



Jeffrey Babinski  
County Administrator

# HOUSTON COUNTY

304 South Marshall Street  
Caledonia, MN 55921  
TEL (507) 725-5827

Commissioners:  
District 1  
Jack Miller  
District 2  
Eric Johnson (Vice Chair)  
District 3  
Robert Burns  
District 4  
Teresa Walter (Chair)  
District 5  
Fred Arnold

---

---

## HOUSTON COUNTY BOARD OF COMMISSIONERS REGULAR BOARD MEETING AGENDA

**9:30, September 10, 2019, County Board Room, Historic Courthouse**

**CALL TO ORDER  
PLEDGE OF ALLEGIANCE**

**APPROVE AGENDA**

**APPROVE MINUTES** (27 Aug Board Meeting, 3 Sep Workgroup Session)

**PUBLIC COMMENT**

**9:35 Appointment: Erik Leitzen, Historic Bluff Country: Program Overview and Funding Allocation Request**

**CONSENT AGENDA**

(Routine business items enacted by one unanimous motion. Commissioners may request moving items on the consent agenda to the Action Item list if they desire discussion before taking action.)

- 1) Approve Claims, Human Service & License Center disbursements
- 2) Approve Resolution 19-30 Land Exchange and Purchase for Highway Department.
- 3) Approve Resolution 19-31 Authorization to Execute 'Toward Zero Deaths' Grant.
- 4) Affirm the following personnel actions:
  - a. Assessor
    - i. Accept the resignation of Naomi Hoel, Appraiser Trainee, effective the end of the business day Sept 6, 2019.
    - ii. Approve a competitive search for a probationary Appraiser (Appraiser Trainee, Certified Minnesota Appraiser (CMA Non-Income or Income), or AMA; based on qualifications and Minnesota licensure.
    - iii. Hire Steffanie Schellsmidt as a 67 day temporary employee B21, Step 1, effective Sept 11, 2019.
    - iv. Change the employment status of Michelle Quinn from Certified Minnesota Appraiser (Non-Income) B23, to Certified Minnesota Appraiser (Income) B24, Step 4, effective Sept 11, 2019.
    - v. Change the employment status of Luke Onstad from Certified Minnesota Appraiser (Non-Income) B23, to Certified Minnesota Appraiser (Income) B24, Step 2, effective Sept 11, 2019.
  - b. Environmental Services.

- i. Confirm the change of employment status of Aaron Lacher, Environmental Services Director D61, from probationary to regular status, effective Sept 11, 2019.
- c. Highway
  - i. Hire Wesley Burroughs as a probationary Highway Maintenance Specialist, B23-2, step 1, conditioned upon passing requisite background checks, effective Sept 23, 2019.
  - ii. Hire Chris Frank as a probationary Highway Maintenance Specialist, B23-2, step 1, conditioned upon passing requisite background checks, effective Sept 16, 2019.

## **ACTION ITEMS**

- 1) Consider approving the Conditional Use Permit request from Clair and Jarad Olson, Yucatan Township. (Lacher)
- 2) Consider approval to amend CUP #296 conditions for Todd Soiney, Spring Grove Township. (Meiners)
- 3) Consider approving contract on behalf of EDA for Driftless Grown initiative website and branding. (Wagner)
- 4) Consider Resolution 19-32 Authorization to Sell Land Parcel #21.1152.002 Through Sealed Bid Auction. (Babinski)

## **DISCUSSION ITEMS**

- 1) Administrator Updates
  - a. Houston County Township Officer's Association Annual Dinner Meeting
  - b. Northern Natural Gas Tax Court Assessment adjustment
  - c. Veteran's Treatment Court Invitation
- 2) Commissioner Reports & Comments

## **CLOSING PUBLIC COMMENT**

## **ADJOURN**

## **REMINDERS**

- 10 September: Regular Board Meeting  
(Land Use/Public Health and Human Services Standing Committees)
- 11 September: Houston County Township Officers Association Dinner Meeting
- 17 September: Board Workgroup Session
- 20 September: Ribbon Cutting Ceremony for 3<sup>rd</sup> District Veteran's Court  
10:30 – Owatonna  
1:30 - Preston
- 24 September: Regular Board Meeting  
(Finance Standing Committee)