

PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: Tuesday, January 2, 2018

9:00 a.m.

Place: Commissioners Room, Courthouse, Caledonia, MN

Members Present: Jack Miller, Justin Zmyewski, Scott Connor, Teresa Walter and Fred Arnold

Others Present: Auditor Meiners; Reporters Moorhead; Finance Director Lapham; Yvonne Krogstad; Bruce Kuehmichel; Engineer Pogodzinski; HR Director Arrick-Kruger; Betts Ready; Michael Fields; Maintenance Supervisor Burns; Mechanic McCabe; Social Services Supervisor Moen

Presiding: Auditor Meiners, Chairperson pro tem

Call to order.

Auditor Meiners requested nominations for Chairperson for the year 2018. Motion was made by Commissioner Zmyewski to nominate Commissioner Arnold. The motion was seconded by Commissioner Miller and carried unanimously.

Chairperson Arnold requested nominations for Vice-Chairperson for the year 2018. Motion was made by Commissioner Walter nominated Commissioner Connor. The motion was seconded by Commissioner Zmyewski and carried unanimously.

Motion was made by Commissioner Connor, seconded by Commissioner Zmyewski and unanimously carried to approve the agenda.

Motion was made by Commissioner Walter, seconded by Commissioner Connor and unanimously carried to approve the minutes of the December 26, 2017 meeting.

File No. 1 - Motion was made by Commissioner Connor, seconded by Commissioner Zmyewski and unanimously carried to approve payment of the license center and Human Services disbursements and the following claims:

County Revenue Fund	\$123,973.44
Road & Bridge Fund	22,235.12

Total	\$146,208.56
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File No. 2 - Bruce Kuehmichel, Caledonia City, stated that the county website gives a date of December 8, 1998 as the adoption date of the Houston County Comprehensive Land Use Plan, and he inquired when it would be updated. Chairperson Arnold stated that this is on the agenda. Mr. Kuehmichel brought up concerns regarding the proposed expansion of a mine operated by Skyline materials.

Michael Fields, Winnebago Township, expressed his concern regarding the zoning ordinance as it relates to mines and the 40 acre limit.

File No. 3 - HR Director Arrick-Kruger and Social Services Supervisor Moen requested approval of the assignment of Michelle Massman as a full-time probationary Forensic Social Worker at Step 4 of the C-41 band, being a rate of \$23.28 per hour, effective January 22, 2018. Motion was made by Commissioner Walter, seconded by Commissioner Zmyewski and unanimously carried to approve the same.

Motion was made by Commissioner Zmyewski, seconded by Commissioner Miller and unanimously carried to approve a competitive search for the position of Child Support Officer, B24.

File No. 4 – Engineer Pogodzinski, Maintenance Supervisor Burns and Mechanic McCabe met with the Board and requested authorization to purchase the following equipment:

Sprayer Unit	\$27,192.00
Plow Truck	\$259,834.27
Mechanic's Truck with box	\$123,606.40
Loader	\$18,223.15
Survey Truck with box	\$48,601.56
Inspector Truck	\$28,685.46
4 Storage containers, 20' long	\$15,400.00
Trimble R10 GPS Unit	59,388.30

Motion was made by Commissioner Miller, seconded by Commissioner Zmyewski and unanimously carried to approve the purchase of a sprayer unit in the amount of \$27,192.00

Motion was made by Commissioner Connor, seconded by Commissioner Walter and unanimously carried to approve the purchase of a plow truck and box in the amount of \$259,834.27.

Motion was made by Commissioner Connor, seconded by Commissioner Walter and unanimously carried to approve the purchase of a mechanic's truck and box in the amount of \$123,606.40.

Discussion was held regarding the request to purchase a skid loader. Motion was made by Commissioner Connor and seconded by Commissioner Walter to approve the purchase. Chairperson Arnold inquired about the possibility of leasing a loader. Mr. Burns stated that he checked into this possibility, however, it was more feasible to take advantage of the buy-back program. He indicated that the county would have a year to decide whether to purchase a warranty or to take advantage of the buy-back program. Chairperson Arnold stated that he was not comfortable making a decision on this purchase at this time, and asked that it be tabled. Commissioners Connor and Walter agreed to withdraw their motion and second.

Motion was made by Commissioner Connor, seconded by Commissioner Walter and unanimously carried to approve the purchase of a survey truck and box in the amount of \$48,601.56.

Motion was made by Commissioner Connor, seconded by Commissioner Walter and unanimously carried to approve the purchase of an inspector's truck in the amount of \$28,685.46.

Motion was made by Commissioner Zmyewski, seconded by Commissioner Walter and unanimously carried to approve the purchase of 4 storage containers in the total amount of \$15,400.00.

Motion was made by Commissioner Connor and seconded by Commissioner Walter to approve the purchase of a Trimble R10 GPS unit in the amount of \$59,388.30. The motion carried with Commissioner Miller voting in the negative.

Commissioner Miller inquired whether the county is saving money, since there was no snow in December. Further, he inquired what the technicians are doing. Engineer Pogodzinski and Maintenance Supervisor Burns reported that staff has been doing a lot of cleanup around the yard, hauling sand, getting things prepared for winter, and brush clearing along the road ditches. They are saving on over-time so far, due to the mild winter. Commissioner Zmyewski inquired whether the county is required to purchase the salt that was bid out, if it is not needed. Engineer Pogodzinski responded that we are required to purchase 80% of the salt that was bid. If it is not all used, it can be stored until needed, and the amount of salt bid can be reduced next year.

File No. 5 – The time being 10:00 a.m., the printing bid for calendar year 2018 filed pursuant to advertisement, was opened and read. It was noted that this is a joint bid for the Spring Grove Herald and the Caledonia Argus.

Official Newspaper for 2018

Spring Grove Herald & Caledonia Argus)

\$6.00 per column inch

Miscellaneous Notices

No Bid

<u>First Printing of 2017 Financial Statement</u>	
Caledonia Argus	\$6.00 per column inch
<u>Second Printing of 2017 Financial Statement</u>	
Spring Grove Herald	\$5.00 per column inch
<u>Publication of Delinquent Tax List</u>	
Joint bid Spring Grove Herald/Caledonia Argus	\$6.00 per column inch

Motion was made by Commissioner Zmyewski, seconded by Commissioner Miller and unanimously carried to accept the bid as presented.

File No. 6 - Motion was made by Commissioner Walter, seconded by Commissioner Zmyewski and unanimously carried to set the minimum salaries for offices to be elected in 2018 as follows:

Auditor	\$5,000.00
Treasurer	\$5,000.00
Recorder	\$5,000.00
Sheriff	\$5,000.00
Attorney	\$5,000.00
Commissioner	\$5,000.00

File No. 7 – Motion was made by Commissioner Walter, seconded by Commissioner Connor and unanimously carried to adopt the following resolution:

RESOLUTION NO. 18-01

To Use Alternative Method To Disseminate Bids And Requests

WHEREAS, Minn. Statute § 331A.03 Subd. 3(b), allows a county to use its web-site or recognized industry trade journals as an alternative to disseminate solicitations of bids, requests for information and requests for proposals;

NOW THEREFORE, the Houston County Board of Commissioners hereby resolves:

BE IT RESOLVED, that the County of Houston will continue to use the Houston County website, www.co.houston.mn.us as an alternative means to disseminate solicitations of bids, requests for information, and requests for proposals for transportation related construction and maintenance projects.

BE IT FURTHER RESOLVED, that any dissemination by alternative means must be in substantially the same format and for the same period of time as a publication would otherwise be required under Minn. Statute § 331A.03 Subd. 3.

File No. 8 – Motion was made by Commissioner Walter, seconded by Commissioner Zmyewski and unanimously carried to adopt the following resolution:

RESOLUTION NO. 18-02

RESOLVED, That under the provisions of Chapter 714, Laws of 1961, duly designated representatives of Houston County shall be authorized to participate in the meetings and activities of their respective State Association by membership therein and attendance at meetings thereof, as contemplated by Statute, and by the provisions of Chapter 529, Laws of 1963; and

RESOLVED FURTHER, That money be appropriated from the County Revenue Fund to defray expenses of such officials in connection therewith, said expenses to be paid upon presentation and allowance of properly itemized claims in an amount not to exceed statute limitations.

File No. 9 – Motion was made by Commissioner Walter, seconded by Commissioner Connor and unanimously carried to approve the 2018 appropriations as follows:

2018 APPROPRIATIONS

SE Minnesota Initiative Fund	\$3,400.00
SEMAAA	\$2,000.00
SELCO	\$151,144.00
Emergency Medical Service	\$10,000.00
SEMCAC – Transportation Program	\$1,500.00
SEMCAC - Senior & Caregiver Advocacy	\$1,500.00
SEMCAC - Senior Nutrition	\$2,000.00
Historical Society	\$37,500.00
Historical Society - Matching Funds	5,000.00 Maximum
Southern MN Tourism//Historic Bluff Country	\$951.00
Agricultural Society	\$20,000.00
Agricultural Society –	\$4,000.00
Bluff Country HRA	5,000.00

File No. 10 – Placed on file was a proposed advertisement for filling vacancies on the Board of Adjustment. Motion was made by Commissioner Walter, seconded by Commissioner Zmyewski and unanimously carried to approve the same.

File No. 11 – Discussion was held regarding the County Board meeting schedule for 2018. The possibility of convening the evening meeting at 5:00 p.m., instead of 5:30 p.m. was discussed. The possibility of holding the evening meeting on the 4th Tuesday instead of the 3rd

Tuesday of each month was also discussed. After discussion, it was agreed to keep the schedule the same as in 2017 with a meeting at 9:00 a.m. the first and fourth Tuesday of each month, and an evening meeting at 5:30 p.m. on the third Tuesday of each month.

Discussion was held regarding the terms of Larry Hafner and Ed Hammell on the Planning Commission which expired on 12/31/2017. Commissioner Zmyewski felt these positions should be advertised. It was agreed that the policy will be reviewed at the next meeting. Motion was made by Commissioner Walter, seconded by Commissioner Miller and unanimously carried to reappoint Larry Hafner and Ed Hammell to the Planning Commission for two months, with the terms to expire 2/28/2018.

File No. 12 – Motion was made by Commissioner Walter, seconded by Commissioner Miller and unanimously carried to approve 2018 committee appointments.

Commissioner Miller provided an update with regard to plans for a new hotel and convention center in La Crescent.

Chairman Arnold reported that he spoke with a representative of the Association of Minnesota Counties AMC who stressed the importance of drafting a good job description for the position of Coordinator/Administrator. Chairman Arnold stated that he has 8 job descriptions from counties. Commissioner Walter questioned whether adding this position would have to wait until 2019, since the levy was reduced for 2018. Commissioner Zmyewski responded that this should not be a driving factor, since there are other potential savings and the county has millions of dollars in the general fund. Discussion was held regarding the possibility of holding a retreat to further discuss this proposed position. It was agreed to hold a retreat at 9:00 a.m. on Tuesday, January 30th, with the location to be determined.

Discussion was held regarding a meeting being held by the Census Bureau on January 24th from 10 a.m. to 4:00 p.m. in Rochester. Commissioner Connor and Commissioner Walter volunteered to attend.

Yvonne Krogstad expressed concern over the equipment purchases which were approved today. She felt there may be a duplication of equipment for the Highway Department and the Surveyor's Office.

Motion was made by Commissioner Miller, seconded by Commissioner Walter and unanimously carried to place on file the following items from the consent agenda:

File No. 13 – Correspondence to payroll regarding various board actions.

There being no further business and the time being 11:20 a.m., motion was made by Commissioner Miller, seconded by Commissioner Zmyewski and unanimously carried to adjourn the meeting, the next advertised meeting being Tuesday, January 16, 2018.

BOARD OF COUNTY COMMISSIONERS
HOUSTON COUNTY, MINNESOTA

By: _____
Fred Arnold, Chairperson

Attest: _____
Charlene Meiners, County Auditor

PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: Tuesday, January 16, 2018

5:30 p.m.

Place: Commissioners Room, Courthouse, Caledonia, MN

Members Present: Jack Miller, Justin Zmyewski, Scott Connor, Teresa Walter and Fred Arnold

Others Present: Auditor Meiners; Reporter Moorhead; Yvonne Krogstad; Bruce Kuehmichel; Wayne Stenberg & Cindy Vitse – Semcac; Emily Johnson & Eldon Pohlman-Houston County Agricultural Society; HS Director Pugleasa; Personnel Director Arrick-Kruger

Presiding: Fred Arnold, Chairperson

Call to order.

Motion was made by Commissioner Miller, seconded by Commissioner Connor and unanimously carried to approve the agenda.

Motion was made by Commissioner Walter, seconded by Commissioner Connor and unanimously carried to approve the minutes of the January 2, 2018 meeting.

File No. 1 - Motion was made by Commissioner Miller, seconded by Commissioner Connor and unanimously carried to approve payment of the license center and Human Services disbursements and the following claims:

County Revenue Fund	\$126,918.65
Road & Bridge Fund	8,919.42

Total	\$135,838.07
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File No. 2 – Wayne Stenberg and Cindy Vitse, representing Semcac, met with the Board. Wayne reported that the Caledonia Senior Dining site is now located at Elsie’s Restaurant. Semcac provided 14,062 meals at the various senior dining sites in Houston County in the last year, as well as 8,285 meals on wheels. He also reported on the energy assistance program. Cindy Vitse reported on the Housing Rehab Loan Program, the Minnesota Fix-up Fund, and DEED’s Small City Fund. Semcac also staffs Bluff Country HRA. They would like to do a housing study, as this is useful when applying for funding. Wayne Stenberg reported on the Food Shelf Program, the Family Planning Program, the Transportation Program and the Volunteer Driver

Program. This last year Semcac received an award from Workforce Development as one of the best places to work in Minnesota.

File No. 3 – Emily Johnson and Eldon Pohlman, representing the Houston County Agricultural Society, met with the Board and presented their annual report. They requested that the County approve issuance of \$4,000.00 matching funds, in addition to their annual appropriation. Eldon Pohlman stated that they are now a 501C3 organization. He is hopeful that they will be moving forward with a building project. They have attended several fair conventions recently and received a lot of information. Discussion was held on changes that have been made to the Houston County Fair. Motion was made by Commissioner Walter, seconded by Commissioner Connor and unanimously carried to approve the additional \$4,000.00 matching funds.

Personnel Director Arrick-Kruger reported that a 50 year contract for the Agricultural Society to lease the fairgrounds in the amount of \$10.00 per year has been drafted. The contract for the property adjacent to the Highway Department that is currently used for parking is only for one year, due to the ongoing discussion regarding the county highway building project. It was agreed that this would be placed on the agenda for approval at the next meeting.

Discussion was held regarding the proposed building project. Emily Johnson reported that they received a donation in the amount of \$80,000.00.

File No. 4 – HS Director Pogleasa requested approval of a contract with Ability Building Center for community based employment for people with disabilities. Motion was made by Commissioner Walter, seconded by Commissioner Miller and unanimously carried to approve the same.

File No. 5 – HS Director Pogleasa requested approval of a contract with Erik Sievers for clinical supervision for the social workers. Motion was made by Commissioner Walter, seconded by Commissioner Zmyewski and unanimously carried to approve the same.

File No. 6 - HS Director Pogleasa requested approval of a contract with Hiawatha Valley Mental Health Center. Motion was made by Commissioner Connor, seconded by Commissioner Walter and unanimously carried to approve the same.

File No. 7 – HS Director Pogleasa requested approval of a regional contract with Olmsted County for a CD Navigator Program. Motion was made by Commissioner Miller, seconded by Commissioner Walter and unanimously carried to approve the same.

File No. 8 – HS Director Pogleasa requested approval of a Child Welfare and Juvenile Justice Screening Grant from the State of Minnesota for child respite. Motion was made by Commissioner Connor, seconded by Commissioner Walter and unanimously carried to accept said grant.

File No. 9 – Personnel Director Arrick-Kruger requested approval of a change in employment status for Tessa Diepenbrock from probationary to regular status effective January 17, 2018.. Motion was made by Commissioner Walter, seconded by Commissioner Zmyewski and unanimously carried to approve the same.

File No. 10 – Motion was made by Commissioner Connor, seconded by Commissioner Zmyewski and unanimously carried to approve an Application for Exempt Permit on behalf of Golf Caledonia, Inc. for gambling activities to be held at Ma Cal Grove Country Club, and to adopt the following resolution:

RESOLUTION NO. 18-03

BE IT RESOLVED that the Houston County Board of Commissioners does hereby approve the Minnesota Lawful Gambling Application for Exempt Permit on behalf of Golf Caledonia, Inc. for gambling activities to be conducted at Ma Cal Grove Country Club in Caledonia Township, with no waiting period.

File No. 11 – Discussion was held regarding a request to appoint a commissioner to serve on the Hiawatha Valley Resource Conservation & Development Council. After discussion, it was agreed to table this matter for further review.

Discussion was held regarding the Planning Commission. Chairperson Miller stated that he and Commissioner Connor have conflicts on Thursday night, however, they could alternate meetings. Motion was made by Commissioner Miller, seconded by Commissioner Zmyewski and unanimously carried to appoint Commissioners Arnold and Connor as co-representatives on the Planning Commission.

File No. 12 - Discussion was held regarding two positions on the Planning Commission which were up for reappointment this year. Motion was made by Commissioner Zmyewski, seconded by Commissioner Miller and unanimously carried to advertise the two vacancies.

Chairperson Arnold stated that he requested the Highway Department Building Project be placed on the agenda as an action item. He indicated that we are almost exactly where we were a year ago. Further, he felt the process has not moved forward much since 1993. He talked to Engineer Pogodzinski a few weeks ago about modifying the process in order to get things moving. Chairperson Arnold suggested that we seek out some different ideas on building configuration and the use of the property. He felt the property is not conducive to a large rectangular building. At this point, by Board action, the county is locked into building on the current location. He indicated that, if we can't find any way of utilizing this location for a viable structure, there is a problem. Commissioner Zmyewski stated that the biggest problem he has seen over the years is the stonewalling by the Highway Department. He also felt the Board needs to give more direction on the project. Motion was made by Commissioner Miller, seconded by

Commissioner Zmyewski and unanimously carried to appoint Chairperson Arnold and Commissioner Connor as the official members of the Highway Department Building Committee, with the understanding that they shall be empowered to meet with any individual or group to move the process forward, they are to report to the board on a monthly basis as to who they met with and the substance of the meetings, and land acquisition issues shall be discussed in closed session.

Commissioner Walter reported that the EMS and Workforce Development meetings were cancelled due to bad weather. Also, she and Commissioner Connor will attend the census meeting being held in Rochester.

Commissioner Zmyewski stated that the Bluff Country HRA meeting was cancelled due to the lack of a quorum. Also, Engineer Pogodzinski contacted him because some of the flyers are interested in putting together an airport committee again. He indicated that this committee previously consisted of all flyers and was very once-sided. He would like to see a committee that has more checks and balances in place.

Commissioner Miller reported on a HVMHC meeting he attended.

Commissioner Miller reported on an EDA meeting held recently. Chairperson Arnold stated that the EDA Board would like to see the county hire a full-time EDA person. He indicated that the current CEDA person is doing an excellent job.

Chairperson Arnold reported on Water Planning meetings which he has attended.

Discussion was held regarding the county board retreat. It was agreed it would be held at 9:00 a.m. on January 30th. Commissioner Zmyewski suggested holding it out of county. Discussion was also held regarding holding it in La Crescent.

Bruce Kuehmichel, Caledonia City, requested clarification as to what the responsibilities of the members of the Highway Department Committee are. Commissioner Miller responded that they are the official members of this committee; they shall be empowered to meet with any individual or group to move the process forward; they are report to the board on a monthly basis as to who they met with and the substance of the meetings; and land acquisition issues shall be discussed in closed session.

Bruce Kuehmichel suggested that the Board call a hearing on alleged violations at the Skyline Winnebago quarry.

Motion was made by Commissioner Zmyewski, seconded by Commissioner Connor and unanimously carried to place on file the following items from the consent agenda:

File No. 13 - Correspondence to Payroll regarding reassignment of Michelle Massman as Forensic Social Worker

File No. 14 - Correspondence regarding various committee appointments

File No. 15 - Correspondence to La Crosse County regarding tons delivered to Xcel

File No. 16 – Correspondence regarding the award of the 2018 printing bid

There being no further business and the time being 7:27 p.m., motion was made by Commissioner Zmyewski, seconded by Commissioner Miller and unanimously carried to adjourn the meeting, the next advertised meeting being Tuesday, January 23, 2018.

BOARD OF COUNTY COMMISSIONERS
HOUSTON COUNTY, MINNESOTA

By: _____
Fred Arnold, Chairperson

Attest: _____
Charlene Meiners, County Auditor

PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: Tuesday, January 23, 2018

9:00 a.m.

Place: Commissioners Room, Courthouse, Caledonia, MN

Members Present: Jack Miller, Justin Zmyewski, Scott Connor, Teresa Walter and Fred Arnold

Others Present: Auditor Meiners; Reporter Moorhead; Finance Director Lapham; County Attorney Jandt; Engineer Pogodzinski; Environmental Services Director Frank; Zoning Administrator Lacher; Ken Tschumper

Presiding: Fred Arnold, Chairperson

Call to order.

Motion was made by Commissioner Walter, seconded by Commissioner Connor and unanimously carried to approve the agenda.

Motion was made by Commissioner Miller, seconded by Commissioner Zmyewski and unanimously carried to approve the minutes of the January 16, 2018 meeting.

File No. 1 - Motion was made by Commissioner Zmyewski, seconded by Commissioner Connor and unanimously carried to approve payment of the license center and Human Services disbursements and the following claims:

County Revenue Fund	\$ 71,238.72
Road & Bridge Fund	20,818.13

Total	\$ 92,056.85
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Ken Tschumper, La Crescent Township, stated that he is not optimistic with regard to zoning in Houston County. He expressed his concern regarding a hearing held on behalf of Bruening Rock Products for a Conditional Use Permit.

File No. 2 - Engineer Pogodzinski met with the Board to continue the discussion from January 2, 2018 regarding the purchase of a loader. They are recommending purchasing a loader from Bobcat of the Coulee Region in the amount of \$62,723.15, less the trade in of a John Deere loader in the amount of \$44,500.00, for a net cost of \$18,223.15. Commissioner Zmyewski stated that he would like to postpone this decision, as he would like to share information with the rest of the board. Chairperson Arnold stated that he met with Highway Department staff

regarding the spec sheet and he understands why this machine was being recommended over other models. However, if there is more information he is willing to delay this purchase. Motion was made by Commissioner Zmyewski, seconded by Commissioner Miller, and unanimously carried to table this matter until the next meeting.

File No. 3 – Engineer Pogodzinski reported that the Board previously approved the purchase of a mechanic’s truck from Mike Motors, off the state bid. It was discovered that Mike Motors did not receive the state contract for that particular truck. The correct vendor is Dodge of Burnsville in the amount of \$47,360.55 including tax. This is approximately \$1,900.00 less than the previously awarded contract. Motion was made by Commissioner Walter, seconded by Commissioner Connor, and unanimously carried to approve the same.

File No. 4 – Engineer Pogodzinski reported that, per union contract, the county is responsible for a DOT physical every 1 to 2 years. The County contracts with both Mayo Clinic and Gundersen so that rates are set. He had planned to have an agreement with Gundersen approved today, however, he would like to table this until a later date.

File No. 5 – Engineer Pogodzinski reported that S.A.P. 28-612-013 provides for the reconstruction of part of C.S.A.H. #12 with replacement of bridge no. 8161 with a culvert. Prior to proceeding with the project, he is asking the Board to approve and accept Houston County Right of Way Plat No. 72. Motion was made by Commissioner Connor, seconded by Commissioner Zmyewski and unanimously carried to adopt the following resolution:

RESOLUTION NO. 18-04

APPROVING AND ACCEPTING HOUSTON COUNTY RIGHT OF WAY PLAT NO. 72 FOR RECONSTRUCTION PROJECT SAP 028-612-013

WHEREAS, Houston County desires to improve and reconstruct that part of C.S.A.H. 12, located 0.07 miles Southwest of the Junction with State Trunk Highway 44/76, with the Replacement of Bridge No. 8161 with Culvert No. 28J46 and Approach Grading Project identified as SAP 028-612-013; and

WHEREAS the Houston County Highway Department and the Houston County Surveyor have prepared Houston County Right of Way Plat No. 72 to identify and delineate the right of way and easements required for this project; and

NOW THEREFORE BE IT RESOLVED that Houston County approves and accepts Houston County Right of Way Plat No. 72 as designating the definite location of that part of C.S.A.H. 12 located in located in Section 24, Township 102 North, Range 6 West, as presented on this date, January 23, 2018, and authorizes it to be filed of record with the Houston County Recorder.

BE IT FURTHER RESOLVED that Fred Arnold, County Board Chairperson, is hereby authorized to execute and sign the certification statement on said plat on behalf of Houston County.

File No. 6 - Engineer Pogodzinski reported that he met with a group of individuals who would like to reinstate the Airport Commission. We are in the process of updating the Airport Layout Plan and Master Plan, and he felt it would be good to have input from the flyers. There was an Airport Commission in place a few years ago, but it was disbanded. He would like to see representation from county employees, the County Board, and flyers. Commissioner Zmyewski stated that the last Airport Commission was made up of mostly flyers, and he felt there was too much self-interest involved and the Airport Commission was mostly a lobbying group. If this is reinstated, he felt this should consist of a more diverse group. Commissioner Miller stated that he was involved with the Airport Commission previously, and he concurs with Commissioner Zmyewski's comments. Chairperson Arnold inquired as to the size of the Commission. Commissioner Zmyewski recommended keeping it small, and suggested two Commissioners, Engineer Pogodzinski as Airport Manager, two flyers, and EDA representation. Chairperson Arnold stated that we hear that an expanded airport would benefit local businesses, so he would like to have someone representing business, one person representing tourism, a couple of flyers, Engineer Pogodzinski, and one or two Commissioners. Commissioners Zmyewski and Connor indicated that they felt Caledonia City should be represented. It was agreed to put this on the agenda for the first meeting in February.

File No. 7 – Zoning Administrator Lacher reported that the Federal Emergency Management Agency (FEMA) and the Minnesota Department of Natural Resources (DNR) have been in the process of updating the floodplain mapping for Houston County. Preliminary maps were provided in December 2014 and January 2016 showing much of the Sheldon area included in the floodplain. In August of 2016, with the support of the DNR, the County appealed the mapping of the Sheldon area. Based on the appeal, FEMA has revised the preliminary mapping, reducing the amount of area included in the floodplain which will affect approximately two dozen buildings in the Sheldon area. The preliminary maps are not yet effective, and are estimated to take effect during the first half of 2018. The County will have to formally adopt the maps into the Zoning Ordinance at that time.

Environmental Services Director Frank reported that he works with the MN Department of Agriculture to obtain revolving loan funds for fixing up feedlots, updating septic systems, dealing with abandoned wells, etc. The funding comes initially from the federal government to the state, and counties makes application for funding. This year he is requesting a grant of just over \$410,000.00. The funding will be made available in low interest loans, which will be paid back to the state. He indicated that his department works with the Soil and Water Conservation District on this program.

File No. 8 – Environmental Services Director Frank requested approval of Haulers Licenses for calendar year 2018. Motion was made by Commissioner Walter, seconded by Commissioner Connor, and unanimously carried to approve the issuance of the following licenses:

Richard's Sanitation

Collection & Transportation License
Intermediate Solid Waste Disposal Facility License

Waste Management

Collection & Transportation License

Hilltoppers

Collection & Transportation License

Harter Quick Clean-up

Collection & Transportation License

Midwest Roll Off, Inc.

Collection & Transportation License

Two Guys & A Dumpster

Collection & Transportation License

Schoh Trucking

Collection & Transportation License

Comstock Trucking

Collection & Transportation License

Wilhelm Trucking

Collection & Transportation License

Houston County Recycling Center

Collection & Transportation License
Intermediate Solid Waste Disposal Facility License

File No. 9 – Environmental Services Director Frank requested approval of a five year contract with Winona County for the Household Hazardous Waste Program. The contract has been reviewed and approved by the County Attorney. Motion was made by Commissioner Walter, seconded by Commissioner Connor and unanimously carried to approve the contract.

Environmental Services Director Frank stated he is in the process of developing an informational brochure that will be made available to the public which will list the dates of the Household Hazardous Waste collection for the next two years. In 2018 the dates are as follows: May 24th at the Recycling Center in Houston, July 12th at the Fairgrounds in Caledonia, and August 23rd at the Hokah Fire Station. In 2019 collections will be held in the La Crescent and Spring Grove areas.

Environmental Services Director Frank reported that the fluorescent bulb collection will be held on April 7th at the dump sites.

Environmental Services Director Frank reported that the employee hired recently in his department serves as Agricultural Inspector, in addition to other duties. The Township Association has requested an educational meeting on weed identification and enforcement. They are working with Extension who will be hosting an educational session on February 13th from 1:00 to 3:30 p.m. in the Justice Center Conference Room.

Discussion was held regarding the proposed contract with the Houston County Agricultural Society. There is a concern that the 1.83 acre area used as parking for the fair may be needed for a building project. The proposed lease, as written, is a 50 year agreement, with the 1.83 acre area being a year to year lease arrangement. The concern was raised that even having this area tied up for a year at a time could impact a building project. After discussion it was agreed that the lease will be tabled until the next meeting.

Commissioner Walter reported that she received a call from a resident who feels items disposed of at the drop sites should be available for re-use. She also reported that she is involved with a well testing program, and results came back with no concerns. She also received a call from a citizen with concerns regarding the levy and the position of County Administrator.

Commissioner Connor reported that he and Chairman Arnold met with Engineer Pogodzinski regarding the proposed Highway Department building project. They had a very good discussion and are looking at options. It was initially thought that a hydraulic study was required, however, Engineer Pogodzinski feels he has a good handle on this and that approximately an acre would be required for water retention. Also, the question came up as to whether the 22 acre site by the high school could be used for storage. It was agreed that this was not a good idea. Brief discussion was held regarding the potential for utilizing one of the satellite shops for storage. Discussion was also held regarding the possibility of selling the 22 acre parcel of land.

Commissioner Zmyewski inquired where we are at regarding the issue of allowing individuals to scavenge items from the drop sites for reuse. It was pointed out that an individual in La Crescent is collecting and refurbishing tools that are disposed of at the La Crescent drop site and they are being donated to Haiti.

It was agreed that the County Board retreat will be held at 9:00 a.m. on Tuesday, January 30th, at Corky's Pizza, 25 South Walnut Street, La Crescent. It was agreed that agenda items would include, but not be limited to, the position of County Administrator, reuse of the historic jail, and the Highway Department building project.

It was agreed that Commissioners Walter, Arnold and Miller will attend the AMC Legislative conference.

It was agreed that Commissioners Walter, Arnold and Miller will attend the AMC Legislative Conference February 28th and March 1st.

File No. 10 - Motion was made by Commissioner Miller, seconded by Commissioner Zmyewski and unanimously carried to go into closed session pursuant to MN Statute 13D.05, subd.3(b) for the purpose of discussing a budget appeal filed by the Houston County Auditor vs. Houston County Board of Commissioners appealing Resolution 17-59.

Motion was made by Commissioner Miller, seconded by Commissioner Connor and unanimously carried to reconvene in open session.

County Attorney Jandt reported that it was consensus of board members that he will continue to represent the County Board in this matter.

Motion was made by Commissioner Walter, seconded by Commissioner Zmyewski and unanimously carried to place on file the following items from the consent agenda:

File No. 11 – A public notice regarding Planning Commission vacancies

There being no further business and the time being 11:04, motion was made by Commissioner Zmyewski seconded by Commissioner Miller and unanimously carried to adjourn the meeting, the next advertised meeting being Tuesday, February 6, 2018.

BOARD OF COUNTY COMMISSIONERS
HOUSTON COUNTY, MINNESOTA

By: _____
Fred Arnold, Chairperson

Attest: _____
Charlene Meiners, County Auditor

PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: Tuesday, January 30, 2018

9:11 a.m.

Place: Corky's Pizza, 25 South Walnut Street, La Crescent, MN

Members Present: Jack Miller, Justin Zmyewski, Scott Connor, Teresa Walter and Fred Arnold

Others Present: Deputy Auditor Larissa Erickson

Presiding: Fred Arnold, Chairperson

Discussion was held regarding the Meyer building and the Historic Courthouse. The possibility of selling the Meyer building and moving some offices to the Historic Jail was discussed. Commissioners Miller and Arnold indicated that at the last EDA meeting, one of the members indicated there was public interest in purchasing the Historic Jail, and they felt it could be sold quickly if offered for sale. The County received insurance money from when the Jail was flooded. Further, there is the possibility of obtaining grants for upgrading the building. There is also a committee looking at various possibilities for its utilization.

Discussion was held regarding the Highway Department building project. Discussion was held regarding whether a heated storage area is necessary. The Board expressed concern that we not over-build. It was felt that the Board should make the decisions on the design, rather than staff. Discussion was held as to whether the office personnel and the maintenance staff can be split up. It was agreed that the Board needs to first work with the Fair Board regarding the site.

Discussion was held regarding bids and quotes for vehicles and equipment. It was felt that at times, private bids may be more economical than the state bid. It was felt that a policy and guidelines need to be written up and followed.

Discussion was held regarding staffing and combining of departments. It was felt that this would fall under the duties of the administrator position. It was felt that a job description for the administrator position needs to be finalized. It was agreed that each commissioner will work on a list of what they think the administrator duties should include. Discussion was also held regarding informing the public of the Board's plans with regard to hiring an administrator.

There being no further business and the time being 11:44 a.m., the meeting was adjourned.

BOARD OF COUNTY COMMISSIONERS
HOUSTON COUNTY, MINNESOTA

By: _____
Fred Arnold, Chairperson

Attest: _____
Charlene Meiners, County Auditor

PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: Tuesday, February 6, 2018

9:00 a.m.

Place: Commissioners Room, Courthouse, Caledonia, MN

Members Present: Jack Miller, Justin Zmyewski, Scott Connor, Teresa Walter and Fred Arnold

Others Present: Auditor Meiners; Reporter Moorhead; Yvonne Krogstad; Bruce Kuehmichel; Finance Director Lapham; Personnel Director Arrick-Kruger; County Attorney Jandt; Gary Meiners; Bruce Kuehmichel; Michael Fields; Ken Tschumper; Gary Meiners; Zoning Administrator Lacher; Personnel Director Arrick-Kruger; Sheriff Inglett; Assessor Cresswell-Hatleli; Jeff Lewis-Schneider Corporation; Human Services Director Pugleasa; Chief Deputy Sheriff Lapham; Ed Chapman

Presiding: Fred Arnold, Chairperson

Call to order.

Motion was made by Commissioner Walter, seconded by Commissioner Connor and unanimously carried to approve the agenda.

Motion was made by Commissioner Miller, seconded by Commissioner Walter and unanimously carried to approve the minutes of the January 23, 2018 meeting.

File No. 1 - Motion was made by Commissioner Walter, seconded by Commissioner Zmyewski and unanimously carried to approve payment of the license center and Human Services disbursements and the following claims:

County Revenue Fund	\$ 228,404.07
Road & Bridge Fund	111,756.95

Total	\$340,161.02
	=====

File No. 2 - Michael Fields, Winnebago Township, distributed a handout and discussed the proposed reclamation plan for the Winnebago Quarry.

Michael Kruckow, representing Bonanza Grain Kruckow Rock Products expressed his concern regarding the scheduled appointment by Zoning Administrator Lacher regarding the Schutz Quarry. He indicated that the County Board may at some point be the decision making

body in this regard, therefore he felt this presentation could be unfairly prejudicial and he wanted his objection to be on the record. Chairperson Arnold stated that County Attorney Jandt and Zoning Administrator Lacher have worked together on this, and the Board needs to allow them time for this presentation.

Ken Tschumper, La Crescent Township, reminded the Board that the Houston County Protectors have been working on the issue of the Schutz Quarry since August 17th. Further, he stated that the County Auditor is a respected official and the public is very concerned about the Board not allowing her to hire. He strongly urged that the Board work with the County Auditor to come to a speedy resolution that is agreeable to both parties.

Gary Meiners, owner of the Schutz Quarry, stated that when he leased the quarry to Kruckow Rock Products the Zoning Department gave him a letter that indicted they could operate as a mine. He made a business decision based on that letter, and he is unsure what the repercussions will be if the county closes the mine.

File No. 3 – Zoning Administrator Lacher reported that a letter was mailed last Friday to the property owner of the Schutz Quarry indicating it was determined that operations should cease. Mr. Lacher gave a power point presentation regarding the history of the quarry to substantiate his decision to close the mine. The next steps will include a stop work order if necessary, as well as the potential for working with the landowner. Throughout this he indicated that he would look for support from the Board. Commissioners Miller and Arnold thanked Mr. Lacher for his work and professionalism in this regard.

Jeff Lewis, Schneider Corporation, gave a power point presentation. He indicated that some of the projects they have worked on so far are: One of the biggest projects they have worked on so far has been parcel topography cleanup of overlaps and gaps. There are also issues in the Hokah area they need to clean up. The 911 project was a separate project and has been submitted to the state. The data bases were split up to allow multiple editors at one time. The Zoning Department is now using the collector application for ArcGIS. They have updated some licenses so that everyone is on the same version of software. They created a new septic permit feature class to link to permits.

Commissioner Miller inquired as to Schneider Corporation taking over splits, as he felt this would reduce the workload in the Auditor's Office. Mr. Lewis indicated that they could draw the splits in after the fact. Auditor Meiners clarified that this will not decrease the workload of her department, as staff still needs to draw in the legal descriptions in order to figure out what exactly is being split and acreages, in order to update county tax records. Commissioner Connor inquired whether Schneider Corporation has taken over any work done by the Auditor's Office, and Mr. Lewis responded that they have not.

File No. 4 – Assessor Cresswell-Hatleli reported on applications for abatement on behalf of Gary A. Meiners, Parcel No. 16.0051.000, for taxes payable 2015, 2016 and 2017, which if approved, will result in a payback to the landowner, as well as an abatement for taxes payable 2018 which will result in a correct prior to the calculation of taxes payable 2018. She indicated that in April of 2013 one of the staff members of the Assessor’s Office changed the classification of the property so that the entire acreage was classified as a mine. Generally, only the open mining area is classified as a mine. This resulted in the woodland being valued at \$5,000 per acre rather than \$2,000 per acre as it should have been. Further, this classification results in tax capacity being calculated at a higher rate, which compounds the amount the landowner was over-taxed. Commissioner Miller stated that in the past the county has only approved abatements back on year, and he inquired how the error was brought to light. Assessor Cresswell-Hatleli responded that this was brought to her attention by the Zoning Department. The Board expressed concern with approving more than one back year, as the precedent has been set to only go back one year. After discussion, motion was made by Commissioner Walter, seconded by Commissioner Zmyewski and unanimously carried to approve the abatements for taxes payable 2017 and 2018.

File No. 5 – On the recommendation of Assessor Cresswell-Hatleli, motion was made by Commissioner Connor, seconded by Commissioner Zmyewski and unanimously carried to approve the change in employment status for Appraiser Trainee Michelle Quinn from probationary to regular effective February 21, 2018.

Personnel Director Arrick-Kruger recommended authorizing a search for a third appraiser-trainee position. It was pointed out that Appraiser Carl Ask plans to retire in mid-summer of 2019 and they want to have another appraiser trained before that time. After discussion, motion was made by Commissioner Connor, seconded by Commissioner Walter and unanimously carried to approve the same.

Personnel Director Arrick-Kruger reported that Julie Winjum has submitted her resignation from the position of Financial Worker effective February 12, 2018. Motion was made by Commissioner Connor, seconded by Commissioner Zmyewski and unanimously carried to accept the resignation and to thank her for her years of service.

Motion was made by Commissioner Connor, seconded by Commissioner Walter and unanimously carried to approve initiating a search for the position of Financial Worker.

File No. 6 – Personnel Director Arrick-Kruger and Sheriff Inglett met with the Board and requested the adoption of a resolution allowing a temporary employee who meets the eligibility requirements to participate in the PERA retirement program. Motion was made by Commissioner Walter, seconded by Commissioner Connor and unanimously carried to adopt the following resolution:

RESOLUTION 18-05

WHEREAS, Minn. Stat. 353.63 recognizes special consideration should be afforded to employees who perform hazardous work and devote their time and skills to protecting the property and personal safety of others; and

WHEREAS, Minn. Stat. 353.64, Subd. 2, grants governmental subdivisions the authority to request coverage in the Public Employees Police and Fire plan for eligible part-time employees of police or sheriff departments whose position duties meet the requirements stated therein and set forth below.

BE IT RESOLVED, the County of Houston hereby declares that the position of Part-Time Deputy Sheriff, currently held by Seth Louks, meets all of the following Police and Fire Plan membership requirements:

1. Said position requires licensure by the Minnesota Peace Officer Standards and Training Board pursuant to Minn. Stat. 626.84 to 626.863 and this employee is so licensed;
2. Said position's primary (over 50%) duty is to enforce the general criminal laws of the state;
3. Said position charges this employee with the prevention and detection of crime;
4. Said position grants this employee the full power of arrest, and
5. Said position is assigned to the Houston County Sheriff's Office.

BE IT FURTHER RESOLVED, the Houston County Board of Commissioners hereby requests that Seth Louks be accepted as a member of the Public Employees Police and Fire Plan effective the date of this employee's initial Police and Fire Plan salary deduction by the governmental subdivision.

The time being 10:33 a.m., motion was made by Commissioner Zmyewski, seconded by Commissioner Walter and unanimously carried to convene in closed session pursuant to M.S. 13.D05, subd. 2 to discuss allegations regarding an employee subject to the Board's authority.

Motion was made by Commissioner Walter, seconded by Commissioner Miller and unanimously carried to end the closed session.

Motion was made by Commissioner Walter, seconded by Commissioner Miller and unanimously carried to reconvene in open session.

Motion was made by Commissioner Miller, seconded by Commissioner Zmyewski and unanimously carried to terminate the employment of Bruce Shores based on the report received in closed session.

File No. 7 – Personnel Director Arrick-Kruger reported on the Pay Equity Report. Motion was made by Commissioner Walter, seconded by Commissioner Connor and unanimously carried to approve the same.

File No. 8 – Sheriff Inglett requested approval of a two year Tower Lease Agreement with the Charles H. & Margaret G. Lawton Trust. He expects to no longer need the VHF transmitter located on this tower by the end of this agreement. Motion was made by Commissioner Connor, seconded by Commissioner Zmyewski and unanimously carried to approve the agreement.

At this time Sheriff Inglett provided an annual report for the Sheriff's Department. He reported on the many volunteer hours of the posse members throughout 2017. He also gave reported that over 95 pounds of prescription drug were disposed of in the drop box located in the Justice Center for this purpose, ALICE training is ongoing, and there were 427 permits to carry processed. He provided an update on the canine program and the enthusiastic support from a citizens group for this program. He reported on the Toward Zero Death's Program, and thanked the Caledonia Argus for donating printing in connection with the program kickoff held at Wildcat last spring. He reported on changes in the investigation unit, the number of civil process service attempts, and the emergency management program. There were almost 4,000 E911 calls in 2017. There is an excellent partnership in place with Gundersen Lutheran which provides for on-line help for all emergency medical calls until the emergency services arrive. The jail is averaging 31.6 inmates per day and the department generated just over \$297,000 in revenue by boarding prisoners from other counties. Initial Complaint Reports are down slightly, but Calls for Service have increased over 4%. He reported how the department assists local police departments, the hours spent on boat patrol, and provided a budget overview. He indicated that the cost of providing services amounted to only \$82 per citizen in 2017.

Chairperson Arnold reported that there has not been a lot of progress on the Airport Commission. Commissioner Connor reported that the Chamber of Commerce would like to have someone attend their next meeting regarding membership on the Airport Commission.

File No. 9 – Motion was made by Commissioner Walter, seconded by Commissioner Connor and unanimously carried to approve a Voting Equipment Grant Agreement with the State of Minnesota in the amount of \$50,166.38.

Chairperson Arnold stated that the Board had previously appointed both Commissioner Connor and himself to the Planning Commission. However, the Zoning Department would like to have one of them appointed as the member and the other as alternate. Motion was made by Commissioner Miller, seconded by Commissioner Connor and unanimously carried to appoint Chairperson Arnold as the Planning Commission member, and to appoint Commissioner Connor as alternate.

File No. 10 – Finance Director Lapham reported that the County is required to complete an IRS form in connection with tax exempt bonds. The form now includes a question as to

whether we have written procedures and practices in regard to the bond money and how it is handled. These procedures have been reduced to writing and she asked that the Board take action to approve them. Motion was made by Commissioner Zmyewski, seconded by Commissioner Walter and unanimously carried to approve the same.

File No. 11 – Finance Director Lapham reported that the County has adopted a procurement policy with regard to federal grants which we are awarded. We have the opportunity to adopt a resolution to accept a 2017 grace period. Then if there are any findings in the 2017 audit in this regard, we will not be written up with audit findings, but rather, will have a one year grace period to implement the changes in our policy. Motion was made by Commissioner Connor, seconded by Commissioner Walter and unanimously carried to adopt the following resolution:

RESOLUTION NO. 18-06

BE IT RESOLVED by the Houston County Board of Commissioners that they approve the 2017 grace period for the implementation of required procurement procedures and written standards of conduct covering conflicts of interest and governing the performance of employees engaged in the selection, award, and administration of contracts in order to reflect applicable State and local laws and regulations, and conform to applicable Federal Statutes and the procurement requirements identified in 2CFR part 200 for Federal Grants awarded beginning in 2015.

Motion was made by Commissioner Miller, seconded by Commissioner Connor and unanimously carried to schedule the Houston County Board of Equalization for 6:00 p.m. on Tuesday, June 16, 2018 in the Commissioners Room of the Courthouse.

Commissioners Walter and Connor reported on the State Demographer's meeting which they attended regarding the importance of the census. They indicated that it is imperative that every citizen complete and submit their census questionnaire either by mail or on-line because this affects our state aid, as well as the number of representatives in the state. It is estimated that 60% of the population do not complete these forms. The Census Bureau then sends someone to their door in an attempt to get them to complete it. However, the funding for this has been cut in half.

Commissioner Zmyewski reported on a Semcac meeting which he attended. The main focus of the meeting was on changing the bylaws.

Commissioner Zmyewski stated that there is a concern with not having restroom facilities at the supervised drop-sites. Environmental Services Director Frank is checking into getting porta potties installed.

Commissioner Miller reported that the Board retreat was very productive.

Discussion was held regarding the jail reuse meetings held recently. The price tag for renovations are higher than anticipated. The idea was brought up to renovate the first floor for county use, as perhaps grants would be available for further renovations in the future.

Commissioner Arnold reported on Extension Committee and Water Planning meetings he attended. A Crooked Creek Watershed structure was planned for this summer. The Corps of Engineers declined being involved in the planning process, but now they are raising concerns that they want resolved, so the project will probably be pushed back to 2019.

Ed Chapman reported that he is one of five pilots interested in reestablishing the Airport Commission. He indicated that for every \$1 the county spends on the airport, they received \$19 in state and federal funding.

Mike Fields expressed concern that the County is taking action to cease the use of the Schutz quarry, but seem to be allowing the Skyline quarry to be rushed through.

Michael Kruckow stated that Mr. Lacher's agenda request form stated that no action was required by the Board, so notice was not given to Kruckow Rock Products. However, at the end of his presentation Mr. Lacher requested the Board's support of his position, and Mr. Kruckow felt this was in essence a public hearing. However, one-sided information was given, with no opportunity for Kruckow Rock Products to rebut and/or provide information.

Motion was made by Commissioner Connor, seconded by Commissioner Zmyewski and unanimously carried to place on file the following items from the consent agenda:

File No. 12 - Public Notice of Board Retreat

File No. 13 - Correspondence from SMIF in appreciation of appropriation

There being no further business and the time being 11:56 a.m., motion was made by Commissioner Miller, seconded by Commissioner Zmyewski and unanimously carried to adjourn the meeting, the next advertised meeting being Tuesday, February 20, 2018.

BOARD OF COUNTY COMMISSIONERS
HOUSTON COUNTY, MINNESOTA

By: _____
Fred Arnold, Chairperson

Attest: _____
Charlene Meiners, County Auditor