	222.1	224.7	1%	275.8	278.1	1%	335.2	337.5	1%
CD 19 Outlet	Ditch	108.9	89.7	-18%	128.9	110.3	-14%	150.8	132.8	-12%
	Total	108.9	89.7	-18%	128.9	110.3	-14%	150.8	132.8	-12%

WATER SURFACE ELEVATION SUMMARY										
LOCATION	Storm	2-year			5-year			10-year		
		Existing	Proposed	Change	Existing	Proposed	Change	Existing	Proposed	Change
CSAH 17		1123.7	1123.6	-0.1	1124.3	1124.1	-0.2	1124.7	1124.6	-0.1
CSAH 2		1108.8	1108.8	0.0	1109.0	1109.0	0.0	1109.1	1109.1	0.0
CD 19 Outlet		1090.5	1090.2	-0.3	1090.9	1090.6	-0.3	1091.2	1090.9	-0.3

WATER SURFACE ELEVATION SUMMARY										
LOCATION	Storm	25-year			50-year			100-year		
		Existing	Proposed	Change	Existing	Proposed	Change	Existing	Proposed	Change
CSAH 17		1125.3	1125.1	-0.2	1125.7	1125.6	-0.1	1126.1	1126.0	-0.1
CSAH 2		1109.3	1109.3	0.0	1109.4	1109.4	0.0	1109.6	1109.6	0.0
CD 19 Outlet		1091.6	1091.3	-0.3	1091.8	1091.6	-0.2	1092.1	1091.9	-0.2

ENGINEER'S FINAL REPORT
IMPROVEMENT OF COUNTY DITCH NO. 19
WASECA COUNTY, MN
OPINION OF PROBABLE COST

MAIN TILE				
Item No.	Description	Est. Qty.	Unit Price	Amount
1.	Mobilization	1 LS	\$ 8,000.00	\$ 8,000.00
2.	24" Tile	1,879 LF	26.00	48,854.00
3.	18" Tile	2,300 LF	20.00	46,000.00
4.	Bore 24" casing @ CSAH 2	100 LF	250.00	25,000.00
5.	Drain Tile Cross Connection	2 EA	2,000.00	4,000.00
6.	Connect existing tile	8 EA	350.00	2,800.00
7.	Tile Inspection Inlets	3 EA	1,000.00	3,000.00
8.	Crushed rock for pipe foundation	500 TON	25.00	12,500.00
9.	Rip Rap	40 CY	70.00	2,800.00
10.	Erosion Control	1 LS	1,000.00	1,000.00
SUBTOTAL:				\$ 153,954.00
+ Contingencies				15,400.00
Total Estimated Construction Costs:				\$ 169,354.00
+ Engineering, Legal, Viewing & Administrative:				38,000.00
TOTAL ESTIMATED MAIN TILE COST:				\$ 207,354.00

STORAGE POND				
Item No.	Description	Est. Qty.	Unit Price	Amount
1.	Common Excavation	8,583 CY	\$ 5.00	\$ 42,915.00
2.	Pond Outlet Structure	1 EA	7,500.00	7,500.00
3.	Rip Rap	50 CY	70.00	3,500.00
4.	Seeding and Erosion Control	3.6 AC	3,500.00	12,600.00
5.	Permanent Easement	3.0 AC	7,000.00	21,000.00
6.	Construction Easement	2.5 AC	700.00	1,750.00
SUBTOTAL:				\$ 89,265.00
+ Contingencies (10%)				9,000.00
Total Estimated Construction Costs:				\$ 98,265.00
+ Engineering, Legal, Viewing & Administrative:				15,000.00
TOTAL ESTIMATED POND COST:				\$ 113,265.00

SUMMARY	
MAIN TILE:	\$ 207,354.00
STORAGE POND:	\$ 113,265.00
TOTAL ESTIMATED COST:	\$ 320,619.00

DRAWING OF EASEMENTS

IN NE1/4 SECTION 18-T107N-R23W
WASECA COUNTY, MINNESOTA

PREPARED LEGAL DESCRIPTION

A 33.00 foot wide ingress and egress access easement over, under and across all that part of the NE1/4 Section 18-T107N-R23W, Waseca County, Minnesota; said easement being 16.50 feet on each side of the following described centerline:

Commencing at the northwest corner of said NE1/4; thence South 89°33'16" East a distance of 91.01 feet on an assumed bearing on the north line of said NE1/4, to the point of beginning;

thence South 04°20'41" East a distance of 840.82 feet;

thence South a distance of 26.88 feet on a tangential curve concave to the East with a radius of 100.00 feet and a central angle of 15°24'03";

thence South 19°44'44" East a distance of 139.65 feet on a tangential line;

thence South a distance of 30.76 feet on a tangential curve concave to the West with a radius of 100.00 feet and a central angle of 17°37'28";

thence South 02°07'16" East a distance of 143.53 feet on a tangential line;

thence Southeast a distance of 41.32 feet on a tangential curve concave to the Northeast with a radius of 30.00 feet and a central angle of 78°55'24";

thence South 81°02'40" East a distance of 278.11 feet on a tangential line;

thence Southeast a distance of 43.45 feet on a tangential curve concave to the Southwest with a radius of 30.00 feet and a central angle of 82°59'21";

thence South 01°56'40" West a distance of 383.68 feet on a tangential line, to a point hereinafter referred to Point A;

thence South 01°56'40" West a distance of 4.82 feet, to the point of termination;

The sidelines of said easement are lengthened or shortened to terminate on the north line of said NE1/4 and perpendicular to the point of termination.

and a Perpetual Conservation Easement for Drainage Management and Flowage purposes over, under and across said NE1/4; said easement described follows;

Beginning at the aforementioned Point A;

thence South 82°40'55" West a distance of 212.77 feet;

thence South 00°07'57" East a distance of 492.97 feet;

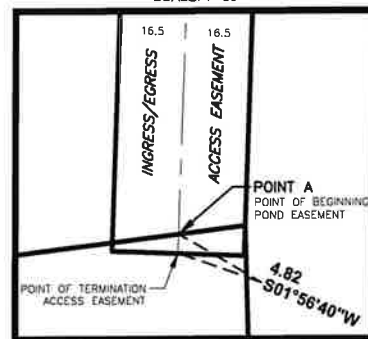
thence North 87°48'17" East a distance of 241.83 feet;

thence North 01°41'43" West a distance of 513.16 feet;

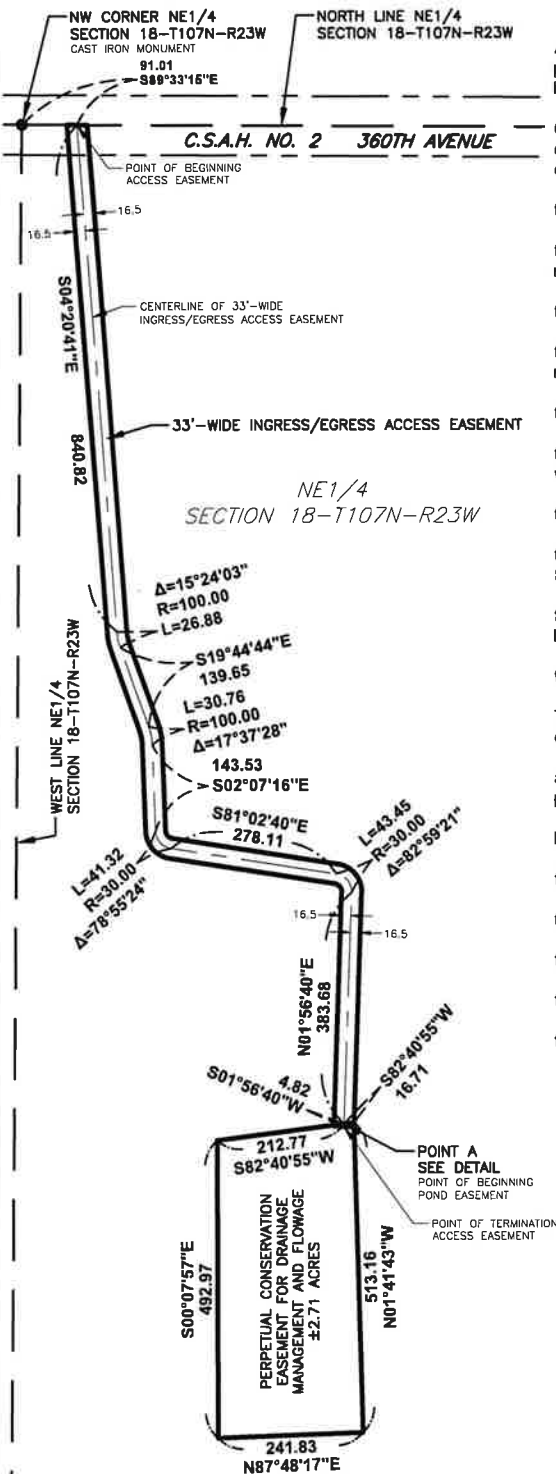
thence South 82°40'55" West a distance of 16.71 feet, to the point of beginning.

DETAIL:

SCALE: 1"=30'

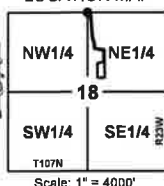


SCALE: 1" = 200



FOR: WASECA COUNTY

LOCATION MAP



Date: 11/3/2020
Revised date: -
Drawn by: ADM
Survey: -
Coord-System: MNDOT CO, NAD83 1996
Page 1 of 1
Job No: 16-180 EASEMENT.DWG

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I hereby certify that this survey, plan, or report was prepared by me or under my direct supervision and that I am a duly Licensed Land Surveyor under the laws of the State of Minnesota.

Steven J. Thompson,
L.S. No. 22705

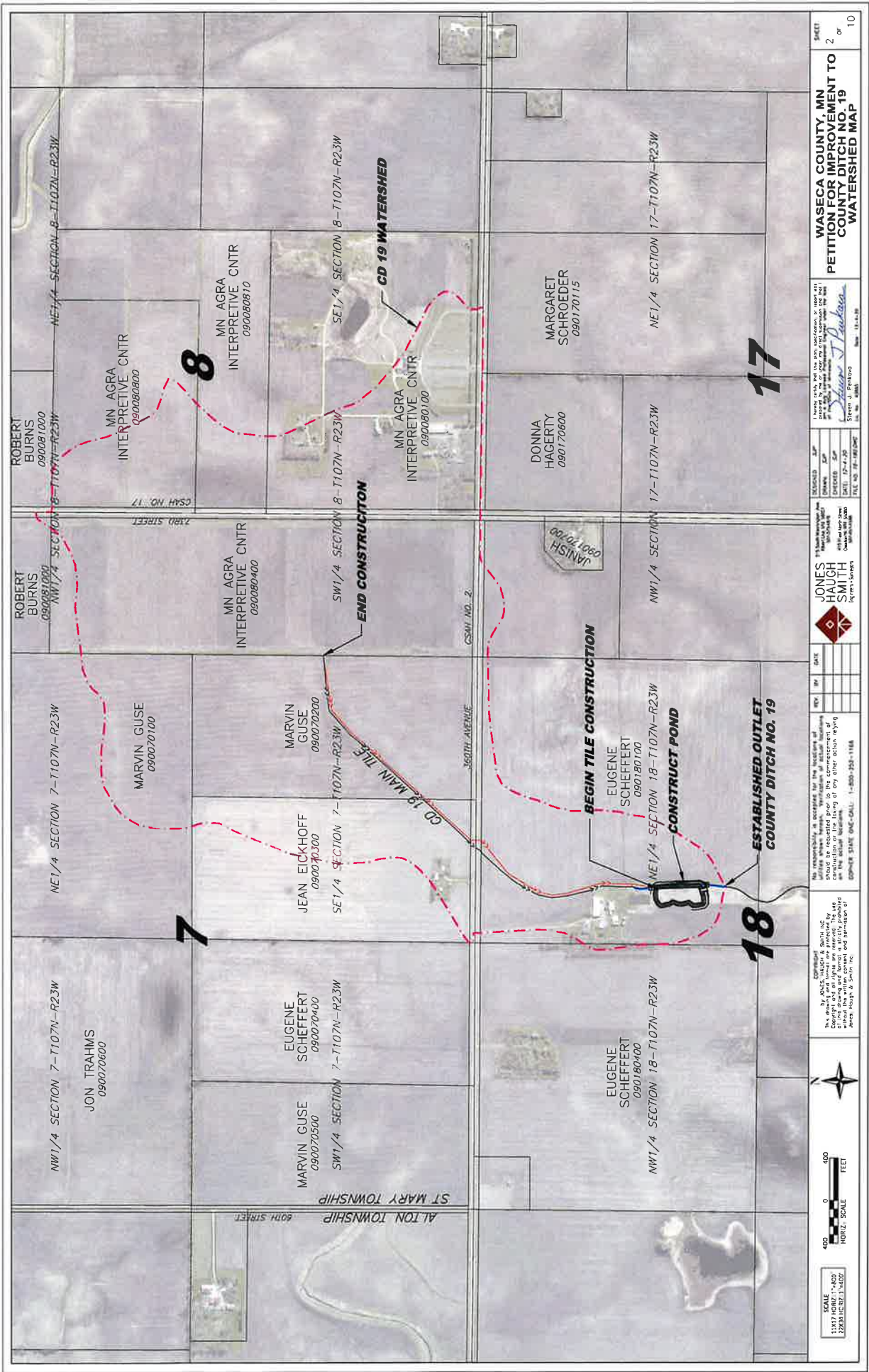
Date



**JONES
HAUGH
SMITH**
Engineers & Surveyors

515 South Washington Ave.
Albert Lea, MN 58007
507-373-4876

415 West North Street
Owatonna, MN 55060
507-451-4598



SCALE
1" = 400'
1:400 HORIZ. 1:400 VERT.

REVISIONS

NO.	DATE	BY	CHKD.
1	10-1-10		
2	10-1-10		
3	10-1-10		
4	10-1-10		
5	10-1-10		
6	10-1-10		
7	10-1-10		
8	10-1-10		
9	10-1-10		
10	10-1-10		

DESIGNED BY
CHECKED BY
DATE
FILE NO.

10-1-10
10-1-10
10-1-10
10-1-10

PROJECT NO.
SHEET NO.

10-1-10
2

WASECA COUNTY, MN
PETITION FOR IMPROVEMENT TO
COUNTY DITCH NO. 19
WATERSHED MAP

10

I hereby certify that the plan submitted is a true and correct copy of the original plan as filed with the County Engineer's Office for the purpose of recording the same.

Sharon J. Hansen
Sharon J. Hansen
Surveyor

10-1-10

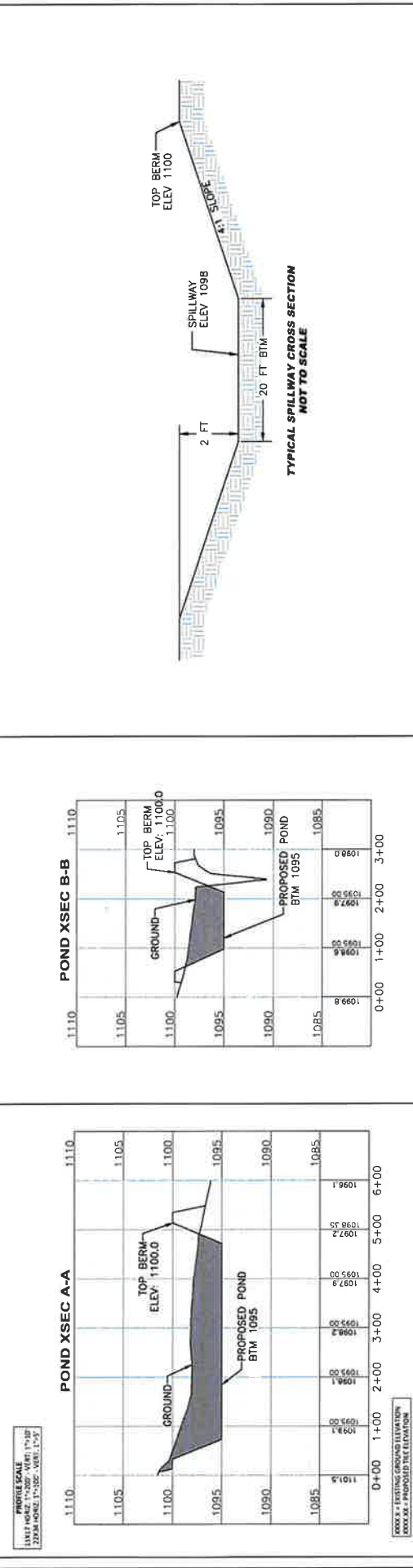
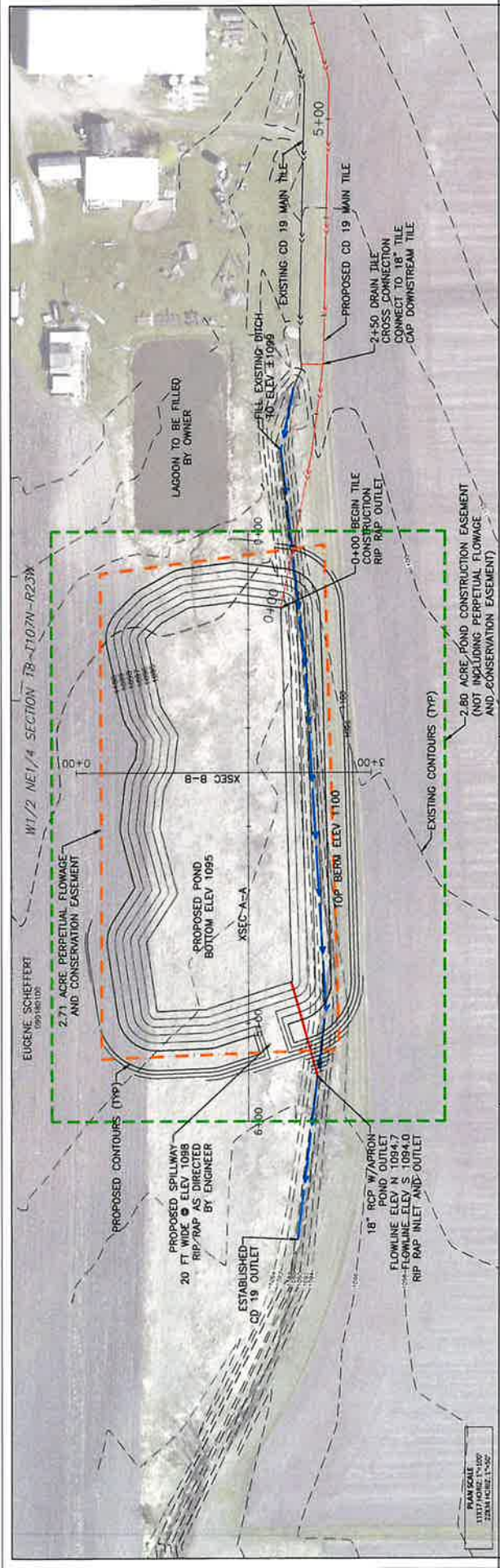
JONES
HAUCH
SMITH
Engineers, Inc.

REGISTERED PROFESSIONAL ENGINEER
STATE OF MINNESOTA
No. 10000
Exp. 12/31/11

REGISTERED PROFESSIONAL LAND SURVEYOR
STATE OF MINNESOTA
No. 10000
Exp. 12/31/11

No responsibility is accepted for the accuracy of the information shown on this map. The user of this map should be advised that the information shown on this map is for informational purposes only and should not be used for any other purpose without the written consent of the County Engineer.

COUNTY ENGINEER ONE-CALL: 1-800-253-1166



PROFILES SCALE
 1"=100' HORIZ. 1"=10' VERT.
 1"=20' HORIZ. 1"=2' VERT.

PLAN SCALE
 1"=100' HORIZ. 1"=50' VERT.

100' HORIZ. SCALE
 10' VERT. SCALE

100' HORIZ. SCALE
 10' VERT. SCALE

100' HORIZ. SCALE
 10' VERT. SCALE

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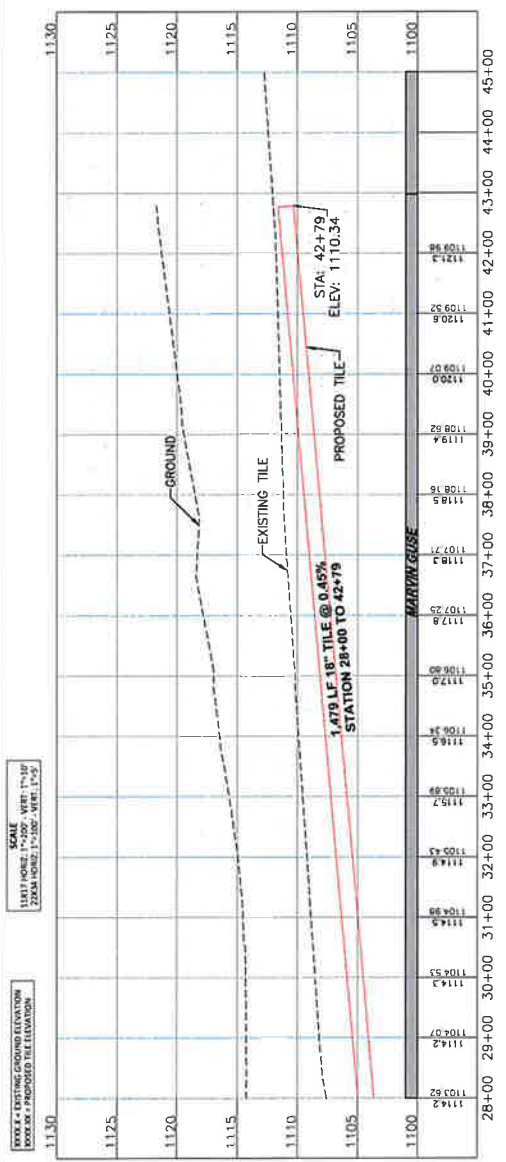
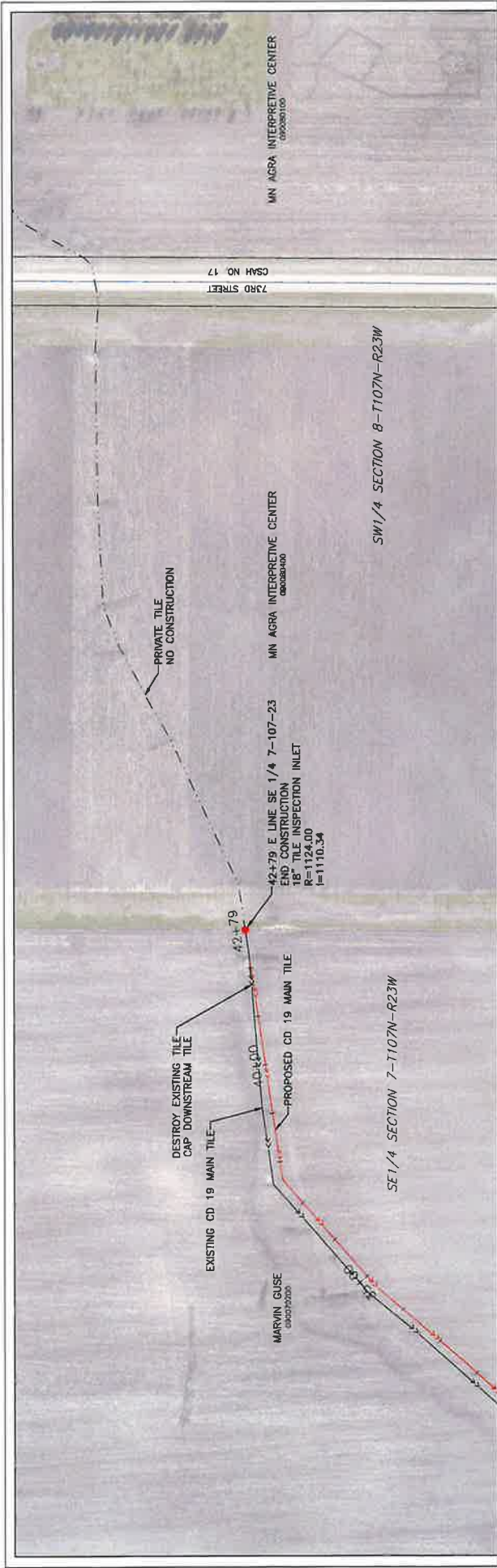
DATE: 10-1-18
 BY: JH
 CHECKED: JH
 DESIGNED: JH
 DRAWN: JH
 REVISIONS: 1. 10-1-18

NO. 10-1-18

JONES HAUGH SMITH
 ENGINEERS & ARCHITECTS
 1000 1ST AVENUE N
 SUITE 100
 MINNEAPOLIS, MN 55401
 TEL: 612-338-1000
 FAX: 612-338-1001
 WWW.JHSMITH.COM

WASECA COUNTY, MN
 IMPROVEMENT TO COUNTY DITCH NO. 19
 POND
 PLAN & PROFILES
 39174 NE 1/4 SECTION 18-107N-R23W

SHEET
 3
 OF
 10



WASECA COUNTY, MN
IMPROVEMENT TO COUNTY DITCH NO. 19
MAIN TILE
 SHEET 5 OF 10
 PLAN & PROFILE
 SE 1/4 SECTION 7-T107N-R23W

DATE: 11-1-19
 DRAWN: J. HUGHES
 CHECKED: J. HUGHES
 DATE: 8-27-20
 FILE NO: 18-000000

1. I hereby certify that this plan, specification, or report was prepared by me or under my direct supervision and that I am a duly licensed Professional Engineer under the laws of the State of Minnesota.

Steven J. Hughes
 Steven J. Hughes
 P.E. No. 00000

JONES HUGHES SMITH
 1500 Exchange Ave.
 St. Paul, MN 55102
 651-436-1000
 www.jhs-engineers.com

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DATE: 11-1-19
 COPY: 500
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SCALE
 1"=100' HORIZ. 1"=10' VERT.
 1"=100' HORIZ. 1"=10' VERT.

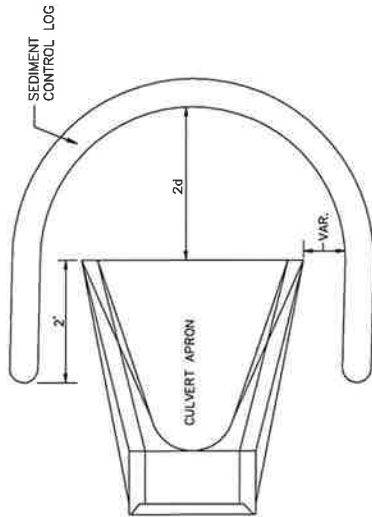
VERT. SCALE
 1"=10' VERT.
 1"=10' VERT.

200 0 200
 HORIZ. SCALE
 1"=100' HORIZ.

10 0 10
 VERT. SCALE
 1"=10' VERT.

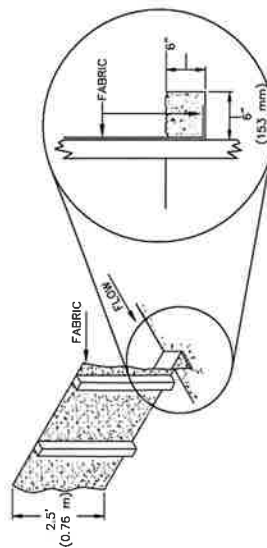
200 0 200
 HORIZ. SCALE
 1"=100' HORIZ.

10 0 10
 VERT. SCALE
 1"=10' VERT.



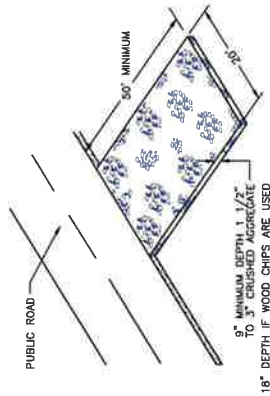
SEDIMENT CONTROL LOG
(COMPOST, WOOD CHIP OR ROCK)
d = CULVERT SIZE 12 TO 36"

CULVERT END CONTROLS



- NOTES:
- PLACE BOTTOM EDGE OF FENCE INTO 6" (153 mm) DEEP
 - POSTS SHALL BE:
 - 4" (102 mm) ON CENTER
 - 2" (50.8 mm) X 2" (50.8 mm) HARDWOOD, PINE OR STANDARD
 - STEEL FENCE POSTS
 - DRIVEN 2' (0.61 m) INTO THE GROUND.

EROSION CONTROL FENCE

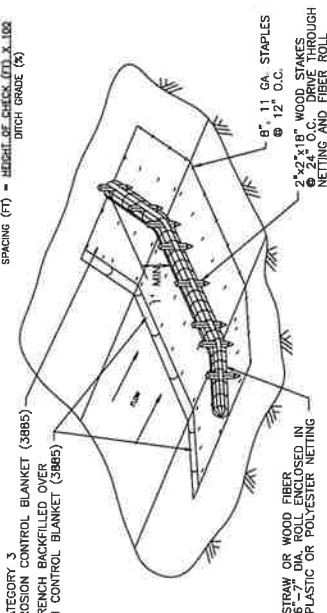


- NOTES:
1. FILTER FABRIC SHALL BE PLACED UNDER ROCK TO STOP MIGRATION OF MUD THROUGH ROCK
 2. WOOD CHIPS USED FOR CONSTRUCTION ENTRANCES MUST BE 80% NOT LESS THAN 2 INCHES AND NOT MORE THAN 5 INCHES. NO CHIPPED UP MANUFACTURED
 3. WOOD CHIPS MUST BE PLACED IN A TRENCH 4" X 4" TRENCH BACKFILLED OVER
 3. ENTRANCES MUST BE REGULARLY MAINTAINED TO PREVENT SEDIMENTATION ON PUBLIC ROADWAYS. FUGITIVE ROCK OR WOOD CHIPS WILL BE REMOVED FROM ADJACENT ROADWAYS DAILY OR MORE FREQUENTLY AS NECESSARY.

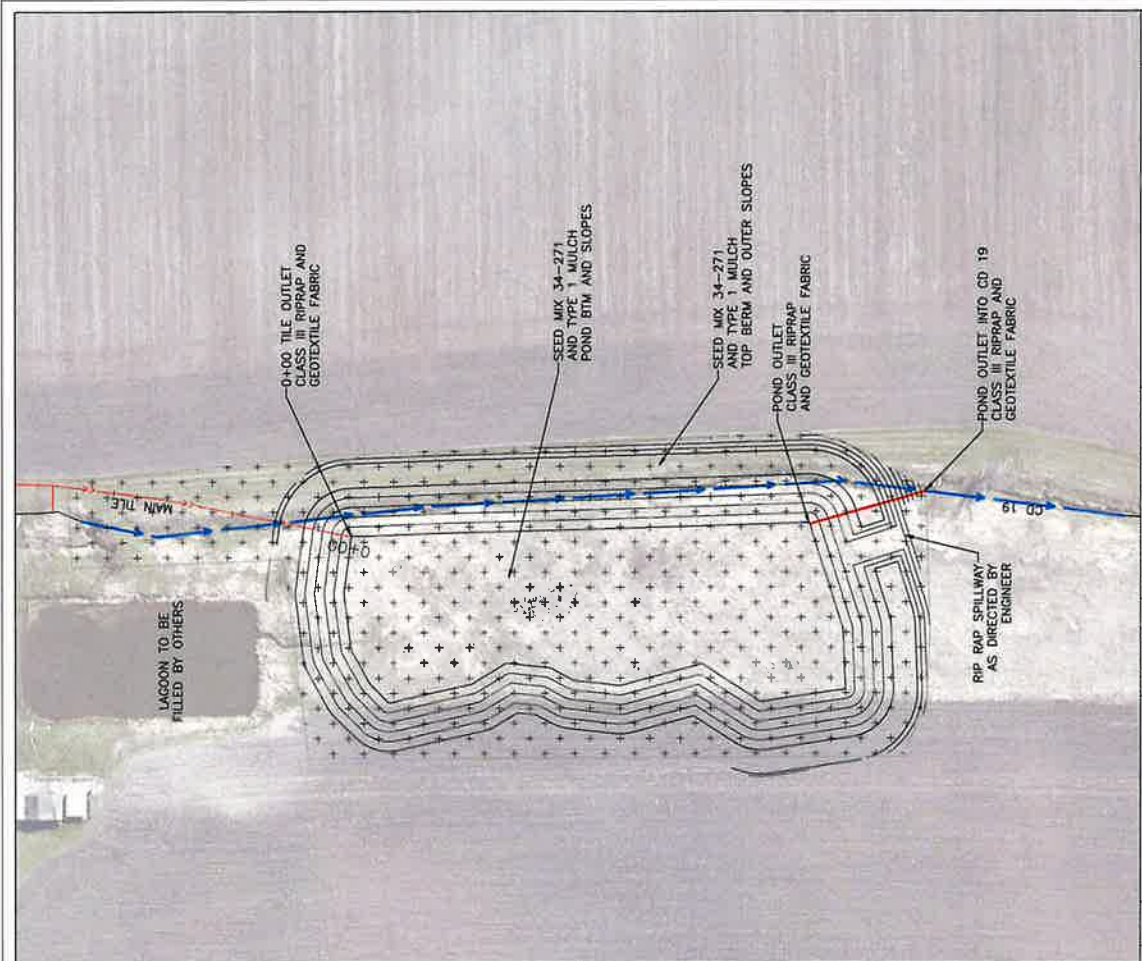
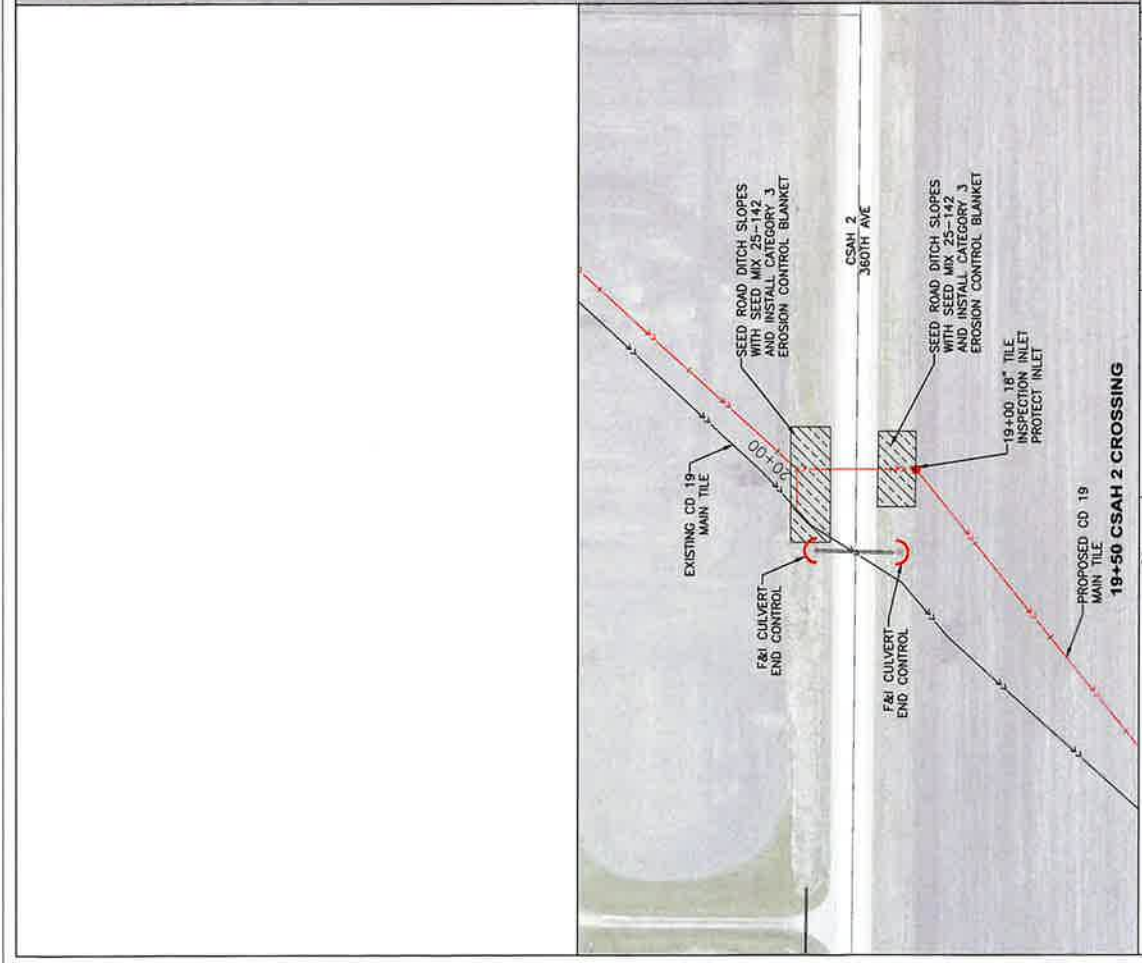
EROSION CONTROL PROTECTION AT CONSTRUCTION ACCESS

SPACING OF CHECKS:

SPACING (FT) = HEIGHT OF CHECK (FT) X 100
DITCH GRADE (%)



BIO-ROLL BLANKET DITCH CHECK



SCALE: 1"=100'

1"=100'

200' HORIZ. 1"=100'

NO RESPONSIBILITY IS ACCEPTED FOR THE ACCURACY OF THE INFORMATION PROVIDED HEREON. THE USER OF THIS INFORMATION SHALL BE RESPONSIBLE FOR THE ACCURACY OF THE INFORMATION PROVIDED HEREON. THE USER OF THIS INFORMATION SHALL BE RESPONSIBLE FOR THE ACCURACY OF THE INFORMATION PROVIDED HEREON.

DATE: 12-1-20

DATE: 12-1-20

DATE: 12-1-20

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DATE: 12-1-20

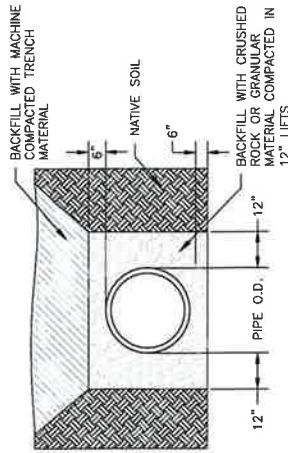
15350 Highway Ave
Maplewood, MN 55129
612-835-1000
www.joneshaughsmith.com

**JONES
HAUGH
SMITH**
Engineers & Surveyors

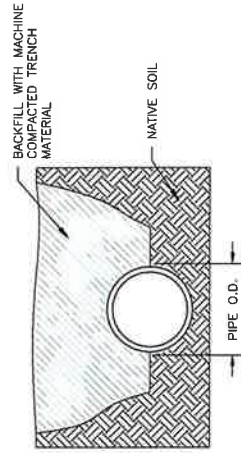
DESIGNED: SJP
DRAWN: SJP
CHECKED: SJP
DATE: 12-1-20
DWG: 19-00349

WASECA COUNTY, MN
IMPROVEMENT TO
COUNTY DITCH NO. 19
SWPPP DETAILS

SHEET
8
OF
10

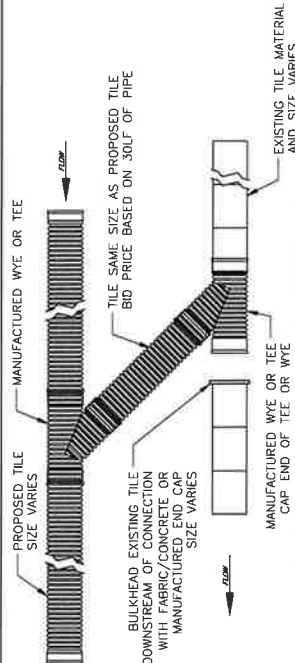


- NOTES:
1. PIPE SHALL BE INSTALLED IN ACCORDANCE WITH ASTM D2321 "STANDARD PRACTICE FOR UNDERGROUND INSTALLATION OF THERMOPLASTIC PIPE FOR SEWERS AND OTHER GRAVITY FLOW APPLICATIONS", LATEST EDITION.
 2. FOUNDATION: WHERE THE TRENCH BOTTOM IS UNSTABLE, THE CONTRACTOR SHALL EXCAVATE TO A DEPTH REQUIRED BY THE ENGINEER AND REPLACE WITH SUITABLE MATERIAL. MATERIAL SHALL BE CLASS I, II OR III IN THE PIPE ZONE EXTENDING NOT LESS THAN 6" ABOVE CROWN OF PIPE. MATERIAL SHALL BE INSTALLED AS REQUIRED IN ASTM D2321, LATEST EDITION.



- NOTES:
1. NATIVE SOIL SUITABLE IN-SITU MATERIAL SHALL BE OF ADEQUATE STRENGTH TO WITHSTAND TRENCHING OPERATIONS AND MAINTAIN THE FINAL TRENCH SHAPE IF ANY PART OF THE TRENCH SIDEWALL SLOUGHS OFF DURING EXCAVATION, REMOVE MATERIAL FROM TRENCH AND REPLACE WITH SUITABLE MATERIAL.
 2. TRENCH: THE TRENCH SHALL BE CUT TO A DEPTH SUFFICIENT TO PROVIDE THE SPECIFIED TRENCH BOTTOM EXTENDS TO PIPE SPRINGLINE OR HIGHER.
 3. FILL MATERIAL: AFTER PLACEMENT OF THE PIPE IN CLASS I, II, III OR IV MAY BE PLACED AND COMPACTED AROUND THE PIPE.

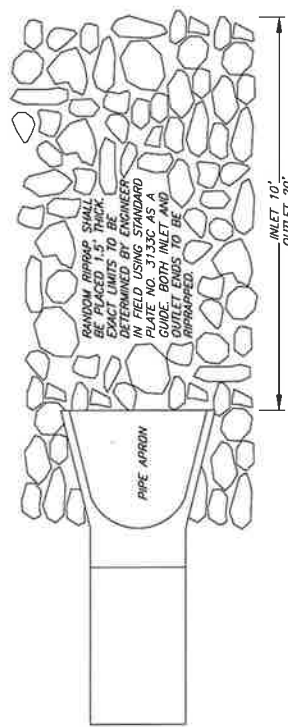
DWPE INSTALLATION & BEDDING DETAIL



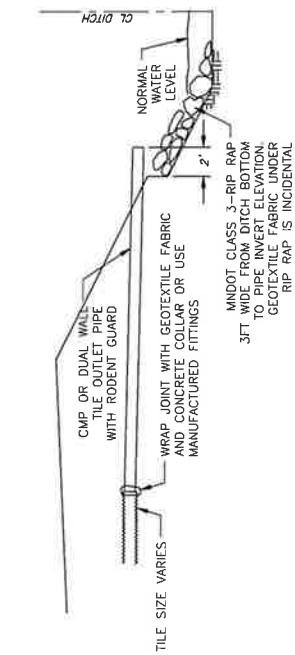
DRAIN TILE CROSS CONNECTION

- NOTES:
1. ALL FITTINGS ARE INCIDENTAL TO DRAIN TILE CROSS CONNECTION.
 2. ALL CONNECTIONS SHALL BE MADE WITH MANUFACTURED FITTINGS WHENEVER POSSIBLE.
 3. CONNECTIONS TO CONCRETE OR CLAY TILE SHALL BE MADE BY SLIDING DUAL WALL TILE OVER THE EXISTING TILE AND WRAPPING THE JOINT IN GEOTEXTILE FABRIC.
 4. DRAIN TILE CROSS CONNECTIONS SHALL BE PAID FOR AS A LUMP SUM PER SPECIFICATIONS. PRICE IS BASED ON 30 LF OF PIPE. ADDITIONAL PIPE TO BE PAID FOR PER SPECIFICATIONS.

NOT TO SCALE



TYPICAL TILE OUTLET RIP RAP DETAIL



- NOTES:
1. OUTLET PIPES SHALL BE ONE SIZE LARGER THAN TILE.
 2. OUTLET PIPES SHALL BE INSTALLED WITH A MANUFACTURED FITTING OR THE OUTLET PIPE SHALL BE SLIDED OVER THE EXISTING TILE AND THE JOINT WRAPPED IN GEOTEXTILE FABRIC.
 3. OUTLET PIPES 12" IN DIAMETER ARE GREATER SHALL BE RWETED CMP. PIPES SMALLER THAN 12" IN DIAMETER SHALL BE DUAL WALL TILE.
 4. AT THE TIME OF CONSTRUCTION THE ENGINEER WILL DESIGNATE OUTLETS TO BE REPLACED, EXISTING OUTLETS IN GOOD CONDITION SHALL BE ARMORED WITH TILE.
 5. TILE OUTLET PIPES SHALL BE PAID FOR AS A LUMP SUM PER SPECIFICATIONS.
 6. RODENT GUARDS SHALL BE INSTALLED ON ALL TILE OUTLET PIPES LESS THAN 15" IN DIAMETER AS PER SPECIFICATIONS.
 7. SLOPE PIPE TO TERMINATE APPROXIMATELY 2 FT ABOVE NORMAL WATER LEVEL EXCEPT AS REQUIRED BY GRADE AND ELEVATION, OR AS OTHERWISE DIRECTED BY ENGINEER.

TYPICAL TILE OUTLET PIPE INSTALLATION

Waseca County CD-19 Improvement

Waseca County Ditch 19 was established around 1920. CD-19 construction consisted of approximately 1,850 feet of 18 inch tile and 1,900 feet of 14 inch tile. An improvement petition was filed in 1960 at which time the open ditch was added and the lower 130 feet of 18 inch tile was replaced. The total cost of the project was \$1,751.40. The established outlet of CD-19 is into a tributary to the Le Sueur River in the SW1/4 NE1/4 of section 18 of Saint Mary Township, Waseca County.

Landowners within the watershed of CD-19 have filed a petition for the improvement of CD-19. A topographic survey of the watershed area described in the petition was made. Aerial photography, LIDAR, U.S. Geological Survey contour maps, as-built plans, and soils surveys were used to assist to determine watershed divides.

The main tile was located and found to be in poor condition with signs of longitudinal cracks and misaligned joints. The main tile is undersized and lacks sufficient capacity to provide adequate drainage for the watershed. The current drainage coefficients range between 0.26 to 0.64 inches per day and the recommended NRCS design is 0.50 inches per day.

The viewers are completing a re-determination of benefits on the Waseca County CD-19 drainage system that coincides with this improvement. The following information is the Viewers report for the proposed improvement.

Waseca County CD-19 Improvement Viewers Report December 29, 2020 (Draft)

Valuation prior to drainage

Beginning land use, property value, and economic productivity have been determined with the consideration that the benefited properties within the watershed originally did not have an adequate outlet for artificial drainage.

- “A” – Standing water or cattails, wetland classification with economic productivity for agriculture purposes of \$0 per acre, and a market value of \$1,000 to \$2,000
- “B” – Seasonally flooded/pasture ground. Pasture classification with economic productivity of \$80 per acre based on grazing days and/or hay values, and a market value of \$2,500 to \$3,500
- “C” – Wet subsoil – Generally farmable land with moderate crop potential, with annual economic productivity of \$500 per acre based upon average annual yield of 80% of optimum with \$326 production costs, and a market value of \$4,000 to \$5,000
- “D” – Upland areas not needing artificial drainage and intermixed with wetter soils, with annual economic productivity of \$562 per acre based upon an average annual yield of 90% of optimum with \$326 production costs, and a market value of \$5,000 to \$6,000

Valuation with NRCS recommended drainage

Potential land use, property value, and an increase in economic productivity, after public and private drainage have been installed as NRCS design standards as recommended in the Minnesota Drainage Guide, using current crop rotation, income, and expense:

- “A” – Drained slough area, medium classification land with economic productivity of \$519 per acre based upon average production of 83% of optimum with \$326 per acre production costs, and a market value of \$5,000 to \$6,000
- “B” – Well drained ground, high land classification with economic productivity of \$544 per acre based upon average annual production of 87% of optimum with \$326 production costs, and a market value of \$6,000 to \$7,000
- “C” – Well drained ground, highest land classification with economic productivity of \$587 per acre based upon average annual production of 94% of optimum with \$326 production costs, and a market value of \$6,500 to \$8,000
- “D” – Well drained ground, high land classification with improved farm ability, with economic productivity of \$606 per acre based upon average production of 97% of optimum with \$326 production costs, and a market value of \$6,000 to \$7,000

Utilizing these productive values, potential benefit values were determined for the system based upon a 25 year effective life with proper maintenance, private tile improvement cost were depreciated over the same 25 year period, and an allowance of 0.5% return on the system investment. A three year average County yield was used for the benefit value calculations along with a three year average sale price for the corn and beans.

Increased productivity

<u>Crop</u>	<u>Yield</u>	<u>Value</u>	<u>Income</u>	<u>%</u>	<u>Adjusted</u>
Corn	207.3	\$3.49	\$723	50%	\$362
Beans	58.5	\$9.00	\$526	50%	\$263
					\$625

Production costs

Corn	\$426 X 50% =	\$213
Beans	\$226 X 50% =	<u>\$113</u>
		\$326

Potential Benefit value

	<u>“A”</u> 83% of \$625 \$519	<u>“B”</u> 87% of \$625 \$544	<u>“C”</u> 94% of \$625 \$587	<u>“D”</u> 97% of \$625 \$606
Minus cost of production	<u>\$326</u>	<u>\$326</u>	<u>\$326</u>	<u>\$326</u>
Net income	<u>\$193</u>	<u>\$218</u>	<u>\$261</u>	<u>\$280</u>
Previous income	<u>\$0</u>	<u>\$80</u>	<u>\$174</u>	<u>\$236</u>
Increased income	<u>\$193</u>	<u>\$138</u>	<u>\$87</u>	<u>\$44</u>
Private tile costs	<u>\$56</u>	<u>\$31</u>	<u>\$27</u>	<u>\$18</u>
Annual increase	<u>\$137</u>	<u>\$107</u>	<u>\$60</u>	<u>\$26</u>
Capitalized for 25 years @ ½ %	\$3,202	\$2,498	\$1,418	\$603

% of potential Benefit	80%	85%	90%	95%
Reduced benefit Value (After improvement)	\$2,562	\$2,124	\$1,276	\$573
% of reduced value	40%	40%	40%	40%
Benefit value (Before improvement)	\$1,025	\$849	\$510	\$229

The potential benefit values have been reduced to reflect a less than optimum yield.

Petition for an Improvement

A petition for an improvement has been filed for Waseca CD-19. This Re-determination of Benefits is determining benefits as they are in October of 2020. (Without any improvement) If the improvement is implemented in the future, the benefits will be adjusted accordingly.

Summary

Waseca County CD-19 consists of 432.26 acres of farmland, roads, and building sites with benefits of \$254,885 (before improvement)

- a. 412.96 acres of farmland and building sites in Waseca County in Saint Mary Township
- b. 19.30 acres County roads
- c. 432.26 total acres

Benefits before Improvement

Average land benefits, (reduced) over a 25 year period are **\$653** per acre

- a. A soil \$1,025
- b. B soil \$849
- c. C soil \$510
- d. D soil \$229

Building site benefits

- a. (Average of B + C + D soils) X 1.5 = **\$795**

Ponds, woodland, and non-benefited acres

- a. **\$0**

Road benefits

- a. Gravel roads, County or Township
(Average land benefit) X 1.0 = **\$653**
- b. Paved roads, County
(Average land benefit) X 1.5 = **\$980**

Tile benefits

- a. A tile benefit was given for most County tile at a rate of \$1.00 per linear foot. This value was given because of the ease of access for private tile, and also for the drainage the County tile may provide. 4,190 feet of County tile, **\$4,190 of tile benefits**

Tiled in acres

Eugene Scheffert (# 09.018.0100) has notified the viewers that he has about 5 acres tiled into the CD-19 system from the NE1/4 NE1/4. The viewers have adjusted the benefits to account for these tiled in acres. Eugene Scheffert (# 09.018.0400) has notified the viewers that he has about 3 acres tiled into the CD-19 system from the NE1/4 NW1/4. The viewers have adjusted the benefits to account for these tiled in acres.

Benefits after Improvement

Average land benefits, (reduced) over a 25 year period are **\$1,634** per acre

- a. A soil \$2,562
b. B soil \$2,124
c. C soil \$1,276
d. D soil \$573

Building site benefits

- a. (Average of B + C + D soils) X 1.5 = **\$1,987**

Ponds, woodland, and non-benefited acres

- a. **\$0**

Road benefits

- a. Gravel roads, County or Township
(Average land benefit) X 1.0 = **\$1,634**
b. Paved roads, County
(Average land benefit) X 1.5 = **\$2,451**

Tile benefits

- a. A tile benefit was given for most County tile at a rate of \$2.00 per linear foot. This value was given because of the ease of access for private tile, and also for the drainage the County tile may provide. 4,190 feet of County tile, **\$8,380 of tile benefits**

Crop damages

Crop damages will be paid per acre on standing crops damaged by construction or repair on the County open ditch or County tile system as determined by the Waseca County Ditch Inspector.

Land benefits, (over a 25 year period)

Before Improvement

A soil	\$1,025
B soil	\$849
C soil	\$510
D soil	\$229

After Improvement

A soil	\$2,562
B soil	\$2,124
C soil	\$1,276
D soil	\$573

Waseca County CD-19 Improvement (cost verses benefits)

All the landowners in CD-19 benefit from the improvement. The Engineer has estimated the main tile construction project cost to be \$207,354. In accordance with Minnesota Statute 103E.215 Subdivision 6, the repair cost allocation for the project is 81.2%. (\$168,371) This repair allocation will be assessed to all landowners in CD-19, based on the 2020 Redetermination of Benefits. (432.26 acres) The improvement portion of the project is 18.8%. (\$38,983) This amount will be paid by all the landowners based on the percent of increased benefits.

The pond construction cost (\$113,265) will be paid by all the landowners based on the percent of increased benefits. A Multipurpose Drainage Management Grant was secured with the assistance of the Soil and Water Conservation District and will provide \$50,000 of funding for the project.

CD-19 Watershed Improvement Benefits

\$635,450	After improvement benefits
\$254,885	Before improvement benefits (From the 2020 Redetermination)
\$380,565	Increased benefits
\$152,248	Improvement cost (\$38,983 + \$113,265)
\$228,317	Difference (The benefits outweigh the cost of the project)

DAMAGES				
SCHEFFERT, EUGENE G & MARYANN D 6490 360TH AVE JANESVILLE, MN 56048	09.018.0100	SW1/4 NE1/4 BORDER		
Perpetual Flowage and Conservation Easement 2.71 acres X \$7,381 =				\$20,003
Additional grass buffer around pond 0.90 acres X \$7,381 =				\$6,643
Construction easement around pond 1.90 acres X \$369 =				\$701
CRP acres released 2.00 acres X \$300 =				\$600
Grass Strip Easement 0.12 acres X \$7,381 =				\$886
Construction Easement 0.50 acres X \$369 =				\$185
Total Damages =				\$29,018

Benefits and damages statement

This report covers the redetermination of benefits and proposed improvement for a previously constructed drainage system. The basis for determining benefits and damages is therefore, based upon a comparison of the conditions that would have existed prior to the County open ditch and County tile systems construction, with those that do exist with the drainage system in a reasonable state of repair. Supporting documentation for the analysis and conclusions of the report are contained in our files and are available for inspection. The figures stated herein are based on a full and fair comparison of all pertinent facts and information that the viewers were aware of at the time of this redetermination of benefits and proposed improvement process. The following aids were used in this viewing process.

- Waseca County online GIS parcel information site
- USDA web soil survey
- Google Earth aerial satellite photos
- Yield averages taken from USDA national agriculture statistics service
- Production costs taken from University of Minnesota FinBin
- Average commodity sale prices from Minnesota Finbin
- Sales data from the Waseca County Assessor office and website
- Visual inspection of each 40 acre parcel or less
- Consultation with Waseca County Auditor / Treasurer and the Waseca County ditch inspector

The Viewers determined that the lands affected by the drainage system are generally similar and that the following comments refer to all such tracts.

1. Existing land use, property value and economic productivity:

Land is presently used for building sites, roads, and for agricultural purposes. The property value is consistent with most agricultural land sales within Waseca County. Agricultural lands are primarily used for the production of corn and soybeans. The land has good economic productivity when properly drained.

2. Potential land use, property value and economic productivity from the drainage system:

The drainage system has been in existence for many years and provides drainage for agricultural purposes. The property value is consistent with most agricultural land sales within Waseca County. Land affected by the drainage system has the potential to produce above average yields.

3. The benefits or damages from the drainage system:

Benefits derived by lands affected by the drainage system are due to (A) Improved capacity to remove surface waters due to previous construction and maintenance of the County open ditch and County tile system, which results in an increase in the current market value of property; or (B) an increase in the potential for agricultural production as a result of the previous construction and continued maintenance of the drainage system; or (C) increased value of the property as a result of potential different land use.

4. There is no damage to any riparian rights.

5. There are no acres added to any tract or lot and there are no public waters, wetlands, and other areas not currently being cultivated, that are proposed to be drained in this proceeding.

6. There are no acres which before the drainage benefits could be realized would require a public waters work permit to work in public waters under 103G.245 to excavate or fill a navigable water body under United States Code, Title 33, Section 403, or a permit to discharge into waters of United States under United States Code, Title 33, Section 1344.
7. There are no acres being assessed for drainage of areas that would be considered conversion of a wetland under United States Code, Title 16, Section 3821, if the area was placed in agricultural production.

This report is respectfully submitted to the Drainage Authority of Waseca County CD-19 by:

Mark Behrends _____

Robert M. Hansen _____

Kendall Langseth _____

Submitted this 29th day of December 2020

**BEFORE THE WASECA COUNTY BOARD OF COMMISSIONERS
ACTING AS DRAINAGE AUTHORITY FOR WASECA COUNTY DITCH #19**

AGENDA

**Redetermination Hearing
February 16, 2021, 9:45 a.m.
Waseca County Courthouse, East Annex**

- I. Opening of Redetermination Hearing – *Board Chairperson*
- II. Purpose of Hearing – *Kurt Deter*
- III. Record of Notice Requirements – *Tammy Spooner, Auditor-Treasurer*
- IV. Viewers' Report on Redetermination of Benefits - *Viewers*
- V. Public Comment and Questions Regarding Redetermination of Benefits
- VI. Possible Action by Drainage Authority

Approval of Redetermination of Benefits if:

- 1) The Viewers' Report has been made and other proceedings have been completed under Minnesota Statutes 103E.
- 2) The reports made or amended are complete and correct.
- 3) The damages and benefits have been properly determined.

If the Redetermination of Benefits is approved, it shall take the place of the original benefits and damages in all subsequent proceedings.

**State of Minnesota
County of Waseca**

**In the matter of the Redetermination of Benefits
And Improvement of Waseca County Ditch CD-19
Waseca County, Minnesota
December 29, 2020
(Draft)**

Property Owners Report

Pursuant to Minnesota Statute 103E.323, the following is the Property Owners Report from information in the Waseca County CD-19 Viewers Report and Waseca County CD-19 Excel spreadsheet, in the matter of the redetermination of benefits and damages, and damaged and benefitted acres and proposed improvement of Waseca County Ditch CD-19, Waseca County, Minnesota.

1. This redetermination of benefits and proposed improvement sets the percentage that you will be required to pay for proposed improvement costs and all future repairs and maintenance on Waseca County CD-19
2. The name and address of the property owner is shown on the Excel spreadsheet for Waseca County CD-19
3. The description of each lot or tract and its area that is benefitted or damaged is shown on the Excel spreadsheet for Waseca County CD-19
4. There are no acres added to any tract or lot and there are no public waters, wetlands, and other areas not currently being cultivated that are proposed to be drained in this proceeding
5. There are no acres which before the drainage benefits could be realized would require a public waters work permit to work in public waters under 103G.245 to excavate or fill a navigable water body under United States Code, Title 33, Section 403, or a permit to discharge into waters of United States under United States Code, Title 33, Section 1344.
6. There are no acres being assessed for drainage of areas that would be considered conversion of a wetland under United States Code, Title 16, Section 3821, if the area was placed in agricultural production.
7. There are no damages to riparian rights.
8. The amount of right-of-way acreage required is shown on the Excel spreadsheet for Waseca County CD-19
9. The amount that each tract or lot will be benefitted or damaged is shown on the Excel spreadsheet for Waseca County CD-19
10. The damages or benefits to the property are shown on the Excel spreadsheet for Waseca County CD-19

11. No construction is planned as part of this Redetermination of Benefits proceeding
12. Construction is planned as part of the proposed improvement proceedings
13. A copy of the benefits and damages statement under 103E.321, Subdivision 2, relating to the property owner is on the Excel spreadsheet for Waseca County CD-19
14. The percentage of the cost to be assessed to the property owner for the proposed improvement and also future repair and maintenance proceedings is shown on the Excel spreadsheet for Waseca County CD-19
15. The redetermination of benefits and damages and damaged and benefitted areas and proposed improvement benefits shall be used in place of the original benefits and damages and benefitted and damaged areas in all subsequent proceedings relating to the Waseca County CD-19 drainage system
16. The full Viewer's Reports are available for public inspection at the office of the Auditor / Treasurer at the Waseca County Courthouse, located at 307 North State Street, Waseca, Minnesota 56093 507-835-0633
17. The Viewers will be available to answer questions from interested parties from 9:30 AM to 10:00 AM on February 16, 2021 at the Waseca County Courthouse, east annex, 300 North State Street, Waseca Minnesota 56093.

Benefits and damages statement

This report covers the redetermination of benefits and proposed improvement for a previously constructed drainage system. The basis for determining benefits and damages is therefore, based upon a comparison of the conditions that would have existed prior to the County open ditch and County tile systems construction, with those that do exist with the drainage system in a reasonable state of repair. Supporting documentation for the analysis and conclusions of the report are contained in our files and are available for inspection. The figures stated herein are based on a full and fair comparison of all pertinent facts and information that the viewers were aware of at the time of this redetermination of benefits process and possible improvement. The following aids were used in this viewing process.

- Waseca County online GIS parcel information site
- USDA web soil survey
- Google Earth aerial satellite photos
- Yield averages taken from USDA national agriculture statistics service
- Production costs taken from University of Minnesota FinBin
- Average commodity sale prices from University of Minnesota Finbin
- Sales data from the Waseca County Assessor office and website
- Visual inspection of each 40 acre parcel or less
- Consultation with Waseca County Auditor / Treasurer and the Waseca County ditch inspector

The Viewers determined that the lands affected by the drainage system are generally similar and that the following comments refer to all such tracts.

1. **Existing land use, property value and economic productivity:**

Land is presently used for building sites, roads, and for agricultural purposes. The property value is consistent with most agricultural land sales within Waseca County. Agricultural lands are primarily used for the production of corn and soybeans. The land has good economic productivity when properly drained.

2. **Potential land use, property value and economic productivity from the drainage system:**

The drainage system has been in existence for many years and provides drainage for agricultural purposes. The property value is consistent with most agricultural land sales within Waseca County. Land affected by the drainage system has the potential to produce above average yields.

3. **The benefits or damages from the drainage system:**

Benefits derived by lands affected by the drainage system are due to (A) Improved capacity to remove surface waters due to previous construction and maintenance of the County open ditch and County tile system, which results in an increase in the current market value of property; or (B) an increase in the potential for agricultural production as a result of the previous construction and continued maintenance of the drainage system; or (C) increased value of the property as a result of potential different land use.

4. There is no damage to any riparian rights.

5. There are no acres added to any tract or lot and there are no public waters, wetlands, and other areas not currently being cultivated, that are proposed to be drained in this proceeding.

6. There are no acres which before the drainage benefits could be realized would require a public waters work permit to work in public waters under 103G.245 to excavate or fill a navigable water body under United States Code, Title 33, Section 403, or a permit to discharge into waters of United States under United States Code, Title 33, Section 1344.

7. There are no acres being assessed for drainage of areas that would be considered conversion of a wetland under United States Code, Title 16, Section 3821, if the area was placed in agricultural production.

This report is respectfully submitted to the Drainage Authority of Waseca County CD-19 by:

Mark Behrends_____

Robert M. Hansen_____

Kendall Langseth_____

Submitted this 29th day of December 2020



**Waseca County Board of Commissioners
Request for Board Action**

Accept Donation for Van Fund Resolution 2021-6

Meeting Date: 2/16/2020
Item Type: ☐ Consent ☐ Action
Department: Veteran Service Dept
Contact: Christopher Hinton
Contact Phone: 507-835-0680
Prepared by: Christopher Hinton

Fiscal/FTE Impact:
☐ None
☒ Current budget
☐ New FTE(s) Requested
☐ Other
☐ Amendment Requested

PURPOSE/ACTION REQUESTED

Accept donation for van fund.

SUMMARY

Accept \$600.00 donation from Daryl and Kris Erdman

RECOMMENDATION

EXPLANATION OF FISCAL/FTE IMPACTS

Will go to help purchase new van for veteran transportation.

Supporting Documents:

Attachment A:

Attachment B:

Previous Board Action(s):

Resolution # 2021-6

RESOLUTION # 2021-6

NOW, THEREFORE, BE IT RESOLVED, that the Waseca County Board of Commissioners hereby resolves to accept the donation of \$600.00 from Daryl and Kris Erdman to be used specifically for the purchase of a new transportation van for Veteran Services.

Waseca County Board of Commissioners

By: _____, Board Chair

ATTEST:

Tamara J. Spooner
Waseca County Auditor-Treasurer

Administrator's Comments:

- ☐ Recommend Action
- ☐ Do Not Recommend Action
- ☐ Reviewed – No Recommendation
- ☐ Reviewed – Information Only
- ☐ Submitted at Commissioner Request

Reviewed By (if required):

- ☐ County Attorney's Office
- ☐ Risk Management
- ☐ Human Resources
- ☐ Information Technology
- ☐ Building and Grounds

County Administrator



**Waseca County Board of Commissioners
Request for Board Action**

Resolution 2021-7 Donation to the Waseca County Sheriff's Office

Meeting Date:	February 16, 2021	Fiscal/FTE Impact:
Item Type:	☐ Consent ☒ Action	☒ None
Department:	Waseca County Sheriff's Office	☐ Current budget
Contact:	Sheriff Milbrath	☐ New FTE(s) Requested
Contact Phone:	507-835-0510	☐ Other
Prepared by:	Sheriff Milbrath	☐ Amendment Requested

PURPOSE/ACTION REQUESTED

Donation from Joyce Goetl.

SUMMARY

Joyce Goetl wishing to donate \$100 to the Waseca County Sheriff's Office.

RECOMMENDATION

Waseca County staff recommends that the Waseca County Board of Commissioners accept the donation under resolution 2021-7.

EXPLANATION OF FISCAL/FTE IMPACTS

Supporting Documents:

Attachment A:

Attachment B:

Previous Board Action(s):

Resolution # 2021-7

RESOLUTION # 2021-7

WHEREAS, Minn. Stat. Sect. 465.03 allows counties to accept grants and donations of real or personal property for the benefit of its citizens in accordance with terms prescribed by the donor; and

WHEREAS, said donations must be accepted via resolution of the County Board of Commissioners by a two-thirds majority of its members; and

WHEREAS, the Board of Commissioners finds that it is appropriate to accept the donations offered;

NOW, THEREFORE, BE IT RESOLVED that the Waseca County Board of Commissioners accepts, with sincere appreciation, the following listed donations on behalf of its citizens:

<u>Name of Donor</u>	<u>Donation</u>	<u>Donation Purpose</u>
Joyce Goettl	\$100.00	Thank you

This resolution shall become effective upon its passage and without further publication

Dated this **16th** day of **February 2021**.

Waseca County Board of Commissioners

By: _____, Board Chair

ATTEST:

Tamara J. Spooner
Waseca County Auditor-Treasurer

Administrator's Comments:

- ☐ Recommend Action
- ☐ Do Not Recommend Action
- ☐ Reviewed – No Recommendation
- ☐ Reviewed – Information Only
- ☐ Submitted at Commissioner Request

Reviewed By (if required):

- ☐ County Attorney's Office
- ☐ Risk Management
- ☐ Human Resources
- ☐ Information Technology
- ☐ Building and Grounds

County Administrator

Thank you for
the services you
give our country!

Joyce Goettl



	JOYCE GOETTL PH. 507-234-6804 235 390TH AVENUE JANESVILLE, MN 56048	1825 75-1589/919 4
<u>7-1-2021</u> DATE		
PAY TO THE ORDER OF	<u>Waseca County Sheriff's</u>	\$ <u>100.00</u>
<u>One hundred & 00/100</u>	<u>Joyce Goettl</u>	DOLLARS
	COMMUNITY BANK 951 Madison Ave., Mankato (507) 625-1551 300 St. Andrews Dr., Mankato (507) 385-4444 Vernon Center (507) 549-3679 • Amboy (507) 674-3300 www.cbip.net	PRIMETIMERS CLUB
FOR <u>Money protection</u>	<u>Joyce Goettl</u>	
⑆091915890⑆ 95 15115⑈		1825



**Waseca County Board of Commissioners
Request for Board Action**

Local Road Improvement Program Funding for Freedom Township.

Meeting Date: February 16, 2021
Item Type: ☐ Consent ☒ Action
Department: Highway
Contact: Alan Forsberg
Contact Phone: 507-835-0661
Prepared by: Alan Forsberg

Fiscal/FTE Impact:
☐ None
☐ Current budget
☐ New FTE(s) Requested
☒ Other
☐ Amendment Requested

PURPOSE/ACTION REQUESTED

Freedom Township would like to submit a project for Local Road Improvement Program Funds.

SUMMARY

Freedom Township has a project on 270th Ave between CSAH 3 and TH 83 that is eligible for LRIP funding.

RECOMMENDATION

Waseca County staff recommends that the Waseca County Board of Commissioners adopt a resolution allowing the County to act as the sponsoring agency for a Local Road Improvement Grant for Freedom Township and authorizing the County Engineer to act as fiscal agent on behalf of the Township.

EXPLANATION OF FISCAL/FTE IMPACTS

None, except for staff time to process the grant.

Supporting Documents:

Attachment A: Resolution
Attachment B:

Previous Board Action(s):

Resolution #

RESOLUTION #

Resolution of Sponsorship from Waseca County

The following Resolution was offered by Commissioner _____ and moved for adoption at a Regular Meeting held on February _____, 2021 at the Waseca County Courthouse, Waseca, MN:

WHEREAS, Freedom Township has a population under 5,000; and

WHEREAS, Freedom Township would like to submit a project for Local Road Improvement Program Funds; and

WHEREAS, Freedom Township has requested Waseca County be the sponsoring agency;

NOW THEREFORE BE IT RESOLVED, that Waseca County, Minnesota agrees to act as sponsoring agency for a Local Road Improvement Program Project identified 270th Ave between CSAH 3 and Trunk Highway 83 Improvements Project and has reviewed and approved the project as proposed. Sponsorship includes a willingness to secure and guarantee the local share of costs associated with this project and responsibility for seeing this project through to its completion, with compliance of all applicable laws, rules and regulations;

BE IT FURTHER RESOLVED, that the Waseca County Highway Engineer is hereby authorized to act as agent on behalf of this applicant.

Seconded by Commissioner _____ and the same being put to a vote was duly carried. This Resolution shall become effective immediately and without publication.

Adopted by the following vote: Ayes ____ Nays ____.

Dated this _____ day of _____, 2021.

Chairman, Waseca County

ATTEST:

Administrator, Waseca County

Waseca County Board of Commissioners

By: _____, Board Chair

ATTEST:

Tamara J. Spooner

February 10, 2021



**Waseca County Board of Commissioners
Request for Board Action**

Local Road Improvement Program Funding for Woodville Township.

Meeting Date: February 16, 2021
Item Type: ☐ Consent ☒ Action
Department: Highway
Contact: Alan Forsberg
Contact Phone: 507-835-0661
Prepared by: Alan Forsberg

Fiscal/FTE Impact:
☐ None
☐ Current budget
☐ New FTE(s) Requested
☒ Other
☐ Amendment Requested

PURPOSE/ACTION REQUESTED

Woodville Township would like to submit a project for Local Road Improvement Program Funds.

SUMMARY

Woodville Township has a project on 139th Ave and 345th St between CSAH 20 and CSAH 21 that is eligible for LRIP funding.

RECOMMENDATION

Waseca County staff recommends that the Waseca County Board of Commissioners adopt a resolution allowing the County to act as the sponsoring agency for a Local Road Improvement Grant for Woodville Township and authorizing the County Engineer to act as fiscal agent on behalf of the Township.

EXPLANATION OF FISCAL/FTE IMPACTS

None except for staff time to process the grant.

Supporting Documents:
Attachment A: Resolution
Attachment B:

Previous Board Action(s):
Resolution #

RESOLUTION #

Resolution of Sponsorship from Waseca County

The following Resolution was offered by Commissioner _____ and moved for adoption at a Regular Meeting held on February _____, 2021 at the Waseca County Courthouse, Waseca, MN:

WHEREAS, Woodville Township has a population under 5,000; and

WHEREAS, Woodville Township would like to submit a project for Local Road Improvement Program Funds; and

WHEREAS, Woodville Township has requested Waseca County be the sponsoring agency;

NOW THEREFORE BE IT RESOLVED, that Waseca County, Minnesota agrees to act as sponsoring agency for a Local Road Improvement Program Project identified as 139th Ave and 345th St between CSAH 20 to CSAH 21 Improvements Project and has reviewed and approved the project as proposed. Sponsorship includes a willingness to secure and guarantee the local share of costs associated with this project and responsibility for seeing this project through to its completion, with compliance of all applicable laws, rules and regulations;

BE IT FURTHER RESOLVED, that the Waseca County Highway Engineer is hereby authorized to act as agent on behalf of this applicant.

Seconded by Commissioner _____ and the same being put to a vote was duly carried. This Resolution shall become effective immediately and without publication.

Adopted by the following vote: Ayes ____ Naves ____.

Dated this _____ day of _____, 2021.

Chairman, Waseca County

ATTEST:

Administrator, Waseca County

Waseca County Board of Commissioners

By: _____, Board Chair

ATTEST:

Tamara J. Spooner
February 10, 2021



**Waseca County Board of Commissioners
Request for Board Action**

Insert Purpose/Action requested here. Enter into a Cooperative Agreement with Steele County for a road project.

Meeting Date: February 16, 2021
Item Type: ☐ Consent ☒ Action
Department: Highway Dept.
Contact: Alan Forsberg
Contact Phone: 507-835-0661
Prepared by: Alan Forsberg

Fiscal/FTE Impact:
☐ None
☐ Current budget
☐ New FTE(s) Requested
☒ Other
☐ Amendment Requested

PURPOSE/ACTION REQUESTED

- Cooperative Agreement with Steele County

SUMMARY

Waseca County Highway Department would like to enter into an agreement with Steele County for a shouldering road project on CSAH 14 between Waseca and Owatonna.

RECOMMENDATION

Waseca County staff recommends that the Waseca County Board of Commissioner enter into a Cooperative Agreement with Steele County.

EXPLANATION OF FISCAL/FTE IMPACTS

Federal Safety and CSAH Funds.

Supporting Documents:

Attachment A:
Attachment B:

Previous Board Action(s):

Resolution #

RESOLUTION

WASECA COUNTY

CSAH 14 COOPERATIVE SHOULDER PROJECT WITH STEELE COUNTY

Whereas, paving shoulders on Steele County CSAH 2 and Waseca County 14 from Owatonna to Waseca was recommended by a State Safety Study and could most efficiently be accomplished by a single construction contract, and

Whereas Federal Safety Improvement Project, HSIP, funds are available to supplement CSAH funds, and

Whereas, Steele County and Waseca County could accomplish as a cooperative project with Steele County the lead agency,

Now therefore resolved, the Board Chair and Administrator are authorized to sign the attached Cooperative Construction Agreement.

Waseca County Board of Commissioners

By: _____

Board Chair

ATTEST:

Tamara J. Spooner
Waseca County Auditor-Treasurer

**COOPERATIVE CONSTRUCTION AGREEMENT
STEELE AND WASECA COUNTIES
SAP 088-070-075**

Steele County
SAP 074-070-006

Waseca County
SAP 081-070-001

This agreement is made and entered into by and between the Counties of Steele and Waseca, State of Minnesota, acting by and through their Boards of Commissioners.

WHEREAS, the Counties acting pursuant to Minnesota Statutes Sec. 471.29 are about to engage in a mutual endeavor to perform the construction of paved shoulders (SAP 088-070-075, 074-007-006, and 081-070-001) and associated construction on County State Aid Highway 14 in Waseca County and County State Aid Highway 2 in Steele County, under a contract, and

WHEREAS, the project termini are described as follows:

From County State Aid Highway 4 in Waseca County to the Waseca/Steele County line and from the Waseca/Steele County Line to County State Aid Highway 7 in Steele County, between Waseca, Minnesota and Owatonna Minnesota.

WHEREAS, the construction will consist of shoulder paving, milled rumble strips, and pavement markings, and

WHEREAS, all construction shall be in accordance with Steele County prepared plans, specifications and special provisions as approved by the Minnesota Department of Transportation and on file in the office of the Steele County Engineer, and

WHEREAS, the Counties of Steele and Waseca are willing to participate in the costs of the construction and associated construction engineering as hereinafter set according to each County's share utilizing appropriate Federal, State and Local Funds available to each County.

WHEREAS, Steele County has prepared an Engineer's Estimate of cost, attached as Exhibit A, and incorporated herein.

IT IS, THEREFORE, MUTUALLY AGREED AS FOLLOWS:

ARTICLE I - CONSTRUCTION PLAN PREPARATION

Steele County has prepared construction plans and engineer estimates and has obtained any required Mn/DOT approvals.

The proposal and contract documents will be prepared by Steele County and provided to Waseca County for review prior to advertisement for bids.

ARTICLE II - CONTRACT AWARD

Steele County shall advertise, receive bids and award a construction contract to the lowest responsible bidder, subject to concurrence by the Waseca County Engineer in that award, in accordance with the plans, specifications and special provisions that are on file in the office of the Steele County Engineer.

ARTICLE III - SUPERVISION AND INSPECTION OF CONSTRUCTION

Steele County shall provide construction inspection and project administration, under the supervision of a licensed professional engineer. Steele County shall be responsible for the contractor's adherence to all plan directives, materials control, and specifications as set forth in the Contract documents and the current Mn/DOT "Standard Specifications for Construction" and amendments and revisions thereto. Steele County shall perform all material testing and bituminous plant inspection.

ARTICLE IV - PLAN CHANGES, SUPPLEMENTAL AGREEMENTS, CHANGE ORDERS

Steele County shall reserve the right to enter into change orders, supplemental agreements, work orders, or to make alterations to the project, but only after confirmation from the Waseca County Engineer.

In the event that a dispute arises, Steele County and Waseca County agree that all disputes between them arising out of or relating to this Agreement shall be submitted, upon agreement of both parties, to mediation, with the cost being shared equally.

ARTICLE V - CONTRACT ADMINISTRATION

Steele County shall administer the contract and shall be responsible for all record keeping, invoicing, partial estimates and documentation of quantities. Steele County shall retain all pertinent records and documentation of quantities on file. Steele County shall prepare all partial estimates. Steele County shall prepare all final documentation for submittal to Waseca County upon completion of the project. Steele County shall be responsible for acceptance of completed work and assessment of any liquidated damages, if applicable, on the project, but only after confirmation from the Waseca County Engineer.

ARTICLE VI - PAYMENTS

Steele County shall use OneOffice to administer construction payments. Federal Highway Safety Improvement Program funds have been received for this project and will be used to pay the participating costs up to \$370,800 as detailed in Exhibit A. Steele and Waseca Counties shall each be responsible to fund their share of the remaining participating costs and 100 percent of their share of the non-participating costs (local share) as detailed in Exhibit A. Waseca County

shall advance 95% of their share of the project costs to Steele County within 30 days of receipt of an invoice prior to construction. Upon project completion and final payment by Steele County to the Contractor, Steele County shall invoice Waseca County for the remaining balance of their share of the project costs. In the event the Waseca County payment exceeds the Waseca County share of the final costs, such overpayment shall be returned to Waseca County by Steele County within sixty days of final payment on the project.

Steele County shall prepare partial estimate vouchers. Payment to the Contractor will be made by Steele County.

ARTICLE VII - EXAMINATION OF BOOKS, RECORDS, ETC.

As provided by Minnesota Statutes Section 16C.05, subdivision 5, the books, records, documents, and accounting procedures and practices of each party relevant to this Agreement are subject to examination by each party, and either the legislative auditor or the state auditor as appropriate, for a minimum of six years from final payment.

ARTICLE VIII - CLAIMS

- A. Steele County agrees to save, hold harmless and indemnify Waseca County and Waseca County's officers, agents, employees, and volunteer workers against any and all claims, losses, damages, or law suits for damages arising from, allegedly arising from, or related to the provisions of services hereunder, and further agrees to defend at its own sole cost and expense any action or proceeding commenced for the purpose of asserting any claim of whatsoever character arising as a result of the provision of services hereunder.
- B. Waseca County agrees to save, hold harmless and indemnify Steele County and Steele County's officers, agents, employees, and volunteer workers against any and all claims, losses, or law suits for damages arising from, allegedly arising from, or related to the provision of services hereunder, and further agrees to defend at its own sole cost and expense any action or proceeding commenced for the purpose of asserting any claim of whatsoever character arising as a result of the provision of services hereunder.
- C. Each party is responsible for its own employees for any claims arising under the Workers Compensation Act. Each party is responsible for its own acts, omissions and the results thereof to the extent authorized by law and shall not be responsible for the acts and omissions of others and the results thereof.

ARTICLE IX - NONDISCRIMINATION

The provisions of Minnesota Statutes Section 181.59 and of any applicable law relating to civil rights and discrimination shall be considered part of this Agreement as if fully set forth herein.

In Testimony Whereof the Parties have executed this Agreement by Their Authorized Representatives.

STEELE COUNTY

WASECA COUNTY

BY: _____
County Board Chair

BY: _____
County Board Chair

DATE: _____

DATE: _____

BY: _____
County Administrator

BY: _____
County Administrator

DATE: _____

DATE: _____

EXHIBIT A

Engineer's Estimate

Project Number:	SP 088-070-075, SP 074-070-006, SP 081-070-001
Project Description:	CSAH 14 / CSAH 2 Shoulder Paving, Rumble Strip, & Pavement Markings
Work Type:	HSIP

Item No.	Description	Category	Units	Bid / Alter	Quantity	Unit Price	Total Price
2021.501/00010	MOBILIZATION	Waseca Participating / 081-070-001	LS	Base Bid	0.33	\$10,000.00	\$3,300.00
2104.607/74000	SALVAGE AGGREGATE	Waseca Participating / 081-070-001	C Y	Base Bid	2,974	\$15.00	\$44,610.00
2104.609/74000	HAUL SALVAGED MATERIAL	Waseca Non-Participating / 081-070-001	TON	Base Bid	2,677	\$1.00	\$2,677.00
2118.509/00001	AGGREGATE SURFACING CLASS SPECIAL	Waseca Participating / 081-070-001	TON	Base Bid	2,677	\$5.60	\$14,991.20
2232.603/00030	MILLED RUMBLE STRIPS-INTERMITTENT	Waseca Participating / 081-070-001	L F	Base Bid	30,910	\$0.20	\$6,182.00
2360.509/22200	TYPE SP 12.5 WEARING COURSE MIX (2;B)	Waseca Participating / 081-070-001	TON	Base Bid	3,024	\$67.00	\$202,608.00
2563.601/00010	TRAFFIC CONTROL	Waseca Participating / 081-070-001	LS	Base Bid	0.33	\$7,500.00	\$2,475.00
2582.503/30104	4" SOLID LINE MULTI COMP	Waseca Participating / 081-070-001	L F	Base Bid	26,753	\$1.19	\$31,836.07
2582.503/36106	6" SOLID LINE MULTI COMP GR IN	Waseca Participating / 081-070-001	L F	Base Bid	33,152	\$3.50	\$116,032.00
2582.503/30204	4" BROKEN LINE MULTI COMP	Waseca Participating / 081-070-001	L F	Base Bid	3,041	\$1.19	\$3,618.79
		Waseca Participating / 081-070-001 Total:					\$425,653.06
		Waseca Non-Participating / 081-070-001 Total:					\$2,677.00

2021.501/00010	MOBILIZATION	Steele Participating / 074-070-006	LS	Base Bid	0.67	\$10,000.00	\$6,700.00
2104.607/74000	SALVAGE AGGREGATE	Steele Participating / 074-070-006	C Y	Base Bid	5,759	\$15.00	\$86,385.00
2104.609/74000	HAUL SALVAGED MATERIAL	Steele Non-Participating / 074-070-006	TON	Base Bid	5,183	\$1.00	\$5,183.00
2118.509/00001	AGGREGATE SURFACING CLASS SPECIAL	Steele Participating / 074-070-006	TON	Base Bid	5,183	\$5.60	\$29,024.80
2232.603/00030	MILLED RUMBLE STRIPS-INTERMITTENT	Steele Participating / 074-070-006	L F	Base Bid	58,258	\$0.20	\$11,651.60
2360.509/22200	TYPE SP 12.5 WEARING COURSE MIX (2;B)	Steele Participating / 074-070-006	TON	Base Bid	5,857	\$67.00	\$392,419.00
2563.601/00010	TRAFFIC CONTROL	Steele Participating / 074-070-006	LS	Base Bid	0.67	\$7,500.00	\$5,025.00
2582.503/30104	4" SOLID LINE MULTI COMP	Steele Participating / 074-070-006	L F	Base Bid	11,398	\$1.19	\$13,563.62
2582.503/36106	6" SOLID LINE MULTI COMP GR IN	Steele Participating / 074-070-006	L F	Base Bid	67,530	\$3.50	\$236,355.00
2582.503/30204	4" BROKEN LINE MULTI COMP	Steele Participating / 074-070-006	L F	Base Bid	6,909	\$1.19	\$8,221.71
Steele Participating / 074-070-006 Total:						\$789,345.73	
Steele Non-Participating / 074-070-006 Total:						\$5,183.00	
Contract Total:						\$1,222,858.79	



**Waseca County Board of Commissioners
Request for Board Action**

Insert Purpose/Action requested here. Enter into a Cooperative Agreement with MN/DOT for rural intersection lighting.

Meeting Date:

Item Type: ☐ Consent ☒ Action

Department:

Contact:

Contact Phone:

Prepared by:

Fiscal/FTE Impact:

☒ None

☐ Current budget

☐ New FTE(s) Requested

☐ Other

☐ Amendment Requested

PURPOSE/ACTION REQUESTED

Cooperative Agreement with MN/DOT.

SUMMARY

Waseca County Highway Department would like to enter into an agreement with MN/DOT for rural intersection lighting. MN/DOT Project #7025. Waseca County intersections on TH 14 at CSAH 17 and TH 13 at CSAH 7 and CSAH 5.

RECOMMENDATION

Waseca County staff recommends that the Waseca County Board of Commissioner enter into a Cooperative Agreement with MN/DOT.

EXPLANATION OF FISCAL/FTE IMPACTS

MN/DOT responsibility is for the construction. County responsibility is for the electricity and future maintenance.

Supporting Documents:

Attachment A:

Attachment B:

Previous Board Action(s):

Resolution #

WASECA COUNTY

RESOLUTION

IT IS RESOLVED that Waseca County enter into MnDOT Agreement No. 1037025 with the State of Minnesota, Department of Transportation for the following purposes:

To provide ownership, operation, and maintenance of Lighting Systems on Trunk Highway (T.H.) No. 14 at County State Aid Highway (C.S.A.H.) No. 17 and on T.H. No. 13 at C.S.A.H. No. 7 and No. 5. The contract construction is to be performed under State Project No. 8827-340 (T.H. 999).

IT IS FURTHER RESOLVED that the _____

(Title)

And the _____

(Title)

are authorized to execute the Agreement and any amendments to the Agreement.

CERTIFICATION

I certify that the above Resolution is an accurate copy of the Resolution adopted by the Board of Commissioners of Waseca County at an authorized meeting held on the _____ day of _____, 2020, as shown by the minutes of the meeting in my possession.

Subscribed and sworn to me this
_____ day of _____, 2020

Notary Public _____

My Commission Expires _____

(Signature)

(Type or Print Name)

(Title)

**STATE OF MINNESOTA
DEPARTMENT OF TRANSPORTATION
And
WASECA COUNTY
LIGHTING MAINTENANCE
AGREEMENT**

State Project Number (S.P.):	<u>8827-340</u>
Trunk Highway Number (T.H.):	<u>14=007</u>
Lighting Feed Point Number:	<u>Lighting System A</u>
Trunk Highway Number (T.H.):	<u>13=013</u>
Lighting Feed Point Number:	<u>Lighting Systems B and C</u>

This Agreement is between the State of Minnesota, acting through its Commissioner of Transportation ("State") and Waseca County acting through its Board of Commissioners ("County").

Recitals

1. The State will install, in coordination with the County, new Trunk Highway Lighting Systems ("Lighting Systems") on Trunk Highway (T.H.) No. 14 at County State Aid Highway (C.S.A.H.) No. 17 and on T.H. No. 13 at C.S.A.H. No. 7 and No. 5 according to State-prepared typical drawings, standard plates, specifications, and special provisions as State Project No. 8827-340 ("Project"); and
2. The County will provide for the ownership, operation, and maintenance of, as well as electrical energy for the new Lighting Systems; and
3. Minnesota Statutes § 161.20, subdivision 2 authorizes the Commissioner of Transportation to make arrangements with and cooperate with any governmental authority for the purposes of constructing, maintaining, and improving the trunk highway system.

Agreement

1. Term of Agreement; Survival of Terms; Plans; Incorporation of Exhibits

- 1.1. **Effective Date.** This Agreement will be effective on the date the State obtains all signatures required by Minnesota Statutes § 16C.05, subdivision 2.
- 1.2. **Expiration Date.** This Agreement will expire when all obligations have been satisfactorily fulfilled.
- 1.3. **Survival of Terms.** All clauses which impose obligations continuing in their nature and which must survive in order to give effect to their meaning will survive the expiration or termination of this Agreement, including, without limitation, the following clauses: 4. Maintenance by the County; 7. Liability; Worker Compensation Claims; 9. State Audits; 10. Government Data Practices; 11. Governing Law; Jurisdiction; Venue; and 13. Force Majeure.
- 1.4. **Typical Drawings, Standard Plates, Specifications, and Special Provisions.** State prepared typical drawings, standard plates, specifications, and special provisions are on file in the office of the County's Engineer and incorporated into this Agreement by reference ("Project Plans").
- 1.5. **Exhibits.** Exhibit "A", showing the location of the new Lighting Systems, is attached and incorporated into this Agreement.

2. Construction by the State

- 2.1. Lighting Systems Construction.** The State, with its own resources and equipment or by contract, will install new Lighting Systems on T.H. No. 14 at C.S.A.H. No. 17 and on T.H. No. 13 at C.S.A.H. No. 7 and No. 5 according to the Project Plans.
- 2.2. Direction, Supervision, and Inspection of Construction.** The State will direct and supervise all Lighting Systems construction activities including final light pole locations. All Lighting Systems construction will be performed according to the Project Plans.

3. State Furnished Materials

The State will furnish steel screw-in bases, 9-40 standard light poles, LED luminaires, electrical service cabinet, and all additional ancillary components for new and complete Lighting Systems, according to the Project Plans, at no cost or expense to the County.

4. Maintenance by the County

Operation, maintenance, and electrical energy responsibilities will be as follows for the Lighting Systems on T.H. No. 14 at C.S.A.H. No. 17 and on T.H. No. 13 at C.S.A.H. No. 7 and No. 5 shown in Exhibit "A".

- 4.1. Power.** The County will pay all monthly electrical service expenses necessary to operate the Lighting Systems.
- 4.2. Lighting Systems Maintenance.** The County will provide maintenance and ownership of the lighting facilities construction. Maintenance of electrical lighting systems includes everything within the systems, from the point of attachment to the power source or utility, to the last light on the feed point, including but not limited to re-lamping of lighting units or replacing of LED luminaires, repair or replacement of all damaged luminaire glassware, loose connections, luminaires when damaged or when ballasts fail, photoelectric control on luminaires, defective starter boards or drivers, damaged fuse holders, blown fuses, knocked down poles including wiring within the poles, damaged poles, pullboxes, underground wire, damaged foundations, equipment pad, installation of approved splices or replacement of wires, repair or extending of conduit, lighting cabinet maintenance including photoelectric cell, electrical distribution systems, entering into the Gopher State One Call (GSOC) system and performing locates, and painting of poles and other equipment.
- 4.3. Right-of-Way Access.** The State authorizes the County to enter upon State Right-of-Way to perform the maintenance activities described in this Agreement.
- 4.4. Utility Permit.** After completion of the Lighting Systems construction, the County will submit to the State's Utility Engineer an original permit application for the new County owned Lighting Systems constructed within the Trunk Highway Right-of-Way. Applications for permits will be made on State form "Application for Utility Permit on Trunk Highway Right-of-Way" (Form 2525).

5. Authorized Representatives

Each party's Authorized Representative is responsible for administering this Agreement and is authorized to give and receive any notice or demand required or permitted by this Agreement.

5.1. The State's Authorized Representative will be:

Name, Title: Susan Museus, Contract Administrator (or successor)
Address: 2151 Bassett Drive, Mankato, MN 56065
Telephone: 507-304-6202
E-Mail: Susan.Museus@state.mn.us

5.2. The County's Authorized Representative will be:

Name, Title: Nathan Richman, Waseca County Engineer (or successor)
Address: 1495 Fifth Street SE, PO Box 487, Waseca, MN 5609-0487
Telephone: 507-835-0660
E-Mail: nathan.richman@co.waseca.mn.us

6. Assignment; Amendments; Waiver; Contract Complete

- 6.1. Assignment.** No party may assign or transfer any rights or obligations under this Agreement without the prior consent of the other party and a written assignment agreement, executed and approved by the same parties who executed and approved this Agreement, or their successors in office.
- 6.2. Amendments.** Any amendment to this Agreement must be in writing and will not be effective until it has been executed and approved by the same parties who executed and approved the original Agreement, or their successors in office.
- 6.3. Waiver.** If a party fails to enforce any provision of this Agreement, that failure does not waive the provision or the party's right to subsequently enforce it.
- 6.4. Contract Complete.** This Agreement contains all prior negotiations and agreements between the State and the County. No other understanding regarding this Agreement, whether written or oral, may be used to bind either party.

7. Liability; Worker Compensation Claims

- 7.1.** Each party is responsible for its own acts, omissions, and the results thereof to the extent authorized by law and will not be responsible for the acts, omissions of others, and the results thereof. Minnesota Statutes § 3.736 and other applicable law govern liability of the State. Minnesota Statutes Chapter 466 and other applicable law govern liability of the County.
- 7.2.** Each party is responsible for its own employees for any claims arising under the Workers Compensation Act.

8. Nondiscrimination

Provisions of Minnesota Statutes § 181.59 and of any applicable law relating to civil rights and discrimination are considered part of this Agreement.

9. State Audits

Under Minnesota Statutes § 16C.05, subdivision 5, the County's books, records, documents, and accounting procedures and practices relevant to this Agreement are subject to examination by the State and the State Auditor or Legislative Auditor, as appropriate, for a minimum of six years from the end of this Agreement.

10. Government Data Practices

The County and State must comply with the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, as it applies to all data provided under this Agreement, and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the County under this Agreement. The civil remedies of Minnesota Statutes §13.08 apply to the release of the data referred to in this clause by either the County or the State.

11. Governing Law; Jurisdiction; Venue

Minnesota law governs the validity, interpretation, and enforcement of this Agreement. Venue for all legal proceedings arising out of this Agreement, or its breach, must be in the appropriate state or federal court with competent jurisdiction in Ramsey County, Minnesota.

12. Termination; Suspension

12.1. *By Mutual Agreement.* This Agreement may be terminated by mutual agreement of the parties.

12.2. *Suspension.* In the event of a total or partial government shutdown, the State may suspend this Agreement and all work, activities, and performance of work authorized through this Agreement.

13. Force Majeure

No party will be responsible to the other for a failure to perform under this Agreement (or a delay in performance), if such failure or delay is due to a force majeure event. A force majeure event is an event beyond a party's reasonable control, including but not limited to, unusually severe weather, fire, floods, other acts of God, labor disputes, acts of war or terrorism, or public health emergencies.

[The remainder of this page has been intentionally left blank]

WASECA COUNTY

The undersigned certify that they have lawfully executed this contract on behalf of the Governmental Unit as required by applicable charter provisions, resolutions, or ordinances.

By: _____

Title: _____

Date: _____

By: _____

Title: _____

Date: _____

DEPARTMENT OF TRANSPORTATION

Recommended for Approval:

By: _____
(District Traffic Engineer)

Date: _____

Approved:

By: _____
(District Engineer)

Date: _____

COMMISSIONER OF ADMINISTRATION

By: _____
(With Delegated Authority)

Date: _____

INCLUDE COPY OF THE RESOLUTION APPROVING THE AGREEMENT AND AUTHORIZING ITS EXECUTION.

WASECA COUNTY

RESOLUTION

IT IS RESOLVED that Waseca County enter into MnDOT Agreement No. 1037025 with the State of Minnesota, Department of Transportation for the following purposes:

To provide ownership, operation, and maintenance of Lighting Systems on Trunk Highway (T.H.) No. 14 at County State Aid Highway (C.S.A.H.) No. 17 and on T.H. No. 13 at C.S.A.H. No. 7 and No. 5. The contract construction is to be performed under State Project No. 8827-340 (T.H. 999).

IT IS FURTHER RESOLVED that the _____
(Title)

And the _____
(Title)

are authorized to execute the Agreement and any amendments to the Agreement.

CERTIFICATION

I certify that the above Resolution is an accurate copy of the Resolution adopted by the Board of Commissioners of Waseca County at an authorized meeting held on the _____ day of _____, 2020, as shown by the minutes of the meeting in my possession.

Subscribed and sworn to me this
_____ day of _____, 2020

Notary Public _____

My Commission Expires _____

(Signature)

(Type or Print Name)

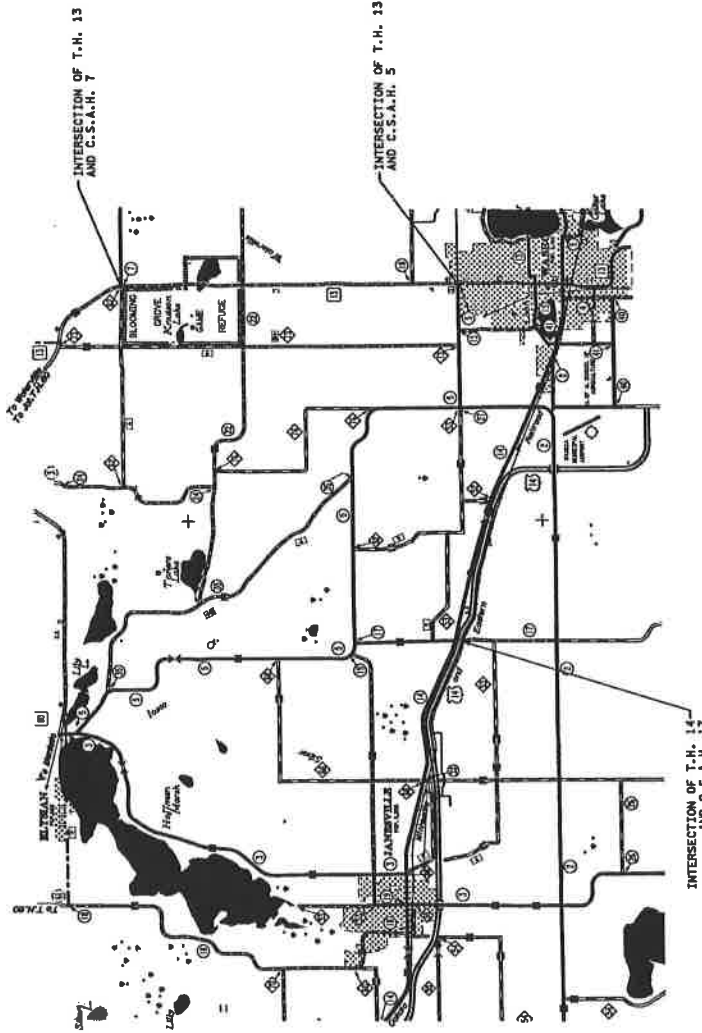
(Title)

MINNESOTA DEPARTMENT OF TRANSPORTATION

CONSTRUCTION PLAN FOR INTERSECTION LIGHTING IMPROVEMENTS

LOCATED ON T.H. 14 AT THE INTERSECTION OF C.S.A.H. 17
LOCATED ON T.H. 13 AT THE INTERSECTION OF C.S.A.H. 5
LOCATED ON T.H. 13 AT THE INTERSECTION OF C.S.A.H. 7

STATE PROJ. NO. 8827-340
GROSS LENGTH FEET
BRIDGES-LENGTH FEET
EXCEPTIONS-LENGTH FEET
NET LENGTH FEET
REF. POINT TO REF. POINT



FOR PLANS AND UTILITIES SYMBOLS SEE TECHNICAL MANUAL
STATE PROJ. NO. 8827-340
CHARGE IDENTIFIER

DESIGN DESIGNATION

Design ESALS
ADT (Current Year)
ADT (Future Year)
DHW (Design Hr. Vol)
D Directional Distr.
T Heavy Commercial

Design Speed
Based on
Height of eye
Design Speed not achieved at
% STA. TO STA.
MPH

PROJECT LOCATION
COUNTY: WASECA
DISTRICT: DT

SCALES

PLAN
PROFILE
INDEX MAP
GENERAL LAYOUT

1" = 1 MILE
1" = 100 FEET
1" = 100 FEET
1" = 100 FEET

DATE	PLAN REVISIONS	SHEET NO.	APPROVED BY

FED. PROJ. NO. HSIP 8821(031)

GOVERNING SPECIFICATIONS

THE 2011 EDITION OF THE MINNESOTA DEPARTMENT OF TRANSPORTATION
STANDARD SPECIFICATIONS FOR CONSTRUCTION SHALL GOVERN

INDEX

SHEET NO. DESCRIPTION
1 TITLE SHEET
2 STATEMENT OF EST. QUANTITIES,
STD. PLATES TAB, UTILITIES TAB
L1-L5 LIGHTING PLAN

THIS PLAN CONTAINS... 7 SHEETS

I HEREBY CERTIFY THAT THIS PLAN WAS PREPARED BY ME OR UNDER MY DIRECT
SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE
LAWS OF THE STATE OF MINNESOTA.

PRINT NAME: NICKLAUS, OLLIECH LICENSE # 53678
DATE: 15-JUN-2020 SIGNATURE: *Nicklaus*
DESIGN SQUAD: 100 BECKER, PHILIP SMITH

RECOMMENDED FOR APPROVAL	DISTRICT TRANSPORTATION ENGINEER	20
RECOMMENDED FOR APPROVAL	DISTRICT MATERIALS ENGINEER	20
RECOMMENDED FOR APPROVAL	DISTRICT WATER RESOURCES/HYDRAULICS ENGINEER	20
RECOMMENDED FOR APPROVAL	DISTRICT TRAFFIC ENGINEER	20
RECOMMENDED FOR APPROVAL	STATE PLANNING ENGINEER	20
OFFICE OF LAND MANAGEMENT APPROVAL	DIRECTOR/LAND MANAGEMENT	20
APPROVED	STATE DESIGN ENGINEER	20

I HEREBY CERTIFY THAT THE FINAL FIELD REVISIONS, IF ANY, WERE PREPARED BY ME
OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL
ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

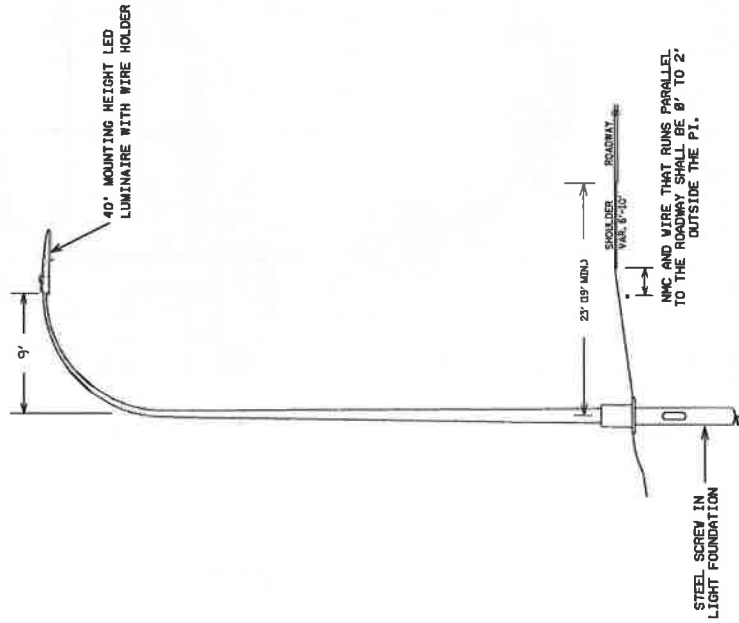
PRINT NAME: LICENSE #
DATE: SIGNATURE:

STATE PROJ. NO. 8827-340

SHEET NO. 1 OF 2 SHEETS

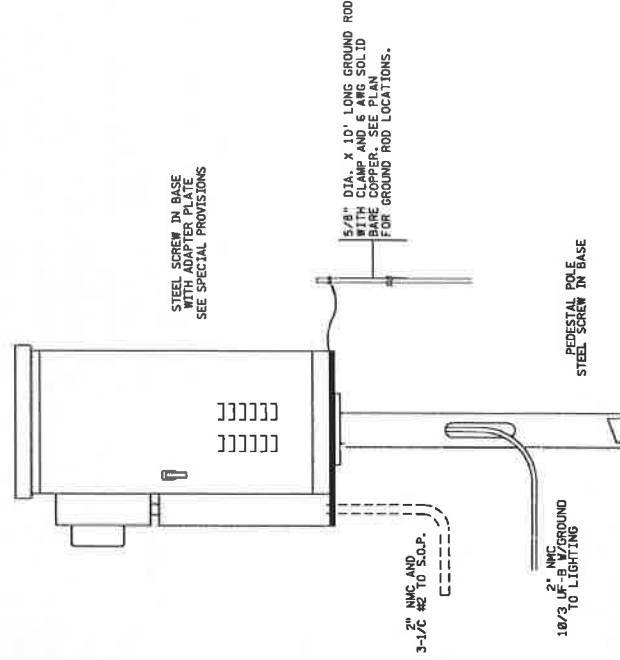
Lighting Maintenance Agreement 1037025
Exhibit A
Sheet 1 of 5

LIGHT POLES AND SERVICE CABINETS WILL BE STAKED BY MNDOT. CONTACT MR. TOD BECKER, 507-380-9625, AND PROVIDE AT LEAST FIVE BUSINESS DAYS' NOTICE FOR REQUIRED STAKING TO BE COMPLETED. USE THE MAXIMUM DISTANCE WHENEVER POSSIBLE. LIGHT FOUNDATIONS SHALL BE PLACED IN ACCORDANCE WITH 2545.3F2. DISTANCES SHALL BE MEASURED FROM THE EDGE OF DRIVING LANE OR TURN LANE.



TYPICAL PLACEMENT OF ALUMINUM LIGHTING UNIT TYPE 9-40

TYPE L1 SERVICE CABINET FROM APL



TYPE L1 SERVICE CABINET FOUNDATION DETAIL

ENDORSEMENT: *Willie M. Miller*
 LICENSED PROFESSIONAL ENGINEER
 LICENSE NO. 53578 DATE 15-JUN-2020

LIGHTING DETAIL

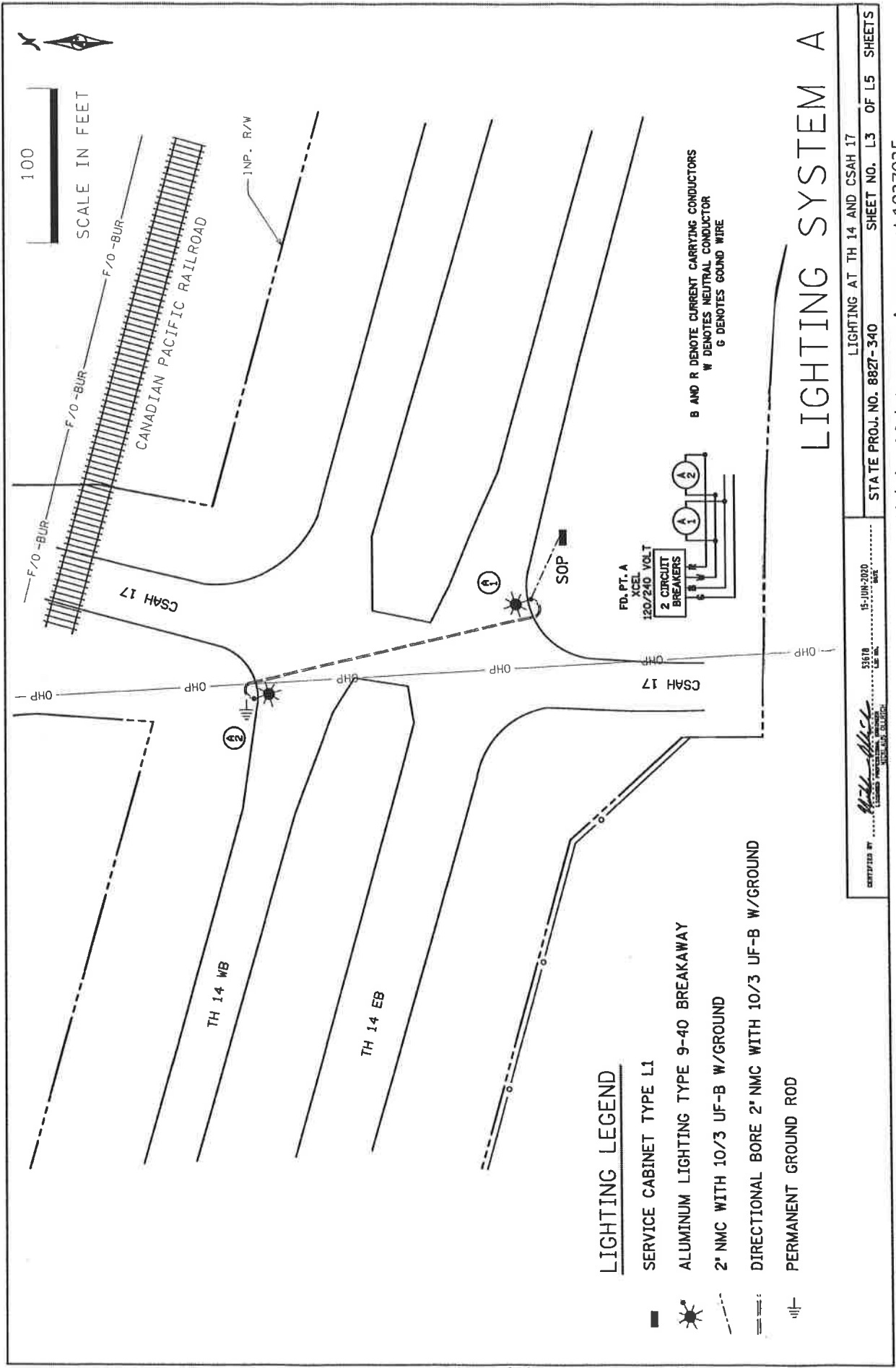
STATE PROJ. NO. 8827-340

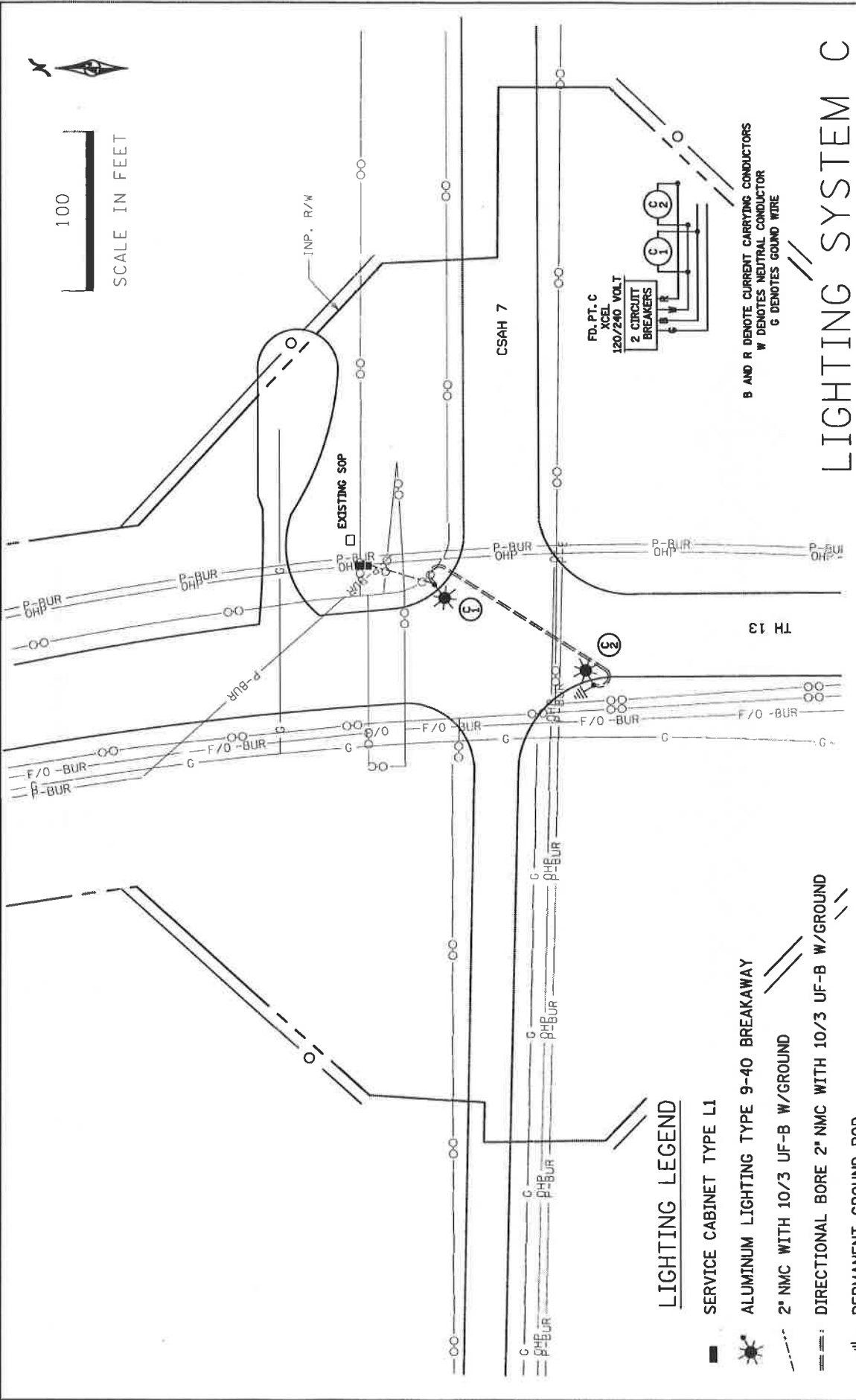
SHEET NO. L1 OF L5 SHEETS

Lighting Maintenance Agreement 1037025

Exhibit A

Sheet 2 of 5





LIGHTING SYSTEM C

STATE PROJ. NO. 8827-340 LIGHTING AT TH 13 AND CSAH 7 SHEET NO. L5 OF L5 SHEETS

Lighting Maintenance Agreement 1037025
 Exhibit A
 Sheet 5 of 5

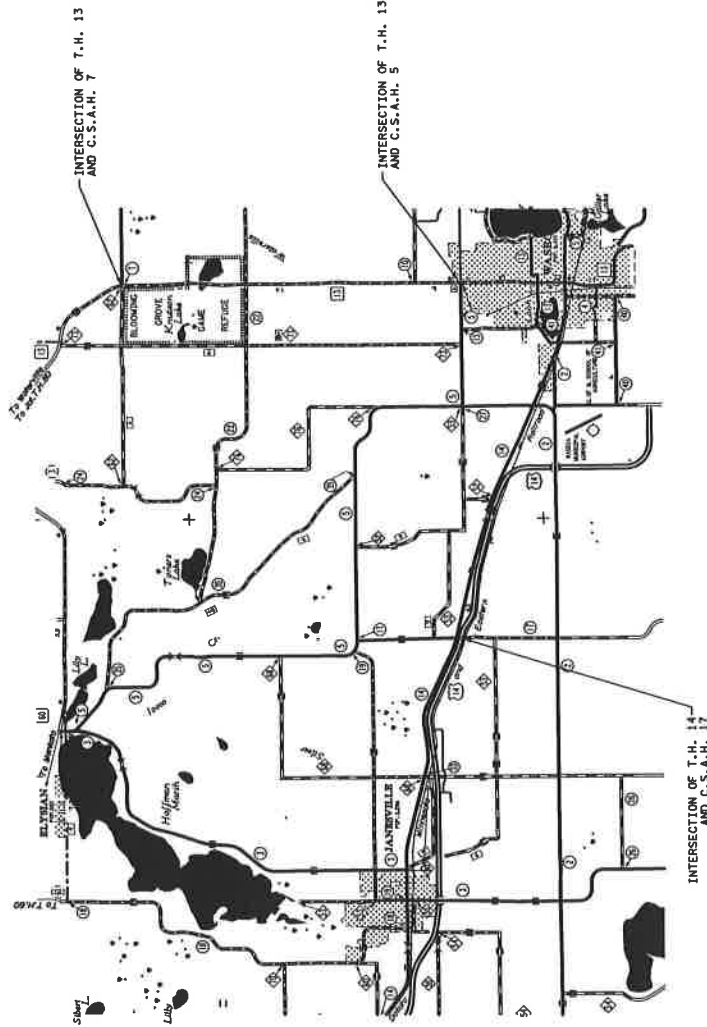
53678 15 JUN 2020
 CERTIFIED BY [Signature] DATE

MINNESOTA DEPARTMENT OF TRANSPORTATION

CONSTRUCTION PLAN FOR INTERSECTION LIGHTING IMPROVEMENTS

LOCATED ON T.H. 14 AT THE INTERSECTION OF C.S.A.H. 17
LOCATED ON T.H. 13 AT THE INTERSECTION OF C.S.A.H. 5
LOCATED ON T.H. 13 AT THE INTERSECTION OF C.S.A.H. 7

STATE PROJ. NO. 8827-340
GROSS LENGTH FEET MILES
BRIDGES-LENGTH FEET MILES
EXCEPTIONS-LENGTH FEET MILES
NET LENGTH FEET MILES
REF. POINT TO REF. POINT



FOR PLANS AND UTILITIES SYMBOLS SEE TECHNICAL MANUAL
STATE PROJ. NO. 8827-340
CHARGE IDENTIFIER

PROJECT LOCATION
COUNTY : WASECA
DISTRICT : 02

DESIGN DESIGNATION

Design ESALS = Design Speed =
ADT (Current Year) = Based on =
ADT (Future Year) = Height of eye = Sight Distance =
Div (Design Tr. Vol) = % Design Speed not achieved at = MPH
D (Directional Distr.) = % STA. TO STA. TO STA. MPH
T (Heavy Commercial) = STA. TO STA. MPH

DATE	PLAN REVISIONS	SHEET NO.	APPROVED BY

PLAN
PROFILE
INDEX MAP
GENERAL LAYOUT

SCALES
HORIZ. 1" = 1 MILE
VERT. 1" = 10 FEET

FED. PROJ. NO. HSP 8821(031)

GOVERNING SPECIFICATIONS
THE 2018 EDITION OF THE MINNESOTA DEPARTMENT OF TRANSPORTATION
STANDARD SPECIFICATIONS FOR CONSTRUCTION SHALL GOVERN

INDEX

SHEET NO.	DESCRIPTION
1	TITLE SHEET
2	STATEMENT OF EST. QUANTITIES, STD. PLATES TAB, UTILITIES TAB LIGHTING PLAN
L1-L5	

THIS PLAN CONTAINS... 7 SHEETS

I HEREBY CERTIFY THAT THIS PLAN WAS PREPARED BY ME OR UNDER MY DIRECT
SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL ENGINEER UNDER THE
LAWS OF THE STATE OF MINNESOTA.

PRINT NAME: NICKLAUS OLLRICH LICENSE # 31878
DATE: 15-JUN-2020 SIGNATURE: *Nicklaus Ollrich*
DESIGN SQUAD 700 BECKER, PHILIP SMITH

RECOMMENDED FOR APPROVAL	DISTRICT TRANSPORTATION ENGINEER	20
RECOMMENDED FOR APPROVAL	DISTRICT MATERIALS ENGINEER	20
RECOMMENDED FOR APPROVAL	DISTRICT WATER RESOURCES/INFRASTRUCTURES ENGINEER	20
RECOMMENDED FOR APPROVAL	DISTRICT TRAFFIC ENGINEER	20
RECOMMENDED FOR APPROVAL	STATE PRE-LETTING ENGINEER	20
OFFICE OF LAND MANAGEMENT APPROVAL	DIRECTOR, LAND MANAGEMENT	20
APPROVED	STATE DESIGN ENGINEER	20

I HEREBY CERTIFY THAT THE FINAL FIELD REVISIONS, IF ANY, WERE PREPARED BY ME
OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY LICENSED PROFESSIONAL
ENGINEER UNDER THE LAWS OF THE STATE OF MINNESOTA.

PRINT NAME: _____ LICENSE # _____
DATE: _____ SIGNATURE: _____



**Waseca County Board of Commissioners
Request for Board Action**

Transfer County Vehicle Improvement Funds

Meeting Date: 02/16/2021

Item Type: ☐ Consent ☒ Action

Department: Highway

Contact: Alan Forsberg

Contact Phone: 507-835-0661

Prepared by: Deb Westphal

Fiscal/FTE Impact:

☐ None

☒ Current budget

☐ New FTE(s) Requested

☐ Other

☐ Amendment Requested

PURPOSE/ACTION REQUESTED

The Highway Dept. is requesting a transfer of funds between line items.

SUMMARY

The Highway Dept requests the transfer of \$148,376.01 from Vehicles Improvement account 13-340-6670 to Assigned Equipment account 13-000-2851.

2020 budget was \$446,000.00 less payments totaling \$297,623.99 leaving an unspent amount of \$148,376.01.

RECOMMENDATION

Waseca County staff recommends that the Waseca County Board of Commissioner transfer these funds in order to purchase needed equipment in 2021.

EXPLANATION OF FISCAL/FTE IMPACTS

None

Supporting Documents:

Attachment A:

Attachment B:

Previous Board Action(s):

Resolution #



**Waseca County Board of Commissioners
Request for Board Action**

Transfer County Building Funds

Meeting Date:	02/16/2021	Fiscal/FTE Impact:	☐ None
Item Type:	☐ Consent ☒ Action	☒ Current budget	
Department:	Highway	☐ New FTE(s) Requested	
Contact:	Alan Forsberg	☐ Other	
Contact Phone:	507-835-0661	☐ Amendment Requested	
Prepared by:	Deb Westphal		

PURPOSE/ACTION REQUESTED

The Highway Dept. is requesting a transfer of funds between line items.

SUMMARY

The Highway Dept requests the transfer of \$170,994.00 from Assigned Building account 13-000-2850 to Building Improvement account 13-340-6611.

Payments totaling \$313,905.09 were made for the improvements to Janesville, Waldorf, and New Richland Maintenance Facilities. The balance in the assigned fund will be zero after this transfer is completed.

RECOMMENDATION

Waseca County staff recommends that the Waseca County Board of Commissioner transfer these funds to balance the buildings improvement line item.

EXPLANATION OF FISCAL/FTE IMPACTS

None

Supporting Documents:

Attachment A:

Attachment B:

Previous Board Action(s):

Resolution #



**Waseca County Board of Commissioners
Request for Board Action**

Transfer County Local Option Sales Tax Funds

Meeting Date: 02/16/2021

Item Type: ☐ Consent ☒ Action

Department: Highway

Contact: Alan Forsberg

Contact Phone: 507-835-0661

Prepared by: Deb Westphal

Fiscal/FTE Impact:

☐ None

☒ Current budget

☐ New FTE(s) Requested

☐ Other

☐ Amendment Requested

PURPOSE/ACTION REQUESTED

The Highway Dept. is requesting a transfer of funds between line items.

SUMMARY

The Highway Dept requests the transfer of \$857,534.57 from Local Option Sales Tax account 13-349-5015 to Assigned Local Option Sales Tax account 13-000-2852.

RECOMMENDATION

Waseca County staff recommends that the Waseca County Board of Commissioner transfer these funds to be used in future county funded road construction projects.

EXPLANATION OF FISCAL/FTE IMPACTS

None

Supporting Documents:

Attachment A:

Attachment B:

Previous Board Action(s):

Resolution #



**Waseca County Board of Commissioners
Request for Board Action**

Transfer County Assigned Local Option Sales Tax Funds

Meeting Date:	02/16/2021	Fiscal/FTE Impact:	☐ None
Item Type:	☐ Consent ☒ Action	☒ Current budget	
Department:	Highway	☐ New FTE(s) Requested	
Contact:	Alan Forsberg	☐ Other	
Contact Phone:	507-835-0661	☐ Amendment Requested	
Prepared by:	Deb Westphal		

PURPOSE/ACTION REQUESTED

The Highway Dept. is requesting a transfer of funds between line items.

SUMMARY

The Highway Dept requests the transfer of \$604,398.19 from Assigned Local Option Sales Tax account 13-000-2852 to County Construction account 13-320-6280.

Payments were made to RAW Construction for work being completed on County Project 81-2004.

RECOMMENDATION

Waseca County staff recommends that the Waseca County Board of Commissioner transfer these funds as this project qualifies the use of Local Option Sales Tax Funding.

EXPLANATION OF FISCAL/FTE IMPACTS

None

Supporting Documents:

Attachment A:

Attachment B:

Previous Board Action(s):

Resolution #



**Waseca County Board of Commissioners
Request for Board Action**

Transfer County Construction Funds

Meeting Date:	02/16/2021	Fiscal/FTE Impact:	☐ None
Item Type:	☐ Consent ☒ Action	☒ Current budget	
Department:	Highway	☐ New FTE(s) Requested	
Contact:	Alan Forsberg	☐ Other	
Contact Phone:	507-835-0661	☐ Amendment Requested	
Prepared by:	Deb Westphal		

PURPOSE/ACTION REQUESTED

The Highway Dept. is requesting a transfer of funds between line items.

SUMMARY

The Highway Dept requests the transfer of \$538,879.00 from County Construction account 13-320-6280 to the Assigned Infrastructure account 13-000-2819.

2020 budget was \$1,000,000.00 less \$461,121.00 paid to City of Waldorf. Remaining unspent amount is \$538,879.00.

RECOMMENDATION

Waseca County staff recommends that the Waseca County Board of Commissioner transfer these funds to be used for future road construction.

EXPLANATION OF FISCAL/FTE IMPACTS

None

Supporting Documents:

Attachment A:

Attachment B:

Previous Board Action(s):

Resolution #



**Waseca County Board of Commissioners
Request for Board Action**

Transfer County Wheelage Tax Funds

Meeting Date:	02/16/2021	Fiscal/FTE Impact:	☐ None
Item Type:	☐ Consent ☒ Action	☒ Current budget	
Department:	Highway	☐ New FTE(s) Requested	
Contact:	Alan Forsberg	☐ Other	
Contact Phone:	507-835-0661	☐ Amendment Requested	
Prepared by:	Deb Westphal		

PURPOSE/ACTION REQUESTED

The Highway Dept. is requesting a transfer of funds between line items.

SUMMARY

The Highway Dept requests the transfer of \$1,893,967.20 from Wheelage Tax account account 13-349-5018 to Assigned Wheelage Tax account 13-000-2881.

RECOMMENDATION

Waseca County staff recommends that the Waseca County Board of Commissioner transfer these funds to be used for future road construction.

EXPLANATION OF FISCAL/FTE IMPACTS

None

Supporting Documents:

Attachment A:

Attachment B:

Previous Board Action(s):

Resolution #



**Waseca County Board of Commissioners
Request for Board Action**

Authorization to Waive Liquor License Fees for 2021

Meeting Date: February 16, 2021

Item Type: ☐ Consent ☒ Action

Department: Administration

Contact: Johnson, Michael

Contact Phone: (507) 835-0631

Prepared by: Johnson, Michael

Fiscal/FTE Impact:

☐ None

☐ Current budget

☐ New FTE(s) Requested

☒ Other

☐ Amendment Requested

Board Goals: Coronavirus Relief Funding

PURPOSE/ACTION REQUESTED

Waive Liquor License Fees for 2021 due to restricted business openings as a result of Executive Orders.

SUMMARY

The State of Minnesota continues to extend its Peacetime Emergency as originally declared in Executive Order 20-01. The many restrictions of services in subsequent Executive Orders has caused much hardship for local business in Waseca County.

One sector in particular that has been adversely affected as a result of restrictive service measures brought on by Executive Orders is bars and restaurants. These organizations incur annual fees for their ability to sell alcoholic beverages, and much of that service time was restricted or lost due to Executive Orders.

RECOMMENDATION

Waseca County staff recommends that the Waseca County Board of Commissioners waive liquor license fees for 2021 to further offset the burden caused by restricted service measures pursuant to the extended Peacetime Emergency and resultant Executive Orders.

EXPLANATION OF FISCAL/FTE IMPACTS

Any loss of revenues to Waseca County will be absorbed for 2021.

Resolution # 2021-8

Waive Liquor License Fees for 2021 Due to Restricted Openings

WHEREAS, the State of Minnesota continues to extend the COVID-19 Peacetime Emergency declared in Executive Order 20-01 due to the pandemic; and

WHEREAS, in the Peacetime Emergency Orders that have been issued since March 13,2020, the State of Minnesota has restricted the opening, closing and capacity of restaurants and bars in the State of Minnesota; and

WHEREAS, these Peacetime Emergency Orders have placed an undue financial burden on Waseca County restaurants and bars; and

NOW, THEREFORE, BE IT RESOLVED, that the Waseca County Board of Commissioners hereby waive the liquor license fees as listed below for calendar year 2021.

- Liquor License (On Sale) \$450.00
- Liquor License (Brewers Off Sale) \$100.00
- Liquor License (Sunday) \$50.00

BE IT FURTHER RESOLVED, these fees are waived due to the Peacetime Emergency Orders issued by the State of Minnesota to ease the adverse economic hardship caused by the COVID-19 pandemic.

Dated this 16th day of February, 2021.

Waseca County Board of Commissioners

By: _____, Board Chair

ATTEST:

Tamara J. Spooner
Waseca County Auditor-Treasurer