



WASECA COUNTY BOARD OF COMMISSIONERS

July 20, 2021 • 9:30 a.m.

East Annex Public Meeting Room

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

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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. Ditch Authority

- a. Award Bid Improvement to County Ditch 19

4. Approval of County Board Minutes

- a. Waseca County Board of Equalization June 15, 2021
- b. Waseca County Board of Commissioners Work Session June 22, 2021
- c. Waseca County Board of Commissioners Meeting Minutes July 6, 2021

5. Consent Agenda

- a. Approval of Bills
- b. Transfer of Funds
- c. Investment Report
- d. City of New Richland closure of Cty Rd 1
- e. Planning Commission Meeting Update July 1, 2021
- f. Partial Release of Exclusive Agricultural Use Zone Restrictive Covenant; Howard and Eva Grunzke (Moody 2320 LLC – current owner)

6. Public Hearing on Appointment of Auditor/Treasurer Position Michael Johnson, Waseca County Administrator

- a. Resolution 2021-28

- 7. Public Hearing on Donation of Land from Wilson Family Trust**
Michael Johnson, Waseca County Administrator
- 8. Steele -Waseca Drug Court Defense Attorney “Contract for Services”**
Jonathan Schiro, Court Services Director
 - a. Contract for Services – Patton, Hoversten, and Berg P.A.
 - b. Contract for Services – Joel Eaton
- 9. Consideration of Proposals for Courthouse Reconstruction Project**
Michael Johnson, Waseca County Administrator
- 10. Approve Plan to Create a Property and Election Services Division**
Melissa Sexton, Human Resources Director
 - a. Resolution 2021-30
 - b. Organizational Chart
- 11. Public Works - Jim Kollar, Public Works Director/County Engineer**
 - a. Award for Aggregate Surfacing – North - Contract 218108
 - i. c812108 – Bid Summary
 - b. Aggregate Surfacing - South – Contract 812109
 - i. c812109 Bid Summary
 - c. Award for CSAH 15 Culvert Replacement – Contract 812110
- 12. Appointment to County Extension Committee**
Michael Johnson, Waseca County Administrator
- 13. Proclamation of Waseca County Staff Appreciation Day**
Michael Johnson, Waseca County Administrator
 - a. Resolution 2021-29
- 14. Administration**
 - a. Administration Update
 - b. Human Resources Announcements
- 15. Commissioner Reports**

Lunch – Mis Tres Flores

Upcoming Board Events

July 20 – August 3, 2021

July 20, 2021, 9:30 a.m.

County Board Meeting

Board Room, East Annex

July 20, 2021, 3 p.m.

MN Prairie Joint Powers Board Meeting

Virtual Meeting

July 28, 2021, 3:30 p.m.

MN Prairie Finance Committee Meeting

Virtual Meeting

August 3, 2021, 9:30 a.m.

County Board Meeting

Board Room, East Annex

WASECA COUNTY BOARD OF EQUALIZATION—JUNE 15, 2021

The Waseca County Board of Equalization met on Tuesday, June 15, 2020 at 6:30 p.m. in the Commissioner's Room, 300 N State St., Waseca, Minnesota.

The Board of Equalization members present were Commissioners: Doug Christopherson; Brian Harguth, Blair Nelson, DeAnne Malterer, Brad Krause; and Tammy Spooner, Auditor-Treasurer.

Also present were Michael Johnson, County Administrator; Joe Udermann, Assessor; Cheryl Clevenger, Property Appraiser; John Curran, Property Appraiser; Greg Hawkinson, Property Appraiser; Virginia Wenisch, Administrative Assistant and Jackie Dickie.

The meeting was called to order by Commissioner Malterer at 6:30 p.m. Roll call was taken and the Pledge of Allegiance was recited.

Virginia Wenisch - Assessor's Office, administered the oath of office for the Board of Canvass.

Harguth moved and Christopherson seconded to appoint DeAnne Malterer as Chairperson of the Board of Equalization. Motion carried unanimously

Nelson moved and Krause seconded to appoint Tammy Spooner, Auditor-Treasurer, as Clerk of the Board of Equalization. Motion carried unanimously.

Joe Udermann, Assessor, presented an overview of the process of the Board of Equalization and gave an overview of the state of Waseca County sales and values.

Jackie Dickie, 517 2nd St NW, Waseca, MN was present to express thoughts regarding the process of calling the Assessor's Office. Ms. Dickie was very frustrated with lack of response from staff, as well as feeling she did not getting the answers she was looking for.

Joe Udermann, Assessor, and John Curran, Appraiser, gave an overview of the process of valuing a home.

There were no other appellants present.

Christopherson moved and Harguth seconded to make no changes to the value of Ms. Dickie's house. Motion carried unanimously.

Having no further business, Harguth moved and Krause seconded to adjourn. Motion carried unanimously and the meeting adjourned at 7:34 p.m.

DeAnne R. Malterer, Chairperson
Waseca County Board of Commissioners

ATTEST:

Tamara J. Spooner, Clerk
Waseca County Auditor/Treasurer

WASECA COUNTY BOARD OF COMMISSIONERS
WORK SESSION – JUNE 22, 2021

The Waseca County Board of Commissioners met in a work session on Tuesday, June 22, 2021, in the Commissioner Room, 300 North State Street, Waseca, Minnesota. Members present were Chair DeAnne Malterer, Doug Christopherson; Brian Harguth; Blair Nelson; and Brad Krause.

Others present were Michael Johnson, County Administrator; Beth Weimert, Executive Assistant; Brad Milbrath, Sheriff; Mark Leiferman, Planning & Zoning Administrator; Brian Zabel, Planning & Zoning Technician; Mark Schaetzke, Soil and Water; Daniel Girolamo, DNR; Paige Guetter, Natural Resources Conservation Service; and Greg Jewison.

Chair Malterer called the work session to order at 9:00 a.m. Roll call was taken and the Pledge of Allegiance was recited.

The Board of Commissioners met per the request of Greg Jewison to have a discussion regarding the WCA violation and investigation.

Paige Guetter joined the meeting via conference call.

The work session ended at 10:59 a.m.

DeAnne R. Malterer, Chairperson
Waseca County Board of Commissioners

ATTEST:

Beth Weimert, Executive Assistant
Waseca County Administration

WASECA COUNTY BOARD OF COMMISSIONERS — JULY 6, 2021

The Waseca County Board of Commissioners met in regular session on Tuesday, July 6, 2021, in the boardroom, 300 North State Street, Waseca, Minnesota. County Commissioners present were Chair DeAnne Malterer, Doug Christopherson, Brian Harguth, Blair Nelson, and Brad Krause.

Others present were Michael Johnson, Administrator; Tammy Spooner, Auditor-Treasurer; Jim Kollar, Public Works Director/County Engineer; Brad Milbrath, Sheriff; Brian Zabel, Planning & Zoning Technician; and Russ Guse, Ditch Inspector.

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

There was no public comment.

Harguth moved and Nelson seconded to approve the agenda with the following changes: addition of Economic Development Tax Abatements to consent agenda; move County Ditch #33 discussion from Public Works to Ditch Authority. Motion carried unanimously.

Russ Guse, Ditch Inspector, presented a repair to Joint County Ditch #6 in Section #28 in New Richland Township to put back a driveway to original state which was damaged during a project. Christopherson moved and Krause seconded to approve the repair in the amount of \$475.00. Motion carried unanimously.

Russ Guse, Ditch Inspector, presented a repair to Judicial Ditch #24 to remove a beaver dam, from the main channel, in Section #1 of Woodville Township. Krause moved and Harguth seconded to approve the repair in the amount of \$825.00. Motion carried unanimously.

Russ Guse, Ditch Inspector, presented a repair to County Ditch #31 in Section #29 of Janesville Township to remove sediment and a beaver dam so the water can flow freely. Christopherson moved and Krause seconded to approve the repair in the amount of \$240.00. Motion carried unanimously.

Russ Guse, Ditch Inspector, presented spray quotes from B & W Control Specialists for the following ditches in the amounts not to exceed the listed maximum. Harguth moved and Christopherson seconded to approve the spraying quotes. Motion carried unanimously.

<u>Ditch #</u>	<u>Cost</u>
JC #1	\$6,500.00
CD #30	\$5,500.00
CD #29	\$3,500.00
CD #31	\$5,500.00
CD #44-18	\$4,500.00
CD #35	\$2,500.00
CD #38	\$5,500.00

CD #45	\$7,500.00
CD #50	\$3,500.00
CD #51	\$7,500.00
CD #22	\$1,500.00
JD #24	\$6,500.00
CD #26	\$2,500.00
JD #6	\$5,500.00
CD #47	\$8,500.00
CD #43	\$3,500.00
CD #36	\$2,500.00

Jim Kollar, Public Works Director/County Engineer, requested approval for a culvert replacement on County Road 15 at the crossing of County Ditch #33 at no cost to the ditch system. The full cost of the project will be covered with highway funds. Nelson moved and Krause seconded to approve the replacement of the culvert. Motion carried unanimously.

Christopherson moved and Krause seconded to approve the minutes from June 1, 2021 Commissioner Meeting; June 7, 2021 Work Session; June 15, 2021 Commissioner Meeting; June 15, 2021 Work Session; and June 22, 2021 Special Session. Motion carried unanimously.

Harguth moved and Nelson seconded to approve the Consent Agenda with the addition of the First Half Economic Development Tax Abatements. Motion carried unanimously.

a. Approval of Bills

b. Transfers of Funds

- \$346.91 from fund 25 to fund 01 for SHIP Grant
- \$36,240.12 from fund 01 to fund 25 CPO Reimbursement
- \$19,690.49 from fund 01 to fund 25 for DWI Court Reimbursement

c. First Half 2021 Appropriations

New Richland Ambulance	\$ 2,500.00
Historical Society	\$33,750.00
Southern MN Tourism Association	\$ 478.50
MN Agricultural Interpretive Center-Farm America	\$12,500.00
Tourism Advisory Committee (Fireworks-full pay July)	\$ 1,500.00
Waseca Art Council	\$ 6,500.00
Senior Citizens	\$ 2,500.00
Minnesota Valley Action Council	\$ 4,500.00
Open Door Health Center	\$ 250.00
Neighborhood Service Center	\$ 5,000.00
Waseca School District – Space Grant	\$ 3,500.00
Waseca School District – Therapeutic Program	\$25,000.00
Cannon River Watershed Partnership Program	\$ 250.00
Soil & Water Conservation District	\$52,837.50
Agricultural Society	\$23,887.50
Small Business Development Center	\$ 1,500.00
Southern MN Initiative Foundation	\$ 2,650.00

Janesville – Economic Development Assistance	\$ 2,500.00
New Richland - Economic Development Assistance	\$ 2,500.00
Waldorf – Economic Development Assistance	\$ 2,500.00

d. Lakeshore Resident Aquatic Invasive Species Education in the amount of \$1,000.00

e. Partial Release of Ag Restrictive Covenant; Sexton

f. Donahue Residential Tax Abatement Schedule of Payment 2021 in the amount of \$22.44

g. First Half Economic Development Tax Abatements

DRP Properties	\$2,071.00
Winegar Inc.	\$3,507.50
Berry Family LLC	\$6,322.50
City of New Richland	\$1,758.22

Jim Kollar, Public Works Director/County Engineer, requested temporary traffic control measures near the fairgrounds and usage of equipment during the Waseca County Fair. Nelson moved and Krause seconded to approve the traffic control and usage of equipment for the fair. Motion carried unanimously.

Jim Kollar, Public Works Director/County Engineer, requested to award the CSAH 41 project to Borneke Construction, the lowest responsible bidder, using budgeted local option sales tax revenue to fund the project. Nelson moved and Harguth seconded to award the bid for the CSAH 41 project to Borneke Construction in the amount of \$497,057.00. Motion carried unanimously.

Jim Kollar, Public Works Director/County Engineer, requested awarding the bid for the application of seal coating to Asphalt Surface Technologies Corp., the lowest responsible bidder, for Contract #812104. Harguth moved and Christopherson seconded to award the bid to Asphalt Surface Technologies Corp. in the amount of \$86,322.27. Motion carried unanimously.

Jim Kollar, Public Works Director/County Engineer, requested to award the bid for CSAH 2, ConAgri expansion project, to Borneke Construction, the lowest responsible bidder. The project will be funded with Wheelage Tax proceeds. Nelson moved and Krause seconded to award the bid to Borneke Construction in the amount of \$479,130.01. Motion carried unanimously.

Jim Kollar, Public Works Director/County Engineer, requested to award the bid for a federally funded rural intersection lighting project to Cole Lighting, the only bidder on the project. The single bid was substantially over the estimate, but Mr. Kolar worked with the MnDOT and they are willing to fully fund the project in the amount of \$118,663.00. Christopherson moved and Nelson seconded to award the bid to Cole Lighting in the amount of \$118,663.00, with none of the costs being borne by Waseca County. Motion carried unanimously.

Michael Johnson, County Administrator, gave updates on the American Rescue Plan; the 2022 budget status; legislative priorities and provided HR Agenda.

Commissioner Reports were shared.

Having no further county board business, Nelson moved and Krause seconded the motion to adjourn the meeting. Motion carried unanimously and meeting adjourned at 10:42 a.m.

DeAnne Malterer, Chairperson
Waseca County Board of Commissioners

ATTEST:

Tamara J. Spooner, Clerk
Waseca County Auditor/Treasurer

The following bills were audited and allowed:

A.H. HERMEL COMPANY	349.08
ADV CORRECTIONAL HEALTHCARE INC	3,470.77
AMAZON CAPITAL SERVICES	1,733.96
BARBARA J. BUKER	1,034.00
BLAIR NELSON	142.80
BOLTON & MENK INC	1,708.00
BOMGAARS SUPPLY	185.43
BOMGAARS SUPPLY	23.20
BOND TRUST SERVICES CORP	475.00
BRITTON PLUMBING & HEATING LLC	124.84
BUDACH IMPLEMENT INC	23.40
CAPITAL ONE	81.09
CINTAS	277.78
COLE PAPERS INC	724.18
CONNORS PLUMBING & HTG INC	277.00
CONTINENTAL RESEARCH CORPORATION	285.99
CPS TECHNOLOGY SOLUTIONS INC	1,697.99
CRYSTAL VALLEY COOP	439.02
DENNIS FUNERAL HOMES	620.00
DENNISON TECHNOLOGY GROUP	6,804.44
ELECTION SYSTEMS & SOFTWARE LLC	2,067.45
FATTY DADDY AUTO REPAIR	2,475.19
FLEET PRIDE	1,640.93
FORCE AMERICA DISTRIBUTING LLC	750.00

FOTH INFRASTRUCTURE & ENVIRONMENT LLC	7,299.50
FREEBORN COUNTY COOP OIL	985.71
GUARDIAN SUPPLY	3,373.36
GUTTENBERG	1,830.17
H&H EXCAVATING INC	1,957.50
HANCOCK CONCRETE PRODUCTS LLC	1,729.00
HILLYARD INC	196.47
IFACS	676.46
INNOVATIVE OFFICE SOLUTIONS LLC	1,985.74
INTERNET CONNECTIONS	250.00
JAMES BROTHERS CONSTRUCTION INC	16,000.00
JANE T HOFMEISTER	24.50
JANESVILLE TILE SUPPLY	190.31
JANESVILLE TIRE SERVICE	440.00
JOE UDERMANN	20.00
JOHN DEERE FINANCIAL	328.12
JONES HAUGH & SMITH	22,410.40
L & L STREET ROD & SPORTS TRUCK	5,862.09
LAKESCAPES ENTERPRISES LLC	8,850.00
LES TLOUGAN	480.00
MALTERER FARMS	143.17
MAYO CLINIC	250.00
MIDWEST MONITORING & SURVEILLANCE	24,683.54
MINNESOTA TRUCK & EQUIPMENT REPAIR	378.98
MJB HANSEN FAMILY LP	1,451.96
MN COMM OF TRANSPORTATION	2,374.38
MN COUNTIES COMPUTER COOP	90.00
MN STATE AUDITOR	1,178.00
MN STATE BAR ASSOC	272.00
MN VALLEY TESTING LAB	229.20
MN.IT SERVICES	1,300.00
MONROE TOWMASTER LLC	235.14
NORTH MEMORIAL AMBULANCE	1,722.00
NUTRIEN AG SOLUTIONS INC.	3,877.72
OERTEL ARCHITECTS	2,900.00
OLSEN CHAIN & CABLE INC	739.70
PREMIER BIOTECH	684.21
PTS OF AMERICA, LLC	4,649.00
PUBLIC SAFETY EQUIPMENT LLC	476.00
RDO EQUIPMENT CO	1,540.28
RECOVERY TREK LLC	360.95

REGENTS OF UNIVERSITY OF MN	18,814.00
RINKE-NOONAN ATTORNEYS AT LAW	162.50
RIVER BEND BUSINESS PRODUCTS	681.21
ROCKMOUNT RESEARCH & ALLOYS INC	552.14
SIRCHIE FINGERPRINT LAB	26.60
SNAP ON INCORPORATED	198.88
SOFTWARE.HARDWARE.INTEGRATION	5,000.00
SPEE-DEE DELIVERY SERVICE	10.14
SPORTSMAN STOP	33.69
STEELE CO HIGHWAY DEPT	3,580.27
TERRANCE MCCLUNE	1,800.00
THIRTY YEAR VENTURES LLC	174.25
ULINE	595.08
UNITED GROUP INC	66.72
ZAHL EQUIPMENT SERVICE INC	200.00

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Waseca, MN
Vendor Warrant List Report

P
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DATE: 07/20/2021 CHECK RUN: C072021 AMOUNT: \$ 234,448.71

APPROVED BY: _____

07/14/2021 16:22 | Waseca, MN
5264aschauer | PREPAID INVOICE LIST

2
apwarnt

CHECK RUN: C072021 07/20/2021

VENDOR	VENDOR NAME	R	INVOICE	PO	TYPE	DUE DATE	AMOUNT	CHECK	COMMENT
CASH ACCOUNT: 99000000			1001	FNB Checking					
287	FIRST NATIONAL	00000	6/21 STMNT		DD	07/23/2021	186.63	1282	TRAININGFUEL/BUOY
354	FIRST NATIONAL	00000	6/21 STMNT		DD	07/23/2021	23.85	1283	POSTAGE
364	FIRST NATIONAL	00000	6/21 STMNT		DD	07/23/2021	2,445.90	1284	CONT LEARNING/PAIN
413	FIRST NATIONAL	00000	6/21 STMNT		DD	07/23/2021	515.00	1285	NACO ANNUAL CONFER
424	FIRST NATIONAL	00000	6/21 STMNT		DD	07/23/2021	40.02	1286	FUEL FOR TRAINING
428	FIRST NATIONAL	00000	6/21 STMNT		DD	07/23/2021	1,196.82	1287	LODGING/JAIL CLEAN
511	FIRST NATIONAL	00000	6/21 STMNT		DD	07/23/2021	38.26	1288	FUEL
352	FIRST NATIONAL	00000	6/21 STMNT		DD	07/23/2021	60.00	1289	APG SUBSCRIPTION
570	FIRST NATIONAL	00000	6/21 STMNT		DD	07/23/2021	38.44	1290	FUEL/MEALS/SEA FOA
598	FIRST NATIONAL	00000	6/21 STMNT		DD	07/23/2021	225.00	1291	AMEM REGISTRATION
606	FIRST NATIONAL	00000	6/21 STMNT		DD	07/23/2021	1,237.55	1292	POSTAGE/CLASS REG/
634	FIRST NATIONAL	00000	6/21 STMNT		DD	07/23/2021	728.70	1293	POSTAGE/TONER/MONI
705	FIRST NATIONAL	00000	6/21 STMNT		DD	07/23/2021	500.00	1294	INDEED ADVERTISING
1213	FIRST NATIONAL	00000	6/21 STMNT		DD	07/23/2021	29.91	1295	OVERNIGHT MEALS
1722	FIRST NATIONAL	00000	6/21 STMNT		DD	07/23/2021	67.83	1296	GLOVE DISPENSER/IN
1995	FIRST NATIONAL	00000	6/21 STMNT		DD	07/23/2021	18.51	1297	FUEL FOR TRAINING
2063	FIRST NATIONAL	00000	6/21 STMNT		DD	07/23/2021	548.75	1299	LICENSE RENEWALS
2065	FIRST NATIONAL	00000	6/21 STMNT		DD	07/23/2021	425.22	1300	CHARGER/FUEL/LUNCH
2091	FIRST NATIONAL	00000	6/21 STMNT		DD	07/23/2021	19.32	1301	NAME PLATE
3151	FIRST NATIONAL	00000	6/21 STMNT		DD	07/23/2021	334.01	1302	WATER FILTERS/WOOD
3455	FIRST NATIONAL	00000	6/21 STMNT		DD	07/23/2021	134.04	1303	MAIL/STOOL
3915	FIRST NATIONAL	00000	6/21 STMNT		DD	07/23/2021	82.57	1304	TRANSPORT FUEL
3919	FIRST NATIONAL	00000	6/21 STMNT		DD	07/23/2021	819.77	1305	MCRA CONFERENCE/FU
CASH ACCOUNT 99000000 1001							9,716.10	TOTAL	

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Waseca, MN

| DETAIL INVOICE LIST

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CASH ACCOUNT: 99000000 1001

FNB Checking

CHECK RUN: C072021 07/20/2021

DUE DATE: 07/14/2021

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	CHECK
3653 A.H. HERMEL COMPANY	1 25257000 6807	00000		EFT	07/14/2021	882735	
		JailCntn		JailCanMis		248.85	
		Invoice Net				248.85	
				CHECK TOTAL		248.85	
3653 A.H. HERMEL COMPANY	1 25257000 6807	00000		EFT	07/14/2021	883630	
		JailCntn		JailCanMis		245.51	
		Invoice Net				245.51	
				CHECK TOTAL		245.51	
8659 AAA STRIPING SERVICE	1 13320000 6287	00000		INV	07/14/2021	21176*01	
		HwyEng/Con		TrffcMrkg		8,230.23	
		Invoice Net				8,230.23	
				CHECK TOTAL		8,230.23	
4035 ADVANCED CORRECTIONAL	1 01201217 6268	00000		EFT	07/14/2021	108040	
		ShrfBrdPrs		Medical		5.13	
		Invoice Net				5.13	
4035 ADVANCED CORRECTIONAL	1 01201217 6268	00000		EFT	07/14/2021	108590	
		ShrfBrdPrs		Medical		3,590.17	
		Invoice Net				3,590.17	
4035 ADVANCED CORRECTIONAL	1 01201217 6268	00000		EFT	07/14/2021	108872	
		ShrfBrdPrs		Medical		-334.16	
		Invoice Net				-334.16	
				CHECK TOTAL		3,261.14	
8328 AMANDA PFLUEGER	1 01091000 6241	00000		INV	07/14/2021	7/2/21 REIM	
		Attrny		CnfTrngRgD		252.00	
		Invoice Net				252.00	
				CHECK TOTAL		252.00	
4088 ANCOM COMMUNICATIONS I	1 01201223 6473	00000		INV	07/14/2021	102789	
		ShrfEqRepM		Radios		2,720.00	
		Invoice Net				2,720.00	
				CHECK TOTAL		2,720.00	
4895 ANY WAY YOU WANT IT MO	1 13340000 6260	00000		INV	07/14/2021	117277	
		HwyEqMt/Sh		ProTechSvc		300.00	
		Invoice Net				300.00	
				CHECK TOTAL		300.00	
1143 APG MEDIA OF SOUTHERN	1 01041000 6240	00000		INV	07/14/2021	10710-0621	
		Aud-Treas		AdLgNtSub		18.42	
		Invoice Net				18.42	
1143 APG MEDIA OF SOUTHERN	1 13320000 6240	00000		INV	07/14/2021	10711-0621	
		HwyEng/Con		AdLgNt/Sub		112.48	
		Invoice Net				112.48	

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Waseca, MN

| DETAIL INVOICE LIST

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CASH ACCOUNT: 99000000 1001

FNB Checking

CHECK RUN: C072021 07/20/2021

DUE DATE: 07/14/2021

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	CHECK
						CHECK TOTAL	130.90
2455	ASSOC OF MN COUNTIES	00000		INV	07/14/2021	58770	
1	01031000 6241			CoAdmn	CnfTrngRgD	35.00	
2	01002000 6241			Commsnrs	CnfTrngRgD	105.00	
				Invoice Net		140.00	
						CHECK TOTAL	140.00
2401	APH STORES, INC.	00000		INV	07/14/2021	5064050 6/25/21	
1	13340000 6564			HwyEqMt/Sh	MchVehPrts	349.06	
2	13340000 6590			HwyEqMt/Sh	TlsShpMat	104.59	
				Invoice Net		453.65	
						CHECK TOTAL	453.65
2809	BAKER TILLY LLP	00000		EFT	07/14/2021	BT1863743	
1	01062000 6267			CenSvcs	StAudtng	9,640.00	
				Invoice Net		9,640.00	
						CHECK TOTAL	9,640.00
2648	BAUER BUILT INC	00000		INV	07/14/2021	520013977	
1	13340000 6310			HwyEqMt/Sh	EqRepMtc	340.00	
2	13340000 6563			HwyEqMt/Sh	TrTbsBatt	762.00	
				Invoice Net		1,102.00	
						CHECK TOTAL	1,102.00
7771	BLAIR NELSON	00000		INV	07/14/2021	7/6/21 STMNT	
1	01002000 6334			Commsnrs	Mileage	13.44	
				Invoice Net		13.44	
7771	BLAIR NELSON	00000		INV	07/14/2021	7/8/21 STMNT	
1	01002000 6334			Commsnrs	Mileage	35.84	
				Invoice Net		35.84	
						CHECK TOTAL	49.28
1713	BOCKS SERVICE INC	00000		INV	07/14/2021	22989	
1	01201223 6471			ShrfEqRepM	Tires	117.50	
				Invoice Net		117.50	
1713	BOCKS SERVICE INC	00000		INV	07/14/2021	194073	
1	01201223 6471			ShrfEqRepM	Tires	24.00	
				Invoice Net		24.00	
1713	BOCKS SERVICE INC	00000		INV	07/14/2021	21840	
1	01201201 6260			GenSheriff	ProTechSvc	100.00	
				Invoice Net		100.00	
						CHECK TOTAL	241.50
2714	BRAUN INTERTEC CORP	00000		INV	07/14/2021	B255905	
1	13340000 6611			HwyEqMt/Sh	BldgImp	2,200.00	
				Invoice Net		2,200.00	

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CASH ACCOUNT: 99000000 1001

FNB Checking

CHECK RUN: C072021 07/20/2021

DUE DATE: 07/14/2021

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	CHECK
						CHECK TOTAL	2,200.00
400 BUDACH IMPLEMENT INC	1 13340000 6564	00000		INV	07/14/2021	ARWA20 6/25/21	
		HwyEqMt/Sh		MchVehPrts		65.98	
		Invoice Net				65.98	
						CHECK TOTAL	65.98
8642 CAPITAL ONE	1 19391000 6465	00000		INV	07/14/2021	1636204293	
		TransStatn		ReplSupSvc		102.40	
		Invoice Net				102.40	
						CHECK TOTAL	102.40
308 CHRISTENSEN TIRE & AUT	1 13340000 6563	00000		INV	07/14/2021	0528 06/30/21	
		HwyEqMt/Sh		TrTbsBatt		5,107.80	
		Invoice Net				5,107.80	
						CHECK TOTAL	5,107.80
456 THIRTY YEAR VENTURES L	1 13340000 6412	00000		INV	07/14/2021	50339	
		HwyEqMt/Sh		NatGs/Prpn		29.40	
		Invoice Net				29.40	
						CHECK TOTAL	29.40
2165 CONTINENTAL RESEARCH C	1 13340000 6590	00000		INV	07/14/2021	0027571	
		HwyEqMt/Sh		TlsShpMat		983.59	
		Invoice Net				983.59	
						CHECK TOTAL	983.59
498 DEANNE MALTERER	1 01002000 6334	00000		EFT	07/14/2021	6/21 STMNT	
		Commssnrs		Mileage		64.74	
		Invoice Net				64.74	
						CHECK TOTAL	64.74
420 DEML FORD INC	1 01201223 6310	00000		INV	07/14/2021	351505 6/30/21	
		ShrfEqRepM		SqRepMtc		349.14	
		Invoice Net				349.14	
420 DEML FORD INC	1 13340000 6310	00000		INV	07/14/2021	146355	
		HwyEqMt/Sh		EqRepMtc		59.40	
		Invoice Net				59.40	
						CHECK TOTAL	408.54
8580 DENNISON TECHNOLOGY GR	1 01061061 6340	00000		INV	07/14/2021	2-6711	
		ITTechnlgy		RntSvcAgrt		274.50	
		Invoice Net				274.50	
8580 DENNISON TECHNOLOGY GR	1 01061061 6480	00000		INV	07/14/2021	2-6712	
		ITTechnlgy		NonCapInv		434.33	
		Invoice Net				434.33	
						CHECK TOTAL	708.83

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CASH ACCOUNT: 99000000 1001

FNB Checking

CHECK RUN: C072021 07/20/2021

DUE DATE: 07/14/2021

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	CHECK
896 DONAHUE ELECTRIC LLC	1 01111000 6310	00000		INV	07/14/2021	16516	
		CHBldgMtc		EqRepMtc		100.00	
		Invoice Net				100.00	
				CHECK TOTAL		100.00	
562 DOUGLAS CHRISTOPHERSON	1 01002000 6334	00000		INV	07/14/2021	5-6/21 STMNT	
		Commssnrs		Mileage		127.68	
		Invoice Net				127.68	
				CHECK TOTAL		127.68	
3277 ENVIRONMENTAL SYSTEMS	1 25067000 6406	00000		INV	07/14/2021	94066708	
		CARES		EquipSppls		55,000.00	
		Invoice Net				55,000.00	
				CHECK TOTAL		55,000.00	
31 EXPRESS CARE INC	1 01119000 6561	00000		INV	07/14/2021	016214	
		Fleet		Oil&Grease		37.79	
		Invoice Net				37.79	
				CHECK TOTAL		37.79	
1573 EXPRESS SERVICES INC	1 19393000 6261	00000		INV	07/14/2021	25673666	
		Recycling		ContLabor		1,162.91	
		Invoice Net				1,162.91	
				CHECK TOTAL		1,162.91	
4587 FIRST STATE TIRE RECYC	1 19393000 6260	00000		INV	07/14/2021	MN-1012	
		Recycling		ProTechSvc		3,632.48	
		Invoice Net				3,632.48	
4587 FIRST STATE TIRE RECYC	1 19393000 6260	00000		INV	07/14/2021	MN-1013	
		Recycling		ProTechSvc		3,492.59	
		Invoice Net				3,492.59	
				CHECK TOTAL		7,125.07	
8645 GALE-TEC ENGINEERING I	1 13330000 6260	00000		INV	07/14/2021	3099	
		HwyMntnc		ProTechSvc		5,594.50	
		Invoice Net				5,594.50	
				CHECK TOTAL		5,594.50	
1565 HARLANDS TIRE & AUTO C	1 01201223 6310	00000		INV	07/14/2021	112904	
		ShrfEqRepM		SqRepMtc		665.80	
		Invoice Net				665.80	
				CHECK TOTAL		665.80	
1315 IDENTISYS, INC	1 25259000 6401	00000		INV	07/14/2021	526141	
		PermtCrry		OffcSuppls		75.02	
		Invoice Net				75.02	
				CHECK TOTAL		75.02	

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CASH ACCOUNT: 99000000 1001

FNB Checking

CHECK RUN: C072021 07/20/2021

DUE DATE: 07/14/2021

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	CHECK
235	INNOVATIVE OFFICE SOLU	00000		INV	07/14/2021	IN3400793	
	1 01201229 6476	OffSupShrf		DisptchSpl		74.70	
		Invoice Net				74.70	
235	INNOVATIVE OFFICE SOLU	00000		INV	07/14/2021	IN3389750	
	1 01061061 6401	ITTechnlgy		OffcSuppls		164.31	
		Invoice Net				164.31	
235	INNOVATIVE OFFICE SOLU	00000		INV	07/14/2021	IN3405862	
	1 25259000 6401	PermtCrry		OffcSuppls		788.10	
		Invoice Net				788.10	
235	INNOVATIVE OFFICE SOLU	00000		INV	07/14/2021	IN3404119	
	1 01041000 6401	Aud-Treas		OffcSuppls		60.87	
		Invoice Net				60.87	
235	INNOVATIVE OFFICE SOLU	00000		INV	07/14/2021	IN3402306	
	1 01042000 6401	LicBureau		OffcSuppls		126.68	
		Invoice Net				126.68	
235	INNOVATIVE OFFICE SOLU	00000		INV	07/14/2021	S0-3393185	
	1 13310000 6401	HwyAdmin		OffcSuppls		47.80	
		Invoice Net				47.80	
235	INNOVATIVE OFFICE SOLU	00000		INV	07/14/2021	IN3398534	
	1 13310000 6401	HwyAdmin		OffcSuppls		78.81	
		Invoice Net				78.81	
235	INNOVATIVE OFFICE SOLU	00000		INV	07/14/2021	IN3400700	
	1 13310000 6401	HwyAdmin		OffcSuppls		6.03	
		Invoice Net				6.03	
				CHECK TOTAL		1,347.30	
2670	JOBS PLUS INC	00000		EFT	07/14/2021	6/30/21 STMNT	
	1 01111000 6260	CHBldgMtc		ProTechSvc		185.30	
		Invoice Net				185.30	
				CHECK TOTAL		185.30	
8334	JOHN DEERE FINANCIAL	00001		INV	07/14/2021	11113-63314 6/21	
	1 13340000 6564	HwyEqMt/Sh		MchVehPrts		1,034.53	
		Invoice Net				1,034.53	
				CHECK TOTAL		1,034.53	
4687	JONES HAUGH & SMITH	00000		INV	07/14/2021	42079	
	1 41610000 6260	Ditch		ProTechSvc		4,124.19	
		Invoice Net				4,124.19	
				CHECK TOTAL		4,124.19	
8647	KNXR-FM	00000		INV	07/14/2021	3866-2	
	1 25108000 6240	AquaInSpes		AdLgNt/Sub		450.00	
		Invoice Net				450.00	
				CHECK TOTAL		450.00	
3891	LEON SCHOENROCK	00000		INV	07/14/2021	7/1/21 STMNT	

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CASH ACCOUNT: 99000000 1001

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VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	CHECK
	1 01107000 6111	P&Z		PerDiems		80.00	
	2 01107000 6334	P&Z		Mileage		15.68	
		Invoice Net				95.68	
						CHECK TOTAL	95.68
3672	MARK SOMMERS	00000		INV	07/14/2021	7/1/21 STMNT	
	1 01107000 6111	P&Z		PerDiems		80.00	
	2 01107000 6334	P&Z		Mileage		10.42	
		Invoice Net				90.42	
						CHECK TOTAL	90.42
3890	MARVIN PEARSON	00000		INV	07/14/2021	7/1/21 STMNT	
	1 01107000 6111	P&Z		PerDiems		80.00	
	2 01107000 6334	P&Z		Mileage		14.34	
		Invoice Net				94.34	
						CHECK TOTAL	94.34
4591	MATHESON	00001		INV	07/14/2021	0023720154	
	1 13340000 6412	HwyEqMt/Sh		NatGs/Prpn		72.81	
		Invoice Net				72.81	
						CHECK TOTAL	72.81
2	MEI TOTAL ELEVATOR SOL	00000		EFT	07/14/2021	915398	
	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
8593	MESSICK LAW PLLC	00000		INV	07/14/2021	970	
	1 01014000 6261	CrtAdmnCo		CrtAptAtty		240.00	
		Invoice Net				240.00	
8593	MESSICK LAW PLLC	00000		INV	07/14/2021	1027	
	1 01014000 6261	CrtAdmnCo		CrtAptAtty		80.00	
		Invoice Net				80.00	
						CHECK TOTAL	320.00
8628	METRO FIBERNET LLC	00001		INV	07/14/2021	1682361 7/1/21	
	1 01061061 6260	ITTechnlgy		ProTechSvc		252.25	
		Invoice Net				252.25	
						CHECK TOTAL	252.25
8329	MICHAEL JOHNSON	00000		INV	07/14/2021	7/1/21 STMNT	
	1 01031000 6334	CoAdmn		Mileage		61.38	
		Invoice Net				61.38	
						CHECK TOTAL	61.38

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CASH ACCOUNT: 99000000 1001

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CHECK RUN: C072021 07/20/2021

DUE DATE: 07/14/2021

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	CHECK
4683 FREMAREK INC		00000		INV	07/14/2021	0735814-IN	
1 13340000 6562		HwyEqMt/Sh		OthAutoSup		1,734.39	
		Invoice Net				1,734.39	
				CHECK TOTAL		1,734.39	
1287 MIDWEST MONITORING & S		00001		INV	07/14/2021	DT 0621130	
1 25252000 6213		CrtSvcs		DrgTstgSvc		562.75	
2 25252103 6213		DrgCrtDWI		DrgTstgSvc		45.00	
		Invoice Net				607.75	
				CHECK TOTAL		607.75	
2400 MN BUREAU OF CRIMINAL		00000		INV	07/14/2021	661441	
1 25259000 6401		PermtCrry		OffcSuppls		390.00	
		Invoice Net				390.00	
2400 MN BUREAU OF CRIMINAL		00000		INV	07/14/2021	661440	
1 01252000 6260		CrtSvcs		ProTechSvc		120.00	
		Invoice Net				120.00	
				CHECK TOTAL		510.00	
2017 MN COUNTIES COMPUTER C		00000		EFT	07/14/2021	2107068	
1 01061061 6262		ITTechnlgy		SftwrSpprt		4,736.14	
		Invoice Net				4,736.14	
2017 MN COUNTIES COMPUTER C		00000		EFT	07/14/2021	2107067	
1 01061061 6262		ITTechnlgy		SftwrSpprt		12,920.50	
		Invoice Net				12,920.50	
2017 MN COUNTIES COMPUTER C		00000		EFT	07/14/2021	2107170	
1 01061061 6262		ITTechnlgy		SftwrSpprt		1,085.00	
		Invoice Net				1,085.00	
				CHECK TOTAL		18,741.64	
4913 MN DEPT OF LABOR & IND		00000		INV	07/14/2021	632448 2021	
1 01111000 6241		CHBldgMtc		CnfTrngRgD		30.00	
		Invoice Net				30.00	
				CHECK TOTAL		30.00	
26 MN DEPT OF TRANSPORTAT		00000		INV	07/14/2021	84407	
1 01201220 6344		ShrfProTch		RadioMntc		300.00	
		Invoice Net				300.00	
				CHECK TOTAL		300.00	
8661 MN SUPPLY CO		00000		INV	07/14/2021	75002827	
1 13340000 6310		HwyEqMt/Sh		EqRepMtc		140.00	
2 13340000 6564		HwyEqMt/Sh		MchVehPrts		37.12	
		Invoice Net				177.12	
				CHECK TOTAL		177.12	
246 MN VALLEY COUNCIL OF G		00000		INV	07/14/2021	11473	

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CASH ACCOUNT: 99000000 1001

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CHECK RUN: C072021 07/20/2021

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VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	CHECK
	1 01062000 6260			CenSvcs Invoice Net	ProTechSvc	266.00 266.00	
						CHECK TOTAL	266.00
2707	MN VALLEY TESTING LAB	00000		INV	07/14/2021	1096588	
	1 01107000 6260			P&Z Invoice Net	ProTechSvc	114.60 114.60	
						CHECK TOTAL	114.60
268	MN.IT SERVICES	00000		INV	07/14/2021	DV21060411	
	1 01061061 6260			ITTechnlgy Invoice Net	ProTechSvc	1,300.00 1,300.00	
						CHECK TOTAL	1,300.00
57	MOTOROLA SOLUTIONS, IN	00000		INV	07/14/2021	8281205637	
	1 01201201 6670			GenSheriff Invoice Net	Vehicles	1,741.50 1,741.50	
						CHECK TOTAL	1,741.50
2797	NAPA AUTO PARTS MPEC	00000		INV	07/14/2021	307331	
	1 01201201 6670			GenSheriff Invoice Net	Vehicles	13.16 13.16	
2797	NAPA AUTO PARTS MPEC	00000		INV	07/14/2021	33090 6/30/21	
	1 13340000 6564			HwyEqMt/Sh Invoice Net	MchVehPrts	34.77 232.32 267.09	
	2 13340000 6590			HwyEqMt/Sh Invoice Net	TlsShpMat		
						CHECK TOTAL	280.25
3422	NORTHLAND FARM SYSTEMS	00000		INV	07/14/2021	WACOHI 6/30/21	
	1 13340000 6564			HwyEqMt/Sh Invoice Net	MchVehPrts	289.22 289.22	
						CHECK TOTAL	289.22
4282	NUSS TRUCK GROUP INC	00000		INV	07/14/2021	37617B 6/30/21	
	1 13340000 6310			HwyEqMt/Sh Invoice Net	EqRepMtc	493.45 84.54 577.99	
	2 13340000 6564			HwyEqMt/Sh Invoice Net	MchVehPrts		
						CHECK TOTAL	577.99
333	BARBARA J. BUKER	00000		INV	07/14/2021	17440	
	1 13310000 6260			HwyAdmin Invoice Net	ProTechSvc	205.60 205.60	
						CHECK TOTAL	205.60
6099	PLUNKETT'S PEST CONTRO	00000		INV	07/14/2021	7133442	
	1 13340000 6260			HwyEqMt/Sh Invoice Net	ProTechSvc	216.75 216.75	

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CASH ACCOUNT: 99000000 1001

FNB Checking

CHECK RUN: C072021 07/20/2021

DUE DATE: 07/14/2021

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	CHECK
						CHECK TOTAL	216.75
871	RAMSEY COUNTY	00000		INV	07/14/2021	MEDEX-029990	
1	01211000 6260			Coroner	ProTechSvc	1,804.00	
				Invoice Net		1,804.00	
871	RAMSEY COUNTY	00000		INV	07/14/2021	MEDEX-030018	
1	01211000 6260			Coroner	ProTechSvc	1,542.00	
				Invoice Net		1,542.00	
						CHECK TOTAL	3,346.00
1953	REGENTS OF UNIVERSITY	00000		INV	07/14/2021	0300027261	
1	01602000 6105			Extsn	S&WRgPT	1,556.80	
				Invoice Net		1,556.80	
						CHECK TOTAL	1,556.80
1934	RIVER BEND BUSINESS PR	00000		INV	07/14/2021	525744	
1	01062000 6341			CenSvcs	CopierMain	24.48	
				Invoice Net		24.48	
1934	RIVER BEND BUSINESS PR	00000		INV	07/14/2021	525564	
1	01062000 6341			CenSvcs	CopierMain	196.10	
				Invoice Net		196.10	
1934	RIVER BEND BUSINESS PR	00000		INV	07/14/2021	525554	
1	01062000 6341			CenSvcs	CopierMain	170.88	
				Invoice Net		170.88	
1934	RIVER BEND BUSINESS PR	00000		INV	07/14/2021	52555	
1	01062000 6341			CenSvcs	CopierMain	95.86	
				Invoice Net		95.86	
1934	RIVER BEND BUSINESS PR	00000		INV	07/14/2021	526146	
1	01062000 6341			CenSvcs	CopierMain	86.89	
				Invoice Net		86.89	
1934	RIVER BEND BUSINESS PR	00000		INV	07/14/2021	526145	
1	01062000 6341			CenSvcs	CopierMain	116.77	
				Invoice Net		116.77	
1934	RIVER BEND BUSINESS PR	00000		INV	07/14/2021	342272-00	
1	13310000 6401			HwyAdmin	OffcSuppls	2,980.00	
				Invoice Net		2,980.00	
						CHECK TOTAL	3,670.98
8316	RIVER VALLEY FORENSIC	00000		INV	07/14/2021	1494	
1	01211000 6260			Coroner	ProTechSvc	750.00	
				Invoice Net		750.00	
						CHECK TOTAL	750.00
138	RUSSELL GUSE	00000		INV	07/14/2021	7/11/21 STMNT 1	
1	41610000 6334			Ditch	Mileage	137.20	
2	41610000 6260			Ditch	ProTechSvc	742.50	
				Invoice Net		879.70	

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CASH ACCOUNT: 99000000 1001

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DUE DATE: 07/14/2021

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	CHECK
138 RUSSELL GUSE		00000		INV	07/14/2021	7/11/21 STMNT 2	
1	41610000 6340			Ditch		120.00	
2	41610000 6260			Ditch		292.50	
3	41610000 6334			Ditch		57.12	
				Invoice Net		469.62	
				CHECK TOTAL		1,349.32	
848 RUSSELL J FREDERICK		00000		INV	07/14/2021	7/1/21 STMNT	
1	01107000 6111			P&Z		80.00	
2	01107000 6334			P&Z		3.47	
				Invoice Net		83.47	
				CHECK TOTAL		83.47	
2074 SAMANTHA HOLICKY-JAMES		00000		INV	07/14/2021	7/2/21 STMNT	
1	01451457 6334			PHP		28.00	
				Invoice Net		28.00	
				CHECK TOTAL		28.00	
2587 RWV SIGNS INC		00000		INV	07/14/2021	21471	
1	25019000 6803			COVID19		300.00	
				Invoice Net		300.00	
				CHECK TOTAL		300.00	
2749 SPEE-DEE DELIVERY SERV		00000		INV	07/14/2021	4266678	
1	01107000 6260			P&Z		10.14	
				Invoice Net		10.14	
				CHECK TOTAL		10.14	
972 STATE OF MN BUREAU OF		00000		INV	07/14/2021	81-000069	
1	25259000 6803			PermtCrry		995.00	
				Invoice Net		995.00	
				CHECK TOTAL		995.00	
2241 STEELE CO DETENTION CE		00000		INV	07/14/2021	6/21 STMNT	
1	01201217 6258			ShrfBrdPrs		345.00	
				Invoice Net		345.00	
				CHECK TOTAL		345.00	
4786 STEPHANIE ROEMHILDT		00000		INV	07/14/2021	7/1/21 STMNT	
1	01107000 6111			P&Z		80.00	
2	01107000 6334			P&Z		7.50	
				Invoice Net		87.50	
				CHECK TOTAL		87.50	
1324 STREAMLINE COMMUNICATI		00000		INV	07/14/2021	1234	
1	01111000 6310			CHBldgMtc		245.00	
				Invoice Net		245.00	

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CASH ACCOUNT: 99000000 1001

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CHECK RUN: C072021 07/20/2021

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VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	CHECK
1324 STREAMLINE COMMUNICATI		00000		INV	07/14/2021	1219	
1 01061061 6260		ITTechnlgy		ProTechSvc		790.00	
		Invoice Net				790.00	
				CHECK TOTAL		1,035.00	
4767 THOMPSON SANITATION		00000		INV	07/14/2021	21464 7/1/21	
1 19393000 6229		Recycling		Trucking		539.00	
2 19391000 6254		TransStatn		RefRmvl		12,800.00	
3 19391000 6254		TransStatn		RefRmvl		11,831.88	
4 19391000 6564		TransStatn		MchVehPrts		791.62	
		Invoice Net				25,962.50	
				CHECK TOTAL		25,962.50	
2312 THOMSON REUTERS		00000		INV	07/14/2021	844687845	
1 01091000 6453		Attrny		InfoLibChg		84.71	
		Invoice Net				84.71	
2312 THOMSON REUTERS		00000		INV	07/14/2021	844604537	
1 01091000 6453		Attrny		InfoLibChg		412.25	
		Invoice Net				412.25	
				CHECK TOTAL		496.96	
8631 TRUCK CENTER COMPANIES		00000		INV	07/14/2021	30031 6/30/21	
1 13340000 6564		HwyEqMt/Sh		MchVehPrts		383.33	
		Invoice Net				383.33	
				CHECK TOTAL		383.33	
2934 ULINE		00000		INV	07/14/2021	135339151	
1 19391000 6465		TransStatn		ReplSupSvc		860.16	
		Invoice Net				860.16	
				CHECK TOTAL		860.16	
4417 UNITED RENTALS INC		00000		INV	07/14/2021	194990143-00	
1 13330000 6340		HwyMntnc		RntSvcAgrt		270.00	
		Invoice Net				270.00	
				CHECK TOTAL		270.00	
3729 UNIVERSAL RECYCLING TE		00000		INV	07/14/2021	ARINV172742	
1 19393000 6260		Recycling		ProTechSvc		1,191.40	
		Invoice Net				1,191.40	
				CHECK TOTAL		1,191.40	
6070 US BANK-ST PAUL		00000		INV	07/14/2021	6166944	
1 32839000 6803		GOSARBD15A		MiscExp		500.00	
		Invoice Net				500.00	
				CHECK TOTAL		500.00	
4746 VOIANCE LANGUAGE SERVI		00000		INV	07/14/2021	1348195	

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Waseca, MN
| DETAIL INVOICE LIST

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CASH ACCOUNT: 99000000 1001

FNB Checking

CHECK RUN: C072021 07/20/2021

DUE DATE: 07/14/2021

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	CHECK
	1 01201217 6803			ShrfBrdPrs Invoice Net	MiscExp	25.00 25.00	
						CHECK TOTAL	25.00
2703 WASECA CO AUDITOR-TREA	00000			INV 07/14/2021		7/1/21 STMT 1	
1 25252000 6334				CrtSvcs Invoice Net	Mileage	68.88 68.88	
2703 WASECA CO AUDITOR-TREA	00000			INV 07/14/2021		7/1/21 STMT 2	
1 25252103 6334				DrgCrtDWI Invoice Net	Mileage	882.56 882.56	
						CHECK TOTAL	951.44
2316 WASECA GLASS INC	00000			INV 07/14/2021		3103	
1 01116000 6310				ExtBldMtc Invoice Net	EqRepMtc	85.00 85.00	
2316 WASECA GLASS INC	00000			INV 07/14/2021		3186	
1 01201223 6310				ShrfEqRepM Invoice Net	SqRepMtc	35.00 35.00	
						CHECK TOTAL	120.00
4541 WASECA HARDWARE LLC	00000			INV 07/14/2021		90551 6/30/21	
1 01111000 6410				CHBldgMtc	CstBldgSpp	39.46	
2 01119000 6590				Fleet	TlsEquip	54.99	
3 01521000 6410				CoParks	CstBldgSpp	42.31	
4 01521000 6310				CoParks Invoice Net	EqRepMtc	101.01 237.77	
						CHECK TOTAL	237.77
4541 WASECA HARDWARE LLC	00000			INV 07/14/2021		900562 6/30/21	
1 13320000 6501				HwyEng/Con	EngSurSppl	4.99	
2 13340000 6564				HwyEqMt/Sh	MchVehPrts	23.97	
3 13340000 6590				HwyEqMt/Sh Invoice Net	TlsShpMat	206.64 235.60	
						CHECK TOTAL	235.60
615 ZAHL EQUIPMENT SERVICE	00000			INV 07/14/2021		0023094-IN	
1 13340000 6310				HwyEqMt/Sh Invoice Net	EqRepMtc	100.00 100.00	
						CHECK TOTAL	100.00
2601 ZIEGLER INC	00000			INV 07/14/2021		9450000	
1 13340000 6310				HwyEqMt/Sh	EqRepMtc	21,226.26	
2 13340000 6564				HwyEqMt/Sh Invoice Net	MchVehPrts	16,388.31 37,614.57	
						CHECK TOTAL	37,614.57

VENDOR	G/L ACCOUNTS	R	PO	TYPE	DUE DATE	INVOICE/AMOUNT	CHECK
=====							
121 INVOICES				CHECK RUN TOTAL		224,732.61	224,732.61
				CASH ACCOUNT BALANCE		16,034,332.54	
=====							

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| Waseca, MN
| CHECK RUN SUMMARY

| P 16
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CHECK RUN: C072021 07/20/2021

DUE DATE: 07/14/2021

FUND	ORG	ACCOUNT	AMOUNT	AVLB	BUDGET	
01	01002000	County Commissione	01-002-010-000-0000-0000-6241-	Conference/Trainig/Reg	105.00	3,055.00
01	01002000	County Commissione	01-002-010-000-0000-0000-6334-	Mileage	241.70	4,483.23
01	01014000	Court Admin Waseca	01-014-010-000-0000-0000-6261-	Court Appointed Attorn	320.00	66,074.18
01	01031000	County Administrat	01-031-010-000-0000-0000-6241-	Conference/Trainig/Reg	35.00	1,995.00
01	01031000	County Administrat	01-031-010-000-0000-0000-6334-	Mileage	61.38	438.62
01	01041000	Auditor-Treasurer	01-041-010-000-0000-0000-6240-	Advertising/Legal Noti	18.42	4,062.53
01	01041000	Auditor-Treasurer	01-041-010-000-0000-0000-6401-	Office Supplies	60.87	6,359.74
01	01042000	License Bureau	01-042-010-000-0000-0000-6401-	Office Supplies	126.68	620.31
01	01061061	IT Technology	01-061-010-061-0000-0000-6260-	Prof & Tech Services	2,342.25	14,233.47
01	01061061	IT Technology	01-061-010-061-0000-0000-6262-	Software Support	18,741.64	36,407.40
01	01061061	IT Technology	01-061-010-061-0000-0000-6340-	Rentals & Service Agre	274.50	7,155.50
01	01061061	IT Technology	01-061-010-061-0000-0000-6401-	Office Supplies	164.31	3,915.59
01	01061061	IT Technology	01-061-010-061-0000-0000-6480-	Non-Capitalized Invent	434.33	26,308.86
01	01062000	Central Services	01-062-010-000-0000-0000-6260-	Prof & Tech Services	266.00	-4,195.35
01	01062000	Central Services	01-062-010-000-0000-0000-6267-	State Auditing	9,640.00	-35,393.00
01	01062000	Central Services	01-062-010-000-0000-0000-6341-	Copier Maintenance	690.98	-57.39
01	01091000	Attorney	01-091-010-000-0000-0000-6241-	Conference/Trainig/Reg	252.00	4,489.00
01	01091000	Attorney	01-091-010-000-0000-0000-6453-	Information/Library Ch	496.96	11,285.27
01	01107000	Planning and Zonin	01-107-010-000-0000-0000-6111-	Per Diems	400.00	-2,960.00
01	01107000	Planning and Zonin	01-107-010-000-0000-0000-6260-	Prof & Tech Services	124.74	21,431.46
01	01107000	Planning and Zonin	01-107-010-000-0000-0000-6334-	Mileage	51.41	1,375.85
01	01111000	Courthouse Buildin	01-111-010-000-0000-0000-6241-	Conference/Trainig/Reg	30.00	692.00
01	01111000	Courthouse Buildin	01-111-010-000-0000-0000-6260-	Prof & Tech Services	185.30	-2,200.56
01	01111000	Courthouse Buildin	01-111-010-000-0000-0000-6310-	Equipment Repairs/Main	345.00	2,606.56
01	01111000	Courthouse Buildin	01-111-010-000-0000-0000-6340-	Rentals & Service Agre	143.52	3,051.23
01	01111000	Courthouse Buildin	01-111-010-000-0000-0000-6410-	Custodial & Building S	39.46	3,281.35
01	01112000	Law Enforcement Bu	01-112-020-000-0000-0000-6340-	Rentals & Service Agre	143.51	2,478.48
01	01116000	Extension Building	01-116-090-000-0000-0000-6310-	Equipment Repairs/Main	85.00	1,711.04
01	01117000	Hman Svcs/Pub Hlth	01-117-050-000-0000-0000-6340-	Rentals & Service Agre	143.52	4,148.40
01	01119000	Fleet	01-119-010-000-0000-0000-6561-	Oil & Grease	37.79	376.81
01	01119000	Fleet	01-119-010-000-0000-0000-6590-	Tools & Shop Equipment	54.99	599.14
01	01201201	General Sheriff	01-201-020-201-0000-0000-6260-	Prof & Tech Services	100.00	65,415.22
01	01201201	General Sheriff	01-201-020-201-0000-0000-6670-	Vehicles	1,754.66	-258,378.93
01	01201217	Sheriff Board of P	01-201-020-217-0000-0000-6258-	Out Of County Inmates	345.00	48,393.00
01	01201217	Sheriff Board of P	01-201-020-217-0000-0000-6268-	Medical Costs	3,261.14	22,774.97
01	01201217	Sheriff Board of P	01-201-020-217-0000-0000-6803-	Miscellaneous Expense	25.00	8,281.56
01	01201220	Sheriff Profssnl/T	01-201-020-220-0000-0000-6344-	Radio Maintenance	300.00	30,741.48
01	01201223	Sheriff Eqpmnt Rep	01-201-020-223-0000-0000-6310-	Squad Repairs/Maintena	1,049.94	11,116.60
01	01201223	Sheriff Eqpmnt Rep	01-201-020-223-0000-0000-6471-	Tires	141.50	1,294.12
01	01201223	Sheriff Eqpmnt Rep	01-201-020-223-0000-0000-6473-	Radios	2,720.00	12,280.00
01	01201229	Office Supplies, S	01-201-020-229-0000-0000-6476-	Dispatch Supplies	74.70	2,422.90
01	01211000	Coroner	01-211-020-000-0000-0000-6260-	Prof & Tech Services	4,096.00	8,391.31
01	01252000	Court Services	01-252-020-000-0000-0000-6260-	Prof & Tech Services	120.00	4,750.00
01	01451457	PHP	01-451-050-457-0000-0000-6334-	Mileage	28.00	.00
01	01521000	County Parks	01-521-070-000-0000-0000-6310-	Equipment Repairs/Main	101.01	1,176.24
01	01521000	County Parks	01-521-070-000-0000-0000-6410-	Custodial/Building Sup	42.31	813.62
01	01602000	Extension	01-602-090-000-0000-0000-6105-	Salaries & Wages Reg P	1,556.80	33,089.20
FUND TOTAL					51,772.32	

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| Waseca, MN
CHECK RUN SUMMARY

| P 17
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CHECK RUN: C072021 07/20/2021

DUE DATE: 07/14/2021

FUND ORG	ACCOUNT	AMOUNT	AVLB BUDGET
CASH ACCOUNT 99000000 1001	BALANCE 16,034,332.54		
13 13310000 Highway Administra	13-310-030-000-0000-0000-6260-	Prof & Tech Services	205.60 1,962.80
13 13310000 Highway Administra	13-310-030-000-0000-0000-6401-	Office Supplies	3,112.64 -3,828.28
13 13320000 Hwy Engineering/Co	13-320-030-000-0000-0000-6240-	Advertising/Legal Noti	112.48 3,341.77
13 13320000 Hwy Engineering/Co	13-320-030-000-0000-0000-6287-	Traffic Marking	8,230.23 -4,030.23
13 13320000 Hwy Engineering/Co	13-320-030-000-0000-0000-6501-	Engineering/Surveying	4.99 462.35
13 13330000 Highway Maintenanc	13-330-030-000-0000-0000-6260-	Prof & Tech Services	5,594.50 324,890.97
13 13330000 Highway Maintenanc	13-330-030-000-0000-0000-6340-	Rentals & Service Agre	270.00 28,730.00
13 13340000 Hwy Equipment Main	13-340-030-000-0000-0000-6260-	Prof & Tech Services	516.75 16,535.82
13 13340000 Hwy Equipment Main	13-340-030-000-0000-0000-6310-	Equipment Repairs/Main	22,359.11 -34,475.58
13 13340000 Hwy Equipment Main	13-340-030-000-0000-0000-6412-	Natural Gas/Propane	102.21 9,272.35
13 13340000 Hwy Equipment Main	13-340-030-000-0000-0000-6562-	Other Auto Supplies	1,734.39 32,338.23
13 13340000 Hwy Equipment Main	13-340-030-000-0000-0000-6563-	Tires Tubes & Batterie	5,869.80 25,824.20
13 13340000 Hwy Equipment Main	13-340-030-000-0000-0000-6564-	Machinery/Vehicle Part	18,690.83 -9,631.16
13 13340000 Hwy Equipment Main	13-340-030-000-0000-0000-6590-	Tools & Shop Materials	1,527.14 5,790.98
13 13340000 Hwy Equipment Main	13-340-030-000-0000-0000-6611-	Building Improvements	2,200.00 307,353.49
		FUND TOTAL	70,530.67
CASH ACCOUNT 99000000 1001	BALANCE 16,034,332.54		
19 19391000 Transfer Station	19-391-040-000-0000-0000-6254-	Refuse Removal	24,631.88 192,026.10
19 19391000 Transfer Station	19-391-040-000-0000-0000-6465-	Replacement of Supplie	962.56 -1,932.76
19 19391000 Transfer Station	19-391-040-000-0000-0000-6564-	Machinery/Vehicle Part	791.62 54,998.32
19 19393000 Recycling	19-393-040-000-0000-0000-6229-	Trucking	539.00 -156.00
19 19393000 Recycling	19-393-040-000-0000-0000-6260-	Prof & Tech Services	8,316.47 16,403.92
19 19393000 Recycling	19-393-040-000-0000-0000-6261-	Contracted Labor	1,162.91 8,837.09
		FUND TOTAL	36,404.44
CASH ACCOUNT 99000000 1001	BALANCE 16,034,332.54		
25 25019000 COVID 19	25-019-050-000-0000-0000-6803-	Miscellaneous Expense	300.00 .00
25 25067000 CARES	25-067-000-000-0000-0000-6406-	Equipment or Supplies	55,000.00 .00
25 25108000 Aquatic Invasive S	25-108-090-000-0000-0000-6240-	AIS Advertising/Leg No	450.00 -900.00
25 25252000 Court Services	25-252-020-000-0000-0000-6213-	Drug Testing Services	562.75 -36,023.65
25 25252000 Court Services	25-252-020-000-0000-0000-6334-	Mileage	68.88 1,690.88
25 25252103 Drug Court DWI Tra	25-252-020-103-0000-0000-6213-	Drug Testing Services	45.00 16,973.55
25 25252103 Drug Court DWI Tra	25-252-020-103-0000-0000-6334-	Mileage	882.56 1,117.44
25 25257000 Jail Canteen	25-257-020-000-0000-0000-6807-	Jail Canteen Miscellan	494.36 -5,366.57
25 25259000 Permit To Carry	25-259-020-000-0000-0000-6401-	Office Supplies	1,253.12 -2,762.89
25 25259000 Permit To Carry	25-259-020-000-0000-0000-6803-	Permit To Carry Fees	995.00 -3,530.00
		FUND TOTAL	60,051.67
CASH ACCOUNT 99000000 1001	BALANCE 16,034,332.54		

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| Waseca, MN
| CHECK RUN SUMMARY

| P 18
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CHECK RUN: C072021 07/20/2021

DUE DATE: 07/14/2021

FUND ORG	ACCOUNT		AMOUNT	AVLB BUDGET
32 32839000 GO State Aid Road	32-839-100-000-0000-6803-	Miscellaneous Expense	500.00	-500.00
		FUND TOTAL	500.00	
CASH ACCOUNT 99000000 1001	BALANCE 16,034,332.54			
41 41610000 Ditch	41-610-090-000-0000-6260-	Prof & Tech Services	5,159.19	-61,056.61
41 41610000 Ditch	41-610-090-000-0000-6334-	Mileage	194.32	-528.82
41 41610000 Ditch	41-610-090-000-0000-6340-	Rentals & Service Agre	120.00	-120.00
		FUND TOTAL	5,473.51	
CASH ACCOUNT 99000000 1001	BALANCE 16,034,332.54			
=====				
CHECK RUN SUMMARY TOTAL			224,732.61	
=====				
GRAND TOTAL			234,448.71	
=====				

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

Waseca County Board of Commissioners

Monthly Electronic Funds Transfer Report

June 2021

Date	From Account	To Account	Amount	Description
06/02/21	First National Bank	MN Prairie County Alliance	\$1,600,458.00	First half levy
06/02/21	First National Bank	City of Waseca	\$2,604,569.91	Settlement
06/02/21	First National Bank	ISD 2168	\$141,769.93	Settlement
06/02/21	First National Bank	ISD 2835	\$358,754.00	Settlement
06/02/21	First National Bank	ISD 829	\$1,152,608.25	Settlement
06/02/21	First National Bank	ISD 2143	\$125,592.78	Settlement
06/08/21	First National Bank	Pioneer Bank	\$248,000.00	New CD# 56916
06/08/21	First National Bank	Community Bank Mankato	\$1,000,000.00	Money Market Account
06/08/21	First National Bank	Granite Falls Bank	\$20,000.00	Cash to Cash New CD #24799
06/11/21	First National Bank	First National Bank Bemidji	\$248,000.00	CD Purchase
06/11/21	First National Bank	MinnStar Bank NA	\$248,000.00	CD Purchase
06/23/21	First National Bank	Roundbank	\$500,000.00	Payroll

Approved

WASECA COUNTY INVESTMENT PORTFOLIO AS OF JULY 14, 2021									
DATE	BANK	CERT #	RATE	TERM	GEN REV-1	R&B-13	W MGT-19	EC DEV-27	MATURE
12/23/2019	Roundbk	8 Savings Bonc		Missing Heir	17,144.62				8/1/21
				Missing Heir	7,729.94				12/23/24
		6 Savings Bonds			25,512.96				
	MAGIC			Liquid	10,947,921.81	as of 6/30/21			Liquid
	WF Adv	Money Market			448,322.89	as of 6/30/21			
10/11/2020	NRSB	50173	0.650	30 mo	88,000				4/11/2023
9/26/2018	St Clair St Bk	5035238	3.200						3/26/2021
5/28/2019	JSB	14072	2.400	26 mo	300,000				7/28/2021
6/13/2019	WF Adv	02007GKF9	2.400						6/14/2021
6/28/2019	WF Adv	33847E2P1	2.300						6/28/2021
6/6/2019	MBS	61760AE96	2.500						6/7/2021
6/12/2019	MBS	7954503J2	2.400						6/14/2021
7/31/2019	WF Adv	14042TBG1	2.100	24 mo	245,000				8/2/2021
8/7/2019	MBS	14042RMT5	2.150	36 mo	247,000				8/8/2022
8/29/2019	JSB	14091	2.400	26 mo	200,000				10/29/2021
11/20/2019	WF Adv	38149MKF9	1.700	24 mo	200,000				11/22/2021
12/8/2019	NRSB	51145	1.500	24 mo	162,000				12/8/2021
12/12/2019	WF Adv	61690UQF0	1.750	24 mo	100,000				12/13/2021
1/18/2020	FNB	69760	1.500						1/18/2021
2/14/2020	MBS	538036HR8	1.900	54 mo	200,000				8/14/2025
3/26/2020	WF Adv	05465DAF5	1.550	24 mo	97,000				3/28/2022
3/26/2020	MBS	05465DAJ7	1.600	48 mo	150,000				3/26/2024
3/20/2020	FNB	62361	1.000						3/20/2021
5/27/2020	RB	77599	0.750						5/27/2021
6/5/2020	WF Adv	48128UDV8	1.000	60 mo	150,000				6/5/2026
6/12/2020	WF Adv	05581W7Y5	0.500						12/12/2023
7/5/2020	RB	76940	0.750	12 mo	500,000				7/5/2021
7/18/2020	FNB	68816	0.250	12 mo			300,000		7/18/2021
7/20/2020	RB	77952	0.750	12 mo	625,000				7/20/2021
8/17/2020	FNB	71080	0.250	12 mo				\$111,156.25	8/17/2021
9/30/2020	WF Adv	48128UNB1	0.500	72 mo	95,000				9/30/2026
9/24/2020	WF Adv	78658RED9	0.150	13 mo	245,000				10/25/2021
10/7/2020	RB	77990	0.400	12 mo	1,000,000				10/7/2021
11/18/2020	WF Adv	3130AKGE0	0.200	60 mo	300,000				11/25/2025
12/9/2020	St Bk Ceylon	8996	1.250	36 mo	250,000				12/9/2023
12/18/2020	WF Adv	05580AYD0	0.300	36 mo	200,000				12/18/2023
1/20/2021	RB	78039	0.300	12 mo			300,000		1/20/2022
2/25/2021	WF Adv	3130ALAC8	0.400	60 mo	250,000				2/25/2026
3/16/2021	WF Adv	3130ALGY4	0.500	60 mo	250,000				3/16/2026
3/22/2021	RB	78066	0.200	12 mo	500,000				3/22/2022
4/13/2021	WF Adv	05600XCP3	1.000	60 mo	200,000				4/13/2026
3/18/2021	MBS	48040PKA2	1.000	60 mo	200,000				3/15/2026
4/12/2021	FNB	71232	0.240	24 mo	750,000				4/12/2023
4/9/2021	RB	78074	0.400	24 mo	250,000				4/9/2023
4/9/2021	RB	78075	0.400	36 mo	500,000				4/9/2024
4/13/2021	MBS	066519QU6	0.450	36 mo	249,000				4/1/2024
5/14/2021	United Prairie	50110016175	1.040	60 mo	225,000				5/14/2026
5/14/2021	Granite Falls	24799	1.450	60 mo	245,000				
5/14/2021	FNB Osakis	26839	1.250	48 mo	247,000				5/14/2026
5/24/2021	Rushford St Bk	65104	1.600	60 mo	248,000				5/24/2026
6/8/2021	Pioneer Bank	56916	0.850	32 mo	248,000				2/8/2024
6/11/2021	MinnStar Bank	118694	1.050	60 mo	248,000				6/11/2026
6/11/2021	FNB Bemidji	96913	1.250	60 mo	248,000				6/11/2026
6/8/2021	Community Bank	Money Market	0.400	no term	1,000,252	as of 6/2021			no term
6/14/2021	Unity Bk-Crosby	3004441	1.250	60 mo	500,000				6/11/2026

TOTAL CURRENT INVESTED/FUND23,158,884.280600,000.00111,156.2523,870,040.53

INTEREST COLLECTED TO DATE=

INVESTMENTS HELD PER BANK														
ROUNDBK		MBS		FIRST NATL		BONDS		Local Banks		WellsFarAdv		MAGIC		TOTAL INVEST
3,682,729.94	\$	1,046,000.00		\$1,161,156.25		\$ 42,657.58		\$ 4,209,252.06	\$	2,780,322.89	\$	10,947,921.81		\$23,870,040.53

Respectfully prepared and submitted by Tamara J. Spooner, Waseca County Auditor-Treasurer

1 The 6 savings bonds are being held in the Auditor-Treasurer's office safe. Waseca County has ownership of these bonds due to a release of funds in missing heirs account.

YTD Interest\$ 56,900.55



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

Temporary Road Closure

Meeting Date: July 20, 2021
Item Type: ☒ Consent ☐ Action
Department: Sheriff's Office
Contact: Brad Milbrath
Contact Phone:
Prepared by: Beth Weimert

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

PURPOSE/ACTION REQUESTED

The department requests a board action authorizing temporary road closure.

On July 24, 2021 there is a street dance in the City of New Richland and the organizers wish to close County Road 1 (Broadway) from Division Street to First Street from 3 pm until Midnight on this date.

SUMMARY

On July 24, 2021 there is a street dance in the City of New Richland and the organizers wish to close County Road 1 (Broadway) from Division Street to First Street from 3 pm until midnight on this date.

RECOMMENDATION

Waseca County staff recommends that the Waseca County Board of Commissioners approve the temporary road closure

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**

Planning Commission Meeting Update 7-1-2021

Meeting Date:	July 20, 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 (7-1-2021)

SUMMARY

The Waseca County Planning Commission held its regularly scheduled meeting to discuss ten (10) agenda items of business on Thursday May 6, 2021 in the Commissioner's Room of the East Annex at 7:00 p.m. with five (5) of the requests involving a public hearing. As per the Waseca County Unified Development Code, this request for Board action serves as a preliminary update on July 1, 2021 Planning Commission meeting discussion.

Public Hearing Item:

New Business:

A. Request for Preliminary and Final Plat Approval – Martin H. Sexton.

Martin H. Sexton requests approval of a preliminary and final plat for a one lot and one outlot plat to be known as Sexton Subdivision No. 2. The Waseca Unified Development Code (UDC) contains the provisions for subdividing property in §3.06 Subdivision Regulations; (2) Major subdivision. The property is located in the LR Limited Residential District and Shoreland Overlay District of Lake Elysian. The property address is 42293 East Elysian Lake Road and is located in part of Government Lot 3 in the Southwest Quarter of Section 11, T108N, R24W (PID 06.011.1000).

The preliminary and final plat for Sexton Subdivision No. 2 was recommended for approval with conditions by the Planning Commission members present.

B. Request for Preliminary and Final Plat Approval – Michael T. & Kathryn M. Cahill and Michael Burke.

Michael T Cahill (also known as Michael Terrance Cahill) and Kathryn M Cahill and Michael Burke (also known as Michael Steven Burke) request approval of a preliminary and final plat for two (2) lots to be known as M & M Addition in Janesville Township. This is a replat of a portion of the RBK Subdivision and RBK Subdivision 3. The Waseca Unified Development Code (UDC) contains the provisions for subdividing property in §3.06 Subdivision Regulations; (2) Major subdivision. The property is located in the LR Limited Residential District and Shoreland Overlay District of Lake Elysian. The addresses of the properties are 40805 – 35th Street (PID: 06.524.0050), 40829 – 35th Street (PID: 06.526.0050) and 40855 – 35th Street (PID: 06.526.0040) and is located in Lot 3 Block 2 of RBK Subdivision and Lot 4 and 5 Block 1 of RBK Subdivision No. 3.

The preliminary and final plat for M&M Addition was recommended for approval by a unanimously vote by the Planning Commission members present with conditions.

C. Request for an amendment to §3.02(B)(1) and §4.02(C)(2)(f) of the Waseca County UDC.

Waseca County requests for an amendment to §3.02(B)(1) regarding instances where a Notice to Proceed or Zoning Permit will be required. The amendment will require a Notice to Proceed when an applicant wants to construct an accessory structure one hundred (100) square feet or less and less than 14 feet in height. This amendment triggers another zoning code change relating to permit exceptions on the construction of detached accessory structures as stipulated in §4.02. Amendment to this section will include: §4.02(C)(2)(f) Permit Exceptions. Outside the Shoreland Overlay District, a building zoning permit shall not be required for any accessory building of 100 square feet or less, but applicable setbacks shall be met.

The Planning Commission members present by a unanimous vote recommended approval of the Zoning Code amendment request.

D. Request for an amendment to §6.05 General Standards for Agricultural and Natural Resource Use of the Waseca County UDC.

Waseca County requests an amendment to §6.05(D) Animal Units. Table 6.3. Changes include adding language that defines one swine between 55 and 300 pounds as 0.3 animal units, adding a new category that defines one swine over 300 pounds as 0.4 animal units, and also adding a new category that defines one goat as 0.15 animal units.

The Planning Commission members present by a unanimous vote recommended approval of the Zoning Code amendment request.

E. Request for an amendment to §6.06 Specific Standards for Animal Agriculture (Feedlot Ordinance) of the Waseca County UDC.

I. Waseca County requests an amendment to §6.06(C) Provisions for New Feedlots. A new (1) provision for the paragraph would read as follows: Sites proposing to maintain ten or more animal units, or a manure storage area capable of holding the manure produced by ten or more animal units, shall be defined as a feedlot and must meet the required feedlot setbacks. To correspond to the previous amendment, Waseca County requests amendment to §6.06(D) Provisions for Existing Feedlots, Including Modification and Expansion. (1) Registration Requirements. (a) Owners required to register. Following changes, the language would then read: Sites with ten or more animal units, or a manure storage capable of holding the manure produced by ten or more animal units, shall be required to register with the County Feedlot Officer as a feedlot and meet required setbacks.

II. Waseca County requests an amendment to §6.06 (E) The County Feedlot Site Inspection Team. New portions of paragraphs (1) and (4) would require new feedlots of 50 animal units or more and existing feedlots proposing an expansion of 100 animal units or more, or a change in operation as determined by the feedlot officer, to receive an inspection and review by the County Feedlot Site Inspection Team. Current language requires all new feedlots and all feedlots experiencing any change in operation or when animal units will increase by 200 animal units or greater within a two-year period to receive a County Feedlot Site Inspection Team review.

III. Waseca County requests an amendment to §6.06 (C), (1) Permit Requirements, paragraph (M) to remove contradicting language that assigns an animal unit equivalent of 0.4 to all hogs, instead of separate animal unit equivalent categories based on the size of the animal.

IV. Waseca County requests an amendment to §6.06 (G) Manure Transportation and Storage. (5) Stacking of Manure Onsite. (a) General Requirements. New language would require solid manure that is stacked for more than one year to be stored on a concrete containment pad. The purpose of this amendment is to remove contradiction and have the requirement correspond with the current language in paragraph (b) Short-term Stockpile Site Requirements, that states manure must be

removed from the site and land applied within one year of the date when the stockpile was initially established.

The Planning Commission members present by a unanimous vote recommended approval of the Zoning Code amendment request.

Miscellaneous Item:

A. Feedlot- Code Clean-up

Zabel informed the Planning Commission of his intent to clean up the Feedlot Ordinance to make the requirements consistent with state statutes and with other sections of the ordinance as well. He furthered that the intent will not change the content of the ordinance in any way but make the feedlot ordinance clearer and more understandable.

B. TDR Township Study

Leiferman informed the Planning Commission that the TDR discussion was a continuation of prior discussions with the commission on TDR regulations within the county. He showed a map of new homes in the county from 2008 and 2020 which showed a yearly average of 12 to 13 new homes with approximately 15% of all the homes occurring with a TDR. He then showed and explained a table for some selected townships with the open quarter-quarters and used up quarter-quarters. Conclusions on the table revealed that there was on average over 200 open quarter-quarters to be utilized for TDR purposes. Leiferman then posed three statements on the next few steps regarding TDRs which were:

1. Whether to allow development of smaller tracts in the county without a TDR since there was not a great number of parcels that would be impacted.
2. Whether to prohibit development without a TDR since so few parcels would be impacted
3. Whether the county could sell TDRs.

Malterer mentioned that there was a possibility of the county competing with private property owners in the sale of TDRs so it wouldn't be in the interest of private owners should the county engage in such an endeavor. She added that there had been some discussion at the County Board level regarding this matter.

C. TDR Alternates

Leiferman continued the TDR discussion by showing a map of an area south of Knustson Lake. The dilemma was as to whether to allow developments of parcels created post 2009 without requiring a TDR. The options Leiferman provided the commission are as follows:

1. Create exemptions in the code to allow existing parcels of record from 2009 to add a residence without requiring a Transfer of Development Right (TDR);

Proposed code amendment with this option will read as follows:

Article 6

§ 6.08 A-1 AGRICULTURAL PROTECTION DISTRICT STANDARDS.

(D) Density standards. The base density permitted in the A-1 District is one dwelling unit per quarter-quarter section or parcel of record existing on July 21, 2009. Dwellings existing at the time of the adoption of this ordinance will be included when determining whether or not a quarter-quarter section is at its maximum density. The density within a quarter-quarter may be increased pursuant to the provisions of § 6.09 (Transfer of development rights (TDR)). A TDR is not required for a parcel of record as described in this paragraph existing on July 21, 2009 which meets all other Uniform Development Code size and dimensional standards.

2. Rezone certain areas in the A-1 Agriculture Protection District to VMX Village Mixed Use and/or LR Limited Residential;
3. Creating a new district for these areas.

Staff mentioned that rezoning to VMX or LR was not a preferred alternative since the UDC lays out good reasons to justify why the districts were created since it does not seem like a logical approach to deal with such a minor issue. The sections of the UDC backing this are shown below:

§ 6.21 VMX VILLAGE MIXED USE DISTRICT STANDARDS.

(A) Purpose.

The purpose of the Village Mixed Use District is to recognize the existence of small rural unincorporated villages that were developed prior to contemporary land use and environmental regulations and that include a mixture of land uses. Development in many of these villages is constrained by small lot sizes that are inadequate to support on-site wastewater treatment.

§ 6.14 LR LIMITED RESIDENTIAL DISTRICT.

(A) Purpose.

Allow limited residential development within the Shoreland Overlay District of the general development and recreational development lakes (except Goose Lake, due to the shallow nature of this water body), as shown on the approved zoning map, and in areas between general development lakes and natural environment lakes where a parcel is:

within one mile of a general development lake as shown on the approved zoning map; and where a concept plan was submitted prior to the approval of this code.

D. TDR – Replacement Structure

Leiferman then showed a map of a parcel located within the county. He added that the TDR requirement is one the County may want to visit. As background, when an owner wants to develop a new replacement home, a TDR is required when there is another home within the quarter-quarter. Leiferman then mentioned that staff was of the opinion that replacement homes should not require a TDR when the County can be assured the original home will be removed. He asked the Planning Commissions opinion and they concurred that since the existing density was not changing, then a TDR should not be required in such a case.

E. Solar Power Transmission Lines

To conclude the miscellaneous items for the hearing, Leiferman read out code requirements concerning power and communication lines under §6.16 of the UDC as shown below:

WASECA UNIFIED DEVELOPMENT CODE

ARTICLE 6: ZONING DISTRICT REGULATIONS

§ 6.16 SPECIFIC STANDARDS FOR COMMERCIAL AND INDUSTRIAL USES.

(OO) Solar farms.

(1) Power and communication lines. Power and communication lines running between banks of solar panels and to electric substations or interconnections with buildings shall be buried underground. Exemptions may be granted by the Planning and Zoning Administrator in instances where shallow bedrock, watercourses or other elements of the natural landscape interfere with the ability to bury lines.

UDC Definition- SUBSTATIONS. Any electrical facility designed to convert electricity produced by wind turbines to a voltage for interconnection with transmission lines.

Leiferman added that the code definition of substations was vague and required a change or enhanced requirements in the future. He then showed aerial photos of existing solar projects; Byron Sunshare. He explained that he project was located west of US 14 with the developers constructing power transmission poles/lines and interconnections which was not aesthetically pleasing. He added that it might be a good idea to change the UDC requirements especially when the solar farm was constructed near a residence. Leiferman also showed another solar farm; Novel Haley where poles were installed within the easement or leased area between the facility and the three phase power lines in the right-of-way. He finally showed a third solar project; Novel David, which is in the permitting process currently. He added that the applicants were proposing to install new poles from this facility to a three phase line on the other side of Old US 14. Leiferman after showing and explaining the photos asked the Planning Commission their opinion on amending the UDC to depict the language below:

WASECA UNIFIED DEVELOPMENT CODE

ARTICLE 6: ZONING DISTRICT REGULATIONS

§ 6.16 SPECIFIC STANDARDS FOR COMMERCIAL AND INDUSTRIAL USES.

(OO) Solar farms.

(5) *Power and communication lines.* Power and communication lines running between banks of solar panels and Transformer and meter utility pads and from such pads to any public right-of-way to electric substations or interconnections with buildings shall be buried underground. Exemptions may be granted by the Planning and Zoning Administrator in instances where shallow bedrock, watercourses or other elements of the natural landscape interfere with the ability to bury lines.

Or specify conditions when lines need to be buried in individual CUPs.

The Planning Commission was of the opinion they could address whether or not to deal with the burial of power and communication lines on a case by case basis at the time of approval of any solar CUP.

The full Planning Commission Report on this matter for July 1, 2021 can be found on the Waseca County website on the Agendas tab at: <https://www.co.waseca.mn.us/AgendaCenter/ViewFile/Agenda/07012021-538>

RECOMMENDATION

Acknowledge this initial report and be advised that the items will be formally brought before the County Board 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;
Howard and Eva Grunzke (Moody 2320 LLC – current owner)**

Meeting Date:	July 20, 2021	Fiscal/FTE Impact:
Item Type:	☒ Consent ☐ Action	☐ None
Department:	Planning and Zoning	☐ Current budget
Contact:	Mark Leiferman, Planning and Zoning Administrator	☐ New FTE(s) Requested
Contact Phone:	(507) 835-0651	☐ Other
Prepared by:	Shelley Hyatt	☒ Amendment Requested

PURPOSE/ACTION REQUESTED

Approval of the Waseca County Amendment to Exclusive Agricultural Use Zone Restrictive Covenant for Howard and Eva Grunzke. The current owner is Moody 2320 LLC.

SUMMARY

Staff has one amendment that have been requested from Exclusive Agricultural Use Zone Restrictive Covenant Agreements (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)
Howard and Eva Grunzke (Moody 2320 LLC – current owner)	10.028.0300	4.86	115.14
	10.023.0310		

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

(Top reserved for recording data)

AMENDMENT OF EXCLUSIVE AGRICULTURAL USE ZONE RESTRICTIVE COVENANT

DATE: April 24, 2021

FOR VALUABLE CONSIDERATION, the real property located in Waseca County, Minnesota, legally described in Exhibit "A" attached hereto, is hereby released from the lien of the EXCLUSIVE AGRICULTURAL USE ZONE RESTRICTIVE COVENANT (Ag Covenant), as authorized by Howard and Eva Grunzke, husband and wife, as Applicants and Waseca County, a political subdivision of the State of Minnesota (Waseca County). The Ag Covenant was recorded on the 19th day of May, 1988, and filed for record as Document Number 177799 in Book 62 of Miscellaneous on page 13 of Waseca County Records in the Office of the Waseca County Recorder for Waseca County, Minnesota. This Amendment of Agricultural Covenant releases the parcel described in Exhibit "A" from the Ag Covenant. The parcel described in Exhibit "B" is at least 35 acres in size and will remain bound by the Exclusive Agricultural Use Zone Restrictive Covenant.

This Amendment of Exclusive Agricultural Use Zone Restrictive Covenant releasing the parcel from the Ag Covenant described in Exhibit "A" was authorized by Waseca County on the date first written above.

Owner:

By: Fay Kohnert
Fay Kohnert

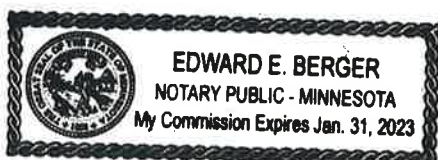
By: Stan Kohnert
Stan Kohnert

State of Minnesota)
) ss.
County of Waseca)

This instrument was acknowledged before me on 4-24-2021, by Fay Kohnert as an owner of the parcel to be released from the Ag Covenant.

(Seal, if any)

Edward E. Berger
(Signature of notarial officer)



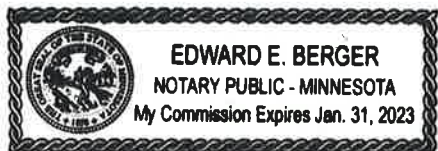
Title (and Rank): _____

My commission expires: 01-31-2023
(month/day/year)

State of Minnesota)
) ss.
County of Waseca)

This instrument was acknowledged before me on 4-24-2021, by Stan Kohnrt as an owner of the parcel to be released from the Ag Covenant.

(Seal, if any)



Edward E. Berger
(Signature of notarial officer)

Title (and Rank): _____

My commission expires: 01-31-2023
(month/day/year)

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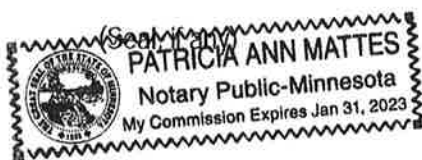
Owner: .

By: Mildred Fredrickson
Mildred Fredrickson

By: Douglas A. Fredrickson
Douglas A. Fredrickson

State of Minnesota)
Blue Earth) ss.
County of ~~Waseca~~)

This instrument was acknowledged before me on 4/27/21, by Mildred Fredrickson as an owner of the parcel to be released from the Ag Covenant.



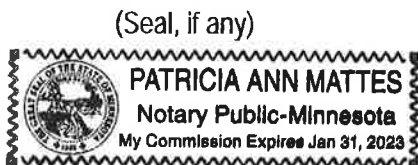
Patricia A. Mattes
(Signature of notarial officer)

Title (and Rank): Personal Banker

My commission expires: 1-31-23
(month/day/year)

State of Minnesota)
Blue Earth) ss.
County of ~~Waseca~~)

This instrument was acknowledged before me on 4/27/21, by Douglas A. Fredrickson as an owner of the parcel to be released from the Ag Covenant.



Patricia A. Mattes
(Signature of notarial officer)

Title (and Rank): Personal Banker

My commission expires: 1-31-23
(month/day/year)

Owner:

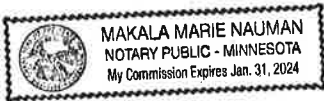
By: Tierre A. Schwartz
Tierre A. Schwartz

By: Jerome R. Schwartz
Jerome R. Schwartz

State of Minnesota)
) ss.
County of Waseca)

This instrument was acknowledged before me on 04/26/2021, by Tierre A. Schwartz as an owner of the parcel to be released from the Ag Covenant.

(Seal, if any)



Makala Nauman
(Signature of notarial officer)

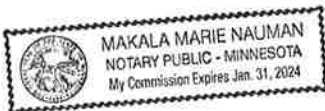
Title (and Rank): Notary

My commission expires: 01/31/2024
(month/day/year)

State of Minnesota)
) ss.
County of Waseca)

This instrument was acknowledged before me on 04/26/2021, by Jerome R. Schwartz as an owner of the parcel to be released from the Ag Covenant.

(Seal, if any)



Makala Nauman
(Signature of notarial officer)

Title (and Rank): Notary

My commission expires: 01/31/2024
(month/day/year)

Owner:

By:

Arlene M. Crotty

By:

Barry N. Crotty

State of Minnesota)

) ss.

County of ~~Waseca~~ ^{Steele})

This instrument was acknowledged before me on Apr 26, 2021, by Arlene M. Crotty as an owner of the parcel to be released from the Ag Covenant.

(Seal, if any)



[Signature]
(Signature of notarial officer)

Title (and Rank): Notary Public

My commission expires: Jan 31, 2025
(month/day/year)

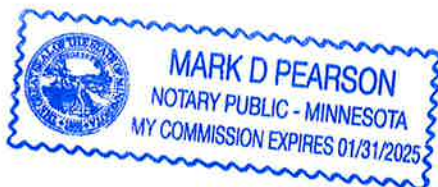
State of Minnesota)

) ss.

County of ~~Waseca~~ ^{Steele})

This instrument was acknowledged before me on Apr 26, 2021, by Barry N. Crotty as an owner of the parcel to be released from the Ag Covenant.

(Seal, if any)



[Signature]
(Signature of notarial officer)

Title (and Rank): Notary Public

My commission expires: Jan 31, 2025
(month/day/year)

Owner:

By:

Tedd Grunzke

By:

Cynthia Grunzke

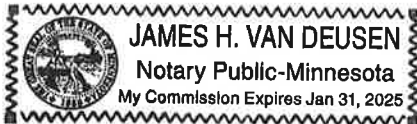
State of Minnesota)

) ss.

County of Waseca)

This instrument was acknowledged before me on 4/27/21, by Tedd Grunzke as an owner of the parcel to be released from the Ag Covenant.

(Seal, if any)




(Signature of notarial officer)

Title (and Rank):

Branch Pres

My commission expires:

Jan 31, 2025
(month/day/year)

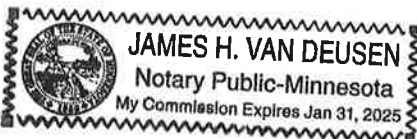
State of Minnesota)

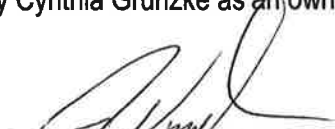
) ss.

County of Waseca)

This instrument was acknowledged before me on 4/27/21, by Cynthia Grunzke as an owner of the parcel to be released from the Ag Covenant.

(Seal, if any)




(Signature of notarial officer)

Title (and Rank):

Branch Pres

My commission expires:

Jan 31, 2025
(month/day/year)

Owner:

By:

Todd H. Grunzke

By:

Rita J. Grunzke

State of Minnesota)

) ss.

County of Waseca)

This instrument was acknowledged before me on 4-27-21, by Todd H. Grunzke as an owner of the parcel to be released from the Ag Covenant.

(Seal, if any)



Laura Barchenger
(Signature of notarial officer)

Title (and Rank):

Sec/Rec

My commission expires:

1-31-2022

(month/day/year)

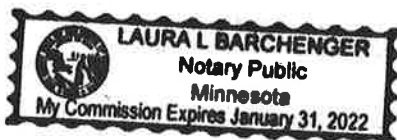
State of Minnesota)

) ss.

County of Waseca)

This instrument was acknowledged before me on 4-27-21, by Rita J. Grunzke as an owner of the parcel to be released from the Ag Covenant.

(Seal, if any)



Laura Barchenger
(Signature of notarial officer)

Title (and Rank):

Sec/Rec

My commission expires:

1-31-2022

(month/day/year)

Waseca County Board

By: _____
DeAnne Malterer, Waseca County Board Chairperson

By: _____
Tammy Spooner, Waseca County Board Clerk

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 Chairperson 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)

Waseca County

By: _____
Mark T. Leiferman
Waseca County Planning and Zoning Administrator

State of Minnesota)
) ss.
County of Waseca)

This Amendment of Exclusive Agricultural Use Zone Restrictive Covenant was acknowledged before me on _____, by Mark T. Leiferman, the Planning and Zoning Administrator for Waseca County, Minnesota.

(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

That part of the North Half ($N\frac{1}{2}$) of the Southeast Quarter ($SE\frac{1}{4}$) of Section 28, Township 105 North of Range 24 West described as follows: Commencing at the Northwest corner of the Southeast Quarter ($SE\frac{1}{4}$), Section 28, Township 105 North, Range 24 West; thence East on the North line of said Southeast Quarter ($SE\frac{1}{4}$) 580 feet to the true point of beginning; thence East on said line 460 feet; thence South at a right angle 460 feet; thence West at a right angle 460 feet; thence North at a right angle 460 feet to the point of beginning

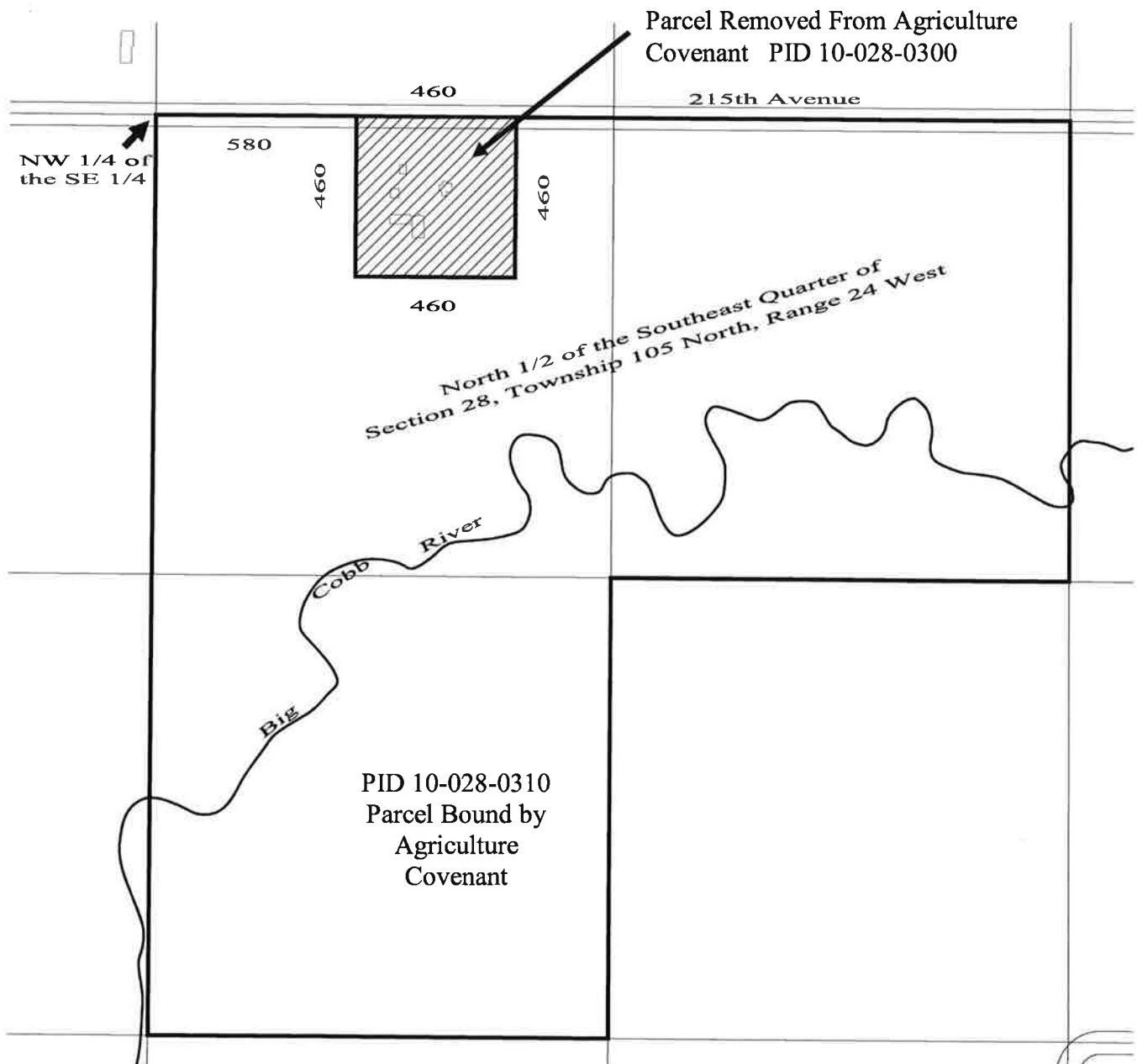


EXHIBIT "B"

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

The North Half (N $\frac{1}{2}$) of the Southeast Quarter (SE $\frac{1}{4}$), and the Southwest Quarter of the Southeast Quarter (SW $\frac{1}{4}$ of SE $\frac{1}{4}$), all in Section 28, Township 105 North of Range 24 West, EXCEPT Commencing at the Northwest corner of the Southeast Quarter (SE $\frac{1}{4}$), Section 28, Township 105 North, Range 24 West; thence East on the North line of said Southeast Quarter (SE $\frac{1}{4}$) 580 feet to the true point of beginning; thence East on said line 460 feet; thence South at a right angle 460 feet; thence West at a right angle 460 feet; thence North at a right angle 460 feet to the point of beginning



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

Appointment of Auditor/Treasurer

Meeting Date:	July 20, 2021	Fiscal/FTE Impact:	
Item Type:	☐ Consent ☒ Action		☒ None
Department:	Administration		☐ Current budget
Contact:	Johnson, Michael		☐ New FTE(s) Requested
Contact Phone:	(507) 837-0631		☐ Other
Prepared by:	Johnson, Michael		☐ Amendment Requested
		Board Goals:	Good for Business

PURPOSE/ACTION REQUESTED

Appointment of the Auditor/Treasurer Position Pursuant to Minn. Stat. § 375A.1205.

SUMMARY

Minn. Stat. § 375A.1205 permits the Board to appoint the office of Auditor/Treasurer by following the process outlined in Section 375A.1205. By law, parties can execute a contract provided that the incumbent Officer will be appointed to the position and retain tenure, pay and benefits equal to or greater than the Officer's length of service. Waseca County and Tamara J. Spooner, the person elected at the last general election as Auditor/Treasurer, have agreed on terms of contract for the appointed position.

Resolution 2021-28 was published two consecutive weeks in the Waseca County News per statute. By law, a public hearing must be held in order to garner comment on the proposed change to an appointed position.

RECOMMENDATION

Waseca County staff recommends that the Waseca County Board of Commissioners appoint Tamara J. Spooner as the Waseca County Auditor/Treasurer by contract to be effective on August 23, 2021.

EXPLANATION OF FISCAL/FTE IMPACTS

Fiscal impacts are explained in the contract for services, but are limited to salary and benefits, at a minimum, commensurate to what the Elected capacity was afforded by law.

RESOLUTION #2021-28
APPOINTMENT OF AUDITOR/TREASURER POSITION PURSUANT TO MINN. STAT. § 375A.1205

WHEREAS, the Auditor/Treasurer position is currently an Elected Officer of Waseca County; and

WHEREAS, the parties acknowledge that Minn. Stat. § 375A.1205 permits the Board to appoint the Officer by following the process outlined in Section 375A.1205; and

WHEREAS, the parties further acknowledge that the Officer is an incumbent who was previously elected to the Officer's position; and

WHEREAS, the parties wish to execute a Contract to provide that the incumbent Officer will be appointed to the position and retain tenure, pay and benefits equal to or greater than the Officer's length of service; and

WHEREAS, the Contract is effective as of August 23, 2021, and shall remain in full force and effect unless (a) modified by mutual consent of the County Board and Officer, (b) terminated as provided in the Contract or (c) the County Board adopts a resolution to provide for the election to the Officer's position pursuant to Minn. Stat. § 375A.1205, Subd. 7; and

WHEREAS, the person elected at the last general election to an office made appointive under Minn. Stat. § 375A.1205 must serve in that capacity and perform the duties, functions, and responsibilities required by statute until the completion of the term of office to which the person was elected, or until a vacancy occurs in the office, whichever occurs earlier; and

WHEREAS, pursuant to Minn. Stat. § 375A.1205 Subd. 6, before the adoption of the resolution to provide for the appointment of an office as described in subdivision 1 for the same chapter, the county board must publish a proposed resolution notifying the public of its intent to consider the issue once each week, for two consecutive weeks, in the official publication of the county; and

WHEREAS, publication of this resolution occurred starting on June 30, 2021, and will occur again on July 7, 2021, in the Waseca County News; and

WHEREAS, following publication and prior to formally adopting the resolution, the county board shall provide an opportunity at its next regular meeting for public comment relating to the issue; and

WHEREAS, after the public comment opportunity, at the same meeting or a subsequent meeting, the county board of commissioners may adopt a resolution that provides for the appointment of the office or offices as permitted in this section; and

WHEREAS, the resolution must be approved by at least 80 percent of the members of the County Board upon which it may take effect 30 days after it is adopted.

NOW, THEREFORE, BE IT RESOLVED, the Waseca County Board of Commissioners appoints the Auditor/Treasurer position pursuant to Minn. Stat. § 375A.1205.

Supporting Documents:

Attachment A: Notice of Public Hearing

Previous Board Action(s):

BE IT FURTHER RESOLVED, the Waseca County Board of Commissioners authorizes entering in a contract with Tamara J. Spooner that will become effective on August 23, 2021, and will retain all tenure, pay and benefits equal to or greater of her previously elected position.

BE IT FURTHER RESOLVED, the Waseca County Board of Commissioners may adopt a resolution in the future to provide for the election of an office that was made an appointed position pursuant to Minn. Stat. § 375A.1205, but not until at least three years after the office was made an appointed position.

Dated this 20th day of July, 2021.

Waseca County Board of Commissioners

By: _____, Board Chair

ATTEST:

Tamara J. Spooner
Waseca County Auditor-Treasurer

RESOLUTION #2021-28

APPOINTMENT OF AUDITOR/TREASURER POSITION PURSUANT TO MINN. STAT. § 375A.1205

WHEREAS, the Auditor/Treasurer position is currently an Elected Officer of Waseca County; and

WHEREAS, the parties acknowledge that Minn. Stat. § 375A.1205 permits the Board to appoint the Officer by following the process outlined in Section 375A.1205; and

WHEREAS, the parties further acknowledge that the Officer is an incumbent who was previously elected to the Officer's position; and

WHEREAS, the parties wish to execute a Contract to provide that the incumbent Officer will be appointed to the position and retain tenure, pay and benefits equal to or greater than the Officer's length of service; and

WHEREAS, the Contract is effective as of August 23, 2021, and shall remain in full force and effect unless (a) modified by mutual consent of the County Board and Officer, (b) terminated as provided in the Contract or (c) the County Board adopts a resolution to provide for the election to the Officer's position pursuant to Minn. Stat. § 375A.1205, Subd. 7; and

WHEREAS, the person elected at the last general election to an office made appointive under Minn. Stat. § 375A.1205 must serve in that capacity and perform the duties, functions, and responsibilities required by statute until the completion of the term of office to which the person was elected, or until a vacancy occurs in the office, whichever occurs earlier; and

WHEREAS, pursuant to Minn. Stat. § 375A. Subd. 6, before the adoption of the resolution to provide for the appointment of an office as described in subdivision 1 for the same chapter, the county board must publish a proposed resolution notifying the public of its intent to consider the issue once each week, for two consecutive weeks, in the official publication of the county; and

WHEREAS, publication of this resolution occurred starting on June 30, 2021, and will occur again on July 7, 2021, in the Waseca County News; and

WHEREAS, following publication and prior to formally adopting the resolution, the county board shall provide an opportunity at its next regular meeting for public comment relating to the issue; and

WHEREAS, after the public comment opportunity, at the same meeting or a subsequent meeting, the county board of commissioners may adopt a resolution that provides for the appointment of the office or offices as permitted in this section; and

WHEREAS, the resolution must be approved by at least 80 percent of the members of the County Board upon which it may take effect 30 days after it is adopted.

NOW, THEREFORE, BE IT RESOLVED, the Waseca County Board of Commissioners appoints the Auditor/Treasurer position pursuant to Minn. Stat. § 375A.1205.

BE IT FURTHER RESOLVED, the Waseca County Board of Commissioners authorizes entering in a contract with Tamara J. Spooner that will become effective on August 23, 2021, and will retain all tenure, pay and benefits equal to or greater of her previously elected position.

BE IT FURTHER RESOLVED, the Waseca County Board of Commissioners may adopt a resolution in the future to provide for the election of an office that was made an appointed position pursuant to Minn. Stat. § 375A.1205, but not until at least three years after the office was made an appointed position.



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

Approval and Signature of the Steele-Waseca Drug Court Defense Attorney “Contract for Services”

Meeting Date:	July 20, 2021	Fiscal/FTE Impact:	☐ None
Item Type:	☐ Consent ☒ Action	☒ Current budget	
Department:	Court Services	☐ New FTE(s) Requested	
Contact:	Jonathan J. Schiro	☐ Other	
Contact Phone:	507-835-0554	☐ Amendment Requested	
Prepared by:	Jonathan J. Schiro		

PURPOSE/ACTION REQUESTED

Request approval and signature of the Steele-Waseca Drug Court Defense Attorney “Contract for Services.”

SUMMARY

To date, defense attorney services for the Steele-Waseca Drug Court have been funded through a federal Bureau of Justice Assistance-Office of Justice Programs (BJA-OJP) grant. All federal BJA-OJP grant funds have expired as of March 2021. The updated defense attorney contract for services will provide a defense attorney for the Steele-Waseca Drug Court funded through State Court Administration Office treatment court funds, from July 1, 2021 to December 31, 2021.

The defense attorney contract for services includes: 1) Contract with Perry Berg on Behalf of Patton, Haversten, & Perg P.A. to provide defense attorney services for the Waseca County Drug Court. Reimbursement shall not exceed \$5,500; 2) Contract with Joel Eaton, Attorney at Law, to provide defense attorney services for Steele County Drug Court. Reimbursement shall not exceed \$6,800.

The defense attorney is an essential and necessary member of the drug court program. Without a defense attorney, Steele-Waseca Drug Court could jeopardize receiving additional state funding.

RECOMMENDATION

Request approval and signature of the Steele-Waseca Drug Court “Contract for Services” with Patton, Hoversten, and Berg, PA and Joel Eaton for Defense Attorney Services.

EXPLANATION OF FISCAL/FTE IMPACTS

Waseca County would be reimbursement for the above defense attorney contract for services through State Court Administration Office treatment court funds.

Supporting Documents:

Attachment A: Contract for Services - Patton,
Hoversten, and Berg P.A.
Attachment B: Joel Eaton, Attorney at Law

Previous Board Action(s):

Resolution #

CONTRACT FOR SERVICES

THIS CONTRACT, and amendments and supplements thereto, is between County of Waseca, acting through the Steele Waseca Drug Court (SWDC), address 307 North State Street, Waseca, MN 56093 (hereinafter "COUNTY") and Patton, Hoversten, and Berg, P.A., not an employee of the County of Waseca, address 215 East Elm Avenue, Waseca, Minnesota 56093 (hereinafter "CONTRACTOR"),

WHEREAS, the COUNTY has plans to use State Court Administration Office (SCAO) treatment court funds between July 1, 2021 and December 31, 2021 for the purpose of maintaining an Adult Drug Court; and

WHEREAS, the COUNTY desires to provide a defense perspective in Adult Drug Court reviews and consultations but lacks appropriate staff; and

WHEREAS, CONTRACTOR represents that it is duly qualified and willing to perform the services set forth herein.

NOW, THEREFORE, it is agreed:

- I. **DUTIES.** CONTRACTOR, who is not a COUNTY employee, will provide the services of an attorney who shall participate in the Adult Drug Court process as established by the local court, advocate for participant's access to and continued participation in that Court, assist in screening applicants for participation. The CONTRACTOR shall exercise independent legal judgment within the parameters of the assignment as established by the court. The CONTRACTOR shall meet with the Adult Drug Court team periodically on a schedule established by the court to advocate on behalf of the participant, as well as attend weekly Waseca County drug court team meetings and courtroom sessions. Representation shall be limited to the issues which arise in the course of Adult Drug Court consultations and shall not include representation on issues related to a specific charge of violation of law.

The COUNTY, through SWDC funding, shall provide training on the protocols and procedures of the Adult Drug Court to facilitate the full and effective participation of the CONTRACTOR in the Court process.

CONTRACTOR shall be licensed to practice law and maintain a license in good standing. CONTRACTOR shall indemnify COUNTY for any claims made against CONTRACTOR while in the role as CONTRACTOR for the SWDC and CONTRACTOR shall maintain appropriate malpractice insurance.

II. **CONSIDERATION AND TERMS OF PAYMENT.**

A. Consideration for all services performed and goods or materials supplied by CONTRACTOR pursuant to this contract shall be paid by the COUNTY as follows:

1. Compensation: at a rate of \$100 per hour up to a maximum of 55 hours for the contract period.
2. Reimbursement for travel and subsistence expenses actually and necessarily incurred by CONTRACTOR performance on this contract is included in the hourly rate, and no separate reimbursement will be provided.
3. The total obligation of the COUNTY for all compensation and reimbursements to CONTRACTOR shall not exceed Five Thousand Five Hundred Dollars (\$5,500).

B. **Terms of Payment.** Payments shall be made by the COUNTY promptly after CONTRACTOR'S presentation of invoices for services performed and acceptance of such services by the COUNTY's authorized agent. An invoice shall be submitted each month for billable costs incurred by the CONTRACTOR during the immediately preceding month.

III. **TIME REQUIREMENTS.** CONTRACTOR shall comply with all of the requirements described in this contract.

IV. **CONDITIONS OF PAYMENT.** All services provided by CONTRACTOR pursuant to this contract shall be performed to the satisfaction of the COUNTY, as determined at the sole discretion of its authorized representative, and in accord with the CONTRACTOR'S duties set forth in section 1 of this contract and all applicable federal, state and local laws, ordinances, rules and regulations. CONTRACTOR shall not receive payment for work found by the County to be unsatisfactory, or performed in violation of federal, state or local law, ordinance, rule of regulation.

V. **TERMS OF CONTRACT.** This Contract shall be effective on July 1, 2021 and shall remain in effect until December 31, 2021, or until all obligations set forth in this contract have been satisfactorily fulfilled, whichever occurs first, or until such time as any party terminates this contract.

VI. **TERMINATION OF CONTRACT.** This contract may be terminated by any party with thirty (30) days advance notice to all other parties. Upon receipt of notice of termination, CONTRACTOR will complete all necessary contractual obligations and the COUNTY will promptly remit payment for those services rendered and still owing.

VII. **ASSIGNMENT.** CONTRACTOR shall neither assign nor transfer any rights or obligations under this contract without the prior written consent of the COUNTY.

VIII. **AMENDMENTS.** Any amendments to this contract shall be in writing and shall be executed by the same parties who executed the original contract, or their successors in office.

IN WITNESS WHEREOF, the parties have caused this contract to be duly executed intending to be bound is hereby.

Dated: _____

Signed: _____

By: Perry Berg, on Behalf of
Patton, Hoversten, & Berg, P.A.

Subscribed to and sworn before me this
Day _____ of _____, _____.

Notary Public

Dated: _____

Signed: _____

DeAnne Malterer, Chair
Chair Waseca County Board of Commissioners

Attest to by: _____

Tamara J. Spooner
Waseca County Auditor/Treasurer

CONTRACT FOR SERVICES

THIS CONTRACT, and amendments and supplements thereto, is between County of Waseca, acting through the Steele Waseca Drug Court (SWDC), address 307 North State Street, Waseca, MN 56093 (hereinafter "COUNTY") and Joel Eaton an independent contractor, not an employee of the County of Waseca, address 102 North Cedar Avenue, Owatonna 55060 (hereinafter "CONTRACTOR"),

WHEREAS, the COUNTY has plans to use State Court Administration Office (SCAO) treatment court funds between July 1, 2021 and December 31, 2021 for the purpose of maintaining an Adult Drug Court; and

WHEREAS, the COUNTY desires to provide a defense perspective in Adult Drug Court reviews and consultations but lacks appropriate staff; and

WHEREAS, CONTRACTOR represents that he is duly qualified and willing to perform the services set forth herein.

NOW, THEREFORE, it is agreed:

- I. **DUTIES.** CONTRACTOR, who is not a COUNTY employee, will provide the services of an attorney who shall participate in the Adult Drug Court process as established by the local court, advocate for participant's access to and continued participation in that Court, assist in screening applicants for participation. The CONTRACTOR shall exercise independent legal judgment within the parameters of the assignment as established by the court. The CONTRACTOR shall meet with the Adult Drug Court team periodically on a schedule established by the court to advocate on behalf of the participant, as well as attend weekly Steele County drug court team meetings and courtroom sessions. Representation shall be limited to the issues which arise in the course of Adult Drug Court consultations and shall not include representation on issues related to a specific charge of violation of law.

The COUNTY, through SWDC funding, shall provide training on the protocols and procedures of the Adult Drug Court to facilitate the full and effective participation of the CONTRACTOR in the Court process.

CONTRACTOR shall be licensed to practice law and maintain a license in good standing. CONTRACTOR shall indemnify COUNTY for any claims made against CONTRACTOR while in the role as CONTRACTOR for the SWDC and CONTRACTOR shall maintain appropriate malpractice insurance.

II. CONSIDERATION AND TERMS OF PAYMENT.

- A. Consideration for all services performed and goods or materials supplied by CONTRACTOR pursuant to this contract shall be paid by the COUNTY as follows:

1. Compensation: at a rate of \$100 per hour up to a maximum of 68 hours for the contract period.
2. Reimbursement for travel and subsistence expenses actually and necessarily incurred by CONTRACTOR performance on this contract is included in the hourly rate, and no separate reimbursement will be provided.
3. The total obligation of the COUNTY for all compensation and reimbursements to CONTRACTOR shall not exceed Six Thousand Eight Hundred Dollars (\$) 6,800.

B. Terms of Payment. Payments shall be made by the COUNTY promptly after CONTRACTOR'S presentation of invoices for services performed and acceptance of such services by the COUNTY's authorized agent. An invoice shall be submitted each month for billable costs incurred by the CONTRACTOR during the immediately preceding month.

- III. **TIME REQUIREMENTS.** CONTRACTOR shall comply with all of the requirements described in this contract.
- IV. **CONDITIONS OF PAYMENT.** All services provided by CONTRACTOR pursuant to this contract shall be performed to the satisfaction of the COUNTY, as determined at the sole discretion of its authorized representative, and in accord with the CONTRACTOR'S duties set forth in section 1 of this contract and all applicable federal, state and local laws, ordinances, rules and regulations. CONTRACTOR shall not receive payment for work found by the COUNTY to be unsatisfactory, or performed in violation of federal, state or local law, ordinance, rule of regulation.
- V. **TERMS OF CONTRACT.** This Contract shall be effective on July 1, 2021 and shall remain in effect until December 31, 2021, or until all obligations set forth in this contract have been satisfactorily fulfilled, whichever occurs first, or until such time as any party terminates this contract.
- VI. **TERMINATION OF CONTRACT.** This contract may be terminated by any party with thirty (30) days advance notice to all other parties. Upon receipt of notice of termination, CONTRACTOR will complete all necessary contractual obligations and the COUNTY will promptly remit payment for those services rendered and still owing.
- VII. **ASSIGNMENT.** CONTRACTOR shall neither assign nor transfer any rights or obligations under this contract without the prior written consent of the COUNTY.
- VIII. **AMENDMENTS.** Any amendments to this contract shall be in writing and shall be executed by the same parties who executed the original contract, or their successors in office.

IN WITNESS WHEREOF, the parties have caused this contract to be duly executed intending to be bound is hereby.

Dated: _____

Signed: _____

Joel Eaton, Attorney at Law
Contractor

Subscribed to and sworn before me this
Day _____ of _____, _____.

Notary Public

Dated: _____

Signed: _____

DeAnne Malterer, Chair
Waseca County Board of Commissioners

Attest to by: _____

Tamara J. Spooner
Waseca County Auditor/Treasurer



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

Approve reorganization plan for Auditor/Treasurer and Records Office

Meeting Date:	July 20, 2021	Fiscal/FTE Impact:	☐ None
Item Type:	☐ Consent ☒ Action	☐ Current budget	☐ New FTE(s) Requested
Department:	Human Resources	☐ Other	☐ Amendment Requested
Contact:	Melissa Sexton		
Contact Phone:	507-835-0617		
Prepared by:	Melissa Sexton		

PURPOSE/ACTION REQUESTED

To approve the reorganization of the Auditor/Treasurer and Records Office effective August 1st, 2021 to the Property and Elections Services Division.

SUMMARY

With the upcoming retirement of Linda Karst, County Recorder and the potential appointment of Tammy Spooner, County Auditor/Treasurer, we assessed the services provided by the offices of Auditor/Treasurer and Recorder and have identified areas where organizational changes can be made which will improve and streamline services provided by these offices.

Some of the key recommendations for reorganization as follows:

- Create a Property and Election Services Division
- Include the Recorder and Auditor/Treasurer Departments in the new Division.
- Include Human Resources and Planning & Zoning in process improvements but not the organizational structure change (payroll function and ditch function).
- Finalize organizational chart once process improvements and cross training is complete.
- HR Director support the department heads in the implementation process.
- County Administrator to assist in concept design to create work space that best fits the effective delivery of service and utilize the Building Maintenance Director to oversee the project.

The attached organizational charts describe both the current and proposed staffing changes. All job description have been drafted, reviewed and classified by DDA.

- See Attachment A for the current org chart.
- See Attachment B for the proposed org chart showing the reorganization requested by this RBA.

RECOMMENDATION

Waseca County staff recommends that the Waseca County Board of Commissioner make a motion to approve the Resolution establishing the Property and Elections Services Division effective August 1, 2021.

EXPLANATION OF FISCAL/FTE IMPACTS

Supporting Documents:

Attachment A: Current Org Chart
Attachment B: Proposed Org Chart

Previous Board Action(s):

Resolution #

RESOLUTION # 2021-30

WHEREAS, Waseca County committed to deliver quality services for the people of Waseca County; and

WHEREAS, Waseca County continuously evaluates service delivery systems in order to maximize efficiency and enhance customer service; and

WHEREAS, Waseca County recently assessed services provided by the offices of Auditor/Treasurer and Recorder; and

WHEREAS, the assessment identified areas where organizational changes can be made which will improve and streamline services provided by these offices; and

WHEREAS, the study suggested the creation of a Property and Elections Services Division consisting of the Auditor/Treasurer and Recorder offices; and

WHEREAS, the Waseca County Administrator and Human Resource Director, in partnership with Auditor/Treasurer and Recorder, have prepared a recommendation for reorganization as follows:

- Create a Property and Election Services Division
- Include the Recorder and Auditor/Treasurer Departments in the new Division.
- Include Human Resources and Planning & Zoning in process improvements but not the organizational structure change.
- Finalize organizational chart once process improvements and cross training is complete.
- HR Director support the department heads in the implementation process.
- County Administrator to assist in concept design to create work space that best fits the effective delivery of service and utilize the Building Maintenance Director to oversee the project.

WHEREAS, the Waseca County Board of Commissioners participated in the organizational study and supports the recommendations.

NOW THEREFORE BE IT RESOLVED, that the Waseca County Board of Commissioners establishes a Property and Elections Services Division consisting of the Auditor/Treasurer and Recorder offices effective August 1st, 2021.

Adopted by the Waseca County Board of Commissioners this 20th day of July, 2021.

Waseca County Board of Commissioners

By: _____, Board Chair

ATTEST:

Tamara J. Spooner
Waseca County Auditor-Treasurer

Waseca County Auditor/Treasurer's Office

Current Org Chart

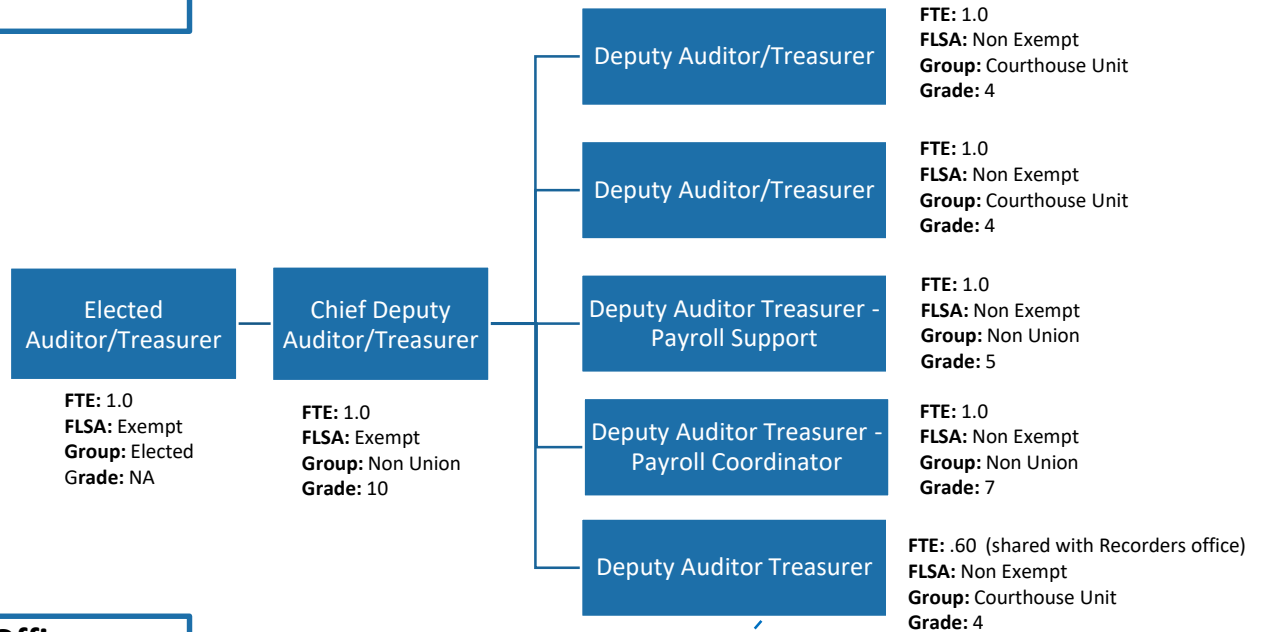
July 20, 2021

6.3 FTE

Auditor/Treasurers Office

Services provided

- Tax Administration
- Election Administration
- Drainage Systems
- Financial Management
- County Payroll



Waseca County Recorder's Office

Current Org Chart

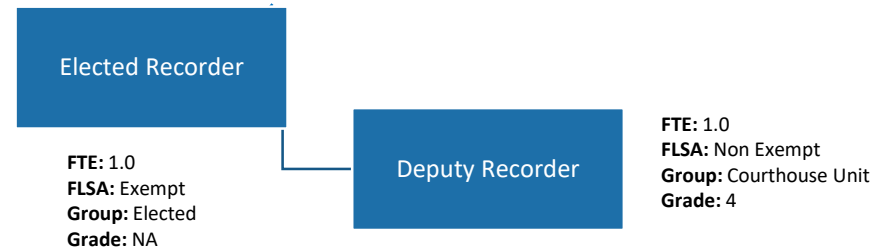
July 20, 2021

2.3 FTE

Recorders Office

Services provided

- Recording and retention of real estate documents
- Passports
- Houses Military Discharge paperwork



Services provided by Property & Election Services

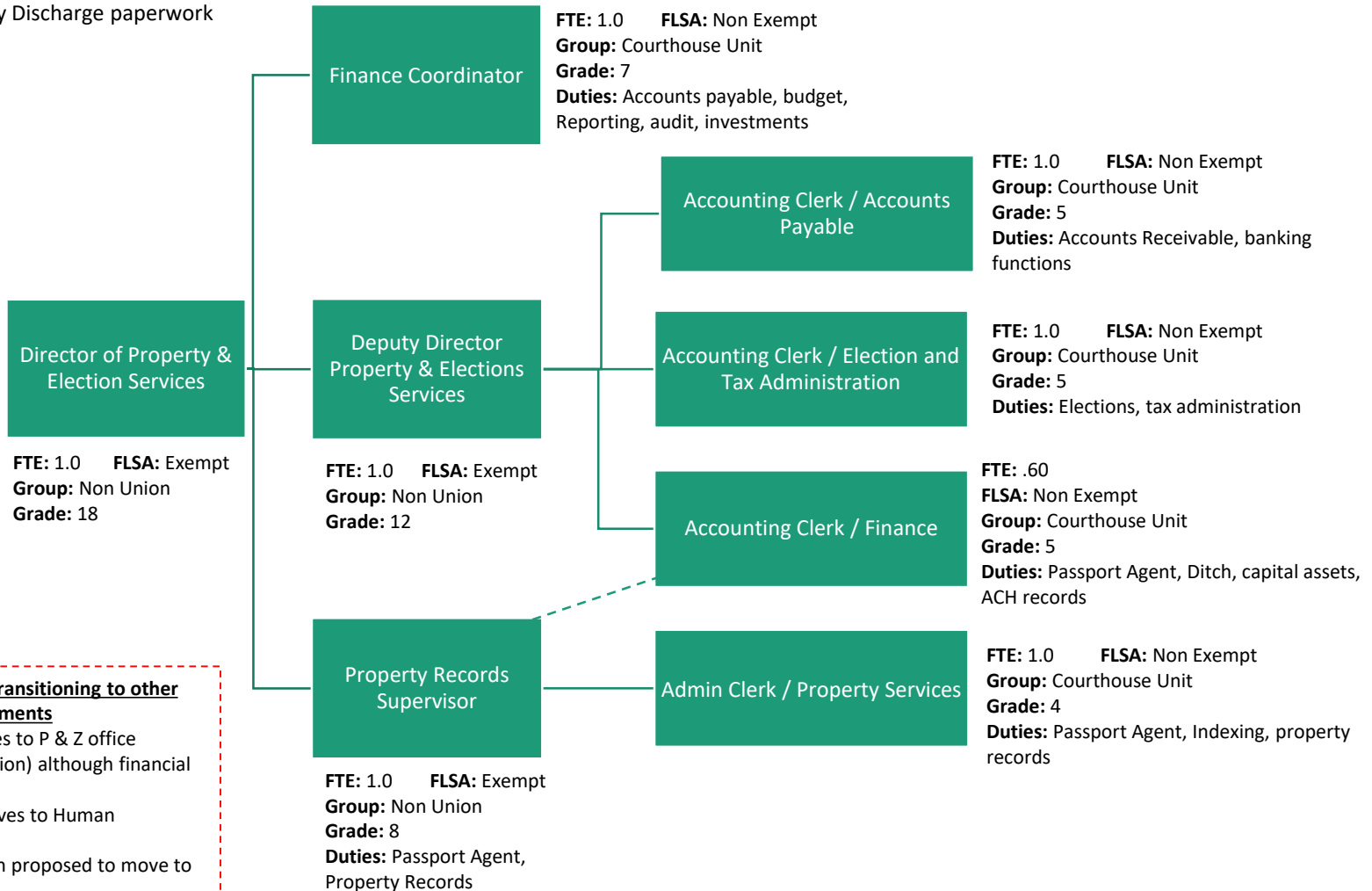
- Tax Administration
- Election Administration
- Financial Management
- Recording and retention of real estate documents
- Passports
- Houses Military Discharge paperwork

Waseca County

Proposed Property & Election Services

July 20, 2021

Total FTE: 7.6





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

Contract 812108 Award

Meeting Date: July 20, 2021
Item Type: ☐ Consent ☒ Action
Department: Highway
Contact: Jim Kollar
Contact Phone: 507.835.0661
Prepared by: Jim Kollar

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

PURPOSE/ACTION REQUESTED

Contract 812108 Award for Aggregate Surfacing-North

SUMMARY

The Department opened bids for the application of aggregate surfacing on various county roads in the northern portion of the County, on July 8, 2021. One bid was received and Timm's Trucking is the low responsible bidder with a bid price of \$139,859.20. The bid is approximately 15% under the Engineer's Estimate of \$164,000. This project is proposed to funded with Maintenance monies.

RECOMMENDATION

Waseca County staff recommends that the Waseca County Board of Commissioners award Contract 812108 to Timm's Trucking in the amount of \$139,859.20.

EXPLANATION OF FISCAL/FTE IMPACTS

2021 Budget – Hwy Maintenance

Supporting Documents:

Attachment A: c812108_BidSum

Attachment B:

Previous Board Action(s):

Resolution #

Report Date: 7/8/2021
Contract Name: Aggregate Surfacing - North
Contract Number: 812108

Bid Abstract Summary			Records 1-2 of 2
Bid Name	Total Amount	Percent Over/Under Estimate	
Engineer's Estimate	\$164,000.00		
Timm's Trucking Inc.	\$139,859.20	14.72% UNDER	



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

Contract 812109 Award

Meeting Date:	July 20, 2021	Fiscal/FTE Impact:	☐ None
Item Type:	☐ Consent ☒ Action	☒ Current budget	
Department:	Highway	☐ New FTE(s) Requested	
Contact:	Jim Kollar	☐ Other	
Contact Phone:	507.835.0661	☐ Amendment Requested	
Prepared by:	Jim Kollar		

PURPOSE/ACTION REQUESTED

Contract 812109 Award for Aggregate Surfacing-South

SUMMARY

The Department opened bids for the application of aggregate surfacing on various county roads in the southern portion of the County, on July 8, 2021. One bid was received and Timm's Trucking is the low responsible bidder with a bid price of \$139,019.16. The bid is approximately 10% over the Engineer's Estimate of \$125,650. This project is proposed to funded with Maintenance monies.

RECOMMENDATION

Waseca County staff recommends that the Waseca County Board of Commissioners award Contract 812109 to Timm's Trucking in the amount of \$139,019.16.

EXPLANATION OF FISCAL/FTE IMPACTS

2021 Budget – Hwy Maintenance

Supporting Documents:

Attachment A: c812109_BidSum

Attachment B:

Previous Board Action(s):

Resolution #

Report Date: 7/8/2021

Contract Name: Aggregate Surfacing - South

Contract Number: 812109

Bid Abstract Summary			Records 1-2 of 2
Bid Name	Total Amount	Percent Over/Under Estimate	
Engineer's Estimate	\$125,650.00		
Timm's Trucking Inc.	\$139,019.16	10.64% OVER	



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

Contract 812110 Award

Meeting Date:	July 20, 2021	Fiscal/FTE Impact:	☐ None
Item Type:	☐ Consent ☒ Action	☒ Current budget	
Department:	Highway	☐ New FTE(s) Requested	
Contact:	Jim Kollar	☐ Other	
Contact Phone:	507.835.0661	☐ Amendment Requested	
Prepared by:	Jim Kollar		

PURPOSE/ACTION REQUESTED

Contract 812110 Award for CSAH 15 Culvert Replacements

SUMMARY

The Department opened bids for the replacement of culverts on CSAH 15, on July 19, 2021. Culvert replacements are proposed in 2021 in advance of a federal-aid pavement resurfacing project in 2023. This project includes 16 culvert replacements and one cattle pass removal. A bid summary will be provided at the Board meeting. This project is proposed to be funded with Wheelage Tax monies.

RECOMMENDATION

Waseca County staff recommends that the Waseca County Board of Commissioners award Contract 812110 to the low responsible bidder, contingent upon reasonable bid results. A formal recommendation will be made at the Board meeting.

EXPLANATION OF FISCAL/FTE IMPACTS

2021 Budget – Wheelage Tax

Supporting Documents:

Attachment A:

Attachment B:

Previous Board Action(s):

Resolution #



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

Appointment to County Extension Committee

Meeting Date: July 20, 2021
Item Type: ☐ Consent ☒ Action
Department: Administration
Contact: Johnson, Michael
Contact Phone: (507) 837-0631
Prepared by: Johnson, Michael

Fiscal/FTE Impact:
☒ None
☐ Current budget
☐ New FTE(s) Requested
☐ Other
☐ Amendment Requested
Board Goals: Good for Business

PURPOSE/ACTION REQUESTED

Appoint Kim Kroeger-Babcock to the Waseca County Extension Committee

SUMMARY

Periodically, there are vacancies on the County Extension Committee that require Board action to be appointed. These vacancies are to be filled by members of the general public.

If appointed, Kim Kroeger-Babcock's term date would be from 7/20/2021 through 12/31/2023. Potential appointees must fill out an application to cite their interest in the position and remit it to the Regional Extension Director. Lisa Dierks has reviewed the application and forwarded it on to the County Board for recommendation and action.

RECOMMENDATION

Waseca County staff recommends that the Waseca County Board of Commissioners take action on the appointment of Kim Kroeger-Babcock to the County Extension Committee.

EXPLANATION OF FISCAL/FTE IMPACTS

None.



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

Waseca County Staff Appreciation Day

Meeting Date: July 20, 2021
Item Type: ☐ Consent ☒ Action
Department: Administration
Contact: Johnson, Michael
Contact Phone: (507) 837-0631
Prepared by: Johnson, Michael

Fiscal/FTE Impact:
☒ None
☐ Current budget
☐ New FTE(s) Requested
☐ Other
☐ Amendment Requested
Board Goals: Good for Business

PURPOSE/ACTION REQUESTED

Enact a proclamation that July 27, 2021 be known as Waseca County Staff Appreciation Day.

SUMMARY

On June 16, 2021, Governor Tim Walz officially proclaimed July 27, 2021 as County Staff Appreciation Day in the State of Minnesota. In consideration of the excellent work that County staff has done in response to the Covid-19 pandemic, Waseca County can follow suit. The proclamation came at the behest of President Rich Sve and the Board of the Association of Minnesota Counties made to the Governor's office on behalf of all Minnesota counties and their workers.

RECOMMENDATION

Waseca County staff recommends that the Waseca County Board of Commissioners approve adoption of Resolution 2021-29 to designate July 27, 2021 as County Staff Appreciation Day.

EXPLANATION OF FISCAL/FTE IMPACTS

None.

RESOLUTION 2021-29
PROCLAMATION OF WASECA COUNTY STAFF APPRECIATION DAY

WHEREAS, county staff serve as the cornerstone of this community, dedicating their time, skills, and expertise for the benefit of their neighbors; and

WHEREAS, county staff went beyond expectations, taking on personal risks, to continue delivering essential services to the citizens of our county during the COVID-19 pandemic; and

WHEREAS, in addition to their regular duties, many county staff were called upon and accepted new and challenging responsibilities during the pandemic such as expediting the distribution of thousands of dollars in economic recovery appropriations, empowering the survival of our local business community; successfully managing a deluge of mail-in ballots in an unprecedented federal election; and, retooling local public health education outreach to flatten the curve; and

WHEREAS, although the state has turned the corner on the COVID-19 pandemic, county staff continue their exemplary work, assisting with recovery through vaccination roll outs and preparing for the American Rescue Plan's multi-year recovery effort; and

WHEREAS, the work of county staff over the past year and a half have kept the doors of the county open and our community safer, healthier, and productive throughout months of unprecedented global transition; and

WHEREAS, President Sve and the Board of the Association of Minnesota Counties requested the Office of Governor Walz and Lt. Governor Flanagan to proclaim July 27, 2021 as County Staff Appreciation Day and their request was granted;

NOW, THEREFORE, BE IT RESOLVED we, the Waseca County Board of Commissioners, proclaim July 27, 2021, as County Staff Appreciation Day and extend our thanks to the staff of our county and express deep gratitude for their commitment to excellence in public service during the COVID-19 pandemic.

Dated this 20th day of July, 2021.

Waseca County Board of Commissioners

By: _____, Board Chair

ATTEST:

Tamara J. Spooner
Waseca County Auditor-Treasurer



STATE of MINNESOTA

Proclamation

WHEREAS: County employees serve as the cornerstone of their communities, dedicating their time, skills, and expertise for the benefit of their neighbors; and

WHEREAS: The work of county employees is essential and often in person, whether that is performing newborn well-checks, renewing tabs at a license center, or processing voter registrations and ballots; and

WHEREAS: The COVID-19 pandemic disrupted county service delivery and program administration, creating uncertainty for employees and citizens on accessing essential services; and

WHEREAS: County employees continued providing vital community services in 2020, showing exemplar leadership by taking personal risks, assuming new duties and responsibilities, and innovating new modes of service delivery; and

WHEREAS: Through their dedication to county work and commitment to public service, county employees kept counties open and their communities safer, healthier, and productive.

NOW, THEREFORE, I, TIM WALZ, Governor of Minnesota, do hereby proclaim Tuesday, July 27, 2021, as:

COUNTY STAFF APPRECIATION DAY

in the State of Minnesota.



IN WITNESS WHEREOF, I have hereunto set my hand and caused the Great Seal of the State of Minnesota to be affixed at the State Capitol this 16th day of June.

A handwritten signature in black ink, reading "Tim Walz".

GOVERNOR

A handwritten signature in black ink, reading "Steve Simon".

SECRETARY OF STATE



Human Resource Announcements

July 20, 2021

1. PERSONNEL ACTIONS

New Hires / Promotions / Demotions / Transfers

<i>Name</i>	<i>Position / Department</i>	<i>Grade</i>	<i>Start Date</i>
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Resignations / Retirements / Terminations

<i>Name</i>	<i>Position / Department</i>	<i>Years of Service</i>	<i>End Date</i>
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2. STAFFING

County Positions

<i>Open Position</i>	<i>FTE</i>	<i>Department</i>	<i>Status</i>
Community Health Worker – Family Services	.60	Public Health	Accepting applications / Interviewing
PH Health Nurse	1.0	Public Health	Accepting applications/ Interviewing
PH Business Manager	1.0	Public Health	Accepting applications/ Interviewing
Assistant County Engineer	1.0	Public Works	Revaluating Job Desc.
Hwy Maintenance Forman	1.0	Public Works	Internal Posting Only
Hwy Maintenance Worker / Sign Technician	1.0	Public Works	Accepting applications/ Interviewing
Deputy	1.0	Sheriff's Office	Accepting Applications
Assistant County Attorney	1.0	Attorney's Office	Interviewing

Independent Contractor

<i>Open Contracts</i>	<i>Status</i>
Courthouse Park Caretaker	Posting this week

3. UPCOMING EVENTS

Tuesday, August 17th	Employee Picnic <i>Hosted by Department Heads & Board of Commissioners</i>	11:30am to 1:30pm
Thursday, September 2nd	Pizza Farm Get Together	Starting at 5:00 pm

4. WASECA COUNTY STAFF ANNIVERSARIES

<i>July Anniversaries</i>		
<i>Name</i>	<i>Position</i>	<i>Years of Service</i>
Robert Kubat	Dispatcher	23 Years
Terry Hartmann	Correctional Officer	16 Years
Bruce Johnson	Hwy Maint Worker	15 Years
Leah Kaiser	Engineer Tech	13 Years
Nicole Sommers	Cs Senior Agent	7 Years
Travis Swanberg	GIS Coordinator	4 Years
Scott Wolfe	Deputy	3 Years
Beth Weimert	Executive Assistant	3 Years
Mary Stangler	Dep Aud/Payroll Support	1 year