

## 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
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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

First Printing of 2017 Financial Statement

Caledonia Argus \$6.00 per column inch

Second Printing of 2017 Financial Statement

Spring Grove Herald \$5.00 per column inch

Publication of Delinquent Tax List

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](http://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 4<sup>th</sup> Tuesday instead of the 3<sup>rd</sup>

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 30<sup>th</sup>, with the location to be determined.

Discussion was held regarding a meeting being held by the Census Bureau on January 24<sup>th</sup> 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 Pogleasa; 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
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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 Pugleasa 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 Pugleasa 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 Pugleasa 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 Pugleasa 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 Pugleasa 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 30<sup>th</sup>. 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
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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 24<sup>th</sup> at the Recycling Center in Houston, July 12<sup>th</sup> at the Fairgrounds in Caledonia, and August 23<sup>rd</sup> 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 7<sup>th</sup> 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 13<sup>th</sup> 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 30<sup>th</sup>, 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 28<sup>th</sup> and March 1<sup>st</sup>.

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 Pogleasa; 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 17<sup>th</sup>. 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

## PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: Tuesday, February 20, 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; Bruce Kuehmichel; Finance Director Lapham; Personnel Director Arrick-Kruger; County Attorney Jandt; Park Committee Member Dick Walter; Money Creek Town Clerk Adam Florin; Bryan Van Gorp; John and Deb Dewey; HS Director Pugleasa; Sheriff Inglett; Ken Tschumper

Presiding: Fred Arnold, Chairperson

Call to order.

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

Motion was made by Commissioner Connor, seconded by Commissioner Walter and unanimously carried to approve the minutes of the February 6, 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	\$ 9,447.97
Road & Bridge Fund	4,701.77
	-----
Total	\$14,149.74
	=====

Adam Florin, Money Creek Township Clerk, stated that he would like the Board to reconsider their decision regarding the vacant position in the Auditor's Office. He stated that at the September 26, 2017 meeting the Board indicated that computerization should reduce staffing needs. However, Mr. Florin has worked as an efficiency manager for 16 years and has found that implementing a computer system does not result in 100% efficiency, but rather, increases accuracy. He stated that he hoped the commissioners all took time to work in the Auditor's Office prior to making this decision. He indicated that the training provided by the Auditor's Office is exceptional, and he felt this was a necessity in a county that has a 90% voter turnout.

Bryan Van Gorp, Yucatan Township, discussed the Skyline mine issue.

Bruce Kuehmichel, Caledonia City, inquired when the Skyline CUP recommendation would be on the agenda. The Board responded that it would be in the next few weeks. Mr. Kuehmichel expressed his concern regarding the treatment of the various plans and ordinances.

File No. 2 – At this time Parks Committee member Dick Walter met with the Board and reported on a Carl and Verna Schmidt Foundation grant application in the amount of \$13,290.00 for projects at Botcher Park. Discussion was held regarding future costs the county would incur regarding Botcher Park. Motion was made by Commissioner Miller, seconded by Commissioner Zmyewski and unanimously carried to approve the same.

File No. 3 – Commissioner Miller reported on an application for an economic development tax abatement on behalf of Jacobsen Housing Development to build two 8-plex apartment buildings (total 16 units) on five vacant lots in Caledonia. The request is for a 10-year abatement in the amount of 50% per year from both the City of Caledonia and Houston County. If approved, the proposed schedule gives Mr. Jacobsen until January 1, 2020 to finish the project. The tax abatement would start January 1, 2020 if the project is completed by January 1, 2019. The total abatement would not exceed \$34,190 over the 10 year period. If the County Board decides to move forward with the abatement, a public hearing would need to be scheduled. After discussion, motion was made by Commissioner Connor, seconded by Commissioner Walter and unanimously carried to schedule a public hearing for 10:00 a.m. on Tuesday, March 27, 2018.

File No. 4 – Personnel Director Arrick-Kruger requested that the Board take action to change the employment status of Larissa Erickson from probationary to regular effective February 28, 2018. Motion was made by Commissioner Zmyewski, seconded by Commissioner Connor and unanimously carried to approve the same.

Personnel Director Arrick-Kruger reported that Wilma Schoh has submitted her resignation from the position of Financial Worker effective February 26, 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 dedicated service to Houston County.

Motion was made by Commissioner Walter, seconded by Commissioner Connor and unanimously carried to utilize the current Financial Worker search to fill this vacancy.

Personnel Director Arrick-Kruger and Sheriff Inglett requested authorization to search for a female Jailer/Dispatcher to fill a vacancy created by a recent termination. Motion was made by Commissioner Connor, seconded by Commissioner Zmyewski and unanimously carried to approve the same.

File No. 4a - Personnel Director Arrick-Kruger requested authorization to upgrade the Stanley Commander Control Stations and Informer/Gatekeeper program at a cost of \$25,600.00. Motion was made by Commissioner Miller, seconded by Commissioner Connor and unanimously carried to approve the same.

Commissioner Miller reported on a meeting he attended regarding getting AT&T to serve as the provider for First Net. Sheriff Inglett stated that AT&T has solid coverage in only about one-third of the state, so this is not moving forward very quickly.

File No. 5 – HS Director Pugleasa recommended approval of a contract with Rebecca Servais for supervised visitation. Motion was made by Commissioner Walter seconded by Commissioner Connor and unanimously carried to approve the same.

File No. 6 – HS Director Pugleasa recommended approval of a contract with Semcac for MA transportation services. Motion was made by Commissioner Walter seconded by Commissioner Zmyewski and unanimously carried to approve the same.

File No. 7 – HS Director Pugleasa recommended approval of a contract with Workforce Development for employment and training services. Motion was made by Commissioner Walter seconded by Commissioner Connor and unanimously carried to approve the same.

File No. 8 – Motion was made by Commissioner Connor, seconded by Commissioner Miller and unanimously carried to approve the minutes of the January 30, 2018 board retreat.

Motion was made by Commissioner Walter, seconded by Commissioner Connor and unanimously carried to cancel the May 1, 2018 meeting and rescheduling it for May 8, 2018.

File No. 9 – Motion was made by Commissioner Walter, seconded by Commissioner Connor, and unanimously carried to approve the following abatements for taxes payable 2018. Since certified taxes have not yet been calculated, these abatements authorize the correction of values prior to tax calculation.

Parcel 08.0839.000 Anthony & Stephanie Wolowicz  
Parcel 13.0349.000 & 13.0350.000 – Allen & Beverly Patterson  
Parcel 21.1020.000 – Merlin & Lois Klein  
Parcel 22.0173.001 & 22.0179.000 – Wiegrefe Foundation  
Parcel 26.0449.000 – Scott Roberts  
Parcel 12.0320.000 – John Fishel & Amy Amundsen  
Parcel 09.0067.000, 09.0089.000, 12.0345.000, 14.0259.000, 14,0261.000 – Richard Leary

Commissioner Walter indicated that a policy should be set regarding cancelling board meetings in case of bad weather. It was agreed that this should be looked into.

Commissioner Walter reported on the noxious weed training held for the township officers recently.

Commissioner Miller reported on a SMART trails meeting. This summer Shore Acres Road will get an extension of the Wagon Wheel trail. The City of La Crescent received a transportation enhancement grant for an eventual bridge over the highway, but this would not fund the entire project.

Chairperson Arnold reported on a Planning Commission meeting he attended.

Chairperson Arnold reported that the Board has been talking about the possibility of a county administrator position and has started working on a job description. It was agreed to put this on the agenda for the next meeting.

Ken Tschumper, La Crescent Township, reported on the Houston County Comprehensive Water Plan which addresses water concerns in Houston County as it relates to mining. He asked the Board to schedule a public hearing regarding the Bruening mine application.

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

File No. 10 – Correspondence to Julie Winjum thanking her for her years of dedicated service to Houston County.

File No. 11 – Correspondence to Wilma Schoh thanking her for her years of dedicated service to Houston County.

There being no further business and the time being 7:05 p.m., motion was made by Commissioner Connor, seconded by Commissioner Miller and unanimously carried to adjourn the meeting, the next advertised meeting being Tuesday, February 27, 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, February 27, 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; Bruce Kuehmichel; Finance Director Lapham; Personnel Director Arrick-Kruger; County Attorney Jandt; Engineer Pogodzinski; HS Director Puleasa; John Barber-Manager of Practice Development for Northwoods; Social Services Supervisor Moen; Environmental Services Director Frank; Zoning Administrator Lacher; Glen Kruse; Jeremy Chipps; Michael Kruckow; Ken Tschumper; Steve Hartwick; Donna Buckbee; Robin Tschumper; Eric Johnson; Chief Deputy Sheriff Lapham; Deputy Sass; Dan Zemke-WSP Project Engineer; Ron Fadness-General Counsel for Bruening Rock Products; Audrey Almo

Presiding: Fred Arnold, Chairperson

Call to order.

Motion was made by Commissioner Connor, seconded by Commissioner Walter 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 February 20, 2018 meeting.

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

County Revenue Fund	\$ 40,626.87
Road & Bridge Fund	332,372.09
	-----
Total	\$372,998.96
	=====

Michael Fields, Winnebago Township, expressed his concern regarding the last Planning Commission meeting and the Winnebago Quarry CUP application.

File No. 2 - Ken Tschumper, La Crescent Township, encouraged the Board to vote against the Bruening Rock Products CUP for the Winnebago Quarry and stated his reasons why.

Robin Tschumper, La Crescent Township, read comments from Robin and Roger Gaustad expressing concerns regarding the Bruening Rock Products CUP for the Winnebago Quarry. Ms. Tschumper also expressed her own concerns in this regard.

Donna Buckbee, Yucatan Township, read a statement from Diane Fields requesting a public hearing in regard to the Bruening Rock Products CUP for the Winnebago Quarry.

Bruce Kuehmichel, Caledonia City, expressed his concern regarding the Bruening Rock Products CUP for the Winnebago Quarry.

Jeremy Chipps, La Crescent City, expressed his concern regarding the Bruening Rock Products CUP for the Winnebago Quarry and stated that the Board has an ethical responsibility to the public.

Ron Fadness, General Counsel for Bruening Rock Products, stated that this is one of the most studied land use applications in Houston County. He asked that the Board consider the science and the law, as he feels this CUP application meets the requirements of the Zoning Ordinance.

Steve Hartwick, Money Creek Township, stated there is an unresolved MPCA violation and the people whose land has been damaged have rights.

File No. 3 – Engineer Pogodzinski reported on the following bid which was received for S.A.P. 28-627-010:

Mathy Construction Company	
Onalaska, WI	\$2,949,264.54 *

On the recommendation of Engineer Pogodzinski, motion was made by Commissioner Walter, seconded by Commissioner Connor, and unanimously carried to accept the bid of Mathy Construction in the amount of \$2,949,560.79 for S.A.P. 28-627-10.

File No. 4 – Engineer Pogodzinski reported on the following bids which were received for S.A.P. 28-599-82 and 28-612-13:

Midwest Contracting, LLC	
Marshall, MN	\$368,181.00 *
Zenke Inc.	
La Crescent, MN 55947	\$370,014.52



Landwehr Construction, Inc. St. Cloud, MN	\$409,847.90
Minnowa Construction Inc. Harmony, MN	\$431,563.17
Icon Constructors, Inc. Mabel, MN	\$493,538.00

On the recommendation of Engineer Pogodzinski, motion was made by Commissioner Walter, seconded by Commissioner Connor and unanimously carried to accept the low bid of Midwest Contracting, LLC in the amount of \$368,181.00 for S.A.P. 28-599-82 and 28-612-13.

File No. 5 – At this time HS Director Pugleasa, John Barber-Manager of Practice Development for Northwoods, and Social Services Supervisor Moen met with the Board and provided an update on the Northwoods Traverse project.

File No. 6 – HS Director Pugleasa reported that the Association of Minnesota Counties is requesting that all Minnesota counties adopt a resolution in support of state capital investments for regional behavioral health crisis program facilities and permanent housing for people with behavioral health needs. After discussion, motion was made by Commissioner Miller, seconded by Commissioner Walter, and unanimously carried to adopt the following resolution:

#### **RESOLUTION NO. 18-07**

##### **Affirming Houston County’s support for state capital investments for regional behavioral health crisis program facilities and permanent supportive housing for people with behavioral health needs**

WHEREAS, Minnesota’s mental health continuum of care is underdeveloped, creating harmful and expensive gaps in an individual’s treatment; and

WHEREAS, Minnesota’s mental health system does not have the capacity to consistently respond to the needs of individuals in crisis with appropriate treatment options; and

WHEREAS, individuals experiencing a mental health crisis are often diverted to jails and other facilities ill-equipped for their care while awaiting inpatient treatment; and

WHEREAS, individuals ready for discharge from inpatient treatment can be detained at inpatient facilities because there is a scarcity of supportive housing units to transition to; and

WHEREAS, the gaps in Minnesota's mental health system are not only damaging to individuals and their families, but also result in an inefficient use of taxpayer dollars; and

WHEREAS, Minnesota has an opportunity to improve its mental health continuum of care through investments in new permanent supportive housing and regional behavioral health crisis program facilities; now, therefore,

BE IT RESOLVED, Houston County supports state capital investments for regional behavioral health crisis program facilities and permanent supportive housing for people with behavioral health needs.

File No. 7 - HR Director Arrick Kruger recommended that the Board take action to hire Elissa Strobel as a Child Support Officer, B24, Step 2, effective March 5, 2018. Motion was made by Commissioner Walter, seconded by Commissioner Zmyewski, and unanimously carried to approve the same.

HR Director Arrick Kruger recommended that the Board take action to change the employment status of Appraiser Trainee Lucas Onstad from probationary to regular effective March 15, 2018. Motion was made by Commissioner Connor, seconded by Commissioner Walter, and unanimously carried to approve the same.

HR Director Arrick Kruger recommended that the Board take action to extend the probationary status of Deputy Auditor Jennifer Egge for three months to June 5, 2018. Motion was made by Commissioner Miller, seconded by Commissioner Zmyewski, and unanimously carried to approve the same.

HR Director Arrick Kruger recommended that the Board take action to reduce the FTE of WIC Coordinator Audrey Staggemeyer from 0.7 to 0.6 FTE. Motion was made by Commissioner Connor, seconded by Commissioner Walter and unanimously carried to approve the same.

HR Director Arrick Kruger requested authorization to search for temporary deputies (67 day employees) for the Sheriff's Department for boat patrol and road patrol. Motion was made by Commissioner Walter, seconded by Commissioner Connor, and unanimously carried to approve the same.

HR Director Arrick Kruger recommended that the Board take action to hire Sam Stemper as a temporary employee at the rate of \$12.51 per hour. Motion was made by Commissioner Connor seconded by Commissioner Zmyewski, and unanimously carried to approve the same.

At this time Finance Director Lapham provided a finance update.

File No. 8 - Environmental Services Director Frank presented the Annual Drop Site Report which is funded by the \$3.50 per household fee.

File No. 9 - Environmental Services Director Frank stated that he budgeted to replace three roll off boxes for the drop-sites. He received a quote from Nedland Industries Inc. for the purchase of three roll off boxes in the total amount of \$13,452.00. However, there is also a need to install portable toilets at the drop-sites and he has received a quote from A1 Precision Pumping Inc. in this regard. Mr. Frank suggested purchasing only two roll off boxes so that he can fund the cost of the portable toilets. Commissioner Zmyewski suggested funding the portable toilets from another budget, and moving forward with purchasing three roll-off boxes. After discussion, motion was made by Commissioner Connor, seconded by Commissioner Zmyewski and unanimously carried to accept the quote for the portable toilets. It was further agreed to table the purchase of roll-off boxes until the next meeting to allow Finance Director Lapham to review the budget and determine whether funding was available to fund three containers.

File No. 10 - Environmental Services Director Frank reported that he worked with Human Resources and the County Attorney regarding a policy for reuse of materials disposed of at the drop-sites. Chairperson Arnold stated that the Board would like to table this one week to allow the Board time to review the proposal. Mr. Frank stated that he would like to include this information in the brochures that his department plans to print. County Attorney Jandt stated that county employees are not eligible to take items from the drop-sites. Motion was made by Commissioner Miller, seconded by Commissioner Zmyewski and unanimously carried to table this matter one week.

File No. 11 – At this time Zoning Administrator Lacher met with the Board regarding the Conditional Use Permit application on behalf of Skyline Materials for the Winnebago Quarry. Chairperson Arnold stated that the Board recognizes that there is considerable controversy in this matter. He indicated that the Board was given a lot of information which they have reviewed. He asked for mutual respect should there be disagreement on the outcome.

Mr. Lacher stated that Skyline is seeking a permit for this non-conforming mine and he reported on the sequence of events which lead up to this point. Lengthy discussion was held.

Questions were asked of Dan Zemke, WSP project Engineer, regarding the reclamation plan. Mr. Lacher stated that the County is recommending bonds in connection with reclamation. Further, conditions on the CUP would be transferred to future owners. Commissioner Arnold inquired as to the legalities involved with the reclamation of the west side of the mine. County Attorney Jandt stated that this would be an ongoing process that would be monitored by the Zoning Department to ensure operations are in compliance with the permit.

Discussion was held regarding phase 1 and phase 2 as proposed by the applicant. A variance would be required to move forward with phase 2. Commissioner Miller inquired of Mike Fields whether it would be a satisfactory solution if the proposal was limited to phase 1. Mr. Fields responded that in his opinion, the bluffs should not be mined at all. His concern is that

they will be leaving cliffs. He suggested they be given an excavation permit to simply reclaim the pit. He also felt five years is too long, and a condition should be put in place that they reclaim first before moving on. Chairperson Arnold inquired, if we deny the CUP, what handle we have to make sure the wall and the mine that is currently there is actually reclaimed. Mr. Lacher indicated that we would have the plan they supplied with the application, however, it would not be codified in a permit. The ability to enforce that would be limited without a performance bond. Chairperson Arnold stated that our ability to ensure the west wall be reclaimed is severely limited if we do not grant the CUP. Mr. Lacher indicated that the owner is willing to do the reclamation if the permit is approved. Mr. Lacher reviewed the 21 conditions that are being recommended be approved with the permit. Chairperson Arnold inquired whether we have adequate staff to do a good job of monitoring this situation. Mr. Lacher stated that the intent of the annual report is to take a lot of the work off staff and put it on the applicant. He felt there would be more oversight the first few years.

Mike Fields asked that phase 1 and phase 2 be explained. He stated that unless he gives permission for them to infringe upon the setbacks, the mine operator would not have access to perform the reclamation from the top side. He stated that there are trees that provide screening which he does not want disturbed. Mr. Lacher stated that the Planning Commission would require the reclamation be done immediately if permission is granted for access. If permission is not granted in a timely manner, this would requirement would sunset. Mr. Fields stated that if they work diligently they should be able to bolster the area from below. He is inclined not to allow access, because he feels they have damaged the area enough. He inquired what compensation he would receive if he grants permission, and indicated that he does not want to waive any legal rights if this does collapse. Further, he does not want to be punished by not granting permission for them to rip it up more of the area. Mr. Fadness responded that the land in question is owned by Bruening and there is going to be heavy equipment operating in a very small space. By not being allowed to set foot on the setback, they would be unable to perform the reclamation from the topside.

Zoning Administrator Lacher reviewed the 15 findings for or against the application.

Commissioner Miller inquired who designed the runoff areas, as he wants to ensure these were based on an unbiased opinion. Mr. Zemke stated that he did the design work. He indicated that the calculations are straight forward and can be reviewed to ensure they are valid. He ran his calculations based on existing conditions, and again based on the rock quarry taking out the woods. He compared the two to come up with the size of the ponds that would be required. Mr. Lacher stated that the DNR has indicated it is not their role to review the plans. The plans are designed to contain a 10 year, 24 hour event; and further to contain a 100 year event.

Motion was made by Commissioner Walter to approve the CUP based on the findings, the EAW, and the staff report with the conditions as recommended. The motion was seconded by Commissioner Connor.

Commissioner Zmyewski stated that this mine has been in existence for a long time prior to Bruening owning it. There are issues that should have been addressed prior to Bruening owning the mine. He stated that he is very appreciative that Bruening has done the EAW and made plans for reclamation. The argument has been made and launched against commissioners about the need for cheap rock. From a business aspect that is true. The issue comes in whether we sacrifice the environment or way of life to obtain cheaper products. This is a fine line. It was his opinion that Bruening has stepped up to the plate. However, there are some things that need to be addressed first. He felt the reclamation should be completed before moving on. He would like to see reclamation completed first before permitting the other side.

Commissioner Miller expressed his concern regarding the water runoff, and he felt there were no guarantees with the proposed plan. He felt a site that was less controversial should be found.

Chairperson Arnold stated that the engineer talks about protection from a 100 year flood. He felt that adequately addresses this issue. However, he is very concerned that it will be extremely difficult to get that west wall of the existing quarry reclaimed without granting the permit.

Commissioner Zmyewski stated that Bruening wants to mine on the other side, so he believes they will do the right thing and complete reclamation in order to obtain a permit to expand. Mr. Lacher stated that they have not made the determination whether the mine is grandfathered in. If the permit is denied, they will have to go through the process like was done with the Schutz mine. Further, if the permit is denied, the reclamation may not take place.

After discussion, a roll call vote was taken on the existing motion to approve the CUP based on the findings, the EAW, and the staff report with the conditions as recommended: District 1 – no; District 2 – no; District 3 – yes; District 4 – yes; District 5 – yes. The motion carried.

File No. 12 – Commissioner Walter stated that she updated the existing policy for closing the courthouse in inclement weather. Motion was made by Commissioner Walter, seconded by Commissioner Connor and unanimously carried to approve the same.

Commissioner Walter stated that the Joint Board of Health meeting we missed today was mostly for informational purposes. She also stated that she received four calls from township officers in support of the Auditor's Office.

Commissioner Connor stated that he received calls from townships asking him to approve the Bruening CUP as they felt it would be detrimental to costs if this was not approved. Further, he met with Fair Board regarding expanded parking for the fairgrounds.

Commissioner Miller reported that he attended the State Community Health Services Advisory Committee meeting. The Commissioner of Health stated that they are understaffed and unable to respond to all of the nursing home complaints they have received. There is also concern about the potential cuts for public health on the federal level.

Chairperson Arnold stated that he met with Congressman Walz's office regarding some of the same issues HS Director Pugleasa discussed this morning with regard to excess paperwork.

Mr. Ron Fadness thanked the board for their time and consideration with regard to the Bruening permit.

Audrey Elmo stated that she owns a cabin below the mine which was approved today, and she asked who she should contact if she sees something that she thinks is wrong. Commissioner Zmyewski responded that she should first contact Zoning Administrator Lacher, and if the issue is not resolved she should contact her Commissioner.

Mike Fields, Winnebago Township, reiterated his earlier question as to what happens if he does not give permission for Bruening to access the setback for reclamation. He suggested they use a big construction crane and do reclamation from below. Commissioner Connor stated that a crane can place rock, but they can't do what a dozer can do as far as construction. He felt that an unbiased opinion of the reclamation plan should have been required. He asked what his liability is if he does not let them up there and there is erosion.

Eric Johnson, Houston Township, thanked the Board from the perspective of a township board member that the CUP for the mine was approved today. He felt they did their homework on this. He also mentioned the bid for the bridge in Houston Township. He stated that the second bid was a local contractor and they only missed the bid by \$2,000.00. Commissioner Zmyewski stated that Chairperson Arnold has been looking into this issue with regard to equipment.

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

File No. 13 – Quote for the purchase of services for the IT Department.

There being no further business and the time being 1:35 p.m., motion was made by Commissioner Miller, seconded by Commissioner Walter and unanimously carried to adjourn the meeting, the next advertised meeting being Tuesday, March 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, March 6, 2018

9:00 a.m.

Place: Commissioners Room, Courthouse, Caledonia, MN

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

Others Present: Auditor Meiners; Reporter Moorhead; Finance Director Lapham; Personnel Director Arrick-Kruger; County Attorney Jandt; HS Director Pugleasa; Sheriff Inglett; Chief Deputy Sheriff Lapham; Environmental Services Director Frank; Zoning Administrator Lacher; Yvonne Krogstad; Renee Zackman-LELS Business Agent

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 Walter, seconded by Commissioner Connor and unanimously carried to approve the minutes of the February 27, 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	\$46,831.53
Road & Bridge Fund	41,189.50
	-----
Total	\$88,021.03
	=====

File No. 2 – HS Director Pugleasa requested authorization to purchase a Chrysler Pacifica van for the Human Services Department from the state bid in the amount of \$24,119.00. He has budgeted \$23,000.00 for this purchase. Mr. Pugleasa also attempted to obtain a quote from Ellingson Motors, being the only local new car dealer. He indicated that Ellingson Motors did not have a comparable vehicle available, and their SUV options do not meet the needs as would the Chrysler Pacifica. Mr. Ellingson suggested the possibility of a used vehicle, but did not currently have a comparable vehicle available. Chairperson Arnold inquired what mileage this vehicle would incur per year. Mr. Pugleasa responded that he could not provide an exact mileage,



however, the current vehicles are rarely in the parking lot. Commissioner Connor inquired how this plays into the procurement policy the Board is considering. Chairperson Arnold stated that this policy has not been completed. Originally he felt if a capital purchase is in the budget, the purchase could be approved. He has changed his mind because, in his opinion, these items do not get looked at very closely during the budget process. Commissioner Walter stated that she puts a lot of trust in the research done by department heads. Chairperson Arnold inquired whether the County should purchase vehicles manufactured in this country, or whether we are restricting ourselves by not exploring all options. Commissioner Zmyewski expressed his opinion that American made cars retain their value better than foreign made vehicles. Mr. Pugleasa stated that it would be helpful if the Board set guidelines as to what they would like to see in terms of research before a vehicle is purchased. Motion was made by Commissioner Zmyewski, seconded by Commissioner Walter and unanimously carried to approve the same.

File No. 3 – HS Director Pugleasa requested approval of a contract with Tellurian UCAN Inc. for adult mental health crisis stabilization services. Motion was made by Commissioner Walter, seconded by Commissioner Connor and unanimously carried to approve the same.

File No. 4 – Sheriff Inglett and Chief Deputy Lapham presented a quote from Watch Guard in the amount of \$34,970.00 for the purchase of six new in-car cameras. A second quote was received in the amount of \$53,840.00. In addition to the cameras, the IT Department has presented a quote in the amount of \$4,992.00 for additional equipment required for this new system. They propose to utilize forfeiture funds for this purchase. While they need a total of eight cameras, they do not have sufficient funds to purchase them all at this time. Motion was made by Commissioner Zmyewski, seconded by Commissioner Connor and unanimously carried to approve the same.

File No. 5 – Environmental Services Director Frank reported on the quote for portable toilets at the drop-sites and the quote from Nedland Industries Inc. for the purchase of three roll off boxes. Commissioner Zmyewski suggested purchasing the three containers and that the general fund cover the cost of the portable toilet facilities. Finance Director Lapham stated the toilets and the cost of maintenance for the first year could be covered by left over funds from this budget in 2017. After discussion, motion was made by Commissioner Zmyewski, seconded by Commissioner Walter and unanimously carried to approve the purchase of three recycling containers and the portable toilets, with the understanding that the toilets and their first year maintenance will be funded utilizing left-over funds from this department's 2017 budget.

File No. 6 - Environmental Services Director Frank requested approval of a policy for reuse of materials disposed of at the drop-sites. Information in this regard will be included in the *Recycler* brochure. Mr. Frank indicated that drop-site employees are not eligible to take any of these materials. Commissioner Zmyewski stated that he disagreed with not allowing the employees to take any materials. Mr. Frank stated that the employees have had scavenger rights in the past and it helped retain employees. County Attorney Jandt stated that the statute is clear that employees cannot have these items. It is less clear whether citizens can, so the proposed

policy has been drafted with waivers. He is in the process of obtaining an opinion in this regard from the State Auditor's Office. Commissioner Zmyewski inquired at what point you are considered a citizen versus an employee and whether a county employee could go to the drop-site after hours to scavenge items. Mr. Frank suggested that if an item is left at the site at the end of the day, he would rather have staff use it than pay to have it disposed of. Commissioner Zmyewski suggested that something being thrown away has little to no value. After discussion, motion was made by Commissioner Zmyewski, seconded by Commissioner Walter and unanimously carried to approve the same.

File No. 7 – Personnel Director Arrick Kruger recommended that the Board take action to hire Tristan Quinn as a drop-site supervisory at an hourly rate of \$12.99 per hour. Motion was made by Commissioner Zmyewski, seconded by Commissioner Connor and unanimously carried to approve the same.

File No. 8 - Personnel Director Arrick Kruger reported that Ed Hammell and Larry Hafner have both applied to be reappointed to the Planning Commission. Motion was made by Commissioner Zmyewski, seconded by Commissioner Walter and unanimously carried to reappoint Ed Hammell and Larry Hafner to the Planning Commission for three year terms to expire December 31, 2021.

Zoning Administrator Lacher requested that the board confirm end dates for the Planning Commission members. Motion was made by Commissioner Connor, seconded by Commissioner Zmyewski and unanimously carried to confirm the end dates for Planning Commission members as follows:

Larry Hafner (2<sup>nd</sup> term) expires 12/31/2020  
Ed Hammell (2<sup>nd</sup> term) expires 12/31/2020  
Bob Burns (fulfills unexpired term of Glenn Kruse) expires 12/31/2018  
James Wieser (1<sup>st</sup> term) expires 12/31/2018  
Rich Schild (2<sup>nd</sup> term) expires 12/31/2019  
Dan Griffin (3<sup>rd</sup> term) expires 12/31/2019

Zoning Administrator Lacher stated that the Planning Commission nominated Larry Hafner to represent them on the Board of Adjustment. Motion was made by Commissioner Zmyewski, seconded by Commissioner Walter and unanimously carried to reappoint Larry Hafner to the Board of Adjustment with no set term.

File No. 9 - Personnel Director Arrick Kruger reported that there is one applicant for the Board of Adjustment. If this person is appointed at this time there will be an even number on the Board of Adjustment. The Board can choose to advertise for another applicant. Motion was made by Commissioner Walter, seconded by Commissioner Zmyewski and unanimously carried to appoint Ken Anderson to the Board of Adjustment for three year terms to expire December 31, 2020.

Motion was made by Commissioner Zmyewski seconded by Commissioner Connor and unanimously carried to re-advertise for the fifth position on the Board of Adjustment.

The Board recessed for five minutes.

File No. 10a - The time being 10:40 a.m., motion was made by Commissioner Walter, seconded by Commissioner Zmyewski and unanimously carried to convene in closed session pursuant to Minnesota Statute 13D.05, Subd. 2, (b), for the preliminary consideration of allegations or charges against an individual subject to its authority. This is in connection with an LELS #60, Step 3 grievance.

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

Personnel Director Arrick Kruger stated that the closed session was held pursuant to Minnesota Statute 13D.05, Subd. 2, (b), for the preliminary consideration of allegations or charges against an individual subject to its authority. This is in connection with an LELS #60, Step 3 grievance to discuss the previous termination of Bruce Shores. Motion was made by Commissioner Zmyewski, seconded by Commissioner Connor and unanimously carried to take the matter under advisement and continue it to the next meeting to allow the Board time to contemplate the information received.

File No. 10 - Motion was made by Commissioner Connor, seconded by Commissioner Zmyewski and unanimously carried to approve an Addendum to Ground Lease Agreement in connection with the sale of the hangar on Lot 10 at the Houston County Airport from Ryan Jepsen to Greg Wennes.

Commissioner Zmyewski stated that he met with the Public Health Director and HS Director this morning. They discussed potential space and efficiency throughout the county, the reuse of the old jail and the Highway Department. The two departments would like direction from the Board to do a space study and determine if they can do collaboration between the two departments. It was the consensus of the Board to agree to this, but indicated that they would like them to report back to the Board in this regard.

Commissioner Connor indicated that a meeting with the Fair Board will be held Thursday evening regarding parking issues. Also, he and Fred are discussing moving forward with a small committee regarding best practices.

Commissioner Walter reported that the Commissioners from Fillmore County were all at the Board of Health meeting, they did not receive the message in a timely manner, and they cannot have a meeting without Houston County present. Chairperson Arnold stated that he has already sent an apology to Fillmore County.

File No. 10a - Commissioner Walter reported that she attended the Legislative Conference and the counties showed unity. She also met with several counties and county administrators and she received the name of a consultant used by several counties to write the administrator's job description, and take care of posting, narrowing down the applicants, etc. Commissioner Zmyewski indicated that he will contact the consultant and schedule a time for them to meet with the Board.

Commissioner Walter reported on the Extension Committee's discussion on diversity.

Houston County is being dropped from the Census study because we do not have a department available to be the contact.

Commissioner Walter reported on a meeting regarding elections and counties that use mail balloting for township elections.

Chairman Arnold reported that he and Commissioner Zmyewski are working on a procurement policy. They hope to have a rough draft at the next meeting.

Chairman Arnold stated that there was a problem recently with a meeting running longer than anticipated. He felt there should be a better way of anticipating these kinds of things. Commissioner Zmyewski suggested that the Board Chairperson review agendas. Commissioner Connor suggested moving the Joint Board of Health to another date and/or time. Chairperson Arnold suggested moving the Joint Board of Health to 2:00 p.m., rather than 1:00 p.m.

Commissioner Connor stated that Engineer Pogodzinski would like to move forward with the purchase of a skid loader. It was agreed to schedule this on the next agenda.

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. 11 – Correspondence to Payroll regarding various personnel changes.

There being no further business and the time being 12:10 p.m., motion was made by Commissioner Connor, seconded by Commissioner Zmyewski and unanimously carried to adjourn the meeting, the next advertised meeting being Tuesday, March 20, 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, March 20, 2018

5:30 p.m.

Place: Commissioners Room, Courthouse, Caledonia, MN

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

Others Present: Auditor Meiners; Reporter Moorhead; IT Director Milde; Maintenance Foreman Burns; Richard Markos; Gary Meiners; Richard Gulbranson; Mike Wiste; Finance Director Lapham; Engineer Pogodzinski; Personnel Director Arrick-Kruger; County Attorney Jandt; Adam Florin; Sheriff Inglett; Chief Deputy Sheriff Lapham

Presiding: Fred Arnold, Chairperson

Call to order.

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 March 6, 2018 meeting.

File No. 1 - Motion was made by Commissioner Walter, 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	\$40,073.65
Road & Bridge Fund	7,672.50
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Total	\$47,746.15
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Richard Markos, Houston County Township Association, and Adam Florin met with the Board regarding the vacant Deputy Auditor position. They reported that they asked the 17 townships to adopt a resolution supporting filling the vacant position, and to date they have received resolutions from 10 townships. He indicated that the townships receive expertise from the Auditor's Office in regard to elections and tax levies. They are concerned about continuity. The townships want this vacancy filled as soon as possible on a permanent basis. Commissioner Zmyewski stated that the county is currently involved in litigation and felt he could not explain certain issues at this time, and questioned whether the township officers understand the issues

involved. Adam Florin responded that Commissioner Zmyewski attended the March 1<sup>st</sup> town board meeting and explained his concerns, yet the town board supervisors all voted in favor of the resolution. Commissioner Walter stated that she was a township officer for over 20 years and she appreciates everything the Auditor's Office does.

Gary Meiners stated that he was overcharged for real estate taxes for five years. Recently the Board was presented with an application for an abatement for three years, yet they only approved an abatement for one year. He inquired why the county has a policy to allow only a one year abatement when the State of Minnesota allows up to three years. HR Director Arrick-Kruger stated that she would meet with the county assessor and finance director to obtain more information in this regard.

File No. 2 - At this time Engineer Pogodzinski and Maintenance Foreman Burns met with the Board. Engineer Pogodzinski reiterated a request made in early January to purchase a Bobcat Loader from the state bid at a cost of \$18,223.15 after trade-in. Commissioner Zmyewski stated that he knows a lot about skid loaders and he got the information from John Deere that the work not covered under warranty amounted to \$9,083.50, of which all except \$291.00 of the work was related to the tracks. He believes this is due to operator error, and he felt purchasing another loader with tracks would not solve the problem. Engineer Pogodzinski stated that he has seen issues with the tracks when the loader is being used on flat ground. He felt it was in the county's best interest to trade in the loader for a piece of equipment with warranty. Maintenance Foreman Burns stated that he has not seen the employees doing anything out of the ordinary with the machine that would cause the tracks to come off. However, the warranty will soon expire and he does not want to be in a situation with no warranty. Commissioner Zmyewski stated that there are wheeled machines that have could have metal tracks over the tires. Commissioner Connor stated that the Highway staff should decide what equipment is needed. He felt perhaps some training should be done with regard to driving a track loader. After lengthy discussion motion was made by Commissioner Connor and seconded by Commissioner Walter to purchase the loader. Chairperson Arnold inquired as to the price difference between a track machine and a wheeled machine. Engineer Pogodzinski stated that the lift capacity is much less with a wheeled machine. Maintenance Foreman Burns stated that the current trailer will not accommodate a larger loader with wheels. Engineer Pogodzinski gave various comparisons between track machines and wheeled machines. Chairperson Arnold stated that he cannot comprehend the numbers being quoted and he would like to see them in writing. Commissioner Miller stated that he would like to talk to John Deere and see what kind of a deal they would give us due to all of the problems with the current machine. After discussion a roll call vote was taken: District 1 – no; District 2 – no; District 3 – yes; District 4 – yes; District 5 – no. The motion failed. Engineer Pogodzinski requested clarification as to whether he should provide additional information, or they keep the current machine. It was agreed that more information should be shared with the Board. Commissioner Zmyewski inquired of County Attorney Jandt whether a failed motion can be brought back. After researching this, County Attorney Jandt indicated that anyone on the Board can bring back a failed motion.

Discussion was held regarding appointing an Airport Commission. Engineer Pogodzinski stated that the County had an Airport Commission years ago, but it was abolished for several reasons. There have been discussions about reinstating an Airport Commission. Also, per federal regulations we need to go through the process of soliciting airport consultants every three to five years. The first main project for the consultant would be to update the Airport Layout Plan and Master Plan. He felt it would be beneficial to have an Airport Commission to provide feedback and assist with developing a plan. Chairperson Arnold stated that he felt the Airport Commission should be charged with soliciting proposals from consultants. Commissioner Connor suggested a seven member committee. After discussion, motion was made by Commissioner Miller, seconded by Commissioner Zmyewski and unanimously carried to establish a committee consisting of Engineer Pogodzinski as a non-voting member, Commissioner Connor, Finance Director Lapham, Matt Schuldt, Howard Deters and Allen Schulze.

File No. 3 – HR Director Arrick-Kruger recommended hiring Shane Loken as a full-time Network/Help Desk Technician at step 1 of the C42 band, being \$22.21 per hour effective April 30, 2018. Motion was made by Commissioner Walter seconded by Commissioner Zmyewski and unanimously carried to approve the same.

File No. 4 - HR Director Arrick-Kruger recommended accepting the quote of Winona Controls for the replacement/upgrade of the HVAC auto-control energy management system in the amount of \$15,200.00. Motion was made by Commissioner Miller, seconded by Commissioner Connor and unanimously carried to approve the same.

Commissioner Miller stated that discussion was held regarding renovating one floor of the old Jail. HR Director Arrick-Kruger stated that she will report back at the next meeting.

Commissioner Connor stated that he met with the Fair Board regarding a new lease agreement. It was agreed that this will be reviewed by County Attorney Jandt and HR Director Arrick-Kruger.

The time being 7:12 p.m., motion was made by Commissioner Connor, seconded by Commissioner Miller and unanimously carried to convene in closed session pursuant to Minnesota Statute 13D.05, Subd. 1, (b) in connection with an LELS #60 Step 3 grievance on behalf of Bruce Shores.

The time being 7:25 p.m. motion was made by Commissioner Miller, seconded by Commissioner Connor and unanimously carried to reconvene in open session.

HR Director Arrick Kruger stated that the closed session was held pursuant to Minnesota Statute 13D.05, Subd. 1, (b) in connection with an LELS #60 Step 3 grievance on behalf of Bruce Shores.

Motion was made by Commissioner Connor, seconded by Commissioner Walter and unanimously carried to stand by the original decision to terminate Bruce Shores based on previous information received and the findings received today.

County Attorney Jandt stated that when Houston County has land use issues, MCIT primarily retains Jay Squires on our behalf. Unfortunately we receive questions that we do not have the answers to. Land use decisions seldom are appealed, so there is very little case law. Attorney Squires has expertise in land use matters, and he likes to draw on this expertise on occasion. Mr. Squires billing does not occur with MCIT until a case is appealed. Mr. Squires indicated that other counties provide a retainer in this regard. Attorney Jandt requested that the County Board approve a \$500.00 retainer for Mr. Squires services. Motion was made by Commissioner Connor, seconded by Commissioner Walter and unanimously carried to approve the same.

The time being 7:33 p.m., motion was made by Commissioner Miller, seconded by Commissioner Connor and unanimously carried to convene in closed session pursuant to Minnesota Statute 13D.05, Subd. 2, (b) to discuss strategy for labor negotiations, including negotiation strategies or developments or discussion and review of labor negotiation proposals, conducted pursuant to sections 179A.01 to 179A.25.

The time being 7:54 p.m., motion was made by Commissioner Miller, seconded by Commissioner Connor and unanimously carried to reconvene in open session.

HR Director Arrick-Kruger stated that the closed session was held pursuant to Minnesota Statute 13D.05, Subd. 2, (b) to discuss strategy for labor negotiations, including negotiation strategies or developments or discussion and review of labor negotiation proposals, conducted pursuant to sections 179A.01 to 179A.25.

File No. 5 – Motion was made by Commissioner Walter, seconded by Commissioner Connor and unanimously carried to approve a letter of understanding with the State Auditor in connection with their audit for the year ending December 31, 2017.

Commissioner Walter stated that April 3, 2018 the annual meeting of the Houston County Township Association will be held at the Justice Center Conference Room.

Commissioner Walter stated that she attended the La Crescent Township annual meeting. Their zoning administrator is retiring and La Crescent Township is turning their zoning back over to the county.

Commissioner Connor reported on discussions with the Fair Board regarding allowing approximately 0.75 acre of parking area that we will allow them to use during the fair.



Commissioner Zmyewski inquired where things are at with the Fair Board's proposed building. Chairperson Arnold responded that they are hung up on finance.

Commissioner Connor suggested scheduling a Wildcat Meeting.

Commissioner Zmyewski expressed his concern regarding issues relating to this being an election year. He also discussed the proposed position of county administrator.

Commissioner Miller stated that he will be missing the meeting next week for family issues.

Chairperson Arnold reported on a meeting that Congressman Walz is hosting in Winona on April 10<sup>th</sup>.

Chairperson Arnold stated that it is interesting as chairperson to manage the public comment section of the board meetings and he inquired whether a time limit should be established. Commissioner Zmyewski stated that the management of the meeting is the responsibility of the chairperson.

Chairperson Arnold reported on a southeast Minnesota Water meeting he attended. Funding appears to be in acceptable financial condition.

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

File No. 6 – Correspondence to Larry Hafner and Ed Hammell regarding their reappointment to the Planning Commission.

File No. 7 – Correspondence to Ken Anderson regarding his appointment to the Board of Adjustment.

File No. 8 – Correspondence to Payroll regarding drop-site hire

There being no further business and the time being 8:23 p.m., motion was made by Commissioner Miller, seconded by Commissioner Connor and unanimously carried to adjourn the meeting, the next advertised meeting being Tuesday, March 27, 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, March 27, 2018

9:00 a.m.

Place: Commissioners Room, Courthouse, Caledonia, MN

Members Present: Justin Zmyewski, Teresa Walter and Fred Arnold

Others Present: Auditor Meiners; Reporter Moorhead; Finance Director Lapham; Engineer Pogodzinski; County Attorney Jandt; Courtney Bergey; Chief Deputy Sheriff Lapham; Yvonne Krogstad; Paul Jacobsen

Presiding: Fred Arnold, Chairperson

Call to order.

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

Motion was made by Commissioner Zmyewski, seconded by Commissioner Walter and unanimously carried to approve the minutes of the March 6, 2018 meeting.

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

County Revenue Fund	\$103,243.35
Road & Bridge Fund	\$13,457.48
	-----
Total	\$116,700.83
	=====

File No. 2 – Chief Deputy Sheriff Lapham requested approval for the 2018 Boat and Water Safety Grant. Motion was made by Commissioner Zmyewski, seconded by Commissioner Walter and unanimously carried to approve the 2018 State of Minnesota Annual County Boat and Water Safety Grant Agreement in the amount of \$5,423.00 and to adopt the following:

### RESOLUTION NO. 18-08

WHEREAS, the Houston County Sheriff's Office has been awarded a grant through the Minnesota State Boating Safety Grant Program.

NOW, THEREFORE, BE IT RESOLVED that the Houston County Board of Commissioners hereby approves and authorizes the Houston County Sheriff's Office to accept said grant funding; and

BE IT FURTHER RESOLVED that the Houston County Board of Commissioners hereby names Houston County Sheriff Mark Inglett as the authorized signer on behalf of Houston County in regard to this specific grant, from this day forward.

File No. 3 - Chief Deputy Sheriff Lapham reported that Houston County was awarded an equipment grant through the Federal Boating Safety Program award for the purchase of a boat lift in the amount of \$7,491.00. He requested that the Board take action to accept the grant. Motion was made by Commissioner Zmyewski, seconded by Commissioner Walter and unanimously carried to adopt the following resolution:

#### **RESOLUTION NO. 18-09**

WHEREAS, the Houston County Sheriff's Office has been awarded a grant through the Federal Boating Safety Program for Equipment and Supplies Grant Program.

NOW, THEREFORE, BE IT RESOLVED that the Houston County Board of Commissioners hereby approves and authorizes the Houston County Sheriff's Office to accept said grant funding; and

BE IT FURTHER RESOLVED that the Houston County Board of Commissioners hereby names Houston County Sheriff Mark Inglett as the authorized signer on behalf of Houston County in regard to this specific grant, from this day forward.

County Attorney Jandt reported that he was contacted this morning by Personnel Director Arrick-Kruger regarding the Bruce Shores matter, as she was contacted about the possibility of entering into mediation. Motion was made by Commissioner Walter, seconded by Commissioner Zmyewski and unanimously carried not to enter into mediation in this regard.

Discussion was held regarding the proposed 50 year lease with the Fair Board. County Attorney Jandt stated that there is a piece of land the county would allow the Fair Board to use at certain times. He is unclear about the legal description, and needs to follow up on this.

EDA Director Bergey provided an update on the website project. She also reported on the school and the business partnership program. An economic summit was held recently and over 70 people were in attendance. A few positive things have already come out of this, including an internship through the La Crescent School. The next step is an advisory committee consisting of educators and businesses. Also, Workforce Development is applying for a \$100,000 pilot program grant in connection with this.

Ms. Bergey reported that she has received several business inquiries in the past few months. At their last meeting the EDA voted to recommend financing a butcher shop in Houston.

File No. 4 – EDA Director Bergey presented the 2017 Annual Report of the Houston County Economic Development Authority.

Finance Director Lapham met with the Board for the monthly finance report.

File No. 5 – Engineer Pogodzinski presented quotes for the rental or purchase of portable bathrooms for Wildcat Park. After discussion, motion was made by Commissioner Walter, seconded by Commissioner Zmyewski and unanimously carried to approve renting units from Storlie Portable Pit Stop, with the understanding that Engineer Pogodzinski will contact them regarding replacing the current units with newer units.

Commissioner Walter reported on an EMS meeting she attended in Rochester. They provided education for ambulance staff. The state continues to cut the budget, and seatbelt money is also going down. They are looking for grants and ways to reduce their budget. They are also going to have a local accounting firm do their audit, rather than the state auditor because it is much more cost-effective.

Commissioner Walter reported on a Workforce Development meeting. Houston County's Workforce Development Program was rated 100% in terms of performance.

Commissioner Walter reported on a Solid Waste meeting she attended. The 10 year contracts will be coming due, and she suggested inviting the interim director to a meeting to explain the program. Houston County has a \$21,000.00 credit which can be used to off-set costs for things such as Household Hazardous Waste. The director of the La Crosse facility retired and they currently have an interim director who is doing an excellent job. She would like to send a letter of to La Crosse County supporting the interim director for the permanent position. It was the consensus of the Board to allow Commissioner Walter to draft such a letter.

Commissioner Walter reported that they had a very good turnout for the La Crescent Township election and annual meeting.

Commissioner Zmyewski stated that Commissioner Walter had brought forward information about contracting with a company called Executive Search to assist with the hiring of an administrator. He spoke with a representative of this firm and he would like to meet with the Board at the April 17<sup>th</sup> meeting. He talked about what their company could offer. They would assist with writing a job description, do all of the advertising and narrow down the applicants. The final candidates would submit an 8 minute video presentation and take a test. The final selection process would come down to the Board's decision. The cost would be about

\$17,000.00. Chairperson Arnold suggested looking into what other companies are available to provide this service.

The time being 9:53 a.m., motion was made by Commissioner Zmyewski, seconded by Commissioner Walter and unanimously carried to recess until 10:00 a.m.

The time being 10:03 a.m., motion was made by Commissioner Walter, seconded by Commissioner Zmyewski and unanimously carried to reconvene.

The time being 10:00 a.m., motion was made by Commissioner Walter, seconded by Commissioner Zmyewski and unanimously carried to convene the public hearing for consideration of a property tax abatement for Paul and Jenelle Jacobsen.

EDA Director Bergey stated that the County has the option to approve an abatement for up to 10 years, and he is asking that the abatement be approved in the amount of 50%. He is also asking for a tax abatement from Caledonia City. Mr. Jacobsen stated that he has been a builder his whole life. He recently purchased apartment buildings in Caledonia. He is now interested in building housing units in Caledonia, but in addition to the abatement he is asking the City to assist with the cost of bringing utilities to the housing unit. He asked that the county provide an equal amount of funding toward the utilities. He indicated that five lots are currently generating approximately \$2,700.00 per year. If this project moves forward the value would increase to approximately \$1 million, and the taxes would also increase. EDA Bergey indicated that the county is not responsible for the utilities, however, we could potentially loan the city funding.

The time being 10:17 a.m., motion was made by Commissioner Zmyewski, seconded by Commissioner Walter and unanimously carried to close the public hearing and to reconvene the Board meeting in open session.

File No. 6 - Motion was made by Commissioner Zmyewski, seconded by Commissioner Walter and unanimously carried to adopt the following resolution:

#### **RESOLUTION 18-10**

##### **Approving a Property Tax Abatement for Certain Property in the City of Caledonia, Houston County, Minnesota for Paul and Jenelle Jacobsen**

WHEREAS, pursuant to Minnesota Statutes, Sections 469.1812 to 469.1815, the Minnesota State Legislature has authorized cities, school districts, counties and towns to rebate all or part of their respective portions of a parcel's property tax as an incentive to economic development provided the designated project meets criteria as established; and

WHEREAS, the Houston County Board of Commissioners believes that a strong economy is critical to the continued comprehensive growth and health of Houston County; and

WHEREAS, the Houston County Board recognizes that many complex factors influence the economic climate of the area and the Board has and will continue to support diverse efforts to foster a positive environment for both small and large business growth, attract and retain new corporate residents, and encourage development of the local labor force; and

WHEREAS, the Houston County Board has established the Houston County Economic Development Authority (EDA) which has been designated as the body responsible for reviewing and acting upon economic development abatement requests and other business subsidies, thereby replacing the original Abatement Committee; and

WHEREAS, the Houston County Board of Commissioners held a public hearing on **March 27, 2018**, following due notice as required by law and a recommendation by the Houston County EDA in favor of the abatement application of Paul and Jenelle Jacobsen, dated January 29, 2018 and

WHEREAS, the Houston County Board of Commissioners has found and determined that:

1. It expects the benefits to Houston County of the proposed abatement agreement to at least equal the costs to the County of the proposed agreement;
2. The proposed abatement is in the public interest because it will:
  - a. Increase the County tax base by creating a new market value of **approximately \$1 million**; and
  - b. Create new housing catering to the workforce of the County.
3. The proposed tax abatement otherwise meets or exceeds the County's Business Subsidy Criteria because:
  - a. The project will provide needed resources for two new eight-plex apartment buildings, approximately 11,520 sq. ft. each, and has sufficient financing to complete the project in a timely manner;
  - b. It will encourage a high quality of construction and promote the highest and best use of land, consistent with the County's Comprehensive Plan, the City's zoning ordinance, and other local regulations;
  - c. The project will not significantly and adversely affect the demands for service needs in the County;
  - d. The project will create quality housing, encouraging population growth and increasing the number of patrons for Houston County businesses, schools, and other organizations.

NOW, THEREFORE, BE IT RESOLVED that the Houston County Board of Commissioners hereby approves the abatement request of **Paul and Jenelle Jacobsen**, subject to the following stipulations:

1. The abatement will be payable to **Paul and Jenelle Jacobsen** on the increased tax value in accordance with a development agreement which will specify the terms of such payments over **ten** (10) years.
2. After full payment of the taxes as due each year:
  - a. In year one (1), **Paul and Jenelle Jacobsen** will receive a 50% abatement;
  - b. In year two (2), **Paul and Jenelle Jacobsen** will receive a 50% abatement;
  - c. In year three (3), **Paul and Jenelle Jacobsen** will receive a 50% abatement;
  - d. In year four (4), **Paul and Jenelle Jacobsen** will receive a 50% abatement;
  - e. In year five (5), **Paul and Jenelle Jacobsen** will receive a 50% abatement;
  - f. In year six (6), **Paul and Jenelle Jacobsen** will receive a 50% abatement;
  - g. In year seven (7), **Paul and Jenelle Jacobsen** will receive a 50% abatement;
  - h. In year eight (8), **Paul and Jenelle Jacobsen** will receive a 50% abatement;
  - i. In year nine (9), **Paul and Jenelle Jacobsen** will receive a 50% abatement;
  - j. In year ten (10), **Paul and Jenelle Jacobsen** will receive a 50% abatement;
3. In year eleven (11) and thereafter, **Paul and Jenelle Jacobsen** will pay 100% of the real estate taxes without tax abatement.
4. Total abatement granted for ten (10) years.
5. Annual abatement amount not to exceed \$3,419.
6. Total abatement amount not to exceed \$34,190.

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

File No. 7 – Correspondence to Payroll regarding the hire of Shane Loken as Network/Help Desk Technician

File No. 8 – Correspondence Airport Commission members regarding their appointment.

There being no further business and the time being 10:18 a.m., motion was made by Commissioner Zmyewski, seconded by Commissioner Walter and unanimously carried to adjourn the meeting, the next advertised meeting being Tuesday, April 3, 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, April 10, 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; Deputy Auditor Erickson Reporter Moorhead; Finance Director Lapham; County Attorney Jandt; Personnel Director Arrick-Kruger; Assistant Engineer Conway

Presiding: Scott Connor, Vice-Chairperson

Call to order.

Motion was made by Commissioner Miller, seconded by Commissioner Walter 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 March 27, 2018 meeting.

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

County Revenue Fund	\$ 62,706.70
Road & Bridge Fund	18,315.73
	-----
Total	\$81,022.43
	=====

File No. 2 – Auditor Meiners reported that Mayville Township has approved holding a private sale for Parcel 09.0260.000, being 15 acres of tax forfeited land located in Mayville Township. The parcel is landlocked and meets the requirements to be offered only to adjoining landowners through a private sale. Each adjoining landowner must be given a 30 day written notice as to the date, time and place of the sale. However, the County Board must first approve holding a private sale and establish the minimum purchase price. After discussion, motion was made by Commissioner Miller, seconded by Commissioner Walter and unanimously carried to authorize a private sale and to set the minimum purchase price at \$200.00.

File No. 3 – Assistant Engineer Conway reported on the bids received for CP 2018-06:

	<u>Base Bid</u>	<u>Alternate Bid</u>
Scott Construction, Inc. Lake Delton, WI	\$326,670.68	\$396,150.71
Allied Blacktop Company Maple Grove, MN	\$346,226.54	\$420,870.41
Fahrner Asphalt Sealers LLC Eau Claire, WI	\$353,661.57	\$429,833.60

On the recommendation of Assistant Engineer Conway, motion was made by Commissioner Miller, seconded by Commissioner Zmyewski and unanimously carried to accept the low base bid of Scott Construction in the amount of \$326,670.68.

File No. 4 - Assistant Engineer Conway reported on the quotes received for CP 2018-04 (Equipment Rental). Motion was made by Commissioner Zmyewski, seconded by Commissioner Miller and unanimously carried to accept all quotes.

File No. 5 - Assistant Engineer Conway reported on the quotes received for CP 2018-03 (Aggregate Stockpile). Motion was made by Commissioner Walter, seconded by Commissioner Zmyewski and unanimously carried to accept all quotes.

File no. 6 - Assistant Engineer Conway reported on the quotes received for CP 2018-02 (Pavement Marking). Motion was made by Commissioner Walter, seconded by Commissioner Zmyewski and unanimously carried to accept the low quote of Fahrner Asphalt Sealers in the amount of \$92,392.05.

File No. 7 - Assistant Engineer Conway reported on the quotes received for chloride. Motion was made by Commissioner Walter, seconded by Commissioner Miller and unanimously carried to accept the low quote of Northern Salt.

File No. 8 – Brief discussion was held regarding an e-mail received from Kurt Wayne, MN DOT, regarding pedestrian safety in Caledonia City. Commissioner Walter stated that she is disappointed that MN DOT is not willing to meet regarding the intersection of County 3 and State 26. It was agreed that Commissioner Connor will head up a committee to meet with MN DOT in this regard.

Commissioner Walter reported on an Extension Committee meeting. They are working on Farm Family of the Year. There was also discussion regarding interns who are willing to work on special projects in the county. Mike Cruse brought up three projects they could work on in cooperation in Fillmore County. The estimated cost would be \$7,500.00 for summer projects.

Commissioner Walter reported that La Crescent Township notified her that they will officially be turning over their zoning to Houston County. They feel that, with so much of the residential area of the township being annexed into the city, most of the township will eventually be rural.

Commissioner Walter reported that she sent a letter of support for the solid waste director position in La Crosse County.

Commissioner Walter inquired whether any estimates have been received for the jail reuse. Personnel Director Arrick-Kruger estimated a cost of \$60 to \$80 per square foot. Commissioner Miller stated that they want estimates on doing the first floor, as well as an estimate for two floors.

Commissioner Miller reported on an EDA tour of Crest Precast in La Crescent.

Commissioner Miller reported on a Parks Committee he attended and proposed changes at Wildcat Park for 2019. Also, permission was obtained to trap beavers that were causing damage at Wildcat Park.

Commissioner Miller reported on an Emergency Communications Board meeting.

File No. 9 - HR Director Arrick-Kruger reported that there were two applicants for the Board of Adjustment, being Bryan Van Gorp and Mike Novak. Personnel Director Arrick-Kruger will work with the Personnel Committee in this regard. Motion was made by Commissioner Miller, seconded by Commissioner Walter and unanimously carried to interview the two candidates.

HR Director Arrick-Kruger recommended transferring Leah Milde to the position of Eligibility Worker effective April 30, 2018. Motion was made by Commissioner Walter, seconded by Commissioner Zmyewski and unanimously carried to approve the same.

Connor requested an update on the Agricultural Society Lease. HR Director Arrick-Kruger reported on language they are working on incorporating into the lease.

Motion was made by Commissioner Miller, seconded by Commissioner Walter and unanimously carried to recess until 10:00 a.m.

Motion was made by Commissioner Miller, seconded by Commissioner Walter and unanimously carried to reconvene the meeting at 10:05 a.m.

Commissioner Connor inquired about the hotel in La Crescent. Commissioner Miller provided a brief update.

Motion was made by Commissioner Walter, seconded by Commissioner Miller and unanimously carried to convene in closed session at 10:15 a.m. pursuant to Minn. Stat. § 13D.05, Subd. 2, (b), for the preliminary consideration of allegations or charges against an individual subject to its authority.

Motion was made by Commissioner Walter, seconded by Commissioner Zmyewski and unanimously carried to reopen the meeting at 10:35 a.m.

Motion was made by Commissioner Miller, seconded by Commissioner Walter and unanimously carried to terminate Jenny Egge effective immediately.

Commissioner Arnold distributed a SE MN Water Resources Information Packet.

Commissioner Arnold reported on a firm interested in overseeing the process of hiring a county administrator.

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

File No. 10 – Notice of a special board meeting to be held  
April 10, 2018.

There being no further business and the time being 10:39 a.m., motion was made by Commissioner Zmyewski, seconded by Commissioner Walter and unanimously carried to adjourn the meeting, the next advertised meeting being Tuesday, April 17, 2018.

BOARD OF COUNTY COMMISSIONERS  
HOUSTON COUNTY, MINNESOTA

By: \_\_\_\_\_  
Scott Connor, Vice-Chairperson

Attest: \_\_\_\_\_  
Charlene Meiners, County Auditor

## PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: Tuesday, April 17, 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; Finance Director Lapham; County Attorney Jandt; Personnel Director Arrick-Kruger; Sheriff Inglett; Chief Deputy Lapham; Gary Weires; Eric Johnson; Gary Meiners; HS Director Puleasa; Financial Supervisor Kohlmeier; Yvonne Krogstad; Bruce Kuehmichel

Presiding: Fred Arnold, Chairperson

Call to order.

Motion was made by Commissioner Connor, seconded by Commissioner Walter 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 April 10, 2018 meeting.

File No. 1 - Motion was made by Commissioner Walter, 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	\$118,708.07
Road & Bridge Fund	30,034.68
	-----
Total	\$148,742.75
	=====

Gary Meiners, Mayville Township, stated that he appeared in front of this Board one month ago about his tax abatements. He has received no answer and he is wondering what his next step is. Chairperson Arnold stated that the Board received information from HR Director Arrick-Kruger in this regard, and it is on the agenda for this evening.

Gary Meiners stated that two things have been bothering him. First, his rock quarry was closed down by one individual in Houston County, without the Board even voting on it. He asked how one person could have that much authority and put the Board at risk for a law suit. He also

stated that his father, Glenn Meiners, served 70 years in public office, many of which were as a township officer. He expressed concern for the lack of respect given to the Township Association by the Board at a recent meeting. He indicated that the townships are the ground level of government and they should be respected. Commissioner Zmyewski responded that he felt, from his perspective, that the Board was being disrespected by the townships. He indicated that the same thing happened a few years ago when the townships adopted resolutions which he felt were based on only one side of the story.

Eric Johnson, Houston Township, stated that he is here because the Township Association met with the Board a few weeks ago. He indicated that Dick Markos was taken aback by the push back he received from a couple board members. Discussion was held.

File No. 2 - Gary Weires, representing DDA Human Resources, Inc., met with the Board regarding his proposal to assist the county with the search for a County Administrator. His role would be facilitation. Mr. Weiers reviewed the timeline he is proposing for this process. The fee for this service is \$17,000.00. Chairperson Arnold stated that the County also received a proposal from another company. Commissioner Walter indicated that the other proposal is more expensive. It was agreed to put this on the agenda for a vote at the next meeting.

File No. 3 – At this time Sheriff Inglett and Chief Deputy Lapham met with the Board and requested authorization to purchase a Dodge Charger squad car. He reported that he received two quotes, one from Torkelson-Waukon in the amount of \$25,467.00 and the other from Dodge of Burnsville in the amount of \$25,179.00. Chief Deputy Lapham recommended accepting the quote of Torkelson-Waukon because they handle a lot of maintenance for the department and they offer discounts. Chairperson Arnold indicated that he would prefer that specifications for quotes be written to allow dealers to bid on various models of vehicles. Chief Deputy Lapham responded that the Chevy Impala is no longer rated as a pursuit vehicle. There is a Ford sedan that is rated as a pursuit vehicle, however, the stated bid is \$27,445.00 and it is not as roomy, has a smaller cargo area, and is not as comfortable to drive. After discussion, motion was made by Commissioner Connor, seconded by Commissioner Miller and unanimously carried to approve the quote of Torkelson-Waukon in the amount of \$25,467.00.

Commissioner Miller stated that he attended a radio board recently and he questioned as to equipment Houston County purchased that is different than what other counties are using. Chief Deputy Lapham stated that several years ago the department had to purchase a new recorder. They purchased something different than other counties because it was a considerably cheaper option. Sheriff Inglett stated that they are very happy with the equipment and it is saving the county money.

County Attorney Jandt stated that there are two employee related matters for which he is requesting the Board hire outside counsel, as he does not have expertise in this area nor does he have the time due to pending jury trials. One matter they would be utilized for is union arbitration, and the other is an employee termination. Personnel Director Arrick-Kruger has

contacted Susan Hansen from Madden Galanter Hanson, LLP, Plymouth, MN. Ms. Hansen quoted a fee of \$160.00 per hour. Motion was made by Commissioner Miller, seconded by Commissioner Connor and unanimously carried to approve the same.

File No. 4 - Personnel Director Arrick-Kruger reported that Mike Kost has submitted his notice of retirement effective the end of the workday on April 30, 2018. Motion was made by Commissioner Walter, seconded by Commissioner Connor and unanimously carried to accept the resignation/retirement notice and to thank him for his 26 years of service.

File No. 5 - Personnel Director Arrick-Kruger requested authorization to advertise for the vacant License Center position. Motion was made by Commissioner Walter, seconded by Commissioner Miller and unanimously carried to approve the same.

Personnel Director Arrick-Kruger recommended hiring Jean Baty Young as a full-time Eligibility Worker, B23, Step 1 effective May 7, 2018. Motion was made by Commissioner Walter, seconded by Commissioner Connor and unanimously carried to approve the same.

Personnel Director Arrick-Kruger recommended hiring the following individuals as 67 day Transport Officers: Kaleb Peterson, Richard Cordes, Michael Gerardy, Lisa Johnson, Anthony Klug, Carrie Lapham, and Wesley Lapham. Motion was made by Commissioner Connor, seconded by Commissioner Zmyewski and unanimously carried to approve the same.

File No. 6 – Motion was made by Commissioner Connor, seconded by Commissioner Walter and unanimously carried to approve the 50 year property lease with the Agricultural Society for the fairgrounds which stipulates a shared parking area.

File No. 7 - Discussion was held regarding an informational packet HR Director Arrick-Kruger provided to the Board regarding Gary Meiners abatement request. Motion was made by Commissioner Walter, seconded by Commissioner Connor and unanimously carried to approve an abatement for taxes payable 2016 for Gary Meiners, Parcel No. 16.0051.000.

The time being 6:43 p.m., motion was made by Commissioner Miller, seconded by Commissioner Zmyewski and unanimously carried to convene in closed session pursuant to M.S. 13D.03, Subd. 1, (b) to discuss strategy for labor negotiations.

The time being 7:10 p.m., motion was made by Commissioner Connor, seconded by Commissioner Miller and unanimously carried to reconvene in open session.

Personnel Director Arrick-Kruger reported that the Board met in closed session pursuant to M.S. 13D.03, Subd. 1, (b) to discuss strategy for labor negotiations. No action was being recommended at this time.

File No. 8 - Commissioner Walter reported that she heard from Extension that Ron and Jim Holty have been chosen as Farm Family of the Year. She also reported on a recent article featuring Houston County's Workforce Development Office.

Commissioner Connor stated that they would like to get the proposed retention pond laid out on the Highway Department property and then meet with the city and interested parties for input. He also proposed forming a building committee and developing a site layout plan.

Chairperson Arnold inquired about a meeting regarding pedestrian safety in Caledonia. Commissioner Connor stated that they are setting up a meeting in May to meet with MN DOT to discuss this issue along with the intersection of County 3 and State 26 as well Highway 76 near the county's 28 acres.

Commissioner Arnold reported on a Fair Board meeting he attended.

Eric Johnson, Houston Township, stated that with regard to the squad car purchase, the resale value of a Dodge Charger is much higher than a Ford or Chevy.

Eric Johnson stated that the townships felt it was important to hire at least a part-time person for the Auditor's Office to help with elections. He stated that he is interested in hearing what the facts that are that Commissioner Zmyewski continues to allude to.

Eric Johnson inquired how the Board is going to justify the position of County Administrator. Commissioner Zmyewski responded that this position is critical and should be a cost savings to the county. He stated that the County has millions of dollars in the general fund, so the money is not an issue. Discussion was held.

Yvonne Krogstad inquired where the funding would come from for the outside counsel the Board approved, as she felt it should come from the County Attorney's budget.

There being no further business and the time being 7:35 p.m., motion was made by Commissioner Miller seconded by Commissioner Connor and unanimously carried to adjourn the meeting, the next advertised meeting being Tuesday, April 24, 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, April 24, 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; HS Director Pugleasa; Feedlot Officer Meiners; Zoning Administrator Lacher; Bruce Kuehmichel; Emily Johnson; Eldon Pohlman; Rebecca Paulson; Betts Ready

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 April 17, 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	\$127,432.34
Road & Bridge Fund	4,864.71
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Total	\$132,297.05
	=====

File No. 2 – HS Director Pugleasa requested approval of a guardianship contract with Catherine Staggemeyer for the period April 1, 2018 through December 31, 2018. Motion was made by Commissioner Miller, seconded by Commissioner Connor and unanimously carried to approve the contract.

File No. 3 – HS Director Pugleasa requested approval of a guardianship contract with Shauma Meyer for the period March 1, 2018 through December 31, 2018. Motion was made by Commissioner Walter, seconded by Commissioner Zmyewski and unanimously carried to approve the contract.

File No. 4 – At this time Feedlot Officer Meiners and Zoning Administrator Lacher presented the 2017 County Feedlot Officer Annual Report. Motion was made by Commissioner Walter, seconded by Commissioner Zmyewski and unanimously carried to approve the report.

File No. 5 – Zoning Administrator Lacher reported briefly on a Buffer Rule Implementation Agency Service Agreement between Houston County and the Root River Soil and Water Conservation District (SWCD). The SWCD is requesting that the language be changed with regard to enforcement, therefore, this will be brought back for approval at a later date after changes have been made.

File No. 6 – Commissioner Miller reported on information received from SWCD forwarding the list of “other waters” within Houston County as part of the Root River One Watershed One Plan process.

File No. 7 – Zoning Administrator Lacher reported on correspondence received from La Crescent Township Attorney Terry Chiglo indicating that the La Crescent Township Board voted to repeal all local township zoning control ordinances and turn over all zoning control in the township to Houston County and the applicable Houston County Zoning Ordinances, Rules and Regulations effective April 10, 2018. Mr. Lacher reported that they have begun to accept permit applications from La Crescent Township residents. Commissioner Miller inquired whether the county could obtain funding for taking on this additional work. Mr. Lacher stated that it would be unprecedented to have different fee structures for different townships. Commissioner Walter stated that the portion of La Crescent Township that is annexed into the city will be under the city’s jurisdiction.

Zoning Administrator Lacher requested that the Board take action to approve a \$45.00 site visit per diem for Planning Commission and Board of Adjustment members. Commissioner Zmyewski stated that the Planning Commission per diem is the highest in the county. He felt the \$100.00 per diem for the hearing should be sufficient to include site visits, and he did not want to set a precedent. Commissioner Connor inquired why the Planning Commission per diem is so much higher than that of other committees. Chairperson Arnold stated that the Planning Commission meetings are very stressful. Commissioner Zmyewski stated that it has only been the last five years or so that these meetings have been so stressful and contentious. He felt the people running the meetings should keep things on point so the meetings do not run so long. Commissioner Zmyewski suggested having two Planning Commission meetings per month, rather than one, so that meetings do not run so late; however, if this is done he suggested reducing the per diem, perhaps to \$75.00. Discussion was held regarding approving a site visit per diem subject to the discretion of Zoning Administrator Lacher as to when he felt a site visit was necessary, as long as the fees cover the costs. After reviewing the fees generated Mr. Lacher stated that the Board of Adjustment per diem is set at \$85.00, and he felt this should be the same as the Planning Commission per diem.

Motion was made by Commissioner Miller to approve increasing the per diem for the Board of Adjustment to \$100.00 and to allow a \$45.00 per diem for site visits per the discretion of the Zoning Administrator. Commissioner Zmyewski asked that this be broken down into two motions. Commissioner Miller withdrew the motion.

Motion was made by Commissioner Miller, seconded by Commissioner Connor and unanimously carried to increase the per diem for Board of Adjustment to \$100.00.

Motion was made by Commissioner Miller, seconded by Commissioner Walter and unanimously carried to allow a \$45.00 site visit per diem for the Board of Adjustment and the Planning Commission, subject to the discretion of the Zoning Administrator deeming the visit necessary.

Zoning Administrator Lacher stated that he wanted to clarify the authority of the Zoning Office to enforce the Ordinance, as it relates to the Schutz quarry. Mr. Lacher stated that this authority is based on the zoning ordinance, as is the determination of non-conforming use.

At this time Finance Director Lapham met with the Board for a finance update.

Rebecca Paulson, 4-H Coordinator, stated that 4-H is always looking for leadership building opportunities for area youth. She indicated that there is a national 4-H conference where members travel to Washington D.C. and meet with legislators. They do break-out sessions on various topics and then present their findings and ideas to legislators to give them a feel for government on a national scale. She would like to do something like this on a county level sometime in July. The Board indicated that they were in favor of this. Some of the topics suggested were the Highway Department building, frac sand/quarries or zoning in general, and reuse of the old jail.

Chairperson Arnold stated that the Fair Board asked him to put them on the agenda, and he neglected to do so. He invited Emily Johnson and Eldon Pohlman to meet with the board at this time. Emily Johnson thanked the Board for approving the lease. As part of the lease, they need to inform the Board of any proposed structural changes. She indicated that the Fair Board is in the process of accepting sealed bids for a 60' X 100' shelter building to replace the entertainment tent behind the grandstand. They hope to have this constructed in time for the Fair. Commissioner Miller inquired how this affects the proposed replacement for the sheep building. Emily responded that this does not affect the fund raising for the replacing the sheep building. Commissioner Zmyewski inquired why they do not focus all of their funds on one building. Emily responded that donations have been made specifically for the sheep building, and the funds need to stay dedicated for that project. However, it does not make sense to keep putting up a tent for entertainment. Chairperson Arnold stated that this line of questioning is inappropriate, as Commissioner Zmyewski is questioning the management of the Fair Board. Discussion was held.

File No. 8 – It was brought to the Board’s attention that a resolution adopted on March 27, 2018, as well as the corresponding grant agreement for the Federal Boating Safety Supplemental Equipment Grant must be reapproved, as both must be dated after the funds are encumbered. Motion was made by Commissioner Walter, seconded by Commissioner Connor and unanimously carried to approve the grant agreement and to adopt the following resolution:

**RESOLUTION NO. 18-11**

WHEREAS, the Houston County Sheriff’s Office has been awarded a grant through the Federal Boating Safety Program for Equipment and Supplies Grant Program.

NOW, THEREFORE, BE IT RESOLVED that the Houston County Board of Commissioners hereby approves and authorizes the Houston County Sheriff’s Office to accept said grant funding; and

BE IT FURTHER RESOLVED that the Houston County Board of Commissioners hereby names Houston County Sheriff Mark Inglett as the authorized signer on behalf of Houston County in regard to this specific grant, from this day forward.

File No. 9 – Motion was made by Commissioner Walter, seconded by Commissioner Connor and unanimously carried to adopt the following resolution:

**RESOLUTION NO. 18-12**

BE IT RESOLVED By the Board of County Commissioners, Houston County, Minnesota, that it approves the Maintenance and Grooming application of Gopherland Trails and authorizes the Board Chairperson to sign an agreement with the Department of Natural Resources.

File No. 10 - Motion was made by Commissioner Connor, seconded by Commissioner Walter and unanimously carried to adopt the following resolution:

**RESOLUTION NO. 18-13**

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

File No. 11 – Motion was made by Commissioner Walter, seconded by Commissioner Connor and unanimously carried to approve the following abatements:

<u>Property Owner</u>	<u>Parcel ID</u>	<u>Abatement Amount</u>
MiEnergy	06.0325.000	\$54,907.00
Brent and Jessica Sherburne	26.0310.002	\$117.00
Thomas Trehus	15.0246.001	\$304.00

Discussion was held concerning hiring a county administrator. Commissioner Connor stated that he is in favor of this position eventually; however, he believes this is not the best time to do so because of the financial things currently on the table. Commissioner Zmyewski stated that he feels the administrator should be in place because of the issues on the table. Commissioner Connor stipulated that he did not want the Highway Department funding touched in connection with hiring an administrator. Commissioner Zmyewski stated that the county is not poor, and there is a lot of money in various areas. Commissioner Walter inquired where the funding would come from. Finance Director Lapham responded that it will come from the General Fund.

Motion was made by Commissioner Zmyewski, seconded by Commissioner Connor and unanimously carried not to use any highway department designated funds, nor any other previously designated fund balance for the position of county administrator. Chairperson Arnold suggested that the administrator should be on board before we begin the budgeting process for 2019. Commissioner Miller clarified that he is not in favor of spending the entire Highway Department fund balance for the highway department building project.

Motion was made by Commissioner Zmyewski, seconded by Commissioner Miller and unanimously carried to accept the proposal of Gary Weiers, DDA Human Resources Inc., to begin the search process for county administrator, with the understanding that the \$17,000.00 cost for this service will be paid from the commissioners other professional and technical fees.

Commissioner Connor reported that he had a discussion with Highway Department staff about staking out the retention pond location, so that a meeting can be held with landowners.

Commissioner Zmyewski stated that Board of Adjustment interviews have been rescheduled for tomorrow. He asked that Chairperson Arnold serve on the interview committee.

Chairperson Arnold reported on a Planning Commission meeting held last week regarding a black top plant and the approval of the old Camp Winnebago site for a new use.

Chairperson Arnold stated that he received something from the Court Administrator or the Judge regarding input on operations. Commissioner Connor stated that he would like to know whether the forensic social worker position has been helpful.

Chairperson Arnold reported on correspondence he received from Caledonia City regarding the water issues.

Betts Ready, Money Creek Township, stated that there have been a number of articles about how a vibrant art scene is connected with a growing economy in the area. She stated that the Houston Arts Resource Council started about five years ago. They work with a young man who grew up in Houston and became a professional pianist. He got his friends from around the country together to play and provide concerts for the public at the Cross of Christ Church in Houston. This has been going on for years and concerts are free. The musicians are housed and fed by community members. She talked to two musicians from Rochester who indicated that there is nothing like this in Rochester. She also reported on a cabin owner who acquired funding for an artists in residence program, and she distributed pamphlets in this regard.

Bruce Kuehmichel, Caledonia City, stated that he appreciates Mr. Lacher's suggestion that the Planning Commission meetings get a little long, and he likes the idea of more than one meeting per month when there is a lot on the agenda. He expressed his concern with regard to the \$45 site visit, as he felt this would eliminate open meetings at mines and would prevent the public from viewing these sites. Commissioner Zmyewski stated that this should not change anything that was done in the past.

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. 12 – Correspondence to payroll regarding the retirement of Mike Kost, the hiring of Jean Baty Young as an Eligibility worker, and the hiring of 7 transport officers.

There being no further business and the time being 11:01 a.m., motion was made by Commissioner Connor seconded by Commissioner Zmyewski and unanimously carried to adjourn the meeting, the next advertised meeting being Tuesday, May 8, 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, May 8, 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; Personnel Director Arrick-Kruger; Engineer Pogodzinski; Zoning Administrator Lacher; Chief Deputy Sheriff Lapham; Yvonne Krogstad; Bryan Van Gorp; Betts Reedy; Donna Buckbee

Presiding: Fred Arnold, Chairperson

Call to order.

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

Motion was made by Commissioner Arnold seconded by Commissioner Walter and unanimously carried to approve the minutes of the April 24, 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	\$ 89,930.58
Road & Bridge Fund	35,973.88
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Total	\$125,904.46
	=====

File No. 2 – Engineer Pogodzinski reported on the following bids received for C.P. 2018-01 (Aggregate Shouldering):

Rochester Sand & Gravel Rochester, MN	\$160,560.00
Bruening Rock Products, Inc. Decorah, IA	\$194,066.86
Heartland Excavating, Inc. St. Charles, MN	\$194,879.70

On the recommendation of Engineer Pogodzinski, motion was made by Commissioner Connor seconded by Commissioner Zmyewski and unanimously carried accept the low bid of Rochester Sand & Gravel in the amount of \$160,560.00.

File No. 3 – Engineer Pogodzinski reported on the bids received for C.P. 2017-02 (CSAH 4 Bridge Rehabilitation):

ICON Constructors, LLC Mabel, MN	\$145,945.25
Minnowa Construction, Inc. Harmony, MN	\$149,899.39
Phoenix Corp Spring Grove, MN	\$151,462.25
PCI Roads LLC St. Michael, MN	\$416,940.00

On the recommendation of Engineer Pogodzinski, motion was made by Commissioner Connor, seconded by Commissioner Walter and unanimously carried accept the low bid of ICON Constructors, LLC in the amount of \$145,945.25.

File No. 4 – On the recommendation of Engineer Pogodzinski, motion was made by Commissioner Connor, seconded by Commissioner Walter and unanimously carried adopt the following resolution in connection with S.A.P. 28-599-091:

#### **RESOLUTION NO. 18-14**

WHEREAS, Contract No. 272 has in all things been completed, and the County Board being fully advised in the premises,

NOW, THEN BE IT RESOLVED, That we do hereby accept said completed project for and in behalf of the County of Houston and authorize final payment as specified herein.

File No. 5 – Engineer Pogodzinski reported that three quotes were received for C.P. 2018-05 (Crack Filling). The low quote was received from Fahrner Asphalt Sealers, LLC in the amount of \$87,600.00. On the recommendation of Engineer Pogodzinski, motion was made by Commissioner Connor, seconded by Commissioner Walter and unanimously carried accept the low bid of Fahrner Asphalt Sealers, LLC in the amount of \$87,600.00.



Discussion was held regarding selecting an airport consultant for five years to assist with the master plan. Proposals have been received from three consultants. The selection committee consisted of two commissioners, an EDA representative and Engineer Pogodzinski. On the recommendation of the committee, motion was made by Commissioner Walter, seconded by Commissioner Zmyewski and unanimously carried to select Bolton & Menk as airport consultant. Engineer Pogodzinski stated that they will negotiate a wage, and if they are unsuccessful in making an agreement, he will report back to the Board.

Engineer Pogodzinski stated that the initial meeting of the Airport Commission was held a few weeks ago. Another meeting will be held once they being working on the master plan.

Commissioner Miller inquired what the Sheriff's Posse does. Commissioner Connor stated that he is a member of this organization, and they assist with any help law enforcement may need, such as water rescue, searching for a lost child, etc.

File No. 6 – Commissioner Miller reported that the EDA Board is recommending approval of an EDA Loan for Charlie Reed dba Chuck's Old Fashioned Meats, LLC in the amount of \$10,000.00 at the 2018 set rate and terms (3.5% for 7 years). Motion was made by Commissioner Connor, seconded by Commissioner Zmyewski and unanimously carried to approve the same.

Commissioner Miller reported that the EDA reviewed the existing loans, and things are working. He encouraged that anyone interested in starting a business should consult with the EDA Office, as they are a good resource.

File No. 7 – Zoning Administrator Lacher requested approval of an Interim Use Permit for Mathy Construction Company/Glenn Kinneberg, Wilmington Township, for a temporary bituminous plant. The permit is being recommended for approval by the Planning Commission, subject to the conditions stated in the permit. Mr. Lacher clarified that this permit will expire at year end. Motion was made by Commissioner Connor, seconded by Commissioner Miller and unanimously carried to approve the same.

File No. 8 - Zoning Administrator Lacher requested approval of a Conditional Use Permit on behalf of Darin Meyer/Shannon Schuttemeier, doing business as Winnebago Springs, Winnebago Township, for a wedding and event venue. They plan to also host concerts for charitable organizations; however, the Planning Commission is recommending they be limited to two concerts per year and that they be required to obtain special board approval for each concert event. The permit is being recommended for approval by the Planning Commission, subject to the conditions enumerated in the permit. Motion was made by Commissioner Connor, seconded by Commissioner Walter and unanimously carried to approve the permit and to adopt the findings.

File No. 9 – Finance Director Lapham requested approval of a budget amendment for the County Attorney’s Office to increase their “professional services” line item by \$500.00 for expert testimony. She also requested approval of a budget amendment from the Recycling Department to increase their “other repair and maintenance services” line item by \$5,000.00 to repair a furnace. Commissioner Zmyewski indicated that perhaps the furnace should be replaced rather than spending \$5,000.00 on repairs. After discussion, motion was made by Commissioner Zmyewski, seconded by Commissioner Connor and unanimously carried to approve the budget amendment for the County Attorney’s Office. It was agreed to table the Recycling budget amendment at this time.

File No. 10 - Personnel Director Arrick-Kruger reported that Chuck Ingram has submitted his resignation as Highway Maintenance Specialist effective at the end of the work day on May 10, 2018. Motion was made by Commissioner Walter, seconded by Commissioner Connor and unanimously carried to accept the resignation and thank him for his years of service.

On the recommendation of Personnel Director Arrick-Kruger, motion was made by Commissioner Miller, seconded by Commissioner Zmyewski and unanimously carried to authorize initiating a search to fill the vacant position of Maintenance Specialist. Personnel Director Arrick-Kruger stated that they may be requesting a second replacement position from this search pool, as there may be an upcoming retirement.

Personnel Director Arrick-Kruger recommended the hire of Michael Lee as a 67 day employee (Transport Officer) at the rate of \$15.23 per hour. Motion was made by Commissioner Connor, seconded by Commissioner Zmyewski and unanimously carried to approve the same.

Personnel Director Arrick-Kruger reported that a search committee comprised of Chairperson Arnold, Commissioner Miller and Zoning Administrator Lacher is recommending appointing Bryan Van Gorp to the Board of Adjustment for a term to expire December 31, 2020. Commissioner Walter expressed her concern about this because Mr. Van Gorp has been involved in law suits against the county and has been very vocal about county zoning. She indicated her concern that he may have an agenda, and felt he should not be appointed to the Board of Adjustment. Chairperson Arnold stated that all of the members of the committee struggled with this situation. However, he felt that what an individual does to promote a point of view as a private citizen, should be quite a different thing than serving on a public board. Further, he indicated that the Board of Commissioners has oversight on the Board of Adjustment, and if there are obvious instances where a member is furthering their private opinions, they have an obligation to do something about it. Commissioner Miller stated that he appreciates Commissioner Walter’s concern, however, he asked very direct questions during the interview process, and was very pleased with Mr. Van Gorp’s responses. From the point of knowing the county, the ordinances, and intellectual capacity, it was his opinion that Mr. Van Gorp is well qualified and will bring an objective view to the Board of Adjustment. Commissioner Zmyewski stated that Mr. Van Gorp resides in his district and shares many of his opinions, therefore he will abstain from this vote. Commissioner Connor stated that he agrees with Commissioner Walter,

however, the Board put the committee together to choose the best person for the position, so he will back the committee's recommendation. Personnel Director Arrick-Kruger stated that she oversaw the process, and she had no concerns with how things were handled. Motion was made by Commissioner Miller, and seconded by Commissioner Connor to approve the appointment of Bryan Van Gorp to the Board of Adjustment with a term to expire December 31, 2020. A roll call vote was taken: District 1 – yes; District 2 – abstain; District 3 – yes; District 4 – no; District 5 – yes. The motion carried.

File No. 11 – Chief Deputy Sheriff Lapham requested approval of the 2018 Federal Supplement Boating Safety Patrol Grant Agreement in the amount of \$5,000.00. Motion was made by Commissioner Connor, seconded by Commissioner Zmyewski and unanimously carried to approve the same and to adopt the following resolution:

#### **RESOLUTION NO. 18-15**

WHEREAS, the Houston County Sheriff's Office has been awarded a grant through the Federal Supplemental Boating Safety Patrol Grant Agreement.

NOW, THEREFORE, BE IT RESOLVED that the Houston County Board of Commissioners hereby approves and authorizes the Houston County Sheriff's Office to accept said grant funding; and

BE IT FURTHER RESOLVED that the Houston County Board of Commissioners hereby names Houston County Sheriff Mark Inglett as the authorized signer on behalf of Houston County in regard to this specific grant, from this day forward.

File No. 12 – Chief Deputy Sheriff Lapham requested authorization to purchase a new ATV 570 Polaris in the amount of \$6,120.00 utilizing the ATV Enforcement Grant. Motion was made by Commissioner Connor, seconded by Commissioner Zmyewski and unanimously carried to approve the same.

File No. 13 – Motion was made by Commissioner Connor, seconded by Commissioner Walter and unanimously carried to adopt the following resolution:

#### **RESOLUTION NO. 18-16**

BE IT RESOLVED By the Board of County Commissioners, Houston County, Minnesota, that it approves the Maintenance and Grooming Application of Viking Ridge Riders and authorizes the Board Chairperson to sign an agreement with the Department of Natural Resources.

Commissioner Walter stated that she and Commissioner Zmyewski served on the committee to interview airport consultants. She reminded the Board that the District meeting is

scheduled for June 4<sup>th</sup> in Owatonna, MN, and she is unable to attend. The Board of Health meeting is scheduled for May 22<sup>nd</sup> at 1:00 p.m. in Mabel, MN. Also, a joint Extension Committee meeting is scheduled with Fillmore County on May 29<sup>th</sup>. She also reported on a document she received regarding the jail reuse study.

File No. 14 – Commissioner Walter reported on a letter she received from the City of Brownsville regarding the increase in values in that city.

Commissioner Connor stated that the proposed retention pond area has been staked at the Highway Department. A meeting is scheduled for next Monday with area landowners in this regard.

Commissioner Zmyewski stated that he plans to attend the legislative conference in Washington D.C. in late May.

File No.14a - Commissioner Miller stated that negotiations were held with two unions. He reported on the EDA meeting held last Wednesday. He also attended a HVMHC meeting in Winona, and reported that they have begun phase 1 of renovating a building they purchased. In addition, the two buildings they are trying to sell are at a stalemate. With regard to the jail reuse study, he spoke with a La Crescent contractor who estimated a cost of \$50.00 per square foot for renovations. They are looking at renovating one floor at this time. An elevator would not be part of the original plan, but would be planned for in the future. Chairperson Arnold stated that the proposed costs projected in the study were totally out of line.

Chairperson Arnold stated that he attended a local SWCD meeting. One of the main points of discussion was the implementation of the buffer regulations and what the relationship will be between SWCD in determining whether things are being done right; and if not, where the handoff occurs relative to enforcement. Most of the counties in Minnesota are struggling with this same issue, and no one wants to be the first one involved in a law suit. There are people who feel very strongly this buffer business is an infringement on their rights as a landowner, so they expect it will go to court. Commissioner Zmyewski reported on a recent conversation he had with a local farmer in this regard. Some farmers have the potential to put this land in CRP, however, only so many acres are allowed in the program. He would like to see an opportunity for more famers to put this land in CRP or a similar program.

Chairperson Arnold inquired about scheduling a board retreat on May 29<sup>th</sup>. It was agreed to place this on the agenda for discussion at the next meeting.

Yvonne Krogstad, Caledonia Township, inquired whether there is handicapped accessibility without an elevator in the old jail. Commissioner Connor indicated there is handicapped accessibility to the building from the south.

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

File No. 15 – Correspondence to Charles Ingram thanking him for his service to Houston County.

There being no further business and the time being 10:09 a.m., motion was made by Commissioner Miller seconded by Commissioner Connor and unanimously carried to adjourn the meeting, the next advertised meeting being Tuesday, May 15, 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, May 15, 2018

5:30 p.m.

Place: Commissioners Room, Courthouse, Caledonia, MN

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

Others Present: Reporter Moorhead; Finance Director Lapham; County Attorney Jandt; HR Director Arrick-Kruger; Recorder Bauer; Assessor Cresswell-Hatleli; Gary Weierss; Michelle Quinn; Several AFSCME members

Presiding: Fred Arnold, Chairperson

Call to order.

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

Motion was made by Commissioner Miller, seconded by Commissioner Walter and unanimously carried to appoint Michelle Quinn as Interim Auditor. Ms. Quinn immediately stepped into role as clerk to the Board.

Motion was made by Commissioner Connor, seconded by Commissioner Walter and unanimously carried to approve the minutes of the May 8, 2018 meeting.

File No. 1 - Motion was made by Commissioner Walter, 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	\$ 39,866.66
Road & Bridge Fund	63,380.07
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Total	\$103,246.73
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File No. 2 – Personnel Director Arrick-Kruger recommended hiring Leilani Powell as an Appraiser Trainee, Step 2, at an hourly rate of \$16.03, effective June 11, 2018. Motion was made by Commissioner Miller, seconded by Commissioner Connor and unanimously carried to approve the same contingent upon successful completion of the required background check. Assessor Cresswell-Hatleli reported Ms Powell has experience working for a fee appraiser. She will be able to attend all necessary trainings scheduled later this summer.

HR Director Arrick-Kruger recommended the hire of an additional appraiser trainee. There was a recent retirement of the department's technical clerk. Need has been assessed and the hire of an appraiser trainee is preferred over that of the position of technical clerk. All duties of the technical clerk will be absorbed within the department. The department will reap greater benefit from hiring a fourth appraiser. There is a one year time period before appraiser trainees reach CMA status. Hiring will provide adequate time for the individual to receive required training prior to the pending retirement of a staff member. Two hires have been made, one of which backfilled the position vacated when Assessor Cresswell-Hatleli was appointed Assessor, and another for the replacement of a retirement from several years ago. Assessor Cresswell-Hatleli explained that the department is behind in fulfilling its quintile requirements. HR Director Arrick-Kruger noted how the department staffing levels and parcel counts compares to other similar offices. If approved, Houston County's staffing levels will be in the median range when compared to other offices with similar parcel counts. She reiterated the duties of the technical clerk will be absorbed within the department. The department would be comprised of 6 staff at present with a planned retirement next spring resulting in 4 appraisers and the Assessor. Finance Director Lapham noted the salary for a single hire is in the budget and that the salary of the assessor who resigned is in the budget and would be available. Commissioner Connor requested the discussion be tabled for one week. It was agreed to consider the request at the next meeting. Commissioner Connor requested staffing level information be provided prior to the next meeting for consideration. Chairperson Arnold clarified that the front desk duties would be absorbed by staff. Assessor Cresswell-Hatleli stated she has safety concerns and prefers to send staff to the field in pairs. In addition, she has found that there is increased performance when pairs gather data in the field entering it directly into the system through the use of technology. She reiterated how front desk duties will be absorbed by staff appraisers. Commissioner Miller expressed his support the assessment work in the field to be performed by staff pairs. HR Director Arrick-Kruger noted that there is a backlog of work and it is necessary to complete the quintile work accurately and timely.

Personnel Director Arrick-Kruger reported that Auditor Charlene Meiners has submitted her resignation, effective at the end of the business day on Friday, May 18, 2018. Motion was made by Commissioner Connor to accept the resignation of Charlene Meiners and to thank her for her years of service. Motion was seconded by Commissioner Miller and carried with Commissioner Walter voting with reservation.

HR Director Arrick-Krueger clarified that Michelle Quinn be appointed as Interim Auditor to fulfill the unexpired term of Charlene Meiners at the incumbent's current salary. Said term to expire December 31, 2018. Motion was made by Commissioner Miller, seconded by Commissioner Connor and unanimously carried to approve the same.

File No 3 - Gary Weiers provided an overview of the process to search for a candidate for the position of administrator. He indicated there were several items for the Board's consideration. The brochure has been drafted. Mr. Weiers solicited feedback prior to advertising. He stated changes would be made promptly. Chairperson Arnold and Commissioner Miller shared their opinions how the brochure covers all aspects adequately. It was the consensus of the Board that no changes were necessary.

Mr. Weiers noted minimal changes had been made to the Job Description. He solicited feedback. Any request for changes can be incorporated. He noted approval of the description is required. Commissioner Walter expressed concern the Surveyors Department was not included in the department head listing. It was agreed to add said office to the listing. Discussion was held regarding the pictorial organizational chart. Commissioner Connor expressed his approval of the job description. The description follows County format. Motion was made by Commissioner Miller, seconded by Commissioner Connor and unanimously carried to approve the same.

Discussion was held regarding compensation. The job description was submitted to Arthur Gallagher for recommendation. The recommendation from Arthur Gallagher is a position having a recommended banding of E82 with a salary ranging from \$82,000 to \$120,000. It was noted that there are non-elected positions which have an annual salary of approximately \$100,000. Mr. Weiers commented in his experience the range is typically \$30,000. It is necessary to consider the recommendation as the salary range will be included in the advertisement. However, the final salary of the successful applicant will be negotiated. Commissioner Miller commented the department heads earning \$100,000 have many years of experience. Mr. Weiers commented he would not advise starting the successful applicant at the top of the scale as it prohibits salary advancement. Commissioner Connor clarified the successful candidate will be hired at a negotiated step increment and advance towards maximum salary. Advancement towards full salary are built into the system which is common. Motion was made by Commissioner Walter, seconded by Commissioner Miller and unanimously carried to accept the E82 banding and corresponding salary range.

Discussion was held with regard to the draft timeline. There is a specific date set for the selection of finalists. The timeline is more aggressive than originally proposed. Commissioner Connor questioned what the July 3<sup>rd</sup> benchmark entailed. Mr. Weiers responded personality indexes, cover letters, resumes, and video interviews will be provided prior to the July 3<sup>rd</sup> meeting. The board will likely spend 6 hours reviewing the materials in order to meet and narrow the candidate field prior to face to face interviews. The information provided will be private in nature. The field will be narrowed to those candidates offered face to face interviews.



Chairperson Arnold questioned how long the interviews will take. Thirty minutes per interview would be anticipated. All aspects of the process will come together rapidly. In the event a commissioner were absent they could provide input however would be prevented from casting a vote. Motion was made by Commissioner Miller, seconded by Commissioner Connor and unanimously carried to approve narrowing the candidate field on July 3. An interview date will be determined. Mr. Weiers noted the timeline could be altered at any time. Advertisements will be posted immediately and will appear on employment and alumni listings across Minnesota, North and South Dakota, Iowa and Wisconsin and will include listings hosted by the Association of Minnesota Counties, League of Minnesota Cities and alumni listings of Mankato State, the University of Minnesota, St Cloud State, and Hamline University all of which have educational programs to meet desired qualifications of successful applicants.

File No. 4 - Assessor Cresswell-Hatleli reported an influx of abatements was expected due to the new assessment program. It would be irrational to expect minimal errors considering 17,000 parcels. In addition, the State provided initial direction that undervalued and omitted values would be applied for 2019 payable and upon review of the values of the undervalued and omitted properties the excessive amount resulted in the State mandating the changes be made immediately and effective for the pay 18 assessment. All of the work was hand entered under tight time constraints which likely caused additional errors to be made. It is appropriate for the department to correct these errors. Motion was made by Commissioner Connor, seconded Miller and unanimously carried to approve the abatements for Mike and Deb Hagen on parcel #26.0704.000 due to new construction being applied to the wrong year and Lifestyle Fitness/Greg Hoscheit due to clerical errors related to dimensions and age.

Commissioner Walter inquired about the City of Brownsville and action taken by their LBAE. The Department of Revenue has mailed correspondence to the City explaining the action was invalid and instructing the entities to work together to find resolution. Assessor Cresswell-Hatleli has instructed staff to perform quintile work in the area as a priority. Changes resulting from the quintile assessment will be effective in pay 2020. It was requested the correspondence from the Department of Revenue be forwarded to the members of the Board.

Discussion was held regarding scheduling another Board retreat. Discussion will continue at the next meeting.

File No. 5 - Motion was made by Commissioner Walter seconded by Commissioner Connor and unanimously carried to adopt the following resolution:

### **RESOLUTION NO. 18-17**

BE IT RESOLVED By the Board of County Commissioners, Houston County, Minnesota, that it approves the Maintenance and Grooming Application of the La Crescent Snowmobile Club and authorizes the agreement with the Department of Natural Resources.

File No. 6 - Motion was made by Commissioner Connor, seconded by Commissioner Walter and unanimously carried to adopt the following resolution:

### **RESOLUTION NO. 18-18**

BE IT RESOLVED By the Board of County Commissioners, Houston County, Minnesota, that it approves the Maintenance and Grooming Application of the Houston Money Creek Snowmobile Club and authorizes the agreement with the Department of Natural Resources.

File No. 7 - Chairperson Arnold noted there was an additional agenda amendment to be considered. Discussion was held regarding the consolidation of the auditor/treasurer positions. A decision is necessary with the elections drawing near. This has been discussed over time. With the resignation of the incumbent auditor an opportunity has been presented to move forward with this action. Interim Auditor Quinn stated filing opens May 22<sup>nd</sup>. Attorney Jandt indicated he will need time to perform research. He indicated action could be taken and in the event research findings are contrary action may be rescinded at the next meeting. It was noted Minnesota Statute requires a 4/5 vote for action to consolidate the offices. Discussion was held. Motion was made by Commissioner Miller, seconded by Commissioner Connor and carried to consolidate the offices of auditor and treasurer and to adopt the following:

### **RESOLUTION NO. 18-19**

WHEREAS, the filing period for public office has not commenced; and

WHEREAS, the position of County Auditor has been vacated; and

WHEREAS, Minnesota Statute 375A.10 provides for the consolidation of the offices of County Auditor and Treasurer;

THEREFORE, BE IT RESOLVED By the Board of County Commissioners, Houston County, Minnesota, that the offices of county auditor and treasurer be consolidated to a single publicly elected office.

Commissioner Walter reported on meetings she attended regarding Brownsville Township roads, and a Workforce Development meeting. She noted she will be attending an Extension meeting on May 29<sup>th</sup> and provided a reminder of the upcoming June 4<sup>th</sup> District 9 meeting. She expressed her ongoing support for the Auditor position. Commissioner Walter would like to continue with the process of department head evaluations. She noted that recently Assessor Cresswell-Hatleli has been in office for 1 year and an annual review has yet to be performed. In addition, the evaluations allow for open communications between the Board and department heads

Commissioner Connor reported on a meeting with Caledonia City officials, a land owner and Highway Department staff to consider retention pond options. Work is ongoing in this regard. He expects a draft site plan in the coming month. He also reported on a meeting with DOT staff which is scheduled for May 21<sup>st</sup>. State 44 and CSAH 26 and County 3 intersections will be discussed along with access from State 76 to the County owned property located north of the school.

Commissioner Miller reported on a SMART bicycle meeting he attended and also a negotiation meeting with the Lieutenants Union. Progress was made with the union.

Chairperson Arnold reported on SWCD, RRSWCD, SE MN Water Board, and also One Watershed, One Plan meetings which he attended. He will provide a more comprehensive report in preparation for action to be taken on various related items.

Commissioner Arnold commented that CEDA has an area wide informational meeting scheduled. The meeting has been very informational in the past. He encouraged attendance. The County contracts with CEDA for the services of EDA Coordinator Bergey. It was noted Commissioner Miller plans to attend.

There being no public comment, motion was made by Commissioner Miller, seconded by Commissioner Connor and unanimously carried to place on file the following items from the consent agenda:

File No. 8 – Correspondence to Payroll regarding the hire of Michael Lee as transport officer

File No. 9 – Correspondence to Bryan Van Gorp regarding his appointment to the Board of Adjustment

There being no further business and the time being 6:42 p.m., motion was made by Commissioner Miller seconded by Commissioner Connor and unanimously carried to adjourn the meeting, the next advertised meeting being Tuesday, May 22, 2018.

BOARD OF COUNTY COMMISSIONERS  
HOUSTON COUNTY, MINNESOTA

By: \_\_\_\_\_  
Fred Arnold, Chairperson

Attest: \_\_\_\_\_  
Michelle Quinn, County Auditor

## PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: Tuesday, May 22, 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: Interim Auditor Quinn; Reporter Moorhead; Finance Director Lapham; HR Technician Diersen; Assessor Cresswell-Hatleli; HS Director Pugleasa; Zoning Officer Lacher; HS Fiscal Officer Hankins; Social Services Supervisor Moen; Betts Ready; Bruce Kuehmichel; Financial Assistance Supervisor Kohlmeyer; Yvonne Krogstad

Presiding: Fred Arnold, Chairperson

Call to order.

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

Motion was made by Commissioner Walter, seconded by Commissioner Connor and unanimously carried to approve the minutes of the May 15, 2018 meeting.

File No. 1 - Motion was made by Commissioner Walter, 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	\$ 36,189.59
Road & Bridge Fund	9,050.98
	-----
Total	\$45,240.57
	=====

File No. 2 - HS Director Pugleasa shared a PowerPoint presentation to highlight activities of the HS Department. Information related to agency achievements, restructuring activity, the establishment of a leadership team, budget cycles and fiscal health were presented. HS Director Pugleasa also presented information related to the collaborative efforts taking place between Human Services and Public Health. The missions of the departments are similar and collaborative efforts allow their collective reach to expand and revenues to be capitalized. Human Services is participating in the Northwood's Traverse Project which is cutting edge technology to unearth dark data or data maintained in both multiple systems. HS Director

Pugleasa commended staff for the work they do and expressed great appreciation for the support of the County Board of Commissioners. It was reported the fund balance was \$1.9 million and is projected to be \$2.1 million following the final audit. This represents nearly 40% of the departments operating budget and reflects a strong financial position. Commissioner Walter questioned whether there has been succession planning as one county recently found itself in a situation due to a financial staff member leaving employment. HS Director Pugleasa noted the department continually considers this, identifies talent both within the organization and in the market place.

File No. 3 - Zoning Officer Lacher provided an overview of the Houston County Root River Soil and Water Conservation District Buffer Rule Implementation Agency Service Agreement. He explained how RRSWCD will provide staking of buffer areas and inspection. RRSWCD will gather data for non-compliance however; the County will be responsible for enforcement. The State requires ongoing monitoring for compliance. Zoning Officer Lacher stated an additional \$10,000 from grant proceeds should be designated for RRSWCD efforts. RRSWCD currently bills the County for services related to the grant and this will continue. He expects the additional funding to cover man hours for work performed by RRSWCD. Discussion was held regarding technology and its place, if any, in the ongoing monitoring efforts. Zoning Officer Lacher noted RRSWCD has been extended an ArcGIS license from the County for use on this project. The agreement clearly outlines the responsibilities of both parties. Commissioner Zmyewski clarified various aspects of the agreement. Commissioner Miller clarified there is clear delineation of work performed to reduce redundancy and this is a cooperative effort. Motion was made by Commissioner Walter, seconded by Commissioner Zmyewski and unanimously carried to approve the Houston County Root River Soil and Water Conservation District Buffer Rule Implementation Agency Service Agreement.

Finance Director Lapham provided a financial update. She stated financial information is typical for April. She noted debt service payments have been made, however, tax receipts have not yet been settled. She explained the court services budget appears out of order due to late billing for probation officer salaries which were not billed in the year of service. Discussion was held regarding the use of the State Auditor versus a private firm for financial audit services. The county is required to notify the State Auditor in the event the County wishes to discontinue utilizing the State Auditor. Fillmore County has utilized the services of a private firm however; their audit is under further review by the State Auditor. Commissioner Miller suggested having the finance committee review options further. It was the consensus of the Board to provide the required notice to the State Auditor that the County may utilize services provided by a firm other than that of the State Auditor.

File No. 4 - HR Technician Diersen accompanied by Assessor Cresswell-Hatleli requested authorization to hire a fourth appraiser trainee. Commissioner Walter stated she was unable to review the information provided by Assessor Cresswell-Hatleli prior to this meeting. Assessor Cresswell-Hatleli provided an overview of the information contained within the correspondence. She expressed concern that trainees, while valuable to the department, still lack

experience. Lengthy discussion was held regarding historic staffing levels, staffing level, and work load. Commissioner Zmyewski questioned whether contracting for a higher level appraiser for a year with a re-evaluation of position would better benefit the department. Commissioner Connor expressed support for this suggestion. Assessor Creswell-Hatleli provided information related to quintile assessment, the migration to the Vanguard appraisal software, implementation of the AgLand module and State mandated work which must be completed. Assessor Creswell-Hatleli stated her preference of staffing options is to hire the trainee due to the time required to attain certification. Commissioner Zmyewski suggested reviewing both options further with discussion to follow at the next scheduled meeting. Assessor Creswell-Hatleli indicated further delaying a decision may result in an inability to secure admittance to the required training courses. Following discussion, motion was made by Commissioner Miller, seconded by Commissioner Walter and unanimously carried to approve the hire of an appraiser trainee. HR Technician Diersen stated the current pool will be reviewed which may result in no need for advertising.

On the recommendation of HR Technician Diersen, motion was made by Commissioner Zmyewski, seconded by Commissioner Miller and unanimously carried to approve the reinstatement of Darlene Peter to the position of Deputy Auditor/License Center effective June 11, 2018 at Step 5 of the B-22 comparable worth band.

HR Technician Diersen reported all requests have been discussed with the applicable union. She requested approval for Ms. Peter's vacation accrual to be at a rate of 5.54 hours per pay period and for the restoration of sick leave accrual with the understanding that 50% payout has already taken place and cannot happen in again upon future separation from employment. Motion was made by Commissioner Connor, seconded by Commissioner Zmyewski and unanimously carried to approve the same.

Motion was made by Commissioner Connor, seconded by Commissioner Zmyewski and unanimously carried to change the employment status of Zachary Swedberg from probationary to regular effective May 30, 2018. Mr. Swedberg is a Deputy Sheriff.

Commissioner Walter reported there is a bridge which sustained infrastructure damage. The bridge was scheduled for replacement however, due to the damage will be replaced sooner than originally planned.

Commissioner Connor reported on meetings with MnDOT. The meetings were on location at various intersections between State and County roadways. He reported it is unlikely the speed near the intersection of State 44 and Esch Drive will be reduced. Options being considered to improve this intersection include the installation of a flashing speed sign, LED lighting on traffic signs and/or plantings to make the space feel and/or appear more limited. Discussion was held regarding the possibility of extending Warrior Avenue to an intersection with State 76. MnDOT was receptive to this suggestion as it would reduce traffic flow to the State 44 intersection. Accident ratios for the intersection of State 26 and County 3 do not reflect

the poor design. County 18 has seen growth due to a couple of residential developments which have raised concern with speed in the area. A traffic study will be conducted to determine whether the 30 mph zone should be extended.

Commissioner Miller reported on an EDA meeting which he and Chairperson Arnold attended.

Chairperson Arnold provided an overview of water resources meetings which he attended recently. He provided information regarding the structure, voting rights and membership changes which provide clarification in this regard. Concerns remain related to river communities which lack wastewater treatment facilities. Options are being considered which would assist communities and alleviate threat resulting from the lack of wastewater treatment facilities.

Commissioner Zmyewski will be attending a legislative conference. He solicited concerns which he can take to federal legislators. A delegation of 40 individuals from Minnesota will be in attendance. He noted agriculture has been and is expected to continue to be a hot topic. Commissioner Connor expressed his concerns with the aging population and the strain on local tax systems for health and human services programs. Transportation and adequate funding is another issue which should be discussed. Department heads are encouraged to e-mail concerns to Commissioner Zmyewski. The format for the meetings is unknown at this time. Commissioner Zmyewski will bring forth as many concerns as time allows.

Yvonne Krogstad, Caledonia Township, expressed concern with detour signs, routes and lack of information which makes travel difficult within certain areas of the County.

Bruce Kuehmichel, Caledonia City resident, questioned why the Buffer Rule Implementation Agency Service Agreement approved earlier would contain a clause whereby either party may terminate the agreement upon 30 days written notice. It was noted this was standard language for this type of agreement.

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

File No. 5 – Correspondence to Payroll regarding recent hire & appointment

File No. 6 – Correspondence to individuals/entities receiving abatements

File No. 7 - Correspondence from SMIF

File No. 8 - Correspondence in appreciation of service



There being no further business and the time being 11:07 a.m., motion was made by Commissioner Zmyewski, seconded by Commissioner Connor and unanimously carried to adjourn the meeting, the next advertised meeting being Tuesday, June 5, 2018.

BOARD OF COUNTY COMMISSIONERS  
HOUSTON COUNTY, MINNESOTA

By: \_\_\_\_\_  
Fred Arnold, Chairperson

Attest: \_\_\_\_\_  
Michelle Quinn, County Auditor

## PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: Tuesday, June 5, 2018

9:00 a.m.

Place: Commissioners Room, Courthouse, Caledonia, MN

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

Others Present: Interim Auditor Quinn; Reporter Moorhead; Finance Director Lapham; Environmental Service Director Frank; Engineer Pogodzinski; Chuck Schulte; Betts Ready; Bruce Kuehmichel; Ken Visger; Dan Wermager; Assessor Cresswell-Hatleli; PHN Director Marchel; Attorney Jandt; Maureen Frydenland; Patrick Barlow; Jadd Stilwell; Brian Kent

Presiding: Fred Arnold, Chairperson

Call to order.

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

Motion was made by Commissioner Miller, seconded by Commissioner Connor and unanimously carried to approve the minutes of the May 22, 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	\$ 62,972.64
Road & Bridge Fund	60,723.73
	-----
Total	\$123,696.37
	=====

Chuck Schulte, Caledonia City resident, expressed concern related to the proposed hiring of a County Administrator. He suggested reductions could be identified to cover the added cost of an administrator.

Commissioner Zmyewski responded to Mr. Schulte. He indicated while the Board is the governing authority, commissioners are not on site daily and are a collective voice only. The Board has hired a consultant to ensure the County is able to attract and hire a well-qualified candidate. It was noted 80 of 87 Minnesota Counties employ an administrator or coordinator.

The salary range for the position is \$82,000 to \$120,000, when considering benefits the package will likely be \$150,000. Chairperson Arnold stated department heads are well qualified for their respective departments. There is a lack of staff considering the overall picture.

Commissioner Connor expressed support for someone to be available on a daily basis. Mr. Schulte state he has great concern that the position could simply increase the tax burden.

File No. 2 - Engineer Pogodzinski requested approval of Houston County Right of Way Plat No. 71 in connection with S.A.P. 028-604-036 on CSAH 4. This project is a bridge replacement project. Motion was made by Commissioner Connor, seconded by Commissioner Miller and unanimously carried to approve the plat and to adopt the following:

### **RESOLUTION NO. 18-20**

#### **RESOLUTION TO APPROVE AND ACCEPT HOUSTON COUNTY RIGHT OF WAY PLAT NO. 71 FOR THE RECONSTRUCTION OF STATE AID PROJECT 028-604-036.**

WHEREAS; Houston County desires to improve and reconstruct County State Aid Highway 4, Located 2.1 Miles Southeast of the Junction with MNTH 44, with Grading, Bridge Replacement (No. 92280 Old)(No. 28J59 New), Aggregate Base, identified as SAP 028-604-036; and

WHEREAS; the Houston County Highway Department and the Houston County Surveyor have prepared Houston County Right of Way Plat Number 71 to identify and delineate the right of way and temporary easements within the State of Minnesota required for this project; and

NOW THEREFORE BE IT RESOLVED; that Houston County approves and accepts Houston County Right of Way Plat No. 71 as designating the definite location of that part of County State Aid Highway 4, located in Section 22 and Section 27, Township 101 North, Range 7 West, as presented on this date, June 5, 2018, and authorizes it to be filed of record with the Houston County Recorder.

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

File No. 3 – Engineer Pogodzinski reported on the following bids which were received for S.A.P. 028-599-088:

Generation X Construction LLC  
Rushford, MN 55971

\$137,098.50

Icon Constructors, Inc. Mabel, MN 55954	\$137,288.00
VanGundy Excavating LLP Houston, MN 55943	\$142,957.50
Midwest Contracting, LLC Marshall, MN 56258	\$143,769.00
Minnowa Construction Inc. Harmony, MN 55939	\$431,563.17
Alcon Construction Rochester, MN 55904	\$158,434.20
TJs Excavating & Process Works Winona, MN 55987	\$168,666.00
McHugh Excavating & Plumbing, Inc. Onalaska, WI 54650	\$324,784.00

On the recommendation of Engineer Pogodzinski, motion was made by Commissioner Connor, seconded by Commissioner Miller and unanimously carried to accept the low bid of Generation X Construction LLC in the amount of \$137,098.50 for S.A.P. 028-599-088. Engineer Pogodzinski noted the typical number of bids received for similar projects would be approximately 4. The bidding on this project was extremely competitive with all bids except one coming in below the engineer's estimate. The County has worked with this contractor in the past, however, this will be the first state aid job. Engineer Pogodzinski expects to work closely with the contractor to ensure all reporting requirements are met timely.

File No. 4 - Dan Wermager, SWCD, provided an overview of region-wide water management. Chairperson Arnold indicated discussion has been held related to this resolution at various water board meetings he has attended. He stated several communities bordering the Mississippi River are impacted and would benefit from community wastewater treatment facilities. Motion was made by Commissioner Connor seconded by Commissioner Zmyewski and unanimously carried to adopt the following:

#### **RESOLUTION NO. 18-21**

#### **SUPPORT OF SOUTHEAST MINNESOTA WASTEWATER INITIATIVE PROGRAM**

WHEREAS; THE Lower Mississippi River Basin Fecal Coliform Implementation Plan reports that many of the rivers and streams in the Lower Mississippi River and Cedar River basins have fecal coliform impairments and providing a facilitator to assist communities was a recommended reduction strategy to address contributions related to wastewater, and

WHEREAS; unsewered and under-sewered communities with failing residential septic systems are a direct source of E. coli pollution to surface and ground waters, and

WHEREAS; a complex group process is usually necessary for a community to achieve a resolution to their wastewater problem, and

WHEREAS; most small communities do not have the resources to solve wastewater problems without outside help, and

WHEREAS; it has been demonstrated that a Wastewater Facilitator working with a community on an on-going basis can provide effective assistance to a community seeking solutions to their wastewater problems, and

WHEREAS; the Southeast Minnesota Wastewater Initiative has successfully assisted 29 small communities address their wastewater concerns, saving an estimated 360,040 gallons of sewage per day from entering surface or ground water, and

WHEREAS; there is a documented number of small communities that will need to address their wastewater systems in the near future and could benefit from this service, and

NOW, THEREFORE, BE IT RESOLVED; that Houston County supports the goals of the Southeast Minnesota Wastewater Initiative program and is willing to provide in-kind assistance for the continuation of the program to show support and a need for the service in the county.

File No. 5 - Mr. Wermager reported on amendments to verbiage in an agreement which are minor in nature. Motion was made by Commissioner Connor, seconded by Commissioner Miller and unanimously carried to adopt the following:

#### **RESOLUTION NO. 18-22**

#### **RESOLUTION TO APPROVE THE AMENDED SOUTHEAST MINNESOTA WATER RESOURCES BOARD AGREEMENT**

WHEREAS; Houston County is a member in good standing of the Southeast Minnesota Water Resources Board, and

WHEREAS; the Southeast Minnesota Water Resources Board operates under an agreement effective May 5, 1987, and

WHEREAS; the Southeast Minnesota Water Resources Board reviewed and approved the proposed amendment to the agreement, and

WHEREAS; a copy of the amendment to the Agreement is attached hereto as Exhibit A,

NOW, THEREFORE, BE IT RESOLVED; that the Houston County Board of Commissioners approves the following changes to the agreement of the Southeast Minnesota Water Resources Board:

1. *Under Roman Numeral I, Part A. Composition, strike “Two” and replace with “One” and insert “and one alternate” after representative.*
2. *Under Roman Numeral I, Part B. Powers (1), insert “Local” after Comprehensive and insert “or Comprehensive Watershed Management Planning” after Planning.*
3. *Under Roman Numeral I, Part B. Powers (3), insert “Local” after Comprehensive and insert “or Comprehensive Watershed Management Planning” after planning.*
4. *Under Roman Numeral I, Part B. Powers (4), insert “(103B.301-355) and the Comprehensive Watershed Management Planning Program (103B.801).” after Act.*
5. *Under Roman Numeral I, Part B. Powers (last paragraph), insert “local county and watershed-based plans” after implement the.*

File No. 6 - On the recommendation of HR Director Arrick-Kruger, motion was made by Commissioner Connor seconded by Commissioner Miller and unanimously carried to approve the hire of Naomi Hoel as a probationary Appraiser Trainee, B-22, Step 1 effective June 18, 2018 conditioned upon successful completion of the required background check. Ms. Hoel presented herself as having excellent communication and customer relation skills and a wide variety of software technology experience. HR Director Arrick-Kruger stated this hire provides for a full complement of staff in the Assessor’s Office.

HR Director Arrick-Krueger requested approval to amend the reinstatement date of Darlene Peter, Deputy Auditor-License Center to June 1, 2018 to allow for Ms. Peter to attend a department wide training. Motion was made by Commissioner Connor, seconded by Commissioner Miller and unanimously carried to approve the same.

Motion was made by Commissioner Connor, seconded by Commissioner Zmyewski and unanimously carried to approve the hire of Bonnie Felten as a 67 day Technical Clerk, B-21 at an hourly rate of \$14.63 per hour conditioned upon the successful completion of the required background check.

Motion was made by Commissioner Connor, seconded by Commissioner Miller and unanimously carried to approve the hire of Polly Heberlein as a 67 day Technical Clerk, B-21 at an hourly rate of \$14.63 per hour conditioned upon the successful completion of the required background check.

On the recommendation of HR Director Arrick-Kruger, motion was made by Commissioner Connor, seconded by Commissioner Miller and unanimously carried to approve the change of status from probationary to regular for Shane McCabe, Highway Mechanic effective June 12, 2018.

File No. 7 - HR Director Arrick-Kruger reported a position description for a Public Health Technical Clerk was drafted and submitted for banding as a result of needs review following an internal transfer. This Technical Clerk position replaces a higher banded accounting technician position that is no longer necessary following the disbanding of the home health aide program. Motion was made by Commissioner Miller, seconded by Commissioner Zmyewski and unanimously carried to approve initiating a competitive search to fill the position.

On the recommendation of HR Director Arrick-Kruger, motion was made by Commissioner Connor, seconded by Commissioner Zmyewski and unanimously carried to approve the change of status from probationary to regular for Rachel Meyer, Jailer/Dispatcher effective June 5, 2018.

Motion was made by Commissioner Connor, seconded by Commissioner Miller and unanimously carried to approve the hire of Myron Kinneberg as a 67 day Transport Officer at an hourly rate of \$15.23 conditioned upon successful completion of the required background check. This is a pool position.

HR Director Arrick-Kruger recently attended a meeting with the grant committee and representatives from the Minnesota Historical Society. Houston County was allotted one hour in which to present. This period was followed by lengthy discussion and construction grant possibilities. HR Director Arrick-Kruger expressed her opinion that the information presented was well received and significant interest was generated. A grant made it possible to prepare the source information utilized for this presentation. The next grant cycle could result in funding to make much needed structural changes to the Historic Courthouse and Jail including such things as the roof, trim and cupola. Any grant for structural changes would require a minimum 10% local match.

Commissioner Connor stated he received an inquiry from a local contractor performing work nearby who expressed great concern for missing shingles and structural damage to the Historic Courthouse roof and cupola.

Chairperson Arnold and Commissioner Miller reported on a meeting they recently attended with discussion related to Courthouse safety and single entry access. HR Director

Arrick-Kruger noted the Criminal Justice Center has single entry access. The Historic Courthouse currently utilizes 3 ingress and egress entry points and has an additional egress only exit. Consideration has been given to making the entrance located near the Surveyor's Office egress only.

The time being 9:50 a.m. and pursuant to M.S. 13D.03 subd. 1(b), motion was made by Commissioner Miller, seconded by Commissioner Connor and unanimously carried to go into closed session to consider strategy for labor negotiations.

Motion was made by Commissioner Miller, seconded by Commissioner Connor and unanimously carried to reconvene in open session. The time was 10:02 a.m.

HR Director Arrick-Kruger restated the purpose of the closed session was to consider strategy for labor negotiations pursuant to M.S. 13D.03 subd. 1(b). A status update was provided and no action was requested.

File No. 8 - Environmental Service Director Frank provided an overview of the proposed contract extension. Maureen Frydenland introduced all staff and representatives present. She also distributed invitations to the 29<sup>th</sup> Annual Disposal System Meeting.

File No. 9 - At this time Jadd Stilwell presented a PowerPoint in review and vision of the La Crosse County Solid Waste program and collaboration with surrounding communities. Xcel extended their agreement to 2030. Houston County is invited to continue its collaboration throughout the same period. Mr. Stilwell highlighted the La Crosse County Landfill is the only one located in the State of Wisconsin which is Green Tier Certified. It is operated by La Crosse County and supported by the region. Commissioner Miller questioned whether any haulers were circumventing the system. Haulers are incentivized, those hauling within the system are part of a rebate program. In the event waste is diverted, the hauler fails to capitalize on the program. The landfill currently has a sustainable mix of participants and does not desire to expand. The SEH Consultant commented society is getting better at reusing materials and recycling. Currently, there is a focus on packaging related to online purchasing among those working with solid waste and related programs. Commissioner Zmyewski questioned the purpose of the bulldozing which is impacting land adjacent to State 16 and the landfill. The area is being developed as an industrial park. The development has provided the landfill with an opportunity to improve the entrance and extend the frontage road. Reclaimed land is being utilized for hiking trails.

File No. 10 - Environmental Services Director Frank reported the program has benefitted Houston County. Discussion was held regarding consideration of the Amendment to the Solid waste disposal agreement providing for a 7 year extension to the agreement. Motion was made by Commissioner Miller, seconded by Commissioner Zmyewski and unanimously carried to approve the same



File No. 11 - Motion was made by Commissioner Miller, seconded by Commissioner Connor and unanimously carried to adopt the following:

**RESOLUTION NO. 18-23**

WHEREAS: Minnesota veterans have been sacrificing their time, their skills, their service and their lives to defend liberty and country since the Civil War, and

WHEREAS; The American Legion, Department of Minnesota, the state's largest veterans' organization, is nearing a century of service to our veterans, our youth and our communities, and

WHEREAS; Over those 100 years, the Legion has developed such programs as Boys State, Girls State, Legion Baseball, Legionville Safety Patrol Camp, and three ongoing research chairs at the University of Minnesota, and

WHEREAS; The first national convention of The American Legion was held in Minneapolis in November, 1919, and

WHEREAS; The 100<sup>th</sup> national convention of The American Legion will be held in Minneapolis in August, 2018, and

WHEREAS; The American Legion, Department of Minnesota, and its members have put millions of volunteer hours plus their talent and treasure into projects that have made this state, county, it's cities and townships better places to live,

THEREFORE BE IT RESOLVED; That the Houston County Board of Commissioners declares August 4, 2018, as American Legion Day, and

BE IT FURTHER RESOLVED; That the Houston County Board of Commissioners congratulates The American Legion and The America Legion, Department of Minnesota, on its proud record of service, and its commitment to another 100 years of helping veterans, guiding our youth, and lifting up our communities.

File No. 12 - Following discussion motion was made by Commissioner Connor, seconded by Commissioner Miller and unanimously carried to approve the Minnesota Lawful Gambling Application for Exempt Permit for Sheldon Valley Sportsman's Association for activities to be conducted at their range on October 28, 2018, and to adopt the following:

**RESOLUTION NO. 18-24**

BE IT RESOLVED that the Houston County Board of Commissioners does hereby approve the Minnesota Lawful Gambling Application for Exempt Permit on behalf of Sheldon

Valley Sportsman's Association for gambling activities to be conducted at their range located at 11511 County 10 in Sheldon Township, with no waiting period.

File No. 13 – Motion was made by Commissioner Miller, seconded by Commissioner Connor and unanimously carried to approve the issuance of the following liquor, beer and wine licenses:

LIQUOR LICENSES, WINE AND STRONG BEER

Rushford Golf Club, Inc. dba Ferndale Country Club with Deck  
Amanda's Back Forty, LLC dba Amanda's Back Forty  
Elpaka, LLC dba Ma Cal Grove Golf Club  
Foursome Golf Group, LLC dba Valley High Golf Club  
Denstad Enterprises, Inc. dba Shellhorn Roadhouse  
Gasthaus LLC dba Little Miami  
City of La Crescent dba Pine Creek Golf Course (Wine & Strong Beer)

ON SALE BEER LICENSES

City of La Crescent dba Pine Creek Golf Course  
Lawrence Lake Marina LLC dba Lawrence Lake Marina  
Gopher State Sportsman's Club  
La Crescent Snowmobile Club (contingent upon submission of required paperwork)

OFF SALE BEER LICENSES

City of La Crescent dba Pine Creek Golf Course  
Lawrence Lake Marina LLC dba Lawrence Lake Marina  
Houston Food Mart  
La Crescent Snowmobile Club (contingent upon submission of required paperwork)

Commissioner Connor provided a report from the mornings Land Use Committee meeting. He suggested holding a meeting of those involved with GIS to address concerns and issues related to GIS. It was agreed that a Land Use Committee meeting would be convened on Tuesday, June 12<sup>th</sup> beginning at 8:15 a.m. Discussion was held regarding policy for notification related to road closures.

Commissioner Zmyewski reported on County Commissioner salaries across the state compared to Houston County's package. Each of the counties he reported on have an Administrator/Coordinator and make the same or more than Houston County Commissioners. He expressed agreement that when duties are reassigned from a position the cost for compensation should be adjusted accordingly.

File No. 14 - Commissioner Zmyewski reported this past Wednesday he traveled to Washington DC in acceptance of an invitation from the Trump Administration to meet with federal officials at the White House. Recently the administration was working with Pennsylvania County Officials and it was determined greater outreach was needed to change perception that county officials need to work through their State legislators to ultimately work with Federal Agencies on issues. This is not the case, there are officials whose jobs are to work directly with county officials. NACO (National Association of County Officials) assisted in fostering this opportunity. Minnesota is the 23<sup>rd</sup> state to send a delegation to the capital. And for a state whose attendees were required to travel sent the largest delegation. Commissioner Zmyewski was honored to represent southeast Minnesota. He stated there were representatives from southwest Minnesota and also several from the metro. The delegation met with deputy directors from several federal agencies. Vice President Pence also spent time conversing with attendees. Commissioner Zmyewski indicated the understanding that there are staff assigned to work directly with counties is important. Placed on file was an Office of Intergovernmental Affairs Department Contact List.

Commissioner Miller reported on ongoing labor negotiations which he has been actively participating in. He also reported on a District 9 County meeting which he recently attended with Chairperson Arnold.

Chairperson Arnold reported how some counties have joined a lawsuit related to the opioid epidemic. MCIT and/or AMC distributed information recommending counties refrain from joining the lawsuit. Those counties which entered into the lawsuit have mounting staff costs related to research and data collection. In addition, staff needs to understand what harassment is, applicable policies and consistent enforcement needs to apply. Another piece of information gleaned from the recent district meetings is the fact that Mower County receives substantial budget revenue resulting from windmills operating within its boundaries. MNLARS was an additional topic of discussion. While the legislative branch determines spending levels, the administrative branch determines how any funding will be spent.

It was agreed a Board retreat would be held on Tuesday, June 12<sup>th</sup> at 10:00 a.m. at the home of Scott Connor located at 822 Center Street, Caledonia, Minnesota for purpose of strategic planning.

Bruce Kuehmichel, Caledonia City resident, reiterated Mr. Schulte's concerns that the addition of an Administrator will result in increased staffing costs. He echoed the sentiment of Mr. Schulte that pay for positions that have been reduced in response to the addition of an administrator should be reduced. Commissioner Zmyewski reiterated position descriptions which change as a result of additional staffing will be reviewed.

Chairperson Arnold stated there is a need for some middle management which is lacking in Houston County. The addition of this will benefit the County as a whole.

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

File No. 15 – Correspondence to Payroll regarding  
reinstatement and status change

File No. 16 - Correspondence from Semcac

There being no further business and the time being 11:32 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, June 19, 2018.

BOARD OF COUNTY COMMISSIONERS  
HOUSTON COUNTY, MINNESOTA

By: \_\_\_\_\_  
Fred Arnold, Chairperson

Attest: \_\_\_\_\_  
Michelle Quinn, County Auditor

## PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: Tuesday, June 19, 2018

5:30 p.m.

Place: Commissioners Room, Courthouse, Caledonia, MN

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

Others Present: Auditor Quinn; Reporter Moorhead; Finance Director Lapham; Treasurer Trehus; HS Director Pugleasa; Deputy Sheriff Swedberg; HR Director Arrick-Kruger; Attorney Jandt

Presiding: Fred Arnold, Chairperson

Call to order.

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

Motion was made by Commissioner Zmyewski, seconded by Commissioner Miller and unanimously carried to approve the minutes of the June 5, 2018 meeting.

File No. A1 - Motion was made by Commissioner Miller, seconded by Commissioner Zmyewski and unanimously carried to approve the Strategic Planning meeting held June 12, 2018.

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	\$63,242.56
Road & Bridge Fund	44,159.96
	-----
Total	\$107,402.52
	=====

File No. 2 - Treasurer Trehus presented information related to Mirror Imaging Software. The software provides automated letter opening, posting of payments and electronic deposit of receipts related to tax payments. The process of posting tax payments will be streamlined. If approved, installation will take place and the system would be functional to use during the second half tax collection period. The software can also be utilized to post payments sent which are not accompanied by the coupon, however, this would require additional manual intervention.

The cost for the system would be \$14,183.00 which includes software, hardware and setup. The cost of the annual maintenance agreement is \$1,900.00. This amount was not calculated into the 2018 budget. Finance Director Lapham noted the interest income is typically under estimated and anticipated interest income exceeding the budgeted amount would likely cover the cost. Commissioner Miller expressed his support for the system which will increase efficiencies. Treasurer Trehus reported Fillmore County historically had 5 people posting tax payments, following implementation of this software, posting staff has been reduced to 2 members who alternate weekly. Motion was made by Commissioner Miller, seconded by Commissioner Zmyewski and unanimously carried to approve the purchase of Mirror Imaging Software at a cost of \$14,183.

File No. 3 - HS Pogleasa presented two contracts for consideration. The first contract provides for a non-traditional settlement option for those involved in child protection cases. This option is less contentious than traditional proceedings. Fees accrue only when services are utilized. There is no fee if the services are not utilized. Motion was made by Commissioner Walter, seconded by Commissioner Zmyewski and unanimously carried to approve the Professional Services Agreement Parallel Protection Process Facilitator with Family Service Rochester, Inc.

File No. 4 - HS Pogleasa reported on a contract providing for Guardianship/Conservator services. These services are provided by members of the community who assist persons under guardianship to ensure stable housing, attendance at necessary appointments and/or assistance with application for services such as Medical Assistance which require application on a periodic basis. The fee paid to individuals providing these services is \$120 monthly. The client utilizing the service may pay for up to \$100 of the fee on a sliding scale basis provided financial resources are available. The County is responsible for the unpaid portion of the fee. Motion was made by Commissioner Zmyewski, seconded by Commissioner Walter and unanimously carried to approve the Purchase of Service Agreement with Nichole Marie Halverson for Guardianship/Conservator services.

File No. 5 - Motion was made by Commissioner Miller, seconded by Commissioner Zmyewski and unanimously carried to reschedule the Tuesday, December 25<sup>th</sup> Board meeting to Wednesday, December 26, 2018.

Motion was made by Commissioner Miller, seconded by Commissioner Zmyewski and unanimously carried to recess the meeting to convene the County Board of Appeal and Equalization meeting scheduled for 6:00 p.m.

The time being 7:02 p.m. Motion was made by Commissioner Miller, seconded by Commissioner Zmyewski and unanimously carried to reconvene the regular meeting.

File No. 6 - Motion was made by Commissioner Zmyewski, seconded by Commissioner Walter and unanimously carried to approve credit cards for Auditor Michelle Quinn and a departmental card for Environmental Services.

File No. 7 -Motion was made by Commissioner Miller, seconded by Commissioner Zmyewski and unanimously carried to authorize the closure of the License Center on Monday, August 27<sup>th</sup> and Tuesday August 28, 2018 to allow staff to attend mandatory training related to ID and Driver License issuance.

Commissioner Walter will share minutes from various meetings which she regularly attends.

Commissioner Zmyewski reported on a conference call for Semcac and also the strategic planning session he attended.

Commissioner Miller reported on the strategic planning session he attended.

Chairperson Arnold reported on a One Watershed, One Plan meeting which he attended. He also reported on the strategic planning session which he attended.

HR Director Arrick-Kruger presented information related to strategic planning and considerations for how the Board may wish to proceed. Following the recent grant sessions, she expressed excitement with the opportunity to be considering the potential remodel of the Historic Jail into an open concept office building. This may allow for the planning of operations and to develop space for the operations versus utilizing space as is. HR Director Arrick-Kruger encouraged the Board to vision and to develop the big picture and provide that information to department heads for inclusion in the development of a more integrated system. This would allow staff to assist in the mapping of the process. Individuals with a stake in the system are empowered to contribute and the collaboration results in innovation and continuing quality improvement. Both human talents and technical resources should be assessed as the process takes shape. Specific goals may also be communicated from the Board such as the need for cross training to ensure continuity of operations. When staff assists in the process development costs are mitigated and rework is minimized.

Commissioner Miller expressed concern with renovation costs. HR Director Arrick-Kruger reported funds remain from water damage sustained in the Historic Jail. In addition, the possibility of securing grant funding to help offset the overall costs is appearing increasingly attainable. The Historic Jail is a sound structure that will remain viable for many years. Developing the space with an open concept will help contain costs. Remodel of the structure could be phased with infrastructure and main level remodeling taking place with additional phases to complete the remodeling on the second level. Through the structural research performed as part of the recent grant process, it is known that removal of the cells will not jeopardize the structural integrity. Lengthy discussion was held. HR Director Arrick-Kruger

indicated a desire to continue to utilize the services provided by The Preservation Alliance for the large grant application and request. It was noted the Historic Courthouse and Jail have been linked together through the grant application process and any grant funding will benefit both buildings. Commissioner Zmyewski expressed his support to utilize the Historic Jail for County offices. In closing, HR Director Arrick-Kruger encouraged Commissioners to consider what the needs of the County will be in 20 years. When considering costs, consideration should be given to such factors as the cost to construct new, deferred maintenance expenses and current construction costs.

Commissioner Arnold noted the public comment policy posted on the website is not reflective of current practice. County residents have expressed concern that the policy is not current. It was agreed that Commissioner Arnold would draft an update and present it to the Board for consideration.

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

File No. 8 – Public Notice of strategic planning meeting  
scheduled for 6/12/2018

File No. 9 - Correspondence from State Demographer

File No. 10 - Correspondence from Southern Minnesota  
Tourism Association

File No. 11 - Notice of Public Hearing from City of Caledonia

File No. 12 - Correspondence to A Pohlman regarding  
American Legion resolution

There being no further business and the time being 7:52 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, June 26, 2018.

BOARD OF COUNTY COMMISSIONERS  
HOUSTON COUNTY, MINNESOTA

By: \_\_\_\_\_  
Fred Arnold, Chairperson

Attest: \_\_\_\_\_  
Michelle Quinn, County Auditor



## PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: Tuesday, June 26, 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: Interim Auditor Quinn; Reporter Moorhead; Finance Director Lapham; Attorney Jandt; Betts Ready; Bruce Kuehmichel; Environmental Specialist Meiners; Environmental Services Director Frank; Recycling Center Coordinator O'Heron; Engineer Pogodzinski; HR Director Arrick-Kruger; Assessor Cresswell-Hatleli; Sheriff Inglett; IT Director Milde; Kurt Wayne

Presiding: Fred Arnold, Chairperson

Call to order.

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

Motion was made by Commissioner Zmyewski, seconded by Commissioner Miller and unanimously carried to approve the minutes of the June 19, 2018 meeting.

File No. 1 - Motion was made by Commissioner Walter, 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	\$28,351.55
Road & Bridge Fund	52,138.32
	-----
Total	\$80,489.87
	=====

File No. 2 - Environmental Specialist Meiners requested approval of the Federal 319 Grant. This has been reviewed by counsel. Environmental Specialist Meiners reported on a new component of the grant which provides for \$1,600 to compile a list of open lot feedlot owners. In addition, the grant provides for \$21,000 in cost-share assistance and \$8,000 in technical assistance through December 2020. Motion was made by Commissioner Miller, seconded by Commissioner Zmyewski and unanimously carried to approve the Grant Agreement for the Federal 319 Grant.

File No. 3 - Environmental Services Director Frank recommended the replacement of the oil burning furnace at the Houston Recycling Center. Quotes to repair versus to replace have been solicited. The quotes show just cause to replace the furnace which is the heating source for the building. Quotes from two manufacturers were received. The quote from Innovate, located in La Crosse, Wisconsin, is approximately \$500 less than the competitor. There is currently an Innovate furnace in the building. The current bracing and electrical would switch to the new model. Clean Burn, of Watertown, Minnesota, also submitted a quote. The current bracing and electrical would require retrofitting, those costs are not included in the quote. Environmental Services Director Frank indicated the Innovate warranty includes 3 years of service on the head if the part is brought to the La Crosse location. In addition, service on the old head could be completed and would provide a backup therefore eliminating any down time. Product to fuel the furnace is waste oil, collected through the dropsite program. This is not advertised and typically the building has sufficient product on hand to fuel the furnace. Furthermore, staff knows who they may contact in the event product is running short. Anyone requiring proof of proper disposal for waste oil can obtain it when the waste oil is recycled through the dropsite program. The furnace to be replaced was installed in 2003. There are modules which would require replacement if the entire unit is not replaced. The replacement of the furnace was not budgeted for. The quote submitted by Innovate is \$5,791.50. The quote submitted by Clean Burn is \$6,195.00 and does not include the cost for bracing and electrical retrofitting. Commissioner Walter questioned whether any funds within the Environmental Services Department have been identified for reallocation to offset the cost of the furnace replacement. Environmental Services Director Frank responded there are no funds within the budget to apply towards this expense. Motion was made by Commissioner Miller, seconded by Commissioner Connor and unanimously carried to accept the quote of Innovate and authorize the replacement of the Recycling Center furnace.

File No 4 - Engineer Pogodzinski reported on a Master Agreement for Professional Services with Bolton & Menk, Inc. Attorney Jandt has reviewed the agreement and his recommendations have been incorporated. This Master Agreement reduces the length of other contracts. Motion was made by Commissioner Connor, seconded by Commissioner Zmyewski and unanimously carried to approve the same.

File No. 5 - Engineer Pogodzinski reported, unlike the Master Agreement, Work Order No. 1 has financial implications. The Contract establishes terms and costs for a specified project. The total cost of the project is \$205,300, 90% or \$184,770 will be Federal responsibility, 5% or \$10,265 will be State responsibility and 5% or \$10,265 will be Local responsibility. It was reported the cost estimate for this project falls between previous estimates for the same project. Commissioner Zmyewski commented because this estimate falls between two previous estimates, it reflects the fees are appropriate. This contractor was unaware of the other estimates at the time they submitted the bid for this project. Engineer Pogodzinski noted this project fulfills a required update to be in compliance to receive future funding. Motion was made by Commissioner Connor, seconded by Commissioner Zmyewski unanimously carried to approve Work Order #1.

File No. 6 - Engineer Pogodzinski recommended approval of the final payment for C.P. 2017-09. This is for a paving project completed by Dunn Blacktop Company on CSAH 15 and 26. The contract amount was \$799,587.95. Certified to date is \$806,655.01. Motion was made by Commissioner Connor, seconded by Commissioner Walter and unanimously carried to adopt the following:

**RESOLUTION NO. 18-25**

WHEREAS, Contract No. 285 has in all things been completed, and the County Board being fully advised in the premises,

NOW, THEN BE IT RESOLVED, That we do hereby accept said completed project for and in behalf of the County of Houston and authorize final payment as specified herein.

File No. 7 - Engineer Pogodzinski reported on S.A.P. 028-599-086. This is for a bridge replacement project completed by VanGundy Excavating LLP on Rooster Valley Road. The contract amount was 98,653.25. Certified to date is \$97,156.40. On the recommendation of Engineer Pogodzinski, motion was made by Commissioner Walter, seconded by Commissioner Zmyewski and unanimously carried to adopt the following;

**RESOLUTION NO. 18-26**

WHEREAS, Contract No. 274 has in all things been completed, and the County Board being fully advised in the premises,

NOW, THEN BE IT RESOLVED, That we do hereby accept said completed project for and in behalf of the County of Houston and authorize final payment as specified herein.

File No. 8 - Engineer Pogodzinski reported the current sign tracking/inventory software is no longer being supported and there is a need to purchase replacement software. Most vendors are converting to web based online systems. The department has reviewed products and options from three vendors. The least expensive option which meets county needs appears to be Cartegraph. The one-time fee to migrate data to this system is \$3,500 with an additional annual license fee of \$1,960 (2 licenses at \$980 each). The software vendor mandates a two license minimum which provides for a field and administrative license. Another commonly utilized vendor among counties is Simple Sign. This expense is budgeted. Motion was made by Commissioner Walter, seconded by Commissioner Connor and unanimously carried to accept the low quote submitted by Cartegraph and approve the Purchase Agreement.

File No. 9 - HR Director Arrick-Kruger reported the Highway Department had a competitive group of applicants for the Maintenance Specialist vacancy. He hiring committee recommends the hire of Richard Botcher at Step 1 of the B-23-2 comparable worth banding

effective July 9, 2018. Engineer Pogodzinski reported Mr. Botcher has experience with township contract work supervision and has commercial applicator certification which is an additional benefit and will fit nicely within the organization since the County's herbicide applicator recently retired. He expressed his belief that Mr. Botcher will compliment current staffing well. Mr. Botcher will work out of the Houston Shop and will aid in storm damage response. In addition, he came with strong recommendations. Motion was made by Commissioner Walter, seconded by Commissioner Zmyewski and unanimously carried to approve the same.

Commissioner Walter expressed concern that the County is behind on weed mowing and spraying. HR Director Arrick-Kruger noted staff have been out on statutory qualified leave with no known return date. This has left the department significantly understaffed. It may be possible to utilize the current applicant pool in the event staffing determinations are made.

On the recommendation of HR Director Arrick-Kruger, motion was made by Commissioner Miller, seconded by Commissioner Zmyewski and unanimously carried to approve a change in status from probationary to regular for Environmental Specialist Meiners effective July 2, 2018.

HR Director Arrick-Kruger along with Sheriff Inglett met with the Board to request the hire of two 67 day Deputy Sheriff's. Motion was made by Commissioner Connor, seconded by Commissioner Walter and unanimously carried to approve the hire of Nathan Klinski as a 67 day temporary Deputy Sheriff at Step 1 of the appropriate comparable worth band. Staff hired as 67 day employees will assist to backfill for vacation and sick leave and also boat patrol.

On the recommendation of HR Director Arrick-Kruger, motion was made by Commissioner Connor, seconded by Commissioner Walter and unanimously carried to hire Kaylee DeFusco as a 67 day Deputy Sheriff at Step 1 of the appropriate comparable worth band.

Discussion was held whether City law enforcement staff could be utilized by the County Sheriff to meet staffing needs. HR Director Arrick-Kruger indicated there is a need to hire staff as 67 day employees for liability purposes.

File No. 10 - HR Director Arrick-Kruger along with IT Director Milde met with the Board to discuss UPS systems. There is a need to replace the batteries which bridge power gaps from outage to coverage by the backup generator. These batteries are deep cycle 12-volt. IT Director Milde noted for batteries to serve 7 years of useful life is good. A single local vendor submitted a quote for battery replacement and system reset. The local vendor is able to quote pricing for non-name brand batteries which results in savings. Discussion was held. The CJC generator has the capacity to provide power for the Courthouse Square even if an additional building is added in the future. This is a budgeted expense. Motion was made by Commissioner Walter, seconded by Commissioner Zmyewski and unanimously carried to accept the estimate submitted by Becker & Stemper Electric, LLC in the amount of \$19,300.95 for the replacement of UPS batteries and system re-set.

HR Director Arrick-Krueger reported on flooring options for hard surface and carpeted areas of the Historic Courthouse. It is her intent to present a formal recommendation at next week's regular meeting. Replacement flooring has been budgeted for and there are specific areas which are in need of new flooring due to old flooring creating trip hazards due to rippling.

The time being 9:50 a.m. and pursuant to M.S. 13D.03 subd. 1(b), motion was made by Commissioner Walter, seconded by Commissioner Connor and unanimously carried to go into closed session to consider strategy for labor negotiations.

The time being 10:08 a.m., motion was made by Commissioner Miller, seconded by Commissioner Walter and unanimously carried to return to open session.

HR Director Arrick-Kruger restated the purpose of the closed session was to consider strategy for labor negotiations. No action was requested at this time.

File No. 11 - At this time Kurt Wayne of MN Dot provide information related to public outreach. There was a PowerPoint presentation which covered 3 basic topics including funding overview, project selection policy and 2019-2028 Capital Highway Investment Plan (CHIP). Federal and State Highway funding fluctuates more than Trunk Highway funding which remains relatively consistent.

Motion was made by Commissioner Miller, seconded by Commissioner Walter and unanimously carried to recess the regular meeting in order to reconvene the CBAE meeting from June 19, 2018.

The Board returned to regular session following the adjournment of the CBAE meeting. Assessor Cresswell-Hatleli commented she is supportive of correcting errors and implementing procedures to prevent future errors.

Commissioner Walter noted taxpayers have the option to make application for Property Tax Refund (PTR) and Special PTR.

Commissioner Walter reported on a call received from the Yucatan Township Chair regarding DNR acquisition of property. She also reported on a Solid Waste Annual Meeting which she recently attended. Environmental Services Director Frank has been invited to participate on the interview committee for La Crosse County Solid Waste to hire a new director.

Commissioner Connor commented the Tru Gas parking area purchased for use by staff working at the County Community Services Building is no longer being utilized. Staffing levels at the CCSB have declined and questioned whether the property could be sold. Discussion was held. The property was purchased to comply with City mandates for parking. It is possible the

City may amend its ordinance which would provide for the option to sell the property. It was agreed Commissioner Connor would gather additional information in this regard.

Commissioner Zmyewski encouraged the Board to consider housing a courtesy car at the airport. There is a Sheriff squad being replaced making a vehicle available for this purpose. Insurance is a concern and MCIT does not provide coverage for courtesy vehicles. Discussion was held.

Commissioner Miller reported on a BOA meeting held last Thursday evening which he attended. The main topic was a prior decision made by the BOA and involving the Schutz Mine. The BOA upheld the decision of Zoning Officer Lacher on a 4 to 1 vote.

File No. 12 - Chairperson Arnold provided a draft of a revised public comment policy which better reflects current practice.

Discussion was held regarding the use of the State Auditor versus a private firm for required audit services. Private firms tend to charge less however, fail to provide the same level of audit or equivalent services. It was requested the Finance Department quantify the differences for comparison purposes.

Chairperson Arnold reported he will be attending a meeting with staff of the Walz office on Thursday at La Crescent City Hall at 11:15 a.m. The purpose of this meeting will be to discuss federal legislative objectives.

There being no further business and the time being 11:04 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, July 3, 2018.

BOARD OF COUNTY COMMISSIONERS  
HOUSTON COUNTY, MINNESOTA

By: \_\_\_\_\_  
Fred Arnold, Chairperson

Attest: \_\_\_\_\_  
Michelle Quinn, County Auditor

## PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: Tuesday, July 3, 2018

9:03 a.m.

Place: Commissioners Room, Courthouse, Caledonia, MN

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

Others Present: Reporter Moorhead; Finance Director Lapham; Attorney Jandt; Julie Amundson; Engineer Pogodzinski; Gary Weier; HR Director Arrick-Kruger  
Yvonne Krogstad, Betz Ready, Bruce Kuehmichel, Recorder Bauer, Social Services Supervisor Moen

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 Walter, seconded by Commissioner Miller and unanimously carried to approve the minutes of the June 26, 2018 meeting.

File No. A1 - Motion was made by Commissioner Walter, seconded by Commissioner Miller and unanimously carried to approve the minutes of the June 19, 2018 Board of Equalization meeting.

File No. 1 - Motion was made by Commissioner Walter, 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	\$121,000.18
Road & Bridge Fund	1,248,422.29
	-----
Total	\$1,369,422.47
	=====

File No. 2 - Engineer Pogodzinski reported on C.P. 2017-01. This is for a bridge replacement project completed by ICON Constructors, LLC on County 6. The contract amount was \$158,594.60. Certified to date is \$168,079.55. On the recommendation of Engineer Pogodzinski, motion was made by Commissioner Connor, seconded by Commissioner Walter and unanimously carried to adopt the following;

## **RESOLUTION NO. 18-27**

WHEREAS, Contract No. 280 has in all things been completed, and the County Board being fully advised in the premises,

NOW, THEN BE IT RESOLVED, That we do hereby accept said completed project for and in behalf of the County of Houston and authorize final payment as specified herein.

File No. 3 - On the recommendation of HR Director Arrick-Kruger, motion was made by Commissioner Walter, seconded by Commissioner Connor and unanimously carried to approve a change in status from probationary to regular for Social Worker Mallory Van Lin effective July 16, 2018. Social Services Supervisor Moen expressed great confidence in Ms. Van Lin's abilities.

HR Director Arrick-Kruger reported Elissa Strobel, Child Support Officer, submitted her resignation effective July 5, 2018. Motion was made by Commissioner Connor, seconded by Commissioner Zmyewski and unanimously carried to approve the same and send a letter of appreciation for her service.

On the recommendation of HR Director Arrick-Kruger, motion was made by Commissioner Connor, second by Commissioner Miller and unanimously carried to utilize the current applicant pool to fill the Child Support Officer vacancy.

File No. 4 - HR Director Arrick-Kruger reported that Mary Betz has submitted her resignation from the position of Deputy Recorder effective July 31, 2018. Ms. Betz has served the residents of Houston County for 17 years. 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. Recorder Bauer expressed appreciation for Ms. Betz's service to the County and exemplary work ethic and indicated she will seek to have the vacancy filled.

Motion was made by Commissioner Connor, seconded by Commissioner Walter and unanimously carried to hire Joel Boone as a 67 day employee to assist Veterans Service at a rate of \$12.51 per hour contingent upon the successful completion of a background check.

HR Director Arrick-Kruger noted a language change has been requested as part of labor negotiations which has negated the need for the closed session which was scheduled for this meeting.

Following brief discussion, motion was made by Commissioner Connor, seconded by Commissioner Zmyewski and unanimously carried to adopt the Public Comment Policy as presented on June 26, 2018.



At this time, the Board met with Mr. Gary Weier to select which Administrator applicants to be interviewed. Motion was made by Commission Zmyewski, seconded by Commissioner Connor and unanimously carried to interview applicants identified as; 1, 2, 5, 6, and 4.

It was agreed the successful applicant for the position of Administrator should be experienced in reorganization of facilities. Mr. Weier will schedule interviews, perform background checks, and notify candidate's not selected for interviews. Interviews will be held July 31, 2018 beginning at 10:00 a.m. with each taking approximately one hour. Department Heads will have an opportunity to participate in the interview process. Final selection will take place at the August 7<sup>th</sup> board meeting.

Commissioner Walter reported on a meeting which she recently attended with Tim Walz. She also requested 4<sup>th</sup> Tuesday reminders be included on the agenda.

Commissioner Connor provided an update regarding the possible sale of the parking lot and a pending GIS meeting.

Commissioner Miller suggested consideration be given to drafting a public nuisance ordinance. He reported on a SCHAC meeting which he attended recently. He also stated that with the planned retirement of the Public Health Director Marchel, discussion should be held regarding the possibility of merging Human Services and Public Health.

Bruce Kuehmichel, Caledonia City resident, commented on the Administrator interview process.

File No. 5 - Commissioner Zmyewski requested no action be taken on the consent agenda correspondence from MN DNR until he has had time to review.

There being no further business and the time being 10:36 a.m., motion was made by Commissioner Connor, seconded by Commissioner Walter and unanimously carried to adjourn the meeting, the next advertised meeting being Tuesday, July 17, 2018.

BOARD OF COUNTY COMMISSIONERS  
HOUSTON COUNTY, MINNESOTA

By: \_\_\_\_\_  
Fred Arnold, Chairperson

Attest: \_\_\_\_\_  
Michelle Quinn, County Auditor

## PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: Tuesday, July 17, 2018

5:30 p.m.

Place: Commissioners Room, Courthouse, Caledonia, MN

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

Others Present: Auditor Quinn; Reporter Moorhead; Finance Director Lapham; Attorney Jandt; Zoning Officer Lacher; Tracy Troutner; HR Director Arrick-Krueger; Treasurer Trehus; HS Director Pugleasa; Assessor Cresswell-Hatleli

Presiding: Fred Arnold, Chairperson

Call to order.

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

Motion was made by Commissioner Walter, seconded by Commissioner Miller and unanimously carried to approve the minutes of the July 3, 2018 meeting with corrections as discussed.

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	\$166,690.42
Road & Bridge Fund	50,333.04
	-----
Total	\$217,023.46
	=====

Zoning Officer Lacher provided an overview of permitting software. This will provide for online application of building permits. Tracy Troutner, Schneider Corp representative, was present to answer questions. This permitting software will hold data in a robust database which can be accessed through query and reporting functions. Legacy data could be uploaded for inclusion in this database. Commissioner Zmyewski questioned the annual maintenance fee. La Crescent City is utilizing the permitting software and when a building permit is issued an e-mail is automatically generated and sent to the Houston County Assessor's Office. This will streamline agency communications. Discussion was held regarding frequently changing e-mails and the maintenance required to properly direct information.

File No. 2 - Zoning Officer Lacher provided an update related to Houston County Floodplain maps. There are no significant changes proposed. The City of Houston will benefit from the updated maps. Previous maps included much of the north half of the city in the floodplain, with the updates much of this area will no longer be included. The unincorporated Town of Sheldon will also experience some changes. The new maps will become effective by December 7, 2018. The changes in the maps will require the ordinance to be updated. These updates to the maps and ordinance need to mirror one another in order for residents to qualify for participation in the National Flood Insurance Program.

File No. 3 - Attorney Jandt reported on a class action lawsuit related to PILT. Federal land is not taxed, alternately PILT (payment in lieu of taxes) payments are sent to counties where these lands are located. Language required appropriate funding. Wyoming recently successfully sued the Federal Government for payments received in 2015, 2016, and 2017 which were underfunded. Houston County has the opportunity to participate in a class action suit to recover the portion of underfunded payments. Finance Director Lapham does not estimate this to be a large amount. Attorney Jandt indicated he doesn't expect any substantial staff costs to be incurred with participation. It is the recommendation of Attorney Jandt to opt in. It was the consensus of the Board to support Attorney Jandt's recommendation to opt into the class action lawsuit related to PILT.

Finance Director Lapham provided an overview of the current financial situation. Cash balances have increased due to the posting of first half tax collections. Budget worksheets will be distributed soon. Next month's financial update will include investment information.

HR Director Arrick-Kruger reported Commissioner Scott Connor has submitted his resignation effective July 31, 2018. A special election will be scheduled to fill the vacancy.

File No. 4 - On the recommendation of HR Director Arrick-Kruger, motion was made by Commissioner Miller, seconded by Commissioner Zmyewski and unanimously carried to hire of Mark Tewes as a 67 day employee, drop-site supervisor, at a rate of \$12.99 per hour.

HR Director Arrick-Kruger reported Environmental Services Director Frank will be retiring on October 12, 2018 following 42 years of service. HR Director Arrick-Kruger has been meeting with departmental staff to prepare a proposal for future staffing. Motion was made by Commissioner Zmyewski, seconded by Commissioner Walter and unanimously carried to accept the notice of retirement of Rick Frank and to draft a letter in appreciation for his many years of service.

On the recommendation of HR Director Arrick-Kruger motion was made by Commissioner Zmyewski, seconded by Commissioner Walter and unanimously carried to approve the change of status of Michelle Massman from probationary to regular effective July 22, 2018. HS Director Pugleasa noted Ms. Massman served the department well for

approximately 10 years as a child support officer and is carrying forward her excellent service in her position as Forensic Social Worker.

Motion was made by Commissioner Zmyewski, seconded by Commissioner Walter and unanimously carried to approve the status change of Amy Schroeder from probationary to regular effective July 29, 2018. HS Director Pugleasa reported Ms. Schroeder is a valuable team member who brought with her years of experience to the Social Work Intake position she holds.

HR Director Arrick-Krueger requested authorization to perform a search for a child support officer. The pool which they had hoped to utilize is older than originally thought. It would be appropriate to conduct a new search. Motion was made by Commissioner Walter, seconded by Commissioner Zmyewski and unanimously carried to authorize a competitive search be conducted for the vacant child support officer position. Staff is aware that this will delay hiring however, they strongly support the search to ensure the right candidate is identified.

HR Director Arrick-Krueger reported on discussion with the personnel committee, Auditor Quinn, and Treasurer Trehus regarding analyzing ongoing staffing needs. The two offices will be combined as of the first of the year. HR Director Arrick-Krueger requested authorization to conduct a competitive search for a full time Deputy Auditor/Treasurer. The Deputy Auditor position description already includes cross training and can be updated to reflect additional cross training once the offices have been officially combined. Treasurer Trehus commented on the needs once January comes. HR Director Arrick-Krueger stated hiring is a process requiring time prior to getting an individual in place. It will take time to train a successful candidate and get them to a good level of proficiency. Commissioner Miller expressed support for transition planning and to provide appropriate staffing. Commissioner Zmyewski expressed concerns of a backlash from the public, stating management concerns became apparent when several seasoned staff left positions in the Auditor's Office. This presented an opportunity to evaluate staffing needs and work flow processes. The Board chose to leave one position vacant with the intent to review staffing needs in six months. This action resulted in management filing a law suit against the county. The Board offered to authorize the hire of a 0.5 FTE which the management, at the time, rejected. When the ruling was handed down, the auditor resigned. The Board took immediate action to combine the offices of auditor and treasurer, and to bring back staff who had left the department. The deputy auditor position remains vacant at this time, as of the first of the year, the auditor position will be combined with that of the treasurer resulting in a staffing level 2 FTE's below previous levels. Approving a single FTE hire will result in an overall staffing decrease of 1 FTE. Commissioner Zmyewski expressed ongoing support of greater departmental collaboration and streamlining of departments. Finance Director Lapham stated with the combination of offices internal controls should be closely reviewed and evaluated. Motion was made by Commissioner Miller, seconded by Commissioner Walter and unanimously carried to authorize a competitive search for a 1 FTE Deputy Auditor/Treasurer.

File No. 5 - HR Director Arrick-Kruger reported on a proposed agreement with Vanguard Appraisals, Inc. Attorney Jandt has reviewed the agreement. The State has mandated quintile work be completed in a timely manner. The agreement will provide for compliance with the State mandate. In addition, recently hired appraiser trainees will be provided with the same training as previous staff. This will aid in consistency and uniformity among office staff which is imperative to the assessment profession. Assessor Cresswell-Hatleli reported Toni Hible performed the work on behalf of a previous Vanguard agreement, Ms. Hible is efficient, and an excellent trainer with extensive experience. Motion was made by Commissioner Miller, seconded by Commissioner Walter and unanimously carried to approve the Professional/Technical Services Agreement with Vanguard Appraisals, Inc. in an amount not to exceed \$10,000.

The time being 7:12 p.m. and pursuant to M.S. 13D.03 subd. 1(b), motion was made by Commissioner Walter, seconded by Commissioner Miller and unanimously carried to go into closed session to consider strategy for labor negotiations specifically related to the LELS Local #415.

Motion was made by Commissioner Miller, seconded by Commissioner Walter and unanimously carried to return to open session at 7:19 p.m.

File No. 6 - HR Director Arrick-Kruger restated the purpose of the closed session was pursuant to M.S. 13D.03 subd. 1(b). Motion was made by Commissioner Miller, seconded by Commissioner Zmyewski and unanimously carried to approve the Labor Agreement with LELS Local #415. It was noted that LELS Local #415 had already ratified this agreement.

Following brief discussion, it was agreed Commissioner Zmyewski would forward details of the July 31 schedule to Auditor Quinn for proper posting.

File No. 7 - Motion was made by Commissioner Walter, seconded by Commissioner Miller and unanimously carried to approve the Joint Powers Agreement with the State of Minnesota for the 2018 primary election and a second Joint Powers Agreement with the State of Minnesota for the 2018 general election. These are standard agreements providing for recount activities at the local level and payment for those activities in the amount of \$0.04 per ballot or \$100.00 whichever is greater. Attorney Jandt has reviewed the agreements.

It was agreed that Commissioners Arnold and Miller would serve on the Canvas Board for the 2018 primary election to be held on Friday, August 17, 2018 beginning at 10:00 a.m.

It was agreed to discuss the possible merging of PHN and HS Departments at a later date once additional information has been gathered and reviewed.

Commissioner Walter reported on a meeting hosted in Brownsville City with Representative Davids and two hour election judge training put on by Auditor Quinn which she

recently attended. She will be attending a meeting with Winona and Fillmore County Solid Waste and Zoning Departments related to organic waste composting and grant funding.

Commissioner Zmyewski reported on a SEMCAC conference call which he participated in.

Commissioner Miller reported a meeting held in Brownsville City which he attended recently and that he had met with PHN and HS Department heads regarding a potential merger.

Commissioner Arnold reported on a local water and SE MN Water Board meetings which he recently attended. Discussion at both meetings centered on funding. The SE MN Water Board is seriously considering reducing meetings to quarterly versus the current practice of holding monthly meetings in an attempt to contain or reduce costs.

File No. 8 - Discussion was held regarding GIS concerns. Chairperson Arnold learned through various conversations that there was misunderstanding regarding procedures. Various individuals were under the impression that everything to do with GIS had to go through the Assessor's Office which is not the case. Staff utilizing GIS should collaborate with in-house staff provided in-house staff has the knowledge and talents to work through the issue. If a problem is identified and no internal talents are available, the issue should be referred to the Assessor's Office so that Schneider can provide technical assistance to resolve the problem. It was never the intent to send everything to Schneider. In response to this, Chairperson Arnold presented a draft memo for consideration. The memo provides direction to staff in this regard. Staff utilizing GIS will be provided with a copy and should submit feedback. Further discussion regarding the memo will be scheduled for the next regular meeting of the Board.

In addition, Chairperson Arnold has become aware that the Compliance Fund balances are depleted. A recent purchase by the Treasurer's Office does not qualify for Compliance Funding. Items utilizing compliance funds must meet specific criteria. Discussion was held.

Commissioner Miller has discussed the possibility of drafting a nuisance ordinance. He indicated that the City of La Crescent has concerns related to mold in residential structures. Attorney Jandt cautioned a county ordinance may not have jurisdiction in the city and indicated there may already be ways to deal with this type of issue which is similar in nature to the Money Creek Schoolhouse. Commissioner Zmyewski commented, in the event the county were to develop an ordinance, the cities and townships could choose to use it as template to adopt ordinances in their jurisdictions. Commissioner Miller suggested a committee comprised of the following be created: representatives from PHN, HS, Planning and Zoning, Attorney Jandt, two commissioners and possibly representatives from the townships. It was agreed that Commissioner Miller would gather additional information and report back to the Board.

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

File No. 9 – Required reporting related to Caledonia TIF districts

There being no further business and the time being 7:49 p.m., motion was made by Commissioner Miller, seconded by Commissioner Zmyewski and unanimously carried to adjourn the meeting, the next advertised meeting being Tuesday, July 24, 2018.

BOARD OF COUNTY COMMISSIONERS  
HOUSTON COUNTY, MINNESOTA

By: \_\_\_\_\_  
Fred Arnold, Chairperson

Attest: \_\_\_\_\_  
Michelle Quinn, County Auditor

## PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: Tuesday, July 24, 2018

9:00 a.m.

Place: Commissioners Room, Courthouse, Caledonia, MN

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

Others Present: Auditor Quinn; Finance Director Lapham; Reporter Moorhead; HR Director Arrick-Kruger; Attorney Jandt; Engineer Pogodzinski; HS Director Pugleasa; Deb Wray; Betts Ready; Bruce Kuehmichel; Shirley Johnson; Georgia Rosendahl, Duane St. Mary; Richard Cordes; Yvonne Krogstad; Monica Kendall, Dr. R. Ross Reichard; Loretta Lillegraven; Treasurer Trehus; Heidi Hankins; Treasurer Trehus

Presiding: Fred Arnold, Chairperson

Call to order.

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

Motion was made by Commissioner Walter, seconded by Commissioner Miller and unanimously carried to approve the minutes of the July 17, 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	\$ 105,637.33
Road & Bridge Fund	1,828,537.39
	-----
Total	\$1,934,174.72
	=====

File No. 2 - Engineer Pogodzinski reported on S.A.P. 028-619-001. This is for a bridge replacement project completed by ICON Constructors, LLC on County 19. The contract amount was \$605,233.25. Certified to date is \$603,110.00. Motion was made by Commissioner Zmyewski, seconded by Commissioner Walter and unanimously carried to adopt the following:



### **RESOLUTION NO. 18-28**

WHEREAS, Contract No. 279 has in all things been completed, and the County Board being fully advised in the premises,

NOW, THEN BE IT RESOLVED, That we do hereby accept said completed project for and in behalf of the County of Houston and authorize final payment as specified herein.

File No. 3 - Motion was made by Commissioner Walter, seconded by Commissioner Zmyewski and unanimously carried to approve the interview schedule for administrator candidate interviews.

File No. 4 - Auditor Quinn provided an overview of the proposed special election schedule. Motion was made by Commissioner Walter, seconded by Commissioner Miller and unanimously carried to adopt the following:

### **RESOLUTION NO. 18-29**

WHEREAS, a vacancy in Commissioner District 3, due to the resignation of Houston County Commissioner Scott Connor, effective July 31, 2018; and

WHEREAS, M.S. 375.101 requires that a special election be held to fill a vacancy if one year or more remains in the unexpired term; and

NOW, THEREFORE BE IT RESOLVED, that the Houston County Board of Commissioners adopts the following procedure to be implemented by the Houston County Auditor in filling the District 3 vacancy:

In accordance with M.S. 375.101, *Vacancy in Office of County Commissioner*, the following schedule for a special election shall be implemented, and the Auditor shall post and publish the notices required by law:

**FILING PERIOD:** Interested candidates to fill this vacancy shall file their Affidavits of Candidacy and pay the filing fee with the Auditor between Wednesday, August 1, 2018 and Wednesday, August 15, 2018. Filing hours are 8:00 a.m. to 4:30 p.m., Monday through Friday, and 8:00 a.m. to 5:00 p.m. on Wednesday, August 15, 2018. The filing fee is \$50.00.

**SPECIAL PRIMARY ELECTION:** If needed, the Special Primary Election shall be held on Tuesday, November 6, 2018 (concurrent with the State General Election). Canvassing will be on Friday, November 9, 2018.

**SPECIAL GENERAL ELECTION:** The Special General Election is scheduled for Tuesday, November 6, 2018 (concurrent with the State General Election) if NO Special Primary is needed, with canvassing to take place on Friday, November 9, 2018; otherwise the Special General Election will be held on Tuesday, February 12, 2019, with canvassing to take place on Friday, February 15, 2019.

File No. 5 - On the recommendation of HR Director Arrick-Krueger, motion was made by Commissioner Zmyewski, seconded by Commissioner Walter and unanimously carried to approve the change of status from probationary to regular of Pat Burns effective July 31, 2018. Engineer Pogodzinski stated Mr. Burns transferred from one position within the department to Maintenance Supervisor. Mr. Burns is energetic and maintenance staff appreciates his leadership.

HR Director Arrick-Krueger requested approval to reassign Michelle Massman from Forensic Social Worker to Child Support Officer at the request of Ms. Massman. HS Director Pogleasa stated Ms. Massman has over 10 years of experience as a Child Support Officer. She has discharged the duties of the Forensic Social Worker position. HS Director Pogleasa expressed ongoing support for the position of Forensic Social Worker. Following a meeting with staff he expects to return to the Board with a request to fill the vacant position. Motion was made by Commissioner Walter, seconded by Commissioner Zmyewski and unanimously carried to approve the reassignment of Michelle Massman to Child Support Officer regular status, at step 5 of the appropriate comparable worth band effective July 25, 2018.

Motion was made by Commissioner Walter, seconded by Commissioner Zmyewski and unanimously carried to accept the resignation of Child Protection Social Worker, Shay Mahoney and to draft a letter in appreciation for his service to Houston County. HS Director Pogleasa expressed support for Mr. Mahoney in his new endeavor however, it is unfortunate for the County.

HS Director Pogleasa stated the vacancy is mission critical. HR Director Arrick-Krueger requested authorization to initiate a competitive internal and external search to fill the vacant Child Protection Social Worker position. HS Director Pogleasa anticipates the potential for internal interest. Motion was made by Commissioner Walter, seconded by Commissioner Miller and unanimously carried to authorize the same. Commissioner Zmyewski questioned whether the posting for the Forensic Social Worker and Child Protection Social Worker could be run simultaneously. HR Director Arrick-Krueger responded it may be possible to run the display ads together in a cost saving measure depending on HS Director Pogleasa's ability to gather his team to address the Forensic Social Worker position. HR Director Arrick-Krueger noted that the skill sets of the positions are unique which would present challenges in the event the same applicant pool were utilized and interviewed for both/either position.

File No. 6 - At this time Shirley Johnson, Deb Wray, Duane St. Mary, Georgia Rosendahl and Richard Cordes met with the Board to provide their annual report from the Houston County Historical Society. Shirley Johnson reported their largest project is the installation of surveillance

cameras to protect the buildings and artifacts. Other significant projects include the re-wiring of the Eitzen building, and replacement of the windows at the church building. Duane St. Mary reported on the software which serves as a database for artifacts including photos. There are 60 years' worth of artifacts to enter. Shirley Johnson indicated there is always a need for additional volunteers. She would like to see a volunteer step forward to spearhead the glass negative project. Ms. Johnson provided an overview of the displays planned for Fair Week which will include World War, 100 Years of Farm Bureau, quilt and township clerk related displays. It was noted visitors to the Historical Society included residents from 26 states and 5 foreign countries over the past year. Ms. Johnson was pleased to share that user ship continues to increase. Deb Wray provided information related to the ongoing timeline project. Approximately half of townships appropriate money to aid in funding the Historical Society. The book sale continues to be a sound fundraiser with over 20,000 books sold during the most recent sale. In closing, Ms. Johnson provided information related to a guest speaker on Sunday, September 23<sup>rd</sup> who will speak regarding Native Americans from Houston County.

File No. 7 - Commissioner Walter reported on continued concerns being voiced by the Recorder concerning GIS. Chairperson Arnold expressed his opinion how department heads should be able to work collaboratively to resolve some of the issues. He stated Surveyor Schmitt has expertise with GIS. Zoning Officer Lacher utilizes the program. It was suggested a list be obtained from Schneider Corp of those staff members who have access to the program. Chairperson Arnold indicated Schneider Corp should be utilized when there is a lack of internal talents to address and resolve an issue. In the event staff is unable to resolve the issue or lacks the knowledge, then the issue, including necessary documentation should be forwarded to Schneider Corp for assistance. Motion was made by Commissioner Miller, seconded by Commissioner Zmyewski and carried with Commissioner Walter voting in the negative to adopt the directive drafted by Chairperson Arnold. Commissioner Walter expressed her desire to convene a meeting with those involved to gather and share information. Commissioner Miller expressed concern that individuals from the organization refrain from contacting Schneider directly and to ensure projects directed to Schneider Corp are being funneled through the Assessor's Office.

Commissioner Walter reported on a meeting she recently attended regarding a feasibility study for organic composting. Winona County will conduct the study. Winona County would provide staffing to complete the study. Winona County has invited both Houston and Fillmore Counties to participate in the study. There would be no financial obligation. It is possible that La Crosse County Solid Waste would be invited to participate also. Commissioner Walter reported further information will be presented during the August 7<sup>th</sup> Board Meeting. Commissioner Walter would like to discuss the committees which Scott Connor was a representative for the County on, so that someone else can provide representation.

Commissioner Zmyewski reported on an Eagle Project dedication which he attended in Money Creek Township. He also provided a reminder that it is of the utmost importance to identify the right candidate for the Administrator position. In the event the July 31<sup>st</sup> interviews do

not result with a successful candidate, it is the Board's prerogative to decline all candidate's and conduct a new search.

Commissioner Miller commented on various issues/county complaints. He mentioned the play in Spring Grove and concerts coming up in Houston which are great productions which he hopes residents are aware of and take part in.

Commissioner Arnold stated there is a need to explore the option to have the audit completed by a private firm audit firm versus the Office of the State Auditor. Private firms appear to offer a cost savings.

File No. 8 - Dr R. Ross Reichard and Monica Kendall met with the Board to provide an annual review of the services provided by the Medical Examiner under the current agreement. He explained the amount of data collected and contained on a death certificate, how this information is utilized, and with which organizations it is shared with. He was sad to report how recently the number of drug overdose have superseded automobile related deaths.

Finance Director Lapham reported on continued committee discussion regarding the use of the State Auditor or potential switch to a private audit firm for audit services. It was noted there is the potential to save approximately \$20,000 in the event a private firm were contracted with. Finance Director Lapham cautioned the savings may not be as advantageous due to the fact The State Auditor provides accounting education, support in new processes, and the software utilized is a product of the State Auditor's Office. A private firm would not provide the education and recommendations like the State Auditor's Office does. There is value to added education and support. In addition, the County is transitioning to a combined Auditor/Treasurer Department and considering further consolidation between the Human Services and Public Health Nursing Departments. These changes will require review of internal controls. Continued utilization of the State Auditor for services will ensure ongoing support and recommendation in this regard. Finance Director Lapham expressed her opinion that a change at this time may not be advisable. Commissioner Miller stated the State Auditor is familiar with staff, and the limitations the County has due to size and staffing levels and his support to continue utilizing State Auditor services. The education and training services provided could not be replaced for the cost savings which are projected. Finance Director Lapham reported how private audit firm findings are subject to State Auditor review. Currently, the State Auditor has opened two years of Fillmore County audits by private firms for further review by the State Auditor. This additional review comes with a financial obligation. Finance Director Lapham expressed strongly switching to a private firm would result in a need for additional staffing. Treasurer Trehus stated a private firm would likely request information be supplied in a specific manner. This may require staff to change formatting to comply with their requests which will cost staff time. She also expressed concerns with regard to the segregation of duties once the offices of Auditor and Treasurer have been combined. Continuing with the services provided by the State Auditor will provide a certain level of continuity while the departmental consolidations result in additional efficiency and cost savings.

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

File No. 9 – Correspondence from MN DNR regarding trout stream angling access easement

File No. 10 - Annual Highway Report

File No. 11 - Letters of appreciation for service

There being no further business and the time being 10:44 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, August 7, 2018.

BOARD OF COUNTY COMMISSIONERS  
HOUSTON COUNTY, MINNESOTA

By: \_\_\_\_\_  
Fred Arnold, Chairperson

Attest: \_\_\_\_\_  
Michelle Quinn, County Auditor

## PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: Tuesday, August 7, 2018

9:00 a.m.

Place: Commissioners Room, Courthouse, Caledonia, MN

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

Others Present: Interim Auditor Quinn; Reporter Moorhead; Finance Director Lapham; Bruce Kuehmichel; Betts Reedy; Eric Johnson; HS Director Pugleasa; PHN Director Marchel; Chief Deputy Sheriff Lapham; HR Director Arrick-Kruger; various AFSCME members; Environmental Services Director Frank; Attorney Jandt; Yvonne Krogstad

Presiding: Fred Arnold, Chairperson

Call to order.

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

File No. A1 - Motion was made by Commissioner Walter, seconded by Commissioner Miller and unanimously carried to approve the minutes of the July 24, 2018 meeting and also the minutes of the July 31, 2018 special meeting.

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

County Revenue Fund	\$50,355.58
Road & Bridge Fund	67,029.32
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Total	\$117,384.90
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File No. 2 - Following discussion, motion was made by Commissioner Zmyewski, seconded by Commissioner Miller and unanimously carried to approve the Employment Agreement with Jeffrey Babinski.

File No. 3 - Engineer Pogodzinski reported on C.P. 2018-01. This is for an aggregate shouldering project completed by Rochester Sand & Gravel. The contract amount was \$160,560.

Certified to date is \$159,636. Motion was made by Commissioner Walter, seconded by Commissioner Miller and unanimously carried to adopt the following;

**RESOLUTION NO. 18-30**

WHEREAS, Contract No. 284 has in all things been completed, and the County Board being fully advised in the premises,

NOW, THEN BE IT RESOLVED, That we do hereby accept said completed project for and in behalf of the County of Houston and authorize final payment as specified herein.

File No. 4 - Environmental Services Director Frank met with the Board to discuss Winona County's initiative to conduct a feasibility study on regional organic recycling. This would provide an alternate method of dealing with food waste. At this time, no monetary contribution is necessary however, a letter of support is requested. Gary Harter was present and expressed his interest in the initiative. Fillmore County is also included in the study and Mr. Harter will be attending their County Board Proceedings later today. In the future, once the feasibility study has been completed, monetary contributions may become necessary for the initiative to advance. Winona County is already giving consideration to potential land, facility and transportation needs. Mr. Harter noted this type of waste collection may require leak proof transport container/vehicle options. Volume is expected to be a large part in determining whether the project is viable or not. Commissioner Miller expressed concern with the ability of participants to follow procedures for the composting of food waste. Motion was made by Commissioner Zmyewski, seconded by Commissioner Walter and unanimously carried to authorize the signature of Chairperson Arnold on a letter of support for the feasibility study.

File No. 5 - Environmental Services Director Frank reported on a wetland application for James Gilmer to install a private bridge over Gilmer Creek located in Sather Valley. Mr. Gilmer wishes to replace the current structure with a more appropriate one in order to provide access to a dwelling which he plans to construct. The TEP Panel, Minnesota DNR and The Board of Soil and Water have all viewed the site, the application, and agree with the delineation. On the recommendation of Environmental Services Director Frank, motion was made by Commissioner Walter, seconded by Commissioner Zmyewski and unanimously carried to approve the TEP Panel findings, approve the permit and delineation.

File No. 6 - HR Director Arrick-Kruger reported Jailer/Dispatcher Karissa Meyer, has submitted her resignation effective August 17, 2018. Motion was made by Commissioner Miller, seconded by Commissioner Zmyewski and unanimously carried to approve accept the resignation of Karissa Meyer and to draft a letter in appreciation for her service to Houston County. Chief Deputy Sheriff Lapham stated Ms. Meyer was a valued employee and the department is sad to see her go.

HR Director Arrick-Kruger requested authorization to initiate a search for a female jailer/dispatcher. She reported the County is down to four female jailer/dispatchers. The goal of the department is to have 6 female jailer/dispatchers on staff. Chief Deputy Sheriff Lapham reported that the jail census averages 25 to 30 inmates with 6 to 10 being female. Motion was made by Commissioner Walter, seconded by Commissioner Zmyewski and unanimously carried to authorize a search for a female jailer/dispatcher.

HR Director Arrick-Kruger reported a search which was conducted for a public health technical clerk. The pool for the position was robust having well qualified candidates. On the recommendation of HR Director Arrick-Kruger, motion was made by Commissioner Zmyewski, seconded by Commissioner Miller and unanimously carried to approve the hire of Jennifer Johnson at step 4 of the B-21 scale contingent upon the successful completion of the required background check. Ms. Johnson comes with extensive experience in healthcare. PHN Director Marchel expressed her opinion that Ms. Johnson will be a nice addition to the team and fit well.

File No. 7 - HR Director Arrick-Kruger reported two lead social workers are nearing the completion of their 1 year probationary periods and recommended action be taken to change their status from probationary to regular. Motion was made by Commissioner Zmyewski, seconded by Commissioner Walter and unanimously carried to approve the change in employment status from probationary to regular for Lisa Arneson, Adult Services Lead Social Worker, effective immediately. HS Director Pugleasa stated Ms. Arneson has done a good job to make this newly created position a reality from the template.

Motion was made by Commissioner Miller, seconded by Commissioner Zmyewski and unanimously carried to approve the change in employment status from probationary to regular for Jessica Reed, Children Services Lead Social Worker, and effective August 21, 2018. HS Director Pugleasa stated Ms. Reed continues to excel in the Children's area.

File No. 8 - HR Director Arrick-Kruger reported on two quotes received for the replacement of floor coverings in the Historic Courthouse and recommended accepting the quote submitted by Hiller Commercial Floors. Hiller has the ability to perform the work with minimal disruption to staff, has identified floor coverings which will perform and will not require disruption of asbestos flooring. Work would be completed after hours when staff are not present. Prior to the installation of the new flooring, STS will paint interior walls. Commissioner Zmyewski questioned whether the County could provide for the moving of files to save \$3,000 estimated for the service. HR Director Arrick-Kruger responded the cost allows for zero disruption to staff. Completing the same work in-house will cause disruption and cost staff time. Motion was made by Commissioner Walter, seconded by Commissioner Zmyewski and unanimously carried to accept the quote submitted by Hiller Commercial Floors for the replacement of flooring and moving and resetting of furniture/files.



File No. 9 - Motion was made by Commissioner Zmyewski, seconded by Commissioner Miller and unanimously carried to approve the abatement for Nick Meinertz on parcels #01.0109.000 and 01.0110.000 due to incorrect classification resulting in a reduction of \$1,039.

File No. 10 - Finance Director Lapham reported on activity which has taken place resulting in committed funds being expended and the need to take action to un-committ said funds so that information is correctly represented on financial statements. Motion was made by Commissioner Walter, seconded by Commissioner Zmyewski and unanimously carried to adopt the following:

### **RESOLUTION NO. 18-31**

WHEREAS, the Houston County Board of Commissioners committed funds in the amount of \$20,744 for a designated airport project on December 27, 2016, and

WHEREAS, the designated airport project has been completed and committed funds have been expended,

NOW, THEN BE IT RESOLVED, that the Houston County Board of Commissioners hereby un-committ the previously committed funds in the amount of \$20,744.

Commissioner Walter reported Scott Connor was the Vice-Chairperson and has resigned creating a need to elect a new Vice-Chairperson. Chairperson Arnold requested nominations. Motion was made by Commissioner Zmyewski to nominate Commissioner Walter. The motion was seconded by Commissioner Miller and carried unanimously.

File No. 11 - Following discussion, motion was made by Commissioner Walter, seconded by Commissioner Miller and unanimously carried to approve the committee assignments as discussed.

Commissioner Walter reported on Public Health, Solid Waste, Workforce Development and Extension meetings which she attended last week.

Discussion was held regarding the budgeting process. Commissioner Walter expressed a desire to include the Administrator however, Mr. Babinski will not be joining the County until September 5<sup>th</sup> therefore the process needs to begin as the proposed budget is due at approximately the same time. Finance Director Lapham suggested she along with a single commissioner meet with department heads regarding the proposed budget. It was agreed Chairperson Arnold would participate in budget meetings along with Finance Director Lapham.

Commissioner Zmyewski reported he attended a meeting of the Money Creek Town Board and learned that members have not been notified of the DNR's plan to acquire 60 acre in their township. Failure of the DNR to notify township officers continues to be a concern as once

the DNR acquires land it becomes tax exempt. Commissioner Zmyewski also reported on resident concerns related to culvert placement resulting in water being diverted into their fields. The residents have contacted both the Highway Department and Soil and Water to express their concerns and have been unable to resolve their concerns. Chairperson Arnold noted he has a meeting scheduled with Engineer Pogodzinski and will add topic to his list of discussion items.

Commissioner Miller reported on a Hiawatha Valley Mental Health meeting and a groundbreaking ceremony for the La Crescent Event Center which he recently attended. He also provided a reminder of the upcoming Joint Board of Health meeting scheduled for August 28<sup>th</sup>.

Chairperson Arnold reported on a water planning meeting which he attended last Thursday.

Discussion was held regarding Veterans Court. Attorney Jandt indicated while the premise is good, it creates a unique challenge for Houston County residents/veterans due to the fact it may require travel to and from Rochester for participating in this special court. In addition, initiatives such as this are often grant funded. Once grant funding sunsets the financial burden falls to those utilizing the program. This could result in the County having some financial liability. It was noted HS Director Pugleasa expressed similar concerns related to travel, use and convenience.

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

File No. 12 – Correspondence from Southern Minnesota Tourism Association in appreciation for ongoing appropriation funding

File No. 13 - Correspondence from SMIF in appreciation for ongoing appropriation funding

File No. 14 - Minutes of the Bluff County Minnesota Multi-County HRA meeting

File No. 15 - Listing of annual budgeted computer hardware purchases

File No. 16 - MCIT 2018 Dividend Notice

File No. 17 - Letter of appreciation

There being no further business and the time being 10:23 a.m., motion was made by Commissioner Miller, seconded by Commissioner Walter and unanimously carried to adjourn the meeting, the next advertised meeting being Tuesday, August 21, 2018.

BOARD OF COUNTY COMMISSIONERS  
HOUSTON COUNTY, MINNESOTA

By: \_\_\_\_\_  
Fred Arnold, Chairperson

Attest: \_\_\_\_\_  
Michelle Quinn, County Auditor

## PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: Tuesday, August 21, 2018

5:30 p.m.

Place: Commissioners Room, Courthouse, Caledonia, MN

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

Others Present: Treasurer Trehus; Reporter Moorhead; Finance Director Lapham; CVSO Thoen; HR Director Arrick-Kruger; Zoning Officer Lacher; Joel Boone; Irvin Barth; Bruce Kuehmichel; John Geiwitz; Carolyn Olson; Tammy Petersen; Marilyn Moore; Doreen Denstad; Michelle Massman; Melissa Jordan; Julie Renk; Dianne Schulze; Lynnsey Standahl; Becky Myhre; Jennifer Daley Oakes; Carl Ask; Yvonne Krogstad.

Presiding: Fred Arnold, Chairperson

Call to order.

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

Motion was made by Commissioner Walter, seconded by Commissioner Miller and unanimously carried to approve the minutes of the August 7, 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	\$ 44,116.14
Road & Bridge Fund	16,096.94
	-----
Total	\$ 60,213.08
	=====

File No. 2 - Julie Renk, Caledonia Township resident, read a letter dated Wednesday, August 15<sup>th</sup> from Kathy Ranzenberger of Stewartville, MN which is on file.

File No. 3 - Certified Minnesota Assessor, Carl Ask, read from a prepared statement regarding the importance of fair and equitable assessment which is on file.

File No. 4 – Veterans Service Officer Thoen recommended accepting a grant in the amount of \$10,000. This is the annual CVSO Operational Enhancement Grant from the Minnesota Department of Veterans Affairs. The funding is utilized to assist Veterans in our community. Motion was made Commissioner Walter, seconded by Commissioner Zmyewski and unanimously carried to adopt the following:

#### **RESOLUTION NO. 18-32**

BE IT RESOLVED by Houston County that the county enter into the attached **Grant Contract** with the Minnesota Department of Veterans Affairs (MDVA) to conduct the following program: **County Veterans Service Office Operational Enhancement Grant Program**. The grant must be used to provide outreach to the County's veterans; to assist in the reintegration of combat veterans into society; to collaborate with other social services agencies, educational institutions, and other community organizations for the purposes of enhancing services offered to veterans; to reduce homelessness among veterans; and to enhance the operations of the county veterans service office, as specified in Minnesota Statutes 197.608 and Minnesota Laws 2017. Chapter 4, Article 1, Section 38, Subdivision 2. This Grant should not be used to supplant or replace other funding. This grant provides private medical options with a second opinion. Last year was the first year he did 2<sup>nd</sup> medical opinions and helped to expedite claims processes. This has been a good program for many years. Attorney Jandt has reviewed and given approval.

BE IT FURTHER RESOLVED by the Houston County Board of Commissioners that ROBERT THOEN the County Veterans Service Officer be authorized to execute the attached Grant Contract for the above-mentioned program on behalf of the County.

HR Director Arrick-Krueger provided information regarding the appropriation request from Preston City to aid in funding the veteran's home. She has requested additional information in this regard. It has been reported the Veteran's Home has already secured a bonding bill of ten million dollars for construction and continue seeking additional funding from the surrounding communities. Fillmore County is expected to appropriate \$350,000, Wabasha \$5,000 Dodge \$15,000 which has been based on the geographic distance to local Veterans hospitals and the population within that region. A funding commitment is requested by August 24<sup>th</sup>. Appropriated funds will be matched by federal dollars. Commissioner Miller questions how all of the funding will be utilized. He noted there is a joint meeting scheduled for next week and it may be possible to gather additional information. Commissioner Miller expressed his support of veterans. HR Director Arrick-Krueger indicated that Fillmore County Finance Director Vickerman could provide information the Board may find useful in making a decision and will contact her to request said information. CVSO Thoen reported Houston County has an aging Veteran population with more than half receiving medical assistance. The average cost per month in Houston County for long term care is \$7,000. In addition, 8.1% of Houston County residents are veterans. The new facility is expected to consist of 72 beds and create approximately 110 FTE's. All Minnesota residents would be eligible to live in the facility. Nursing home residents are made up of 52% veterans. This facility would provide a less expensive option for veterans. Both Chairperson Arnold and Commissioner Miller expressed a desire to table a decision to allow for further information gathering.

File No. 5 - Motion was made by Commissioner Miller, seconded by Commissioner Zmyewski and unanimously carried to authorize the hire of Polly Heberlein as a Deputy Auditor

at step 2 of the B-22 comparable worth band, effective August 27, 2018 and contingent upon the successful completion of a background check.

Motion was made by Commissioner Zmyewski, seconded by Commissioner Walter and unanimously carried to accept the resignation of Jean Becker, Collections Officer, and effective November 9, 2018 and to draft a letter in appreciation of her 22 years of service to the residents of Houston County. HS Director Pugleasa commended Ms. Becker for an outstanding job noting 25% of the collections remains with the county.

On the recommendation of HR Director Arrick-Krueger, motion was made by Commissioner Walter, and seconded by Commissioner Zmyewski and unanimously carried to approve initiating a competitive search for a Collections Officer. It was noted the services provided by the position are mandated and the collections more than cover the cost of the position.

Motion was made by Commissioner Walter, seconded by Commissioner Zmyewski and unanimously carried to accept the resignation of Samantha Hancock, Lead Jailer/Dispatcher effective August 28, 2018 and to draft a letter in appreciation of her service to Houston County.

Motion was made by Commissioner Miller, seconded by Commissioner Zmyewski and unanimously carried to approve initiating a competitive search for a Lead Jailer/Dispatcher.

File No. 6 – Feedlot Officer Meiners reported on an IUP amendment hearing which took place on August 16, 2018. Discussion was held regarding an application submitted by Sarah Mann/Sweet 16 Farm, LLC which would expand the scope to allow exhibitions and camping in Yucatan Township. The Planning Commission has recommended regulations on music to prevent any disturbance to neighbors. Feedlot Officer Meiners indicated that the permit requires notification no later than 5 business days prior to any event. Commissioner Arnold indicated that he is aware of neighbor concerns. The amendment is for an interim use permit and is required to be reviewed annually. Commissioner Walter expressed her concerns with the process taking place quickly. Chairperson Arnold noted a planned event was fast approaching. In the past, friends and neighbors assisted with the hop harvest, however participation and growth requires the IUP be amended. While the timing of the request may not be ideal, the Planning Commission desires to work with the community to accommodate the situation. Commissioner Walter expressed concern regarding Board transparency along with her support. Motion was made by Commissioner Miller, seconded by Commissioner Zmyewski and unanimously carried to approve the amendment of the IUP as stated.

At this time Finance Director Lapham met with the Board to provide the monthly financial update. Treasurer Trehus provided information related to cash balances and investments. Finance Director Lapham was able to provide clarification in response to Commissioner Miller's question regarding the Collaborative Fund. Commissioner Miller questioned whether the Sheriff's Office would be able to utilize E911 funds for the purchase of

communication equipment. Finance Director Lapham responded it may be possible. Treasurer Trehus indicated there are several Certificates of Deposits coming due in the next 3 years. It is important that Treasurer Trehus be made aware possible use or reinvestment needs.

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

**RESOLUTION NO. 18-33**  
**Resolution for Aquatic Invasive Species Prevention Aid**

WHEREAS, 2014 Session Law Chapter 308 enacted by the Legislature provides Minnesota counties a County Program Aid grant for Aquatic Invasive Species (AIS) prevention. The amount designated for each county is based on the number of watercraft trailer launches as well as the number of watercraft trailer parking spaces within each county. Houston County was allocated \$22,829 for 2019 and years following (5 watercraft trailer launches and 50 watercraft trailer parking spaces). Soil and water approves so much each year to be used for control issues.

WHEREAS, the legislation requires that Houston County must establish, by resolution or through adoption of a plan, guidelines for the use of the proceeds which are to prevent the introduction or limit the spread of aquatic invasive species at all access sites within the county, and

WHEREAS, the county may appropriate the proceeds directly or may use any portion of the proceeds to provide funding to a soil and water conservation district in the county, for a joint powers board or cooperative agreement with another political subdivision, a watershed district in the county, or a lake association located in the county. Any money appropriated by the county to a different entity or political subdivision must be used as required under this section, and

WHEREAS, the county must submit a copy of its guidelines for use of the proceeds to the Department of Natural Resources by December 31 of the year the payments are received, and

WHEREAS, maintaining an ongoing effort to inform the public of resource needs, resource impairments and resource protection matters has been identified as the most important tool in addressing water resource concerns in the Houston County Water Plan, the fight against Aquatic Invasive Species is included in this educational effort and will continue to be a cornerstone of Houston County's Water Plan.

NOW THEREFORE, BE IT RESOLVED the Board of Commissioners of Houston County, Minnesota designate oversight of Houston County's AIS prevention efforts to the Root River Soil and Water Conservation District and delegates to them the responsibility to prepare, implement and report annually a plan to allocate the funding in accordance with the above legislation.

File No. 8 – Motion was made by Commissioner Miller, seconded by Commissioner Walter and unanimously carried to approve the Board Ratification Statement with MnCCC. This ratifies the Maintenance and Support Agreement for PH-Doc Software for the period January 1, 2019 through December 31, 2021.

File No. 9 - Motion was made by Commissioner Miller, seconded by Commissioner Walter and unanimously carried to approve the Board Ratification Statement with MnCCC. This ratifies the Maintenance and Support Agreement for IFS Software for the period January 1, 2019 through December 31, 2021.

File No. 10 - Motion was made by Commissioner Walter, seconded by Commissioner Miller and unanimously carried to approve the Airport Grant Agreement with the U.S. Department of Transportation Federal Aviation Administration in the amount of \$187,020 for the Airport Master Plan. This is for Airport Improvement Project AIP Project No. 3-27-0016-007-2018 and has been reviewed by Attorney Jandt.

File No. 11 - Motion was made by Commissioner Zmyewski and seconded by Commissioner Miller and unanimously carried to approve the following abatements:

Rob Klankowski on parcel 13.0195.002 due to incorrect classification resulting in a reduction in the amount of \$5,262.

Andrew Zimonick on parcel 12.0074.001 due to incorrect classification resulting in a reduction in the amount of \$729.

Kevin and LuAnn Giles on parcels 01.0002.000, 03.0069.000, and 03.0069.001 for green acres payback not due in the amount of \$4,534.

File No. 12 - Motion was made by Commissioner Walter, seconded by Commissioner Miller and unanimously carried to approve the Peddler's License for Gregory William Garrison Green.

Discussion was held with HS Director Pugleasa regarding the integration of Public Health and Human Services. HS Pugleasa will present a recommendation in this regard during the September 4<sup>th</sup> Board meeting.

Commissioner Walter reported on La Crescent City and Township meetings which she attended with discussion focusing on the proposed development of the old racetrack land. She also provided a reminder of the upcoming Township Association Annual Meeting scheduled for September 5<sup>th</sup>.

Commissioner Zmyewski provided information related to the proposed Highway Department Building project. Chairperson Arnold and he have modeled different options and the same outcome continues to develop. It was expressed, with the addition of an Administrator, it may be possible to break ground as early as next summer.



Commissioner Miller reported SE MN Communications Board meeting he recently attended. He shared information related to an enhancement to E911 whereby individuals can call or now they may text. He feels it is imperative to make people aware of the texting option which may prove beneficial in hostage type situations.

Chairperson Arnold expressed concern that District 3 residents will not have a seated Commissioner until well into February. It was agreed that seated Commissioners would make themselves available to District 3 residents.

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 from MN DNR regarding public sale of surplus land

File No. 14 - Notice of Drainage and Waters Conference to be held February 14, 2019

There being no further business and the time being 7:09 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, August 28, 2018.

BOARD OF COUNTY COMMISSIONERS  
HOUSTON COUNTY, MINNESOTA

By: \_\_\_\_\_  
Fred Arnold, Chairperson

Attest: \_\_\_\_\_  
Michelle Quinn, County Auditor

## PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: Tuesday, August 28, 2018

9:00 a.m.

Place: Commissioners Room, Courthouse, Caledonia, MN

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

Others Present: Interim Auditor Quinn; Reporter Moorhead; Finance Director Lapham; Betts Reedy; Engineer Pogodzinski; HR Director Arrick-Kruger; Environmental Services Director Frank; Chief Deputy Sheriff Lapham; Zoning Officer Lacher; Sheriff Inglett

Presiding: Fred Arnold, Chairperson

Call to order.

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

Motion was made by Commissioner Walter, seconded by Commissioner Miller and unanimously carried to approve the minutes of the August 21, 2018 meeting.

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

County Revenue Fund	\$39,901.17
Road & Bridge Fund	21,682.11
	-----
Total	\$61,583.28
	=====

Engineer Pogodzinski provided an update related to the severe weather sustained in the area overnight. He anticipates having all roadways open with 2 lanes by the end of the day. He expressed concern with additional rain which is forecast for today and may be heavy.

File No. 2 - Engineer Pogodzinski reported on C.P. 2017-02. This is for bridge rehabilitation on CSAH 4 completed by ICON Constructors, LLC. The contract amount was \$145,945.25. Certified to date is \$165,310.57. The overage is due to additional concrete work and rip rap to improve slope. Motion was made by Commissioner Walter, seconded by Commissioner Zmyewski and unanimously carried to adopt the following;

## **RESOLUTION NO. 18-34**

WHEREAS, Contract No. 283 has in all things been completed, and the County Board being fully advised in the premises,

NOW, THEN BE IT RESOLVED, That we do hereby accept said completed project for and in behalf of the County of Houston and authorize final payment as specified herein.

File No. 3 - Engineer Pogodzinski reported on quotes received for bituminous patching on CSAH 4, CSAH 21, and CSAH 13. Motion was made by Commissioner Miller, seconded by Commissioner Zmyewski and unanimously carried to accept the low quote submitted by Dunn Blacktop Company in the amount of \$20,660.70 to patch CSAH 13.

File No. 4 - On the recommendation of Engineer Pogodzinski, motion was made by Commissioner Walter, seconded by Commissioner Miller and unanimously carried to accept the low quote submitted by Dunn Blacktop Company in the amount of \$10,864.00 to patch CSAHs 4 and 21. Engineer Pogodzinski stated Dunn Blacktop Company provides superior ride quality patching which will serve the County well, being the asphalt being patched is newer.

File No. 5 - Environmental Services Director Frank reported on the Solid Waste Management Plan which is required to be updated every ten years. The update is required in order to remain eligible for \$70,000 in SCORE funding. Staff has been working to update the plan for nearly 2 years. Consideration is given to various programs and multiple contracts. Environmental Services Director Frank requested approval of the plan. Once the Board grants approval, the plan will be subject to a 30 day public review and comment. Commissioner Walter stated she has followed this process closely due to her involvement on the Solid Waste Committee. Chairperson Arnold questioned 2 references on page 17. It was agreed that Environmental Services Director Frank would incorporate the amendments as discussed and return to the Board with an updated copy of the plan for consideration. It was further agreed that Attorney Jandt would review the final draft prior to adoption.

File No. 6 - HR Director Arrick-Kruger provided an overview of the Medical Examiner Second Amendment effective January 1, 2019 and expiring December 31, 2022. The reason for presenting this amendment at this time is to provide adequate time for the Medical Examiner's Office to prepare for any changes resulting from contract acceptance or non-acceptance. Motion was made by Commissioner Zmyewski, seconded by Commissioner Miller and unanimously carried to approve the Second Amendment to Medical Examiner/Autopsy Services Agreement.

File No. 7 - Director Arrick-Kruger presented a proposed Environmental Services Department organizational chart. The current director will be retiring therefore a needs assessment has been completed and the proposed organizational model resulted. If adopted, this model should provide for nimble response and be cost neutral. The restructure will not displace

any staff. The proposal eliminates the Zoning Officer position and replaces it with an Environmental Technician position. Duties of the Zoning Officer will be absorbed within the proposed positions. In phase two, solid waste duties will be addressed with a recommendation to perform an internal search for a Solid Waste Coordinator. The Director will be responsible for high level zoning duties with specialists performing much of the field work. The proposed model will provide for greater stability, flexibility and response moving forward. Commissioner Miller expressed support for the current program and proposed restructuring. Commissioner Walter echoed support. Motion was made by Commissioner Walter, seconded by Commissioner Zmyewski and unanimously carried to initiate a search for a 1.0 FTE Environmental Technician.

File No. 9 - Motion was made by Commissioner Miller, seconded by Commissioner Zmyewski and unanimously carried to approve the appointment of Aaron Lacher to the position of Environmental Services Director at D-61, step 4 effective September 10, 2018. This appointment will provide for brief overlap in the position and consistency moving forward.

Motion was made by Commissioner Miller, seconded by Commissioner Zmyewski and unanimously carried to accept the notice of retirement submitted by Mary Marchel, Public Health Director effective October 12, 2018 and draft a letter of appreciation for her service. A plan to restructure Public Health and Human Services will be forthcoming.

Motion was made by Commissioner Miller, seconded by Commissioner Zmyewski and unanimously carried to accept the resignation of Mike Meredith, Jailer/Dispatcher, and draft a letter of appreciation for his service. Discussion was held regarding several resignations from those serving as Jailer/Dispatchers. Sheriff Inglett stated the position is very high stress and staff serving in this capacity have sought employment in fields outside of law enforcement and in positions with schedules more in line with personal preference.

Motion was made by Commissioner Zmyewski, seconded by Commissioner Miller and unanimously carried to authorize the initiation of a search to establish an eligibility list of Jailer/Dispatchers. Sheriff Inglett supports the establishment of an eligibility list which would allow for the department to be more responsive to needs in the event of additional resignations. In addition, Sheriff Inglett suggested exploring the possibility of splitting the Jailer/Dispatcher position. He expressed his opinion that this would aid in reducing the stress level associated with the current combined position.

HR Director Arrick-Kruger reported on water damage sustained in the Justice Center. Maintenance Staff were alerted to concerns and were able address the water issues to mitigate damage. As a precautionary measure and due to the location of water seepage, the elevator service company will be onsite to ensure proper operation of the elevator. Minor drainage changes are planned which should alleviate some of the water issues.

Commissioner Walter reported she will be attending the State Extension meeting tomorrow. She has met with Bill Waller regarding the proposed annexation of township lands by

the city. She provided information related to a candidate forum which is scheduled for the evening of October 23<sup>rd</sup>. She also reported on concerns received from Yucatan Township Board Members regarding land acquired by the DNR in their jurisdiction. It was noted the DNR is not required to notify nor seek permission from local entities regarding land acquisitions.

Commissioner Miller has been soliciting wage data from large employers throughout the area.

Commissioner Zmyewski reported how recently letters to the editor have misrepresented fact. He referenced one such letter which indicated the County Administrator would cost taxpayers in excess of \$300,000. Commissioner Zmyewski stated the agreed upon salary for said position is \$109,000. Another letter appears to inflate the amount paid to Houston County Commissioners who earn \$19,600 annually. He has polled area counties and the pay received by Houston County Commissioners is in line with others in the district. He also reported 81 of 87 Minnesota counties employ either an administrator or coordinator. An additional three counties are considering hiring either an administrator or coordinator bringing the total to 84 of 87 counties. The data supports models utilizing an administrator or coordinator work.

Chairperson Arnold provided a status update related to the proposed Highway Department Building project.

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. 10 – Correspondence regarding September 25<sup>th</sup> Township Officers Association Meeting

File No. 11 - Correspondence from SMIF in appreciation for appropriation

File No. 12 - Pending or threatened litigation letter to audit firm

File No. 13 - Minutes from Primary Election Board of Canvass

There being no further business and the time being 10:04 a.m., motion was made by Commissioner Miller, seconded by Commissioner Walter and unanimously carried to adjourn the meeting, the next advertised meeting being Tuesday, September 4, 2018.

BOARD OF COUNTY COMMISSIONERS  
HOUSTON COUNTY, MINNESOTA

By: \_\_\_\_\_  
Fred Arnold, Chairperson

Attest: \_\_\_\_\_  
Michelle Quinn, County Auditor

## PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: Tuesday, September 4, 2018

9:00 a.m.

Place: Commissioners Room, Courthouse, Caledonia, MN

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

Others Present: Interim Auditor Quinn; Reporter Moorhead; Finance Director Lapham; Betts Reedy; Bruce Kuehmicel; Larry Gaustad; Environmental Services Director Frank; Attorney Jandt; Administrator Babinski; PHN Director Marchel; HS Director Pogleasa; Yvonne Krogstad; HR Director Arrick-Kruger; Recorder Bauer; Assessor Cresswell-Hatleli; Sheriff Inglett; Chief Deputy Sheriff Lapham

Presiding: Fred Arnold, Chairperson

Call to order.

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

Motion was made by Commissioner Walter, seconded by Commissioner Zmyewski and unanimously carried to approve the minutes of the August 28, 2018 meeting.

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

County Revenue Fund	\$36,565.66
Road & Bridge Fund	5,868.85
	-----
Total	\$42,434.51
	=====

Larry Gaustad, Yucatan Township resident and Town Board Supervisor, expressed concern with regard to the DNR purchasing additional acreage within the township. He stated the Town Board and residents do not support additional land acquisitions. Discussion was held.

File No. 2 - Environmental Services Director Frank requested approval of the County Solid Waste Management Plan. The plan has been reviewed by Attorney Jandt. Chairperson Arnold expressed concern that it may be prudent for the Administrator to review the plan prior to

approval. Discussion was held regarding the timeline which includes a 30 day public comment period. It was noted that this is a plan and driven by economics. Commissioner Zmyewski questioned whether there was a specific point of concern. Chairperson Arnold expressed concern with the salvage policy. Commissioner Walter reiterated this is a draft and the public review period will follow. Environmental Services Director Frank noted the public comment period is a State driven activity. Motion was made by Commissioner Zmyewski, seconded by Commissioner Walter and unanimously carried to approve the draft Solid Waste Management Plan.

File No. 3 - Placed on file was the Houston County report showing pounds of household hazardous waste, ag chemicals and pharmaceuticals collected.

File No. 4 - At this time HS Director Pugleasa and PHN Director Marchel met with the Board to discuss the proposed Public Health and Human Services integration and staffing plan. PHN Director Marchel presented a proposed organizational chart. It was reported both she and HS Director Pugleasa have met with and discussed how they integrated the same departments. She highlighted all of the activities which have taken place to date. HS Director Pugleasa has completed training related to Public Health Administration. HS Director Pugleasa reported staff has been briefed in the plans to integrate the departments. The counties he and PHN Director Marchel met with expressed what great value to the taxpayers has resulted from similar integration in their counties. The integration will, at some point, include co-locating waiver nurses and waiver social workers. In addition, each department was served by unique fiscal structures which will need to be integrated into a single financial unit. As the integration evolves, continued change is anticipated. There has been some discussion with CVSO Thoen regarding possible impacts to his location. Veteran Services provides services which decrease the burden on taxpayers. In the future, further integration may be discussed. It is important to remain focused on the prevention goals of Public Health which in turn, may reduce the intervention activities mandated of Human Services.

Following discussion and on the recommendation of both PHN Director Marchel and HS Director Pugleasa, motion was made by Commissioner Miller, seconded by Commissioner Zmyewski and unanimously carried to integrate the Public Health and Human Services Departments.

Motion was made by Commissioner Walter, seconded by Commissioner Zmyewski and unanimously carried to establish an implementation timeline to include formal resolution and initial implementation by December 31, 2018.

Motion was made by Commissioner Zmyewski, seconded by Commissioner Miller and unanimously carried to confirm the proposed integrated department organizational chart which includes the establishment of a single Director for the integrated department, a Public Health Supervisor, and Public Health and Human Services Finance Supervisor.



Motion was made by Commissioner Walter, seconded by Commissioner Zmyewski and unanimously carried to combine the public health accounts into human services fund 11 as of January 1, 2019. This will provide for a clean break. It was noted an integrated budget is being prepared.

PHN Director Marchel expressed deep gratitude for having the opportunity to serve the residents of Houston County over the past 4 years and for all of the support throughout her tenure.

HR Director Arrick-Kruger reported the final report related to grant application and funding was just received. She anticipates moving forward with application for a major legacy grant later this year.

File No. 5 - HR Director Arrick-Kruger requested approval of the Public Health Supervisor Job Description. Motion was made by Commissioner Zmyewski, seconded by Commissioner Miller and unanimously carried to approve the same. HR Director Arrick-Kruger indicated she is working with Merit to integrate the public health positions.

File No. 6 - HR Director Arrick-Kruger along with Recorder Bauer requested authorization to initiate a search for a 1 FTE Deputy Recorder. Motion was made by Commissioner Zmyewski, seconded by Commissioner Walter and unanimously carried to approve the same. It was noted, a reduction in staff will result at the end of the year regardless of the election outcome. This search will provide for training to gain proficiency prior to the exit of seasoned staff.

Motion was made by Commissioner Miller, seconded by Commissioner Zmyewski and unanimously carried to amend the hire date from September 5<sup>th</sup> to August 30, 2018 for Jeff Babinski.

HR Director Arrick-Kruger and Assessor Cresswell-Hatleli recommend the classification of Lucas Onstad be changed to Certified Minnesota Assessor (non-income qualified)/B-23, step 1 effective immediately, contingent upon issuance of license by the Minnesota State Board of Assessors. Motion was made by Commissioner Zmyewski, seconded by Commissioner Miller and unanimously carried to approve the same. Assessor Cresswell-Hatleli stated both Lucas Onstad and Michelle Quinn have performed their work above and beyond her expectations and she is thankful they are part of her team.

On the recommendation of both HR Director Arrick-Kruger and Assessor Cresswell-Hatleli, motion was made by Commissioner Zmyewski, seconded by Commissioner Walter and unanimously carried to approve the classification of Michelle Quinn be changed to Certified Minnesota Assessor (non-income qualified)/B-23, step 3 effective September 4, 2018, contingent upon issuance of license by the Minnesota State Board of Assessors. It was noted Ms. Quinn is currently serving an interim appointment out of class. This change will serve as anniversary date.

Motion was made by Commissioner Zmyewski, seconded by Commissioner Walter and unanimously carried to approve the same.

HR Director Arrick-Kruger informed the Board that there has been a resignation of an Assistant County Attorney. The notification was provide to Attorney Jandt per Minnesota Statute and there is no need for Board action to accept the resignation. However, there is a request to initiate a search for an Assistant County Attorney to fill the resulting vacancy which does require Board action. Motion was made by Commissioner Walter, seconded by Commissioner Zmyewski and unanimously carried to initiate a search for an Assistant County Attorney. Attorney Jandt reported civil type cases have increased and an ideal candidate would have good knowledge of contract law and broad civil experience.

The time being 10:19 a.m., motion was made by Commissioner Miller, seconded by Commissioner Zmyewski and unanimously carried to convene a closed session at the request of Attorney Jandt pursuant to M.S. 13D.05 subd 3(b) to discuss ongoing litigation.

Motion was made by Commissioner Miller, seconded by Commissioner Walter and unanimously carried to return to open session at 10:31 a.m.

Attorney Jandt stated the purpose of the closed session was related to Jennifer Egge versus Houston County and coverage information received from the County's Insurance provider. No action was requested.

File No. 7 - Discussion was held regarding a county disaster declaration which was signed by the Board Chair on August 30, 2018. Sheriff Inglett stated no Board action is required in regard to the disaster declaration which has been confirmed in e-mail correspondence received from Mike Peterson of Minnesota HSEM by Emergency Manager Niday. In the event a federal disaster declaration was sought, Board action would be required. Sheriff Inglett reported there were no significant events overnight however, more rain is expected.

File No. 8 - Commissioner Walter reported on Joint Board of Health, State Extension and State Auditor exit meetings which she recently attended. She also attended a meeting at Como Falls with Emergency Management, DNR, Hokah City and State Representatives.

Discussion was held regarding a letter of support and possible financial appropriation for the Veterans Home to be built in Preston.

Commissioner Zmyewski reported on a Joint Board of Health meeting which he attended.

Commissioner Miller reported on a Joint Board of Health and Radio Board meetings which he attended.

Chairperson Arnold reported on a Joint Board of Health meeting which he attended. He also reported on a meeting at Como Falls regarding damage to Thompson Creek and response. He has also been holding discussions related to the Public Health and Human Services integration and proposed Highway Department Building.

Chairperson Arnold introduced Mr. Jeff Babinski, the recently hired Administrator. Mr. Babinski is located in Room 117.

There being no further business and the time being 10:47 a.m., motion was made by Commissioner Zmyewski, seconded by Commissioner Miller and unanimously carried to adjourn the meeting, the next advertised meeting being Tuesday, September 18, 2018.

BOARD OF COUNTY COMMISSIONERS  
HOUSTON COUNTY, MINNESOTA

By: \_\_\_\_\_  
Fred Arnold, Chairperson

Attest: \_\_\_\_\_  
Michelle Quinn, County Auditor

## PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: Tuesday, September 18, 2018

5:30 p.m.

Place: Commissioners Room, Courthouse, Caledonia, MN

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

Others Present: Interim Auditor Quinn; Reporter Moorhead; Finance Director Lapham; Chief Deputy Sheriff Lapham; Assessor Cresswell-Hatleli; HR Director Arrick-Kruger; Administrator Babinski; Don Ramsden; Larry Gaustad; Gerald Hallum; John Dewey; Deb Dewey; IT Director Milde; Bruce Kuehmichel; Various AFSCME Union Members and Representatives; Dan Peterson; Deb Peterson; Arlin Peterson; Yvonne Krogstad; Stephen Dougherty

Presiding: Fred Arnold, Chairperson

Call to order.

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

Motion was made by Commissioner Walter, seconded by Commissioner Zmyewski and unanimously carried to approve the minutes of the September 4, 2018 meeting.

File No. 1 - Motion was made by Commissioner Miller, 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	\$102,748.86
Road & Bridge Fund	2,569.60
	-----
Total	\$105,318.46
	=====

John Dewey, Yucatan Township residents and Yucatan Township Supervisor, stated he's been receiving calls related to the amount of property held by the DNR within the township and the additional acreage they intend to purchase. He indicated the DNR holds 14% of the property within the township. He also shared calculations which he claimed reflect a disparity in the amount the township receives from landowner payments as compared to DNR payments. He expressed his understanding that the County does not have control over the PILT formula however, any assistance with encouraging a more equitable division of proceeds would be

appreciated. Chairperson Arnold shared information related to the current taxes paid on the property and the projected PILT payments. In addition, PILT payments fluctuate and may be more or less than payments received from personally owned real estate property taxes. Mr. Dewey indicated when the DNR purchases property they often dispose of structures and/or improvements to the land. Improved property revenues are a significant factor with regard to taxation.

Deb Dewey, Yucatan Township resident and Yucatan Township Clerk, stated PILT proceeds are to be settled and paid to townships within 30 days of receipt by the County. Typically, the proceeds have been received by the township with the November settlement. Chairperson Arnold responded the funds have historically been settled in November, that Ms. Dewey had brought forth information that this practice failed to comply with Department of Revenue instruction requiring to settle the funds within 30 days of receipt by the County. Chairperson Arnold could not explain why internal procedures were not in line with the Department of Revenue but assured her steps were being taken to rectify this going forward and that the PILT payments are expected to be settled and paid later this week. Ms. Dewey was pleased to hear that this would be changed in the future.

File No. 2 - Chief Deputy Sheriff Lapham requested authorization to participate in the joint purchase of an 800 MHz radio analyzer. He explained how the radios have internal crystals which require periodic realignment in order to function properly. This process requires staff to physically handle each of the county's 500 radios. This equipment will be housed in Olmsted County, shared region wide and allow for the realignment of impacted radios without having to handle each and every unit. It will identify radios requiring service. There are 12 potential participants and a breakdown of costs has been provided. During the most recent meeting of the region wide group verbal commitments to participate were received from all those eligible. Motion was made by Commissioner Miller, seconded by Commissioner Zmyewski and unanimously carried to approve participation in the purchase of the 800 MHz radio analyzer in an amount not to exceed \$6,373.58 and to adopt the following:

#### **RESOLUTION NO. 18-35**

WHEREAS, the Houston County Sheriff's Office seeks to enter into a purchase agreement with the SE Regional Advisory Committee consisting of eleven other law enforcement agencies, including Houston County Sheriff's Office, to purchase an analyzer for the ARMER radio system.

NOW, THEREFORE, BE IT RESOLVED that the Houston County Board of Commissioners hereby approves the joint purchase of the analyzer if the dollar amount spent does not exceed \$6,373.58.

BE IT FURTHER RESOLVED that the Houston County Board of Commissioners hereby names Houston County Sheriff Mark Inglett as the authorized signer on behalf of Houston County in regard to this specific grant, from this day forward.

File No. 3 - Don Ramsden MN DNR Assistant Manager Rochester Area, request approval for the acquisition of a parcel owned by Stephen Dougherty and located in Yucatan Township. The parcel is home to endangered tuberous Indian plantain and the timber rattlesnake. Commissioner Walter expressed concern that the township was not notified. Mr. Ramsden indicated typically representatives from the DNR meet with the township to provide information and answer questions. Commissioner Miller questioned how extensive DNR purchases will be. Mr. Ramsden noted the DNR needs two things prior to considering acquisition which includes a landowner willing to sell and adequate funds in which to make the purchase. Not all landowners desire to sell property so that it is open to public recreation. He also noted the anticipated PILT payment on the tract of land being discussed is projected to be \$3,600. Discussion was held regarding the PILT formula. Assessor Cresswell-Hatleli commented on the numerous variables which impact the amount of taxes paid on a property and the bundle of rights which land ownership provides. Motion was made by Commissioner Walter, seconded by Commissioner Miller, carried with Commissioner Zmyewski abstaining from the vote to adopt the following:

#### **RESOLUTION NO. 18-36**

In accordance with Minnesota Statutes 97A.145 Subd 2, the Commissioner of the Department of Natural Resources on June 26, 2018, provided the county board with a description of lands to be acquired by the State of Minnesota for water and wildlife conservation purposes as a Wildlife Management Area.

Land to be acquired is described as follows:

#### **LEGAL DESCRIPTION OF PROPERTY**

All that part of the North Half of the Northeast Quarter, the Southwest Quarter of the Northeast Quarter and the East Half of the Northwest Quarter of Section 31, Township 103 North, Range 7 West, Houston County, Minnesota, lying northerly and westerly of the centerline of County Road No. 15 and more particularly described as lying northerly and westerly of the following described line:

Commencing at the northeast corner of said Section 31, (the east line of the Northeast Quarter to have an assumed bearing of South 00 degrees 18 minutes 28 seconds West); thence South 36 degrees 22 minutes 11 seconds West 663.22 feet to the POINT OF BEGINNING, the same being the centerline of County Road No. 15; thence South 34 degrees 11 minutes 27 seconds West along said centerline 31.82 feet; thence North 75 degrees 17 minutes 14 seconds West, leaving said centerline 389.50 feet; thence South 47 degrees 50 minutes 19 seconds West 213.83 feet; thence South 42 degrees 09 minutes 41 seconds East 341.94 feet, to the centerline of said County Road No. 15; thence South 47 degrees 50 minutes 19 seconds West along said centerline 34.15 feet to the point of curvature of a circular curve to the right having a radius of 1000.00 feet, a

central angle of 09 degrees 24 minutes 33 seconds, and arc distance of 164.22 feet, along said centerline, to a point of tangency; thence South 57 degrees 14 minutes 53 seconds West along said centerline 935.11 feet, to the point of curvature of a circular curve to the right, having a radius of 950.00 feet, a central angle of 43 degrees 02 minutes 36 seconds, an arc distance of 713.69 feet, along said centerline, to a point of tangency; thence North 79 degrees 42 minutes 31 seconds West along said centerline 288.25 feet to a point of curvature of a circular curve to the left, having a radius of 157.00 feet, a central angle of 132 degrees 18 minutes 44 seconds, an arc distance of 362.56 feet, along said centerline to a point of tangency; thence South 32 degrees 01 minute 16 seconds East 335.28 feet to a point of curvature of a circular curve to the right, having a radius of 716.97 feet, a central angle of 40 degrees 30 minutes 55 seconds, an arc distance of 507 feet, more or less, along said centerline to a point of intersection with the south line of said Southwest Quarter of the Northeast Quarter of Section 31, and there terminating. EXCEPTING THEREFROM the following described tract of land: Commencing at the northeast corner of said Section 31; (the east line of the Northeast Quarter to have an assumed bearing of South 00 degrees 18 minutes 28 seconds West); thence North 89 degrees 59 minutes 32 seconds West 1896.94 feet to the POINT OF BEGINNING; thence South 66 degrees 20 minutes 41 seconds East 343.30 feet; thence South 37 degrees 52 minutes 53 seconds East 190.97 feet; thence South 63 degrees 46 minutes 31 seconds East 340.95 feet; thence North 88 degrees 51 minutes 02 seconds East 375.13 feet; thence South 75 degrees 17 minutes 14 seconds East 404.29 feet, to a point of intersection with the centerline of County Road No. 15; thence North 34 degrees 11 minutes 27 seconds East along said centerline 104.79 feet to the point of curvature of a circular curve to the left having a radius of 950.00 feet, central angle of 29 degrees 07 minutes 40 seconds, an arc distance of 493 feet, more or less, along said centerline to the point of intersection with the north line of the Northeast Quarter of said Section 31; thence westerly along said north line 1723 feet, more or less, to the point of intersection with a line which bears North 00 degrees 52 minutes 42 seconds East from the point of beginning; thence South 00 degrees 52 minutes 42 seconds West, 30 feet, more or less, to the point of beginning.

**IT IS HEREBY RESOLVED**, by the Board of County Commissioners of Houston County on September 18, 2018, that the State's proposed acquisition of the above described property be approved.

File No. 4 - Assessor Cresswell-Hatleli reported on various abatements for consideration. Motion was made by Commissioner Zmyewski, seconded by Commissioner Miller and unanimously carried to approve the following abatements:

Steve Morken on parcel 26.0707.000 for taxes payable 2018 in the amount of \$1,668 due to incorrect classification.

David Gardner and Julie Chapman on parcel 01.0084.000 for taxes payable 2018 in the amount of \$1,014 due to incorrect classification.

Lois Brink on parcel 13.0420.000 for taxes payable 2018 in the amount of \$580 due to full value being placed on structure when construction was only partially complete.

Esther Meiners on parcel 16.0212.001 for taxes payable 2018 in the amount of \$260 due to green acres being removed in error.

Valley View Nursing Home on parcel 24.0532.000 for taxes payable 2018 in the amount of \$3,068 due to an error in square footage.

HR Director Arrick-Kruger provided an update related to arbitration and also facilities. Arbitration with LELS #237 is focused on the duration of the contract, training officer compensation and wages. The County noted the LELS #237 has an inter-relationship with the Lieutenants LELS Collective Bargaining Unit and should be on the same cycle/have the same duration. Training officers are requesting 1 hour comp time increments when the County has historically granted comp time in ½ hour increments. In addition, LELS #237 is requesting wage increase equal to 3% per year for the years of 2018, 2019, and 2020 plus market adjustments of 1% in 2018 and 1% in 2019 or 2% in 2020. This would impact comp worth of male dominated versus female dominated fields and could raise pay equity concerns. HR Director Arrick-Kruger provided a broad overview of other factors to be considered and what is typical across the region. Briefs in this regard are due on September 21<sup>st</sup> with a ruling expected shortly thereafter. LELS #60 has scheduled their arbitration hearing for September 27<sup>th</sup>. In addition, a grievance arbitration meeting was held on Monday, September 17<sup>th</sup> and recessed until a later date. HR Director Arrick-Kruger noted other collective bargaining units are in a wait and see mode and have refrained from scheduling additional meetings until the arbitration proceedings have concluded.

The Historic Jail Reuse Study final report was approved by the MN Historic Society. The Historic Courthouse final report including architectural drawings was returned to the County for revision. Minor revisions are being completed and following will be submitted for consideration which upon approval will result in final payment. Once all approved the County can move forward to make application for a major legacy grant for construction.

Craig Welscher and STS are working to repaint prior to the installation of carpeting in certain areas of the building.

File No. 5 - Finance Director Lapham provided her monthly finance update. She indicated that accounts are reflecting typical activity for this time of the year. There does not appear to be any departmental spending that is out of line. Finance Director Lapham provided proposed 2019 budget scenarios. She provided an overview of the current budget proposal and factors which could impact the budget. The health coverage increase is significant for the coming year. This follows several years of minimal to no increase in premium. The preliminary budget must be established at the next scheduled meeting. The County will not be allowed to exceed the proposed budget amount.



At this time the Board met with Administrator Babinski. Administrator Babinski noted he has had the opportunity to meet with several of the department heads. He has been observing the arbitration proceedings and attended meetings with the Governor and Emergency Management as they relate to recent rain events. He is preparing to review, consolidate and update county policies and beginning the process to develop and present an appropriate Highway Building Project proposal. In addition, he has been working the IT Director Milde to address a recent failure of the current phone system and a plan to update it. He explained the system was due for replacement in 2019 and research of options has been completed. A temporary fix would cost approximately \$5,000 and would serve only as a band aid to the old system. An upgraded modern system that could be remotely managed will cost \$60,000 and serve the County long into the future and provide monthly cost savings ranging between \$500 and \$600. This upgrade will require the replacement of all handsets, all systems will be tied together and the time in which to implement the upgrade is estimated to take 4 weeks. It was agreed the project should move forward as proposed.

Commissioner Miller indicated the Board was previously taken aback by a request for an appropriation in the amount of \$50,000 for the Veteran's Home to be constructed in Preston, MN. Appropriations made timely will qualify the project for matching funds from the Federal Government. Motion was made by Commissioner Miller, seconded by Commissioner Zmyewski and unanimously carried to approve a \$5,000 appropriation for the Veteran's Home.

Commissioner Walter reported on several meetings which she has recently attending including a flood meeting with Governor Dayton, a La Crescent Township meeting, and meetings with HSEM, EMS and Workforce Development. She also noted she will be attending a CJC meeting on Thursday.

Commissioner Zmyewski suggested the letter sent when an individual retires or otherwise leaves the employ of Houston County be updated and made more personal.

Commissioner Miller urged landowners who are notified of property in the flood plain take action to secure the required insurance. Privately secured insurance is less expensive than that which the State would acquire on the landowners behalf. Commissioner Miller reported on attendance at an AMC Health and Human Service policy meeting and an EDA meeting which he attended.

Chairperson Arnold reported on a local water meeting, EDA, and various highway department building project meetings which he has recently attended.

File No. 6 - Julie Renk, Caledonia Township resident, AFSCME member and 25 year employee of the human services department read a letter written by Lynnsey Standahl which is on file.

File No. 7 - Michelle Massman, employee and union member, read a letter written by Teresa Gavin-Kubitz, Veteran Services Administrative Assistant with 18 years' experience which is on file.

File No. 8 - Diane Schulze, Caledonia resident and Houston County employee, read a letter submitted by the Children's Mental Health unit which is on file.

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

File No. 9 – Various correspondences in appreciation of service

File No. 10 - Information from Greater Blue Earth River Basin Alliance

There being no further business and the time being 7:15 p.m., motion was made by Commissioner Miller, seconded by Commissioner Zmyewski and unanimously carried to adjourn the meeting, the next advertised meeting being Tuesday, September 25, 2018.

BOARD OF COUNTY COMMISSIONERS  
HOUSTON COUNTY, MINNESOTA

By: \_\_\_\_\_  
Fred Arnold, Chairperson

Attest: \_\_\_\_\_  
Michelle Quinn, County Auditor

## PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: Tuesday, September 25, 2018

9:00 a.m.

Place: Commissioners Room, Courthouse, Caledonia, MN

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

Others Present: Treasurer Trehus; Reporter Moorhead; Finance Director Lapham; Engineer Pogodzinski; Courtney Bergey; Bryce Lange; Tim Penny; Environmental Service Director Lacher; Feedlot Officer Meiners; PHN Director Marchel; HS Director Pugleasa; Betts Ready; Bruce Kuehmichel; Ken Visger

Presiding: Fred Arnold, Chairperson

Call to order.

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

Motion was made by Commissioner Walter, seconded by Commissioner Miller and unanimously carried to approve the minutes of the September 18, 2018 meeting.

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

County Revenue Fund	\$ 44,046.48
Road & Bridge Fund	\$86,263.13
	-----
Total	\$130,309.61
	=====

File No. 2 - Engineer Pogodzinski recommended approval of the final payment for C.P. 2018-06. This is for a bituminous sealcoating project completed by Scott Construction, Inc. The contract amount was \$326,670.68. Certified to date is \$323,533.26. Motion was made by Commissioner Walter, seconded by Commissioner Zmyewski, and unanimously carried to adopt the following:

## **RESOLUTION NO. 18-37**

WHEREAS, Contract No. 286 has in all things been completed, and the County Board being fully advised in the premises,

NOW, THEN BE IT RESOLVED, That we do hereby accept said completed project for and in behalf of the County of Houston and authorize final payment as specified herein.

File No. 3 - Courtney Bergey will be transitioning out as the EDA contact person following acceptance of a different position within CEDA. Ms. Bergey expressed her appreciation for the opportunity and thanked the board for allowing her to work with them. Ms. Bergey provided an update related to projects that are currently going on such as Bluff County Collaborative which involves the schools and business. Ms. Bergey introduced Bryce Lange as the new EDA contact through the CEDA agreement. Mr. Lange will be visiting manufacturing facilities in the area during the next couple of weeks including Sno Pac Foods, Truss Specialty and Precision Stainless. Mr. Lange informed the board that the new EDA website is up and running. It can be found on the Official Houston County website. Mr. Lange currently serves on the city council in Lewiston, Minnesota. His office hours will be Tuesdays and Wednesday 8:00 a.m. to 4:30 p.m. and is willing to be adjust this schedule if necessary.

File No. 4 - Tim Penny, representing SMIF, met with the Board and extended an invitation to the upcoming luncheon to be held on October 11<sup>th</sup> in Owatonna, MN. He provided a brief history of the organization and its mission. SMIF works closely with CEDA on many area projects. SMIF is part of the farmland retention program, helping to make sure that small farms stay in the family. SMIF feels strongly about investing in Early Childhood and are aware of the shortage of childcare in the smaller communities. They have provided Public Health with reading books to libraries and training programs along with grants that they can work with low income families including a Pre-K alignment grant. SMIF recently gave a small business loan to a daycare in Hokah, MN to help them with their facility and with regulatory compliance. Past, Present and Future, an active organization of Spring Grove and Carlson Roasting of Houston were selected to be part of the local business training in entrepreneurial skills. Mr. Penny reiterated that SMIF collaborates with small communities. Commissioner Arnold expressed his appreciation to their organization for helping communities. Commission Miller expressed appreciation for the emphasis on early childhood as he recently attended an AMC meeting where they spoke highly on the benefit as it reaches kids at an early age giving them an opportunity to catch up. Commissioner Walter expressed her appreciation for a job well done on working with CEDA.

File No. 5 - Zoning Administrator Lacher requested approval of a Conditional Use Permit on behalf of James Gilmer, Houston Township, to construct a replacement bridge in a floodway. The permit is being recommended for approval by the Planning Commission, subject to the conditions enumerated in the permit. Motion was made by Commissioner Walter, and seconded

by Commissioner Zmyewski and unanimously carried to approve the permit and to adopt the findings.

Chairperson Arnold commended Zoning Administrator Lacher on his report as it was well put together and provided information which minimized questions and resulted in no objections. Commissioner Walter also expounded that the packet was very detailed. Commissioner Zmyewski expressed his opinion that the automated zoning software appears to be functioning well.

File No. 6 - Feedlot Officer Meiners requested approval of a Minnesota Department of Ag grant in the amount of \$20,000 for the purpose of controlling and/or eradicating Japanese Hops along the Root River Corridor. The local cost associated with the grant would be administrative in nature. Following discussion, the board requested Feedlot Officer Meiners research alternatives to the chemicals proposed for use as part of the grant. If approved, the eradication work would commence in spring 2019. Discussion was held regarding the detrimental effects this invasive species could have on the area. Commissioner Zmyewski stated how use of glyphosate is common among those in the Ag industry. He expressed support for use of the chemical in an attempt to eradicate this invasive plant species before it is a greater environmental issue. Fillmore County uses triclopyr which has shown success. Commissioner Miller asked whether county chemical recommendations would impact the likelihood of being awarded approval of the grant. Feedlot Officer Meiners did not think it would affect the eligibility. Commissioner Arnold requested Feedlot Officer Meiners perform the research to determine whether there was an alternate chemical option that would be as effective while being less harsh on the environment.

File No. 7 - PHN Director Marchel and HS Director Pogleasa met with the board and presented a formal resolution to integrate the Human Services and Public Health departments. The resolution is an adaptation from another county who has completed the process. Their assistance in Houston County's process has been valuable and appreciated. Commissioner Miller had the opportunity to visit with Goodhue Public Health and Human Services. They were very supportive of the merge and impressed with the leadership and support. Motion was made by Commissioner Walter, seconded by Commissioner Zmyewski and unanimously carried to approve the integration of the Human Services and Public Health departments and to adopt the following:

#### **RESOLUTION NO. 18-38**

**WHEREAS**, the Houston County Board has requested study and received results into the integration of the Houston County Human Services and Houston County Public Health, and

**WHEREAS**, Houston County is committed to providing quality services to its residents through the effective use of resources, cooperation and trust, and

**WHEREAS**, the coordination of this service model is a proven model that provides service efficiency for services with a common purpose, and

**WHEREAS**, county staff provided results of their research on September 4, 2018 indicating that an integration would create staff efficiencies, program efficiencies as well as program opportunities, as further noted in the creation of an integrated Home and Community Based Services unit,

**NOW THEREFORE BE IT RESOLVED**, that the Houston County Board of Commissioners adopts the research by its departments and the new organizational chart with implementation on or before January 1, 2019, and

**BE IT FURTHER RESOLVED**, that staff be directed to develop a timeline for initial implementation to be completed no later than 12/31/2018 to include the modification of necessary job descriptions related to the integration, necessary staff trainings, and establishment of an integrated budget and fund, and

**BE IT FURTHER RESOLVED**, that the new department title shall be Houston County Public Health and Human Services.

File No. 8 - Motion was made by Commissioner Walter, seconded by Commissioner Zmyewski, and unanimously carried to approve the following snowmobile trail Grant in Aid Agreements: Gopherland Trails \$55,330.04; La Crescent \$19,160.99; Houston Money Creek \$25,066.14; Viking Ridge Trail \$20,421.98.

File No. 9 - Motion was made by Commissioner Miller, seconded by Commissioner Walter and unanimously carried to schedule the Truth in Taxation (TNT) meeting for Monday, November 26<sup>th</sup> at 6:00 p.m.

Administrator Babinski proposed the preliminary budget/levy be set at 6.944%. The biggest factor driving this is salary and benefits. It was noted that the board is not able to raise the preliminary levy however, could decrease it. There is a significant increase in health insurance premiums which have seen minimal to no increase during each of the past three years. Commissioner Zmyewski noted that we are in negotiations and a cost of living adjustment needs to be factored in, therefore this has to be considered. Commissioner Arnold expressed support for the 6.944% preliminary budget as it is a not to exceed amount with the option for reduction. Failing to set the preliminary high could be problematic. Administrator Babinski explained the change in benefits of \$539,000 and in operating of \$288,035. Administrator Babinski indicated he would work with department heads to review each line item. Commissioner Miller queried Finance Director Lapham as to the Fund Balance we are required to keep on hand. She responded our policy states 45-60% of current year tax levy but historically it has been 50%.

File No. 10 - Motion was made by Commissioner Miller, seconded by Commissioner Walter and carried with Commissioner Zmyewski voting in the negative to adopt the following which provides for a 6.944% levy increase for Taxes Payable in 2019;

**RESOLUTION NO. 18-39**

BE IT RESOLVED, that the proposed levy after the deduction of County Program Aid (CPA), in the amount of \$13,770,620 be made on all taxable property in the County of Houston for taxes payable in 2019 in the following amounts by County Fund:

County Revenue	\$ 8,193,042
Road & Bridge	2,399,834
Human Services	1,793,990
Bond Fund – 2009C Jail Bonds	629,738
Bond Fund – 2010A Jail Bonds	374,493
Bond Fund – 2017A Jail Bonds	379,523
	-----
Total	\$13,770,620
Less CPA	(986,897)
	-----
Total Levy	\$12,783,723
	=====

File No. 11 - Motion was made by Commissioner Miller, seconded by Commissioner Walter and carried with Commissioner Zmyewski voting in the negative to adopt the following;

**RESOLUTION NO. 18-40**  
**RESOLUTION ADOPTING 2019 OPERATING BUDGET**

	Revenue	Expenditures	Revenues Over (Under) Expenditures
	-----	-----	-----
County Revenue	\$11,632,416	\$11,632,416	\$ 0
Road & Bridge	13,139,349	13,139,349	0
Human Services	6,672,125	6,672,125	0
Debt Service	1,383,754	1,383,754	0
	-----	-----	-----
Grand Total	\$32,827,644	\$32,827,644	\$ 0
	=====	=====	=====

Commissioner Walter reported on CJC and Workforce Development meetings which she recently attended. She has spoken with Jail Administrator Schiltz regarding possible CPR and

AED training since it has been two years since this was offered in conjunction with the Caledonia Ambulance Service. County staff would be required to pay the training fee of \$30 however, would be granted time off during work hours in which to participate in and complete the training. Commissioner Walter was pleased to report the State of Minnesota/Homeland Security has approved approximately \$800,000, 75% of which is to be divided between Houston County and 12 cities and townships.

Commissioner Miller reported on a budget meeting he participated in with Administrator Babinski.

Chairperson Arnold reported that he is pleased with the good working relationship he has experienced with Administrator Babinski. He also provided a reminder of the Township Officers meeting to be held at Four Season's Community Center on Tuesday at 6:00 p.m. and also about the retirement party for Mary Marchel from 2:00 p.m. to 4:00 p.m. at the Public Health office.

Betts Ready, Money Creek Township resident, expressed appreciation of the board's consideration and recognition of the health concerns regarding the treatment of invasive plants along the Root River.

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

File No. 12 – Correspondence from MN DNR regarding acquisition of property

File No. 13 - 2017 Annual Report from MCIT

There being no further business and the time being 10:20 a.m., motion was made by Commissioner Zmyewski, seconded by Commissioner Miller and unanimously carried to adjourn the meeting, the next advertised meeting being Tuesday, October 2, 2018.

BOARD OF COUNTY COMMISSIONERS  
HOUSTON COUNTY, MINNESOTA

By: \_\_\_\_\_  
Fred Arnold, Chairperson

Attest: \_\_\_\_\_  
Michelle Quinn, County Auditor





## PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: Tuesday, October 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: Interim Auditor Quinn; Reporter Moorhead; Finance Director Lapham; Yvonne Krogstad; Engineer Pogodzinski; PHN Director Marchel; HS Director Pogleasa; Feedlot Officer Meiners; Administrator Babinski; HR Director Arrick-Kruger

Presiding: Fred Arnold, Chairperson

Call to order.

Motion was made by Commissioner Zmyewski and seconded by Commissioner Walter and unanimously carried to approve the agenda as amended.

Motion was made by Commissioner Walter, seconded by Commissioner Zmyewski and unanimously carried to approve the minutes of the September 25, 2018 meeting.

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

County Revenue Fund	\$ 73,548.82
Road & Bridge Fund	194,243.76
	-----
Total	\$267,792.58
	=====

Administrator Babinski read from a letter received from the Commissioner of Health in recognition of the service and retirement of Mary Marchel.

File No. 2 - Feedlot Officer Meiners provided an overview of the information provided in conjunction with the Minnesota Department of Agriculture Grant application for the control/eradication of Japanese Hops along the Root River. The grant would provide for treatment of affected areas from the river using an aquatic safe herbicide. Glyphosate is a non-specific herbicide. It destroys all vegetation. Triclopyr is a more species specific herbicide which costs approximately \$0.28 more per gallon than Glyphosate. Any chemicals utilized would be

applied at the recommended rate. Feedlot Officer Meiners reported the request to utilize a specific chemical should not impact the award of the grant. Commissioner Zmyewski recommended the County make application utilizing Tryclopvr. He indicated because the treatment will be along the river banks and the use of Glyphosate will kill all vegetation its use could result in more than typical erosion. Motion was made by Commissioner Miller, seconded by Commissioner Zmyewski and unanimously carried to approve the grant application as amended and to include the request to utilize Tryclopvr.

File No. 3 - Engineer Pogodzinski recommended approval of the final payment for C.P. 2018-02. This is for a pavement marking project completed by Fahrner Asphalt Sealers LLC. The contract amount was \$92,392.05. Certified to date is \$92,351.33. It was noted that some of the costs are the responsibility of the city. Motion was made by Commissioner Walter, seconded by Commissioner Zmyewski and unanimously carried to adopt the following:

#### **RESOLUTION NO. 18-41**

WHEREAS, Project CP 2018-02 has in all things been completed, and the County Board being fully advised in the premises,

NOW, THEN BE IT RESOLVED, That we do hereby accept said completed project for and in behalf of the County of Houston and authorize final payment as specified herein.

File No. 4 - Engineer Pogodzinski recommended approval of the final payment for C.P. 2018-05. This is for a crack filling project completed by Fahrner Asphalt Sealers LLC. The contract amount was \$87,600.00. Certified to date is \$88,481.84. Motion was made by Commissioner Walter, seconded by Commissioner Zmyewski and unanimously carried to adopt the following:

#### **RESOLUTION NO. 18-42**

WHEREAS, Project C.P. 2018-05 has in all things been completed, and the County Board being fully advised in the premises,

NOW, THEN BE IT RESOLVED, That we do hereby accept said completed project for and in behalf of the County of Houston and authorize final payment as specified herein.

Commissioner Zmyewski expressed concern that there are multiple collective bargaining agreements each with unique comparable worth bands and steps which need to be addressed with regard to the integration of Public Health and Human Services. Administrator Babinski is aware of this issue and will be working to address the issue in the coming months.

Commissioner Walter provided a reminder of an upcoming meeting to be hosted at the Eagle Center in Wabasha. She also reported on the Association of Township Officer meeting which she recently attended.

Commissioner Zmyewski indicated the salary of County Attorney should be reviewed now that an Administrator has been hired. There are certain duties which the County Attorney had performed which are transitioning to the Administrator. These changes may or may not have an impact. However, a review is appropriate. Commissioner Walter noted elected official salaries are set later in December.

Commissioner Miller reported that the new Hiawatha Valley Mental Health facility is nearing completion. They have facilities which will be offered for sale. He also reported on the Association of Township Officer meeting which he attended.

File No. 5 - Chairperson Arnold shared that he will not be present for the October 30<sup>th</sup> meeting. Discussion was held regarding terms on the Planning Commission, Board of Adjustment and Crooked Creek watershed District which will be expiring at year end or prior.

Yvonne Krogstad, Caledonia Township resident, commented the term expiring on the Board of Adjustment is for an individual appointed to serve as an alternate. Discussion was held whether the alternate position is necessary. At one time, when the Board consisted of only 3 members it was necessary, however, the Board is now made up of 5 members. Discussion was held.

Administrator Babinski questioned whether a Board Retreat/Strategic Planning Session would be held next week on October 9<sup>th</sup>. Commissioner Miller expressed support for planning the meeting. It was suggested the meeting could be hosted at Corky's Pizza in La Crescent beginning at 9:00 a.m. It was agreed Commissioner Miller would check on venue availability, Administrator Babinski would draft an agenda and the details would be shared with Auditor Quinn for compliance with posting requirements.

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

File No. 6 – Correspondence regarding positions filled

There being no further business and the time being 9:37 a.m., motion was made by Commissioner Zmyewski, seconded by Commissioner Miller and unanimously carried to adjourn the meeting, the next advertised meeting being Tuesday, October 16, 2018.

BOARD OF COUNTY COMMISSIONERS  
HOUSTON COUNTY, MINNESOTA

By: \_\_\_\_\_  
Fred Arnold, Chairperson

Attest: \_\_\_\_\_  
Michelle Quinn, County Auditor

## PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: Tuesday, October 16, 2018

5:30 p.m.

Place: Commissioners Room, Courthouse, Caledonia, MN

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

Others Present: Administrator Babinski; Reporter Moorhead; Finance Director Lapham; Judge Luening; HS Director Pugleasa; Jennifer Daley-Oakes; Rebecca Wilhelmson

Presiding: Fred Arnold, Chairperson

Call to order.

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

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

File No. A1 - Motion was made by Commissioner Walter, seconded by Commissioner Zmyewski and unanimously carried to approve the minutes of the October 9, 2018 Board Retreat Meeting.

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

County Revenue Fund	\$54,470.47
Road & Bridge Fund	47,081.20
	-----
Total	\$101,551.67

File No. 2 - Two community members requested public comment. Jennifer Daley Oakes, Spring Grove resident and Houston County Social Worker, described her job duties in service to some of the county's most vulnerable citizens and described her personal situation and requested to be paid a fair wage for her work. Rebecca Wilhelmson, Houston County Social Worker, also requested a fair market wage in order to provide consistent and quality care to her clients.

File No. 3 - Judge Ross Luening, discussed the 3<sup>rd</sup> Judicial District's plans to create a Veteran's court and what he hopes it will bring to the Houston County community. A Veteran's court is a subdivision of treatment courts (DUI, Drugs) which turns the focused on the court from the offense to the offender. Veteran's courts started in 2008 and have grown off the model of focusing on the offender rather than the offense and focus on establishing Veteran mentors for the Veterans facing criminal difficulties. The model has been extremely effective in reducing recidivism. The 3<sup>rd</sup> Judicial District is planning towards a district-wide solution rather than a county-by-county solution due to the low overall numbers of Veterans in many of the counties. The 3<sup>rd</sup> District will divide into an eastern and western region for case management, with Judge Chase covering the eastern half and Judge Luening covering the western half. They are considering remote access solutions in order to serve Veterans in Houston and other counties. Veterans' courts have been proven to cut recidivism and reduce costs (treatment, programs) by channeling the Veterans into funded VA programs they are already qualified for, which frees up local funding for others in the system. The US Government allotted \$7 million for Veteran's courts and continues to support increased grants. Judge Luening is pursuing Federal Grant funding to support the program and stated the 3<sup>rd</sup> District has met the two major grant requirements. The 3<sup>rd</sup> District is aiming to have the court active by July 2019, first starting informally in the Steele County Courthouse and will work towards developing satellite options.

Judge Luening responded to a number of questions from Commissioners, which addressed differences in regular and Veteran's Court, procedures, and potential costs to the county if grant funding ends in the future. Judge Luening explained Veteran's courts will run less formally, but are intensive requiring the participants to be more actively engaged in the dialog about their treatment. Because Veterans have a different background and training, they tend to be more adaptable and responsive to treatment help. Additionally, the Veteran Mentorship provides a stronger bond which helps in the recovery process. County Attorneys will have primary say in using the Veteran's Court or traditional court for prosecution, but all will be screened to see if they are veterans and eligible for VA care. The court does not reduce their punishment or lessen their crime, but puts them in a special docket more capable of leveraging VA programs for treatment. Currently, all Veteran's Courts are grant funded and expected to be so for the foreseeable future. Judge Luening noted the success rate which leads to savings in treatment costs, court costs, jail expenses, etc. The Veteran's Court will work out of existing facilities and be scheduled around regular cases. Both judges have undergone specific training and others will be trained in the future.

Administrator Babinski provided a brief update to the board. He and HS Director Pugleasa are working with the county's 4 school districts to establish an agreement for transportation of children in the foster care system in order to meet a new statutory requirement for the school districts to receive their full funding. He will present the agreement to the board when ready for signature. He passed an interim update of his budget review process and that he will work with Aaron Lacher to schedule an update of the County's Comprehensive (Land) Use Plan and with other department heads to update a variety of policies.

Finance Director Lapham provided a brief update on 3<sup>rd</sup> quarter expenditure rates. Major funds are at 73% of expenditures and 71% of revenues, which is right on track for the 3<sup>rd</sup> quarter.

File No. 4 - HS Director Pogleasa presented two Guardianship contracts to be signed as replacements for a long-serving community member supporting Houston County's programs. Motion was made by Commissioner Miller, seconded by Commissioner Walter and unanimously carried to approve two Purchase of Service Agreement for Guardianship/Conservator services with Terry L. Lund and Matthew M. Pieper.

File No. 5 - HS Director Pogleasa explained to the board that one of our long-standing programs for disabled adults supported through Woodland Industries can't continue as-is due to conflicts between state statute and newer federal guidelines. He presented 3 options: switch to county funding (costly and unbudgeted), terminating the service, or switch the 15 personnel affected to the waiver program where their activity could be paid through a day training program. Woodland will require different licensure to continue this service under this program. HS Director Pogleasa requested the board's endorsement on Woodland Industry's license request in order to continue with a person-centered care philosophy. Motion was made by Commissioner Walter, seconded by Commissioner Zmyewski and unanimously carried to approve the Determination of Need Application for Expansion of Day Training and Habilitation Services.

Administrator Babinski requested a closed session in accordance with M.S. 13D.05, subd. 3(c) (1) (3) to consider an offer for the purchase or sale of property with Mr. Rogich involving parcels 21.0907.002, 21.1094.000 and 21.1094.001. Motion was made by Commissioner Zmyewski, seconded by Commissioner Miller and unanimously carried to enter into a closed session on parcels 21.0907.002, 21.1094.000 and 21.1094.001.

Motion was made by Commissioner Miller, seconded by Commissioner Walter and unanimously carried to reconvene in open session. Administrator Babinski reported it was the consensus of board members to not take any action on the purchase of this property at this time, but has decided to have further meetings to consider a counter-offer proposal.

Commissioner Walter stated she attended a recent Extension meeting. Fillmore County declined to go half on funding an intern, so it has been removed from our budget ~~as well~~. She stated the new extension website is very user-friendly and helpful. The next Joint Meeting with Fillmore County is scheduled for 22 November. Commissioner Walter also attended a railroad committee meeting with La Crosse County, where an action committee is looking to add another AMTRAK train between Minneapolis and Chicago. They are also considering adding service between Minneapolis to Duluth and Minneapolis to Des Moines, Iowa. At the Solid Waste Planning Meeting, there was a need identified for increased recycling education due to increases in non-recyclable materials being intermixed. Additionally, there will be a dollar increase per year for each of 4 years starting in 2020 on the tipping fees for solid waste delivery. She also stated that federal funding for workforce development would remain level for next year.



Commissioner Miller attended a session in Winona focused on the Opioid Crisis. He stated Houston County is much more effected by Meth at this point still, but is concerned that the Opioid crisis is spreading and is headed our way. He stated there is a big push for counties to emphasize the need for SHIP program funding which supports children of incarcerated parents, but the funding source is set to sunset and potentially shift to county expense. He stated Hiawatha Valley Mental Health has received offers for two properties they are trying to sell and they have approved Phase 2 of the remodeling of their facility.

Commissioner Arnold expressed hearing a lot of negative comments about the buffer law at the water meeting, however, very few properties are not in compliance and are not expected to be a problem. He also stated he didn't come away from the Extension meeting with as good of news. From the state office, it was reported: "20% of the farmland put into crops this last spring will be put into crops under different financial management next spring" The extension service has several avenues to be able to help people in this situation. He stated the county needs to get the word out on those available resources offered by the Extension Service and EDA office. This includes both financial resources as well as counseling services at a personal level. There needs to be more flexibility in using our land differently to try to continue to be financially viable.

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. 6 – Correspondence from Caledonia City regarding  
public hearing

File No. 7 - MCIT Voting Delegation

There being no further business and the time being 7:31 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, October 23, 2018.

BOARD OF COUNTY COMMISSIONERS  
HOUSTON COUNTY, MINNESOTA

By: \_\_\_\_\_  
Fred Arnold, Chairperson

Attest: \_\_\_\_\_  
Jeff Babinski, County Administrator

## PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: Tuesday, October 23, 2018

9:00 a.m.

Place: Commissioners Room, Courthouse, Caledonia, MN

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

Others Present: Administrator Babinski; Reporter Moorhead; Finance Director Lapham;  
Engineer Pogodzinski; HS Director Pugleasa

Presiding: Fred Arnold, Chairperson

Call to order.

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

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

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

County Revenue Fund	\$121,236.96
Road & Bridge Fund	15,866.44
	-----
Total	\$137,203.40
	=====

File No. 2 - Engineer Pogodzinski reported on the 5 year prioritized bridge replacement plan. The plan provides an overview for the State and townships to utilize when making financial plans. In Discussion, the board questioned the split of county and township funds. Engineer Pogodzinski responded the costs are primarily the townships, with his engineering staff contributing time in design and program management. The townships are consulted when establishing the 5 year plan and before any action is taken to replace a bridge. Eligibility for this list and federal and state funding is based on factors of size and condition. Houston County has 180 bridges in the county, of which 19 are in need of rehab or replacement. Motion was made by Commissioner Zmyewski, seconded by Commissioner Walter and unanimously carried to adopt the following:

### RESOLUTION NO. 18-43

## Prioritized Bridge Replacement List

October 2018

WHEREAS, Houston County has reviewed the pertinent data on bridges requiring replacement, rehabilitation, or removal, supplied by local citizenry and local units of government, and

WHEREAS, Houston County has identified those bridges that are high priority and that require replacement, rehabilitation, or removal within the next five years;

NOW, THEREFORE, BE IT RESOLVED that the following deficient bridges are high priority and Houston County intends to replace, rehabilitate, or remove these bridges as soon as possible when funds are available,

Old Bridge #	Road # or Name	Total Project Cost	Township Bridge/or State Aid Funds	Federal Funds	Bridge Bonding	Local Funds	GF LBRR	Proposed Construction Year
92280	CSAH 4	362,560	226,600	0	82,400	53,560	0	2019
L3990	Old Indian Trail Rd	291,274	271,274	0	0	20,000	0	2019
L3974	Eitzen Creek Drive	450,110	430,110	0	0	20,000	0	2019
R0624	Hattleli Drive	331,660	311,660	0	0	20,000	0	2019
6110	Dotseth Road	331,660	311,660	0	0	20,000	0	2019
L4560	Lorenz Road	29,838	29,838	0	0		0	2019
L9501	Prairie Ridge Road	463,613	443,613	0	0	20,000	0	2020
L9037	Gates Coulee Drive	341,610	321,610	0	0	20,000	0	2020
28501	Looney Valley Road	896,461	876,461	0	0	20,000	0	2020
L4012	Rooster Valley Road	351,858	331,858	0	0	20,000	0	2021
L3997	Freeburg Ridge Road	898,222	878,222	0	0	20,000	0	2021
L4009	Rooster Valley Road	303,887	283,887	0	0	20,000	0	2022
7540	CSAH 10	542,495	393,928	0	90,041	58,526	0	2022
L3984	Wiebke Hill Road	419,657	399,657	0	0	20,000	0	2023
L3983	Wiebke Hill Road	419,657	399,657	0	0	20,000	0	2023
88421	CSAH 10	408,064	255,040	0	92,742	60,282	0	2023
6937	CR 249	408,064		0	92,742	315,323	0	2023
88431	CSAH 20	408,064	255,040	0	92,742	60,282	0	2023
		7,658,754	6,420,115	0	450,667.00	787,973		

FURTHERMORE, Houston County does hereby request authorization to replace, rehabilitate, or remove such bridges; and

FURTHERMORE, Houston County does hereby request financial assistance with eligible approach grading and engineering costs on township bridges, as provided by law.

File No. 3 – PH/HS Director Pugleasa brought forth two issues related to crisis response support in Houston County and the 10-county SE region. Due to regional collaboration through the CREST initiative, a call center and mobile crisis response teams were established. The success of the call center in assisting law enforcement and first responders in cases involving mental health crisis has increased. Unfortunately, due to the success of these programs and increasing competition for state funding, the amount awarded to the region has been decreasing. To solve this, PH/HS Director Pugleasa requested the Board consider taking the following action. First, adopt a resolution in support of state funding for Regional Response Centers, which, once functional would likely subsume the duties of our current Mobile Crisis Response support. The second, authorize him to shift funding of Houston County’s portion of the program to his budget, to be funded by Adult Mental Health grant money.

Motion was made by Commissioner Walter, seconded by Commissioner Zmyewski and unanimously carried to approve the following resolution in support of requesting state funding for Regional Response Centers:

**RESOLUTION NO. 18-44**  
**State Funding for Regional Response Center**  
October 2018

Affirming Houston County’s support for state capital investments for regional behavioral health crisis program facilities and permanent supportive housing for people with behavioral health needs.

WHEREAS, Minnesota’s mental health continuum of care is underdeveloped, creating harmful and expensive gaps in an individual’s treatment; and

WHEREAS, Minnesota’s mental health system does not have the capacity to consistently respond to the needs of individuals in crisis with appropriate treatment options; and

WHEREAS, individuals experiencing a mental health crisis are often diverted to jails and other facilities ill-equipped for their care while awaiting inpatient treatment; and

WHEREAS, individuals ready for discharge from inpatient treatment can be detained at inpatient facilities because there is a scarcity of supportive housing units to transition to; and

WHEREAS, the gaps in Minnesota’s mental health system are not only damaging to individuals and their families, but also result in an inefficient use of taxpayer dollars; and

WHEREAS, Minnesota has an opportunity to improve its mental health continuum of care through investments in new permanent supportive housing and regional behavioral health crisis program facilities; now, therefore,

NOW, THEREFORE, BE IT RESOLVED, Houston County supports state capital investments for regional behavioral health crisis program facilities and permanent supportive housing for people with behavioral health needs.

Motion was made by Commissioner Zmyewski, seconded by Commissioner Walter and unanimously carried to allow full, continued support of the Mobile Crisis Response program with grant dollars up to \$42,235 over two years, with an appropriate reduction if the region reduces the program support level.

File No. 4 - Motion was made by Commissioner Miller, seconded by Commissioner Zmyewski and unanimously carried to approve an abatement for taxes payable 2018 for David Guckelberger on Parcel No. 02.0305.000 in the amount of \$1,174 due to the structure being only partially complete however, taxed as if it were 100% complete.

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. 5 - Correspondence from Administrator Babinski regarding personnel actions

Commissioner Miller discussed the Park Committee end-of-year meeting, which addressed an overall successful 2018 season. The Committee commended the scouts for their recent work on Botcher Park, which brought about some suggested changes to address at the next board meeting. There were several suggestions for improved operations at Wildcat Park to maintain a balance of cost, expense and customer service. The board asked the county staff to review pricing for the 2019 season. He also expressed the La Crescent Event Center construction is going well, as recent paving work has improved the bike trail system in La Crescent.

There being no further business and the time being 9:53 a.m., motion was made by Commissioner Miller, seconded by Commissioner Walter and unanimously carried to adjourn the meeting, the next advertised meeting being Tuesday, October 30, 2018.

BOARD OF COUNTY COMMISSIONERS  
HOUSTON COUNTY, MINNESOTA

By: \_\_\_\_\_  
Fred Arnold, Chairperson

Attest: \_\_\_\_\_  
Jeff Babinski, County Administrator

## PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: Tuesday, October 30, 2018

9:00 a.m.

Place: Commissioners Room, Courthouse, Caledonia, MN

Members Present: Jack Miller, Justin Zmyewski, and Teresa Walter

Others Present: Interim Auditor Quinn; Reporter Moorhead; Finance Director Lapham; Administrator Babinski; Bruce Kuehmichel; Engineer Pogodzinski; Rodney Bartsh; Emergency Manager Denney; Dick Walter; HR Director Arrick-Kruger; HS Director Pugleasa; Yvonne Krogstad; Financial Services Supervisor Kohlmeyer; Sheriff Inglett; Chief Deputy Lapham

Presiding: Teresa Walter, Vice-Chairperson

Call to order.

Motion was made by Commissioner Zmyewski, seconded by Commissioner Miller 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 October 23, 2018 meeting.

File No. 1 - Motion was made by Commissioner Miller, 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	\$14,936.35
Road & Bridge Fund	83,247.98
	-----
Total	\$98,184.33
	=====

Commissioner Zmyewski reported on the District 3 forum (debate) which he attended recently. It was noted commissioners utilize their surfaces and phones to follow along with the information that's been provided and related to the meeting.

File No. 2 - Engineer Pogodzinski requested approval for the purchase of 3 items. He reported how the humidity in the Spring Grove Shop results in the floor being wet frequently. In summer months, the floor sweats as a result of humidity and in the winter, the floor gets wet due to melting ice and snow from equipment. He has discuss this with an HVAC professional who

has recommended the installation of an industrial dehumidifier could improve conditions. This will extend the life of equipment and tools housed at this location and improve safety conditions by decreasing the slip/fall risk. There are budget funds available to cover the cost. Motion was made by Commissioner Zmyewski, seconded by Commissioner Miller and unanimously carried to approve the purchase of a Honeywell DR120 Dehumidifier and controller.

File No. 3 - Engineer Pogodzinski reported that many small culvert replacements are performed within the County each year. There is a need to know the true condition of the culvert. The current inspection process is ineffective. It requires staff to lie on the ground and peer into the culvert utilizing a flashlight. He requested authorization to purchase a HIVE (Hydraulics Inspection Vehicle Explorer). Fillmore County is currently in the process of setting up their HIVE vehicle however, it hasn't been used on site. Engineer Pogodzinski has discussed possible equipment sharing however, expressed obtaining and returning the equipment often could be counterproductive. Commissioner Miller stated the sharing of equipment has long been encouraged. This goal still isn't being attained. He suggested tabling this request. Commissioner Zmyewski indicated this is cost effective unit and parts are available over the counter. The technology being utilized for this HIVE vehicle is the future. It may be possible to share this equipment across County departments. He expressed support and understanding that there is a need. Engineer Pogodzinski expressed his willingness to work out an arrangement to share equipment if necessary and the purchase can be delayed to provide time for further discussion. It was agreed to bring this request back to the Board at the next scheduled meeting being November 13th.

File No. 4 - There has been increasing discussion related to bridge inspection, both during and following construction. It is difficult to inspect bearing pads on bridges due to rip rap and water and also individuals not being able to be at the level of the bearing pad. The use of drones and FVP goggles inspections is being highly encouraged by the Federal Highway Administration. A drone could also be utilized to assess flood damage from a safe vantage point. It may be possible to share a drone between departments. Discussion was held regarding drone needs. It is likely the Sheriff's Office would need infrared capabilities which results in increased size and cost. The Highway Department needs a small, nimble drone with upward photography capabilities. Engineer Pogodzinski shared drone footage captured and being utilized by Bolton & Menk to assess airport and pavement quality along with measuring lineal feet of cracks in runway surfaces. The cost of the drone and FVP goggles and accessories for a drone meeting the needs of the Highway Department has been estimated at \$3,000 and includes insurance coverage. Motion was made by Commissioner Miller, seconded by Commissioner Zmyewski and unanimously carried to approve the purchase of a drone and accessories in the amount of \$3,000.

File No. 5 - Rodney Bartsh reported that there has been turnover in the position of fraud investigator several times. The current investigator has been in place only a short period of time. Mr. Bartsh expressed his intent to provide annual reports to participating counties. He was pleased to share how the previous investigator was responsible for a high percentage of statewide disqualifications. The bulk of investigations are being completed in Goodhue and Winona

Counties. The number of cases and disqualifications for Houston County is similar to that of both Fillmore and Wabasha Counties. The day the new investigator started he was tasked with investigating 36 open cases. It was noted that cases are opened when referrals are received from area Health and Human Services Departments. The greatest issue is unreported income in the household. Mr. Bartsh attributes the high turnover in the position to the fact that the investigators are responsible for removing benefits from populations needing those benefits.

Emergency Manager Denney provided an update related to the recent flood event. She has received formal notification that the State will provide 75% reimbursement for emergency response expenses. This amounts to \$709,000 in aid for recovery. She reported there is no need to adopt a formal resolution. It was agreed that the Board desires to adopt a formal resolution. Emergency Manager Denney will draft an appropriate resolution for consideration at the next regularly scheduled meeting.

File No. 6 - Emergency Manager Denney met with the Board and requested approval of the EMPG Grant in the amount of \$18,660.00 with 50% match. She reported how the funding would be utilized. After discussion, motion was made by Commissioner Zmyewski, seconded by Commissioner Miller and unanimously carried to approve the agreement and to authorize the signatures of Vice-Chairman Walter and Administrator Babinski on the 2018 Emergency Management Performance Grant.

File No. 7 - Dick Walter presented proposed changes to Ordinance #10 Park Rules and Regulations Botcher Park which are being recommended by the Parks Committee. It was agreed to publish and post notice of a public hearing to discuss the proposed changes to the ordinance. The required public hearing to be scheduled on November 13<sup>th</sup> or the soonest meeting possible providing for adequate time to publish and post.

Administrator Babinski provided an update related to arbitration proceedings and decision related to the LELS #237 collective bargaining unit. The arbitrator has ruled in favor of the following: a 3 year contract term, affirmed no requirement for a market adjustment, approval of field training and 3% COLA in each of the 3 contract years. This ruling will impact the Lieutenants collective bargaining agreement as wages are based off the LELS #237 agreement. There are three additional units with "me too clauses" which will likely be impacted. Administrator Babinski noted how historically wage increases have been maintained across units and non-represented staff. This ruling results in the budget exceeding the proposed levy. In order to mitigate this, HR Director Arrick-Kruger and he are moving quickly to reach a compromise with collective bargaining units related to health care coverage which could reduce the proposed health care cost increase of 21.9% to 16%. It will be challenging to negotiate a deal in time to be effective in 2019. HR Director Arrick-Kruger reported the County currently has staff participating in one of two coverage options. Eliminating the CMM plan would impact approximately 25 participants.



It was noted that recent departmental restructuring will result in salary savings which have not yet been calculated. Commissioner Zmyewski expressed disagreement with the ruling resulting from arbitration. Commissioner Miller echoed Commissioner Zmyewski's sentiment. Commissioners suggested there may be a need to freeze equipment purchases and/or hiring. Commissioner Zmyewski stated raises are perpetual and annual increases compound over time and are granted in addition to steps. All counties are facing increasing personnel costs. The top expenses are wages and insurance.

HR Director Arrick-Kruger provided information regarding options being considered for cost containment. She cautioned that across the board staffing reduction impacts should be carefully be considered prior to taking any action. She reported that in the event the County is successful in negotiating the elimination of the CMM plan, it would result in savings of approximately \$95,000. The County has been fortunate to have experienced recent increases of 0%, 0%, and 2.5% while the statewide average was 7% plus increases. Negotiating work with both the insurance agent and staff is ongoing. Even if a compromise is arrived at for 2019 the need to convene the insurance team to look at the models and adjust and update will remain as it has been 6 years since any changes to the plans were negotiated. HR Director Arrick-Kruger is hopeful beneficial changes to mitigate costs can be negotiated. It was noted plans sunset with a participation of 10 or less. These are negotiated benefits. HR Director Arrick-Kruger encouraged the Board to convene in closed session if they wish to discuss strategy. Commissioner Zmyewski expressed concern that the arbitrator renders the Board powerless if the arbitrator rules in favor of the negotiating unit.

Commissioner Zmyewski reported on a District meeting which he attended along with Commissioners Miller and Walter. He also shared how Enterprise Fleet Management Service is gaining in popularity among counties.

Commissioner Miller reported on a meeting with Chairperson Arnold and Administrator Babinski.

Commissioner Zmyewski reported on a District 3 debate/forum held at the library in Caledonia. The turnout was approximately 30 individuals. There appears to be an abundance of mis-information in the public. He expressed the need to share accurate information.

Commissioner Walter clarified the positons in the jail were filled.

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

File No. 8 – Correspondence related to positions filled

File No. 9 - MCIT 2018 Annual Meeting Announcement

There being no further business and the time being 10:35 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, November 13, 2018.

BOARD OF COUNTY COMMISSIONERS  
HOUSTON COUNTY, MINNESOTA

By: \_\_\_\_\_  
Fred Arnold, Chairperson

Attest: \_\_\_\_\_  
Michelle Quinn, County Auditor

## PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: Tuesday, November 13, 2018

9:00 a.m.

Place: Commissioners Room, Courthouse, Caledonia, MN

Members Present: Jack Miller, Teresa Walter and Fred Arnold

Others Present: Interim Auditor Quinn; Reporter Moorhead; Finance Director Lapham; Administrator Babinski; Bruce Kuehmichel; Betts Ready; Yvonne Krogstad; Heather Myhre; Eric Johnson; Rick Vesterse; HS Director Pogleasa; HR Director Arrick-Kruger; Environmental Services Director Lacher; Engineer Pogodzinski; Joe Atlin, Union Steward; John Jordan

Presiding: Fred Arnold, Chairperson

Call to order.

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

Motion was made by Commissioner Walter, seconded by Commissioner Miller and unanimously carried to approve the minutes of the October 30, 2018 meeting as amended.

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

County Revenue Fund	\$117,351.65
Road & Bridge Fund	41,706.77
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Total	\$159,058.42
	=====

File No. 2 - HS Director Pogleasa reported on a desire to participate in a regional initiative and make application for a grant to support a Home Visiting Program. Seven counties in the region have been collaborating for the past year and Houston has been invited to participate in an attempt to grow the program. This program is evidence based and seeks to identify at risk children, provide ongoing support and connection with the families in an attempt to prevent problems later on. This is a preventative program to reduce intervention and protection measures in the future. The grant would provide funding for the program over a three year period. Since the program is evidence based, the department may charge a higher rate when

seeking qualifying reimbursement. This will provide for sustainability as the program moves forward. The County has been planning for this with the addition of a maternal health nurse. If the region is successful in their application for grant funding it will offset the costs for the added position. Commissioner Walter questioned whether the County would continue with the program in the event the region wide grant application were unsuccessful. HS Director Pogleasa responded support for providing the approved curriculum. He noted the competitive grant encourages expansion of the program and the region will be doing that with the participation of Houston County. Commissioner Miller questioned how referrals will be made. HS Director Pogleasa noted referrals will come through interactions with WIC, Public Health and Human Services. There are multiple avenues for referral. He indicated the grant application is due in mid-December and requested a letter of support. Motion was made by Commissioner Walter, seconded by Commissioner Miller and unanimously carried to authorize the appropriate signatures on a letter of support.

HR Director Arrick-Kruger requested the Board go into closed session pursuant to M.S. 13D.05 subd 3(a), to evaluate the performance of an individual subject to its authority. Motion was made by Commissioner Miller, seconded by Commissioner Walter and unanimously carried to go into closed session to evaluate the performance of Rick Vesterse. The time was 9:15 a.m.

Motion was made by Commissioner Miller, seconded by Commissioner Walter and unanimously carried to reconvene in open session at 9:57 am

HR Director Arrick-Kruger restated a closed session was held pursuant to 13d.05 subd 3(a) to evaluate the performance of an individual subject to its authority.

With great regret, motion was made by Commissioner Miller, seconded by Commissioner Walter and unanimously carried to sever employment with Rick Vesterse, effective November 28<sup>th</sup> and to thank him for several years of dedicated service.

File No. 3 - Environmental Services Director Lacher provided an overview of the Wetland application and TEP (Technical Evaluation Panel) decision. Motion was made by Commissioner Walter, seconded by Commissioner Miller and unanimously carried to finds the wetland types and delineations are accurately presented in the WHKS report included in the application.

File No. 4 - Environmental Services Director Lacher reported on a CUP to construct a dwelling on less than 40 acres in an ag district. He explained how Mr. Jordan and Mr. Zerbe are in the process of turning over the farm to their children and this request will allow children to build a home and reside on the property. Motion was made by Commissioner Walter, seconded by Commissioner Miller and unanimously carried to approve the Conditional Use Permit for John Jordan and Ralph Zerbe with conditions as listed.

File No. 5 - Kenneth Johnston has submitted an application for a CUP to construct a cabin in an Ag district. The Planning Commission has recommended approval with 3 conditions. Motion was made by Commissioner Walter, seconded by Commissioner Miller and unanimously carried and approve the Conditional Use Permit for Kenneth Johnston subject to conditions as listed.

File No. 6 - Discussion was held regarding proposed clerical changes to the Zoning Ordinance. Environmental Services Director Lacher stated there is a need to adopt the changes and notify FEMA prior to December 2<sup>nd</sup>. Motion was made by Commissioner Miller, seconded by Commissioner Walter and unanimously carried to table action related to the proposed Zoning Ordinance changes until 4 members of the Board can be present for the vote.

The time being 10:15 a.m. and pursuant to M.S. 13D.03 subd. 1(b), motion was made by Commissioner Miller, seconded by Commissioner Walter and unanimously carried to go into closed session to consider strategy for labor negotiations.

Motion was made by Commissioner Miller, seconded by Commissioner Walter and unanimously carried to reconvene in open session at 10:46 a.m.

HR Director Arrick-Kruger reported that a closed session was held pursuant to 13D.03 subd. 1 (b) to discuss labor negotiation strategy and that no determinations were made.

File No. 7 - Following discussion, motion was made by Commissioner Walter, seconded by Commissioner Miller and unanimously carried to adopt the following:

**RESOLUTION NO. 18-45**  
**Houston County Board Resolution Approving State Disaster Assistance 2018**

Whereas, Houston County declared a state of emergency in response to the August 27-28 rains and flooding;

Whereas, the Chair of the Board of Commissioners and County Administrator requested State Disaster Assistance in accordance with the Chapter 12b disaster assistance program procedures;

Whereas, the Board of Commissioners understands that 75% of the costs accrued throughout Houston County, including the Highway Department, townships, and affected cities, are covered under the Chapter 12b disaster assistance program by the state of Minnesota;

Whereas, the Board of Commissioners recognizes the county-wide state match of 75% is \$529,363.50, and Houston County Highway Department's 75% match is \$142,680;

Now therefore be it resolved that we accept the state disaster reimbursement for public damages in accordance with the Chapter 12b State Disaster Assistance program.

Commissioner Walter reported on a SE MN Emergency Medical meeting which she recently attended. Discussion centered upon the fact that seatbelt usage is up resulting in a decline in fines and therefore a decline in funding. The SE MN Emergency Board is currently operating in the red. In response, they intend to request participating counties to consider contributing \$5,000 appropriations. Commissioner Walter also reported on a Workforce Development meeting which she attended.

Commissioner Miller reported on an EDA and Parks Committee meeting which he recently attended.

Commissioner Arnold reported on an EDA, and Highway Department Building Project committee meeting which he attended.

Yvonne Krogstad, Caledonia Township resident, expressed concern with ordinance updates and the presentation of the Zoning Ordinance which she believes requires a public hearing. Administrator Babinski will review requirements and compliance.

Administrator Babinski expressed appreciation for the Elections Team including those in the cities and townships for a successful experience.

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

File No. 8 – Administrator actions

There being no further business and the time being 11:15 a.m., motion was made by Commissioner Miller, seconded by Commissioner Walter and unanimously carried to adjourn the meeting, the next advertised meeting being Tuesday, November 20, 2018.

BOARD OF COUNTY COMMISSIONERS  
HOUSTON COUNTY, MINNESOTA

By: \_\_\_\_\_  
Fred Arnold, Chairperson

Attest: \_\_\_\_\_  
Michelle Quinn, County Auditor

## PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: Tuesday, November 20, 2018

5:30 p.m.

Place: Commissioners Room, Courthouse, Caledonia, MN

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

Others Present: Interim Auditor Quinn; Reporter Moorhead; Finance Director Lapham; Administrator Babinski; Ted Hanson; Bruce Kuehmichel; Engineer Pogodzinski; Environmental Services Director Lacher; various AFSCME members; Chance Nelson; Chris Nelson; Patty VanGundy; Bill Sheehan; Kim Sheehan

Presiding: Fred Arnold, Chairperson

Call to order.

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

Motion was made by Commissioner Walter, seconded by Commissioner Miller and unanimously carried to approve the minutes of the November 13, 2018 meeting as amended.

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

County Revenue Fund	\$132,286.71
Road & Bridge Fund	26,466.93
	-----
Total	\$158,753.64
	=====

Environmental Services Director Lacher provided an overview of proposed changes to the Zoning Ordinance. The initial changes were proposed by County Staff and the second set of changes incorporates additional amendments proposed by the Planning Commission. If approved, the amendments will serve to maintain compliance with flood plain and shore land standards. The proposed flood plain amendments are necessary in order for residents to continue participation in federal flood insurance policy. Other proposed changes are simply grammatical or stylistic changes. Commissioner Walter queried whether many comments were brought forth. Environmental Services Director Lacher noted the DNR submitted comments. Motion was made

by Commissioner Walter, seconded by Commissioner Miller and unanimously carried to adopt the ordinance as amended.

File No. 2 - Engineer Pogodzinski met with the Board previously to discuss the possible purchase of a HIVE culvert inspection vehicle. Since that meeting he has discussed a possible arrangement with Fillmore County whereby Houston County would share the HIVE inspection vehicle owned by Fillmore. Engineer Pogodzinski stated sharing would require a minimum of 2 hours staff time plus mileage each time the vehicle was needed. Commissioner Zmyewski stated the cost of the vehicle is minimal and savings would quickly be exhausted after a few trips to borrow and return the equipment. Motion was made by Commissioner Zmyewski, seconded by Commissioner Walter and unanimously carried to approve the purchase of a HIVE culvert inspection vehicle.

Finance Director Lapham reported on the current financial status of the County. The general fund is currently at 64%. Reserves remain within the recommended range at 45%. The recommended range is between 45 and 60%.

File No. 3 - Motion was made by Commissioner Walter, seconded by Commissioner Miller and unanimously carried to approve the Agreement between the University of Minnesota And Houston County for providing local Extension programs and Employing Extension Staff.

Administrator Babinski provided an overview of the arbitrator's decision related to LELS #60.

Commissioner Walter reported on her participation in the Post Election Review. She also reported on a meeting related to the SELCO contract.

Commissioner Zmyewski provided points of clarification related to the position of County Administrator and also information related to building materials and construction for reference.

Commissioner Miller reported on a Hiawatha Valley Mental Health, labor negotiation, and a highway department building meetings which he attended.

Chairperson Arnold reported on SE MN Water Board and Ag Society meetings which he recently attended. He is scheduled to attend a One Watershed, One Plan meeting next week.

Commissioner Miller has been solicited by several area constituents encouraging the Board to consider involvement in solar power. In response, Commissioner Miller has scheduled a meeting with Organic Valley to discuss possibilities and gather information.



Ted Hanson, Union Township resident, inquired how welfare fraud is addressed and what is being done to reduce and/or eliminate it. Commissioner Zmyewski responded that the County contracts with Wabasha County for fraud investigator services.

A brief recess was held until the public hearing which is scheduled for 6:30 p.m.

The time being 6:30 p.m., motion was made by Commissioner Walter, seconded by Commissioner Miller and unanimously carried to recess the regular meeting and convene the public hearing to discuss proposed changes to Wildcat Park Ordinance #9 and Botcher Park Ordinance #10.

Engineer Pogodzinski summarized the proposed changes to Wildcat Park Ordinance #10 which includes grammatical and title changes, removal of specific dates, updated site numbering, and the removal of specific fees with replacement language referencing current fee schedule. Updates are general housekeeping and very limited with regard to operations.

Brief discussion was held regarding the state of the boat launch and potential for DNR to address certain related issues.

There was no public comment with regard to Wildcat Park Ordinance #9.

Engineer Pogodzinski summarized proposed changes to Botcher Park Ordinance #10. A proposal has been brought forth to change the name to Bob Botcher Park. Amendments are proposed to update the cover sheet and to provide consistency throughout the document with regard to the chosen name. Currently hunting, trapping and target shooting are allowed at the park. Recently, walking trails were developed which increases user safety concerns. It is proposed to limit hunting, trapping and target shooting for authorized events only. The park does not allow camping or campfires and it is proposed to allow these activities in limited quantities with pre-authorization. The intent of the proposed changes is to increase safety for routine park use and provide future opportunities for veteran or disabled groups to have an accessible location to hunt and for organizations providing service work to enjoy an overnight stay. Other proposed changes include language and consistency updates.

Bruce Kuehmichel, Caledonia City resident, questioned who qualifies for authorization to hunt or camp.

Patty VanGundy, neighboring landowner to Botcher Park, questioned what the process would be to seek pre-approval for camping. She expressed support for the updates stating it would be "a much better fit for the area". She questioned how signage would change or be addressed.

Bruce Kuehmichel, Caledonia City resident, questioned whether a sign will be posted with what the activities which are and are not allowed in the park. Park Committee members

stated these concerns had already been considered and there was already a plan to update the signs accordingly, once the ordinance changes were approved.

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

Motion was made by Commissioner Miller, seconded by Commissioner Walter and unanimously carried to approve the proposed amendments to Botcher Park Ordinance #10.

Motion was made by Commissioner Miller, seconded by Commissioner Zmyewski and unanimously carried to approve the amendments as proposed to Wildcat Park Ordinance #9.

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. 4 - Administrator Actions

File No. 5 – Correspondence from MCIT regarding Meeting  
and Election of Officers

There being no further business and the time being 6:55 p.m., motion was made by Commissioner Miller, seconded by Commissioner Zmyewski and unanimously carried to adjourn the meeting, the next advertised meeting being Tuesday, November 27, 2018.

BOARD OF COUNTY COMMISSIONERS  
HOUSTON COUNTY, MINNESOTA

By: \_\_\_\_\_  
Fred Arnold, Chairperson

Attest: \_\_\_\_\_  
Michelle Quinn, County Auditor

## PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: Tuesday, November 27, 2018

9:00 a.m.

Place: Commissioners Room, Courthouse, Caledonia, MN

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

Others Present: Interim Auditor Quinn; Reporter Moorhead; Finance Director Lapham; Bruce Kuehmichel; Bryan VanGorp; Betts Ready; Emily Johnson; Eldon Pohlman; Eric Johnson; Administrator Babinski; Yvonne Krogstad; HR Director Arrick-Kruger

Presiding: Fred Arnold, Chairperson

Call to order.

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

Motion was made by Commissioner Walter, seconded by Commissioner Miller and unanimously carried to approve the minutes of the November 20, 2018 meeting.

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

County Revenue Fund	\$41,654.92
Road & Bridge Fund	19,289.37
	-----
Total	\$60,944.29
	=====

Bryan VanGorp, Yucatan Township resident, commented on the Comprehensive Land Use Plan which he noted is to be updated every 10 years. He expressed concern related to a recently released climate change report. He provided suggestions to consider when revising the Comprehensive Land Use Plan.

File No. 2 - Following discussion, motion was made by Commissioner Walter, seconded by Commissioner Miller and unanimously carried to adopt the following:

**RESOLUTION NO. 18-46**  
**Adoption of the 2018 Solid Waste Plan**

WHEREAS, the State of Minnesota requires Counties to develop and adopt a Solid Waste Plan in accordance with MS 115A.46, MA 115A.471, MS 115A.551 subd 6-7, MS 115A.552, MS 115A.557 subd 2-3, MS 115A.63, MS 115A.84, MS 115A.914, MS 115A.96 subd 6-7, MS 115A.917; MS 115A 97 and MR 9215 and all other applicable Statutes and Rules; and

WHEREAS, the State of Minnesota requires said Solid Waste Plans to be reviewed and/or modified periodically. Said timeline for Solid Waste Plan updated is every 10 calendar years.

WHEREAS, Houston County recognizes the need and responsibility to plan for and practice environmentally sound methods for managing its solid waste streams; and

WHEREAS, Houston County recognizes the need to plan for and implement various strategies, programs or facilities to promote the proper management and disposition of solid waste generated within the County, and encourage the reduction, reuse, recycling, composting and/or advanced processing of that solid waste as may be available based upon the type of solid waste materials generated and the integrated solid waste management system in place; and

WHEREAS, the draft 2018 Houston County Solid Waste Plan does describe the integrated solid waste management system currently in place to meet the needs of Houston County's citizens and the requirement of the State of Minnesota; and

WHEREAS, the State of Minnesota has placed on public notice the draft of the 2018 Houston County Solid Waste Plan in accordance with the requirements for publication, notice and comment period; and

WHEREAS, upon completion of the public comment period no comments were received in objection to the adoption of the draft 2018 Houston County Solid Waste Plan from any member of the public.

THEREFORE BE IT RESOLVED, that the Houston County Board of Commissioners hereby adopts the 2018 Houston County Solid Waste Plan; and

BE IT FURTHER RESOLVED, that the Houston County Board of Commissioners hereby submits the 2018 Houston County Solid Waste Plan to the Minnesota Pollution Control Agency for final approval pursuant to applicable Minnesota Statutes and Rules.

File No. 3 - At this time, Emily Johnson and Mr. Pohlman met with the Board to request \$4,000 in additional appropriations which may be approved. Commissioner Walter commended the Fair Board with changes made in order to improve the Fair and participation. Motion was made by Commissioner Miller, seconded by Commissioner Zmyewski and unanimously carried to table decision related to the additional appropriations amount of \$4,000 until December 11<sup>th</sup>.

HR Director Arrick-Kruger requested a closed session pursuant to M.S. 13D.03 subd. 1(b), motion was made by Commissioner Miller, seconded by Commissioner Zmyewski and unanimously carried to go into closed session to consider labor negotiation strategy. The time was 9:22 a.m.

The time being 10:25 a.m., motion was made by Commissioner Miller, seconded by Commissioner Zmyewski and unanimously carried to return to reconvene in open session.

HR Director Arrick-Kruger restated the purpose of the closed session was to discuss labor negotiation strategies. She also reported no action was required at this time.

File No. 4 - Motion was made by Commissioner Walter, seconded by Commissioner Walter and unanimously carried to re-appoint both Tim McCormick and Dan Goetzinger to the Crooked Creek Watershed Board for terms expiring November 30, 2021.

Motion was made by Commissioner Walter, seconded by Commissioner Miller and unanimously carried to approve Peddler's Licenses for the following:

Kyle Briggs, Dubuque, IA  
Jeffery Snyder, Washburn, IA  
Steven Hames, Bernard, IA  
Joshua Laso, Asbury, IA  
Tyler Briggs, Dubuque, IA

Individuals approved for Peddler Licenses are working for Platinum Insurance, 137 Main St, Dubuque, IA.

Commissioner Zmyewski reported on the TNT meeting held November 26<sup>th</sup> which he attended.

Commissioner Miller reported on Hiawatha Valley Mental Health and TNT meetings which he recently attended.

Chairperson Arnold reported on TNT and finance committee meetings which he attended.

Bruce Kuehmichel, Caledonia City resident, expressed concern with wages granted due to duties which have now changed. He encouraged the Board to consider adjusting wages for those individuals who have since had duties shift.

Yvonne Krogstad, Caledonia Township resident, offered recommendations for consideration related to the Comprehensive Land Use Plan.

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

File No. 5 – Administrator actions

There being no further business and the time being 10:46 a.m., motion was made by Commissioner Miller, seconded by Commissioner Walter and unanimously carried to adjourn the meeting, the next advertised meeting being Tuesday, December 11, 2018.

BOARD OF COUNTY COMMISSIONERS  
HOUSTON COUNTY, MINNESOTA

By: \_\_\_\_\_  
Fred Arnold, Chairperson

Attest: \_\_\_\_\_  
Michelle Quinn, County Auditor

## PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: Tuesday, December 11, 2018

9:00 a.m.

Place: Commissioners Room, Courthouse, Caledonia, MN

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

Others Present: Interim Auditor Quinn; Reporter Moorhead; Finance Director Lapham; Administrator Babinski; HR Director Arrick-Kruger; Environmental Services Director Lacher; Bruce Kuehmichel; Betts Ready; Karen Kohlmeyer; Michelle Massman; Julie Von Arx-Abnet; Susan Schwebach; Assessor Cresswell-Hatleli; Mark Schiltz; Christopher Tuveson; Attorney Jandt; Emily Johnson; Mr. Pohlman; Julie Renk; Justin Conway; Engineer Pogodzinski; HS Director Pogleasa; Anthony Dockter; Douglas Twite; Eric Johnson

Presiding: Fred Arnold, Chairperson

Call to order.

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

Motion was made by Commissioner Walter, seconded by Commissioner Miller and unanimously carried to approve the minutes of the November 27, 2018 meeting.

File No. A1 - Motion was made by Commissioner Miller, seconded by Commissioner Zmyewski and unanimously carried to approve the minutes of the November 26, 2018 Truth in Taxation meeting.

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

County Revenue Fund	\$74,916.60
Road & Bridge Fund	17,142.25
	-----
Total	\$92,058.85
	=====

File No. 2 - At this time the following employees were recognized for their years of service.

40 Year Awards

Douglas J Twite

30 Year Awards

David J Bauer

Donald E Moore

Mark P Schiltz

25 Year Awards

Julie A Renk

20 Year Award

Cynthia M Cresswell-Hatleli

Holly S Felten

Darlene M Peter

15 Year Award

Christopher C Tuveson

Julie K Von Arx-Abnet

10 Year Award

Anthony T Dockter

William L Hargrove

Michelle E Massman

Brian K Pogodzinski

Michelle R Quinn

File No. 3 – Environmental Services Director Lacher reported on a request from a landowner to terminate a CUP. This action will aid in clearing title in order to allow the pursuit of other land use activity. Following discussion, motion was made by Commissioner Walter, seconded by Commissioner Miller and unanimously carried to adopt the following:

**RESOLUTION NO. 18-47**

**RESOLUTION TERMINATING CONDITIONAL USE PERMIT #203.**

**WHEREAS**, MN Statute 394.301 provides Counties with authority to grant conditional use permits and enact official controls to change the status of conditional uses; and

**WHEREAS**, the Houston Zoning Ordinance (1982) provided for commercial outdoor recreational areas as a conditional use; and



**WHEREAS**, the Houston Zoning Ordinance (2018), Section 6.4 provides for the expiration of conditional use permits if the use approved has not commenced within 9 months of granting; and

**WHEREAS**, Donald E. Dahl was granted a conditional use permit (#203) to operate a commercial outdoor recreational area on the parcels of land describe in Appendix A on August 28, 1986; and

**WHEREAS**, condition use permit #203 was recorded by the Houston County Recorder as document #148684; and

**WHEREAS**, county staff reviewed parcel records and found that the parcels of land describe in Appendix A are currently owned by Dahl Creek Farms LLP and Brian or Nancy M Dahl; and

**WHEREAS**, Dahl Creek Farms is registered with the State of Minnesota as a limited Partnership. Brian Dahl is listed as the Registered Agent; and

**WHEREAS**, in a letter dated November 16, 2018 Brian Dahl informed the County that a commercial outdoor recreational area was never implemented or observed on the property; and

**WHEREAS**, in a letter dated November 16, 2018 Brian Dahl requested that conditional use permit #203 be terminated.

**NOW, THEREFORE, BE IT RESOLVED BY THE HOUSTON COUNTY, MINNESOTA BOARD OF COMMISSIONERS AS FOLLOWS:**

Conditional use permit # 203 for a commercial outdoor recreational area is hereby terminated.

Appendix A

W $\frac{1}{2}$  of the S $\frac{1}{2}$  of the NE $\frac{1}{4}$  of the NE $\frac{1}{4}$  and part of the SE $\frac{1}{4}$  of the NE $\frac{1}{4}$

Fractional W $\frac{1}{2}$  of the NE $\frac{1}{4}$

NW $\frac{1}{4}$  of the SE $\frac{1}{4}$  and part of the NE $\frac{1}{4}$  of the SE $\frac{1}{4}$

Fractional W $\frac{1}{2}$  of the SW $\frac{1}{4}$

Fractional NW $\frac{1}{4}$  except N 17 acres of the NW $\frac{1}{4}$  of the NW $\frac{1}{4}$

All of the above parcels being in Section 6 Township 102 Range 7

Fractional N $\frac{1}{2}$  of the NW $\frac{1}{4}$

Fractional S $\frac{1}{2}$  of the NW $\frac{1}{4}$

The above parcels being in Section 7 Township 102 Range 7

A total of 531.1 acres

Chairperson Arnold reported on discussion with Finance Director Lapham which clarified questions related to the financials presented by the Fair Board. Chairperson Arnold indicated it

should not be difficult to analyze an organization's financial statements. Finance Director Lapham has provided suggestions to the organization to make this process easier. Commissioner Miller clarified that there was a profit for the year despite entertainment losses. Finance Director Lapham indicated that donations are included in net income and profit reflection. The donations are not separate or designated. Emily Johnson indicated discussion has been held and changes are anticipated. Ms. Johnson stated additional funding is always needed. Commissioner Zmyewski expressed concern making it difficult for him to support the additional appropriation request. A request was made by a Commissioner for the bylaws and the response was defensive. It is the Board's responsibility to ensure taxpayer dollars are spent wisely. Commissioner's need to understand how organizations receiving appropriations expend those funds. The Board is responsible to address questions from constituents in this regard. Emily Johnson indicated a copy of the bylaws was provided through the attorney however a page was missing. The missing page will be made available immediately following this meeting. Commissioner Zmyewski indicated it is inappropriate to question why a request for public information has been made. Commissioner Miller questioned whether the loss resulting from a special entertainment event had been resolved. The Fair Board has been working with legal counsel however it remains unresolved. It was noted some constituents have indicated a willingness to donate to the building project who have refrained from doing so because they are uncertain whether the funds will be specifically and exclusively utilized for the building project. Motion was made by Commissioner Walter, seconded by Commissioner Miller and carried with Commissioner Zmyewski voting in the negative to approve the additional \$4,000 discretionary appropriation to the Fair Board.

File No. 4 – Following discussion, motion was made by Commissioner Walter, seconded by Commissioner Miller and unanimously carried to adopt the following:

#### **RESOLUTION NO. 18-48**

BE IT RESOLVED that the Houston County Board of Commissioners does hereby approve the Minnesota Lawful Gambling Application for Exempt Permit on behalf of ABLE Foundation, Inc. for gambling activities to be conducted at the La Crescent Snowmobile Club in La Crescent Township, with no waiting period.

#### **RESOLUTION NO. 18-49**

BE IT RESOLVED that the Houston County Board of Commissioners does hereby approve the Minnesota Lawful Gambling Application for Exempt Permit on behalf of Gopher State Sportsmen's Club for gambling activities to be conducted at the Gopher State Sportsmen's Club in la Crescent Township, with no waiting period.

Motion was made by Commissioner Miller, seconded by Commissioner Walter and unanimously carried to approve the issuance of the following Tobacco Licenses for 2019: Money Creek Haven, Inc., River Valley Convenience, Inc., Houston Food Mart, and Dollar General #20006.

File No. 5 - Motion was made by Commissioner Walter, seconded by Commissioner Miller and unanimously carried to approve a disaster credit on parcel #25.2068.000 in the amount of \$1,458.79 due to loss resulting from fire.

File No. 6 - Motion was made by Commissioner Walter, seconded by Commissioner Miller to reappoint Loren Lapham, Al Jacob and Joanne Heim-Welch to the Water Plan Committee for terms to expire 12/31/2021. Discussion was held. Motion to reappoint 3 individuals was amended by Commissioner Walter, seconded by Commissioner Miller and unanimously carried to reappoint both Al Jacob and Joanne Heim-Welch to 3 year terms to expire 12/31/2021 and to request Dan Wermager provide a third nominee for appointment.

File No. 7 - Following discussion, motion was made by Commissioner Walter, seconded by Commissioner Miller and unanimously carried to approve the requested leave of Susan K. Schwebach pursuant to M.S. 3.088.

HR Director Arrick-Kruger requested a closed session to discuss labor negotiations pursuant to M.S. 13D.03 subd. 1(b). Motion was made by Commissioner Walter, seconded by Commissioner Miller and unanimously carried to convene a closed session for said purpose. The time was 9:44 a.m.

The time being 10:30 a.m., motion was made by Commissioner Miller, seconded by Commissioner Walter and unanimously carried to reconvene in open session.

HR Director Arrick-Kruger reiterated the closed session was held pursuant to M.S. 13D.03 subd. 1(b) and there may be action taken in regard to one collective bargaining unit.

Motion was made by Commissioner Miller, seconded by Commissioner Walter and carried with Commissioner Zmyewski voting in the negative to ratify a 3 year agreement with MAPE for a 2018 through 2020 collective bargaining term. Administrator Babinski summarized the terms which include wage increases of 3% in 2018, 2.75% in 2019, and 2.75% in 2020, a full day holiday for Christmas Eve which was previously a ½ day holiday in exchange for the sunseting of the CMM health insurance plan effective December 31, 2019, the withdrawal of a request for market study, and the deletion of what is commonly referred to as the “me too” clause.

Commissioner Walter reported on Joint Board of Health, State Extension Board, La Crescent City regarding assessment, County Extension, and Public Safety meetings which she has attended over the past week.

Commissioner Miller reported on Hiawatha Valley Mental Health and Radio Board meetings which he recently attended.

Chairperson Arnold reported on EDA and Water Planning meetings which he recently attended. As a result of the TNT meeting, several individuals have drafted a letter to release to the Press. The letter provides an explanation to all constituents regarding what has happened, what is currently taking place and how to move forward.

Commissioner Miller provided clarification regarding a planned meeting. The CJC will accommodate many visitors if there is interest.

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. 8 – Administrator Actions

- Affirm the change of employment status of Leilani Powell, Appraiser Trainee from probationary to regular, effective December 11, 2018
- Affirm the resignation of Travis Lapham, Chief Deputy Sheriff, effective December 7, 2018, with thanks for his service to the residents of Houston County
- Confirm the assignment of Luke Sass, Lt. Deputy, C-43 to Deputy Sheriff, C-42, and effective December 6, 2018

File No. 9 - Correspondence regarding appropriation request form Southern Minnesota Tourism Association

There being no further business and the time being 10:53 a.m., motion was made by Commissioner Miller, seconded by Commissioner Walter and unanimously carried to adjourn the meeting, the next advertised meeting being Tuesday, December 18, 2018.

BOARD OF COUNTY COMMISSIONERS  
HOUSTON COUNTY, MINNESOTA

By: \_\_\_\_\_  
Fred Arnold, Chairperson

Attest: \_\_\_\_\_  
Michelle Quinn, County Auditor

## PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: Tuesday, December 18, 2018

5:30 p.m.

Place: Commissioners Room, Courthouse, Caledonia, MN

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

Others Present: Interim Auditor Quinn; Reporter Moorhead; Finance Director Lapham; Bruce Kuehmichel; Administrator Babinski; Engineer Pogodzinski; HS Director Pugleasa; Various AFSCME members; Treasurer Trehus; Sue Schwebach; Environmental Services Director Lacher; Sheriff Inglett; HR Director Arrick-Kruger; Yvonne Krogstad

Presiding: Fred Arnold, Chairperson

Call to order.

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

Motion was made by Commissioner Walter, seconded by Commissioner Miller and unanimously carried to approve the minutes of the December 11, 2018 meeting.

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

County Revenue Fund	\$96,002.11
Road & Bridge Fund	33,865.60
	-----
Total	\$129,867.71
	=====

Jordan Gerard, Spring Grove Herald Editor, indicated the newspaper has requested public information from the Ag Society with no response. In addition, she expressed concern with other alleged practices of the Ag Society. She encouraged the Board to expect greater accountability from the Ag Society.

Bruce Kuehmichel, Caledonia City resident, expressed appreciation for Commissioner Miller's coordination of the Skype meeting with Organic Valley which was well attended and informative. He also requested clarification related to the proposed Board schedule for 2019. He

questioned whether the non-regular meetings held on Tuesday's would conflict with the open meeting law. The work session meetings are open to the public and conform to open meeting laws. Mr. Kuehmichel questioned how the salary changes were being determined for confidential and non-union staff members. He expressed his opinion that salary increases for this group should not be the same as the unions.

File No. 2 - Motion was made by Commissioner Walter, seconded by Commissioner Miller and unanimously carried to approve the final payment for S.A.P. 028-599-082/S.A.P. 028-612-013. This is for bridge replacement projects completed by Midwest Contracting, LLC. The contract amount was \$368,181.00. Certified to date is \$397,796.40. Engineer Pogodzinski reported the overrun was due to increased erosion control measures, and additional rock and rip rap.

### **RESOLUTION NO. 18-50**

WHEREAS, Contract No. 282 has in all things been completed, and the County Board being fully advised in the premises,

NOW, THEN BE IT RESOLVED, That we do hereby accept said completed project for and in behalf of the County of Houston and authorize final payment as specified herein.

File No. 3 - Administrator Babinski provided a brief overview of the video visitation system issues and recommended the purchase of a replacement server. Funds are available within the budget for the purchase. Motion was made by Commissioner Miller, seconded by Commissioner Zmyewski and unanimously carried to accept the quote provided by Stanley Security in the amount of \$9,230.00 to replace the server for the video visitation system.

Administrator Babinski provided information related to 3 trailers utilized within the recycling program. Two trailers were recently inspected. One has been repaired, the other was deemed unfit for service on the road and sold. Staff have been working diligently to locate and purchase a replacement for the trailer deemed unfit for service. A trailer meeting the needs of the County and having a current DOT Inspection has been located. The cost for the trailer is just below \$12,000. If purchased, the trailer could be expected to have a useful life of approximately 10 years. Environmental Services Director Lacher stated the program could operate with only 2 trailers however, this option would increase staff time to handle and move tires. In addition, the option has the potential to negatively impact the cost for disposal in the event the tires collected for disposal are not protected from the elements. Operating 3 trailers minimizes tire handling and the trailers serve as a storage container for the collected material. Commissioner Miller stated overall, the recycling program is losing money. The tire disposal fees exceed the fee assessed to residents at the drop sites. Commissioner Miller requested a proposal that would minimize or eliminate the difference. Environmental Services Director Lacher stated he will work with the Administrator to develop a plan for a more self-sustaining recycling/drop site program. Motion

was made by Commissioner Miller, seconded by Commissioner Walter and unanimously carried to authorize the purchase of a used trailer.

File No. 4 - Motion was made by Commissioner Miller, seconded by Commissioner Zmyewski and unanimously carried to approve the Professional Services Agreement and Grant Agreement with CEDA effective January 2, 2019 through December 31, 2019 and to authorize the signature of Administrator Babinski on the same.

File No. 5 - HS Director Pugleasa reported on annual contracts which are customary. Two have to do with grants with the State of Minnesota which provide revenue streams which offset the cost for mandated services. The others are for guardians who are court appointed. Motion was made by Commissioner Walter, seconded by Commissioner Zmyewski and unanimously carried to approve the Children's Mental Health Respite Care Services Grant Contract and Adult Mental Health Services Grant both with the State of Minnesota and to approve Guardianship Contacts with the following individuals: John Miller, Nichole Halverson, Anne Yakle, Gregory Yakle, Bonnie Gregerson, Clinton Brainard, Matthew Peiper, Renata Luedtke, Shauma Meyer, Terry Lund, and Virgie Rud.

File No. 6 - HR Director Arrick-Kruger provided a summary of changes to the collective bargaining agreements being discussed at this meeting. Administrator Babinski reported on the 3 year agreement with wage increases of 3% in 2018, 2.75% in 2019 and 2.75% in 2020. Motion was made by Commissioner Miller, seconded by Commissioner Walter and carried with Commissioner Zmyewski voting in the negative to ratify a 3 year agreement with the International Union of Operating Engineers Local 49 (Highway) for a 2018 through 2020 collective bargaining term.

Administrator Babinski reported on the 3 year agreement with wage increases of 3% in 2018, 2.75% in 2019 and 2.75% in 2020 and the sunseting of the CMM health benefits option. Motion was made by Commissioner Miller, seconded by Commissioner Walter and carried with Commissioner Zmyewski voting in the negative to ratify a 3 agreement with the International Union of Operating Engineers Local 49 (Engineer Assistants) for a 2018 through 2020 collective bargaining term.

File No. 7 - Administrator Babinski reported on the 3 year agreement with wage increases of 3% in 2018, 3% in 2019 and 3% in 2020 and the sunseting of the CMM health benefits option. Motion was made by Commissioner Miller, seconded by Commissioner Walter and carried with Commissioner Zmyewski voting in the negative to ratify a 3 year agreement with the American Federation of State, County and Municipal Employees, Council 65 for a 2018 through 2020 collective bargaining term.

Administrator Babinski reported historically the non-elected/confidential employees have been treated similar to counterparts in the Union. He recommended specific wage increases for various positions for the 2018 and 2019 years. Commissioner Walter clarified the salary change

recommendations are in line with historic practice. Discussion was held. Motion was made by Commissioner Miller, seconded by Commissioner Walter and unanimously carried to table action until the next scheduled meeting being Wednesday, December 26, 2018.

Administrator Babinski provided comparison data and historic practice along with recommendations for elected official salaries for 2019. Lengthy discussion was held. Motion was made by Commissioner Miller, seconded by Commissioner Zmyewski and carried with Commissioner Walter voting in the negative to table action on setting the salaries for elected officials for 2019 until the next regularly scheduled meeting to be held Wednesday, December 26, 2018. Commissioner Zmyewski recommended establishing salaries for specific positions as the work of each elected office does not change regardless of the individual elected to fulfill the duties of the office. He also advocated for a set annual salary which would remain throughout the elected term.

File No. 8 - Discussion was held regarding the Board schedule for 2019. It was agreed to further discuss the Board agenda during the 1<sup>st</sup> meeting in January which is scheduled for January 8<sup>th</sup>, 2019, at 9:00 a.m. Motion was made by Commissioner Walter, seconded by Commissioner Miller and carried with Commissioner Zmyewski abstaining to approve the same.

Commissioner Walter reported on Family Collaborative, Solar, and Public Safety meetings which she attended.

Commissioner Miller reported on the solar presentation he attended earlier today. Commissioner Miller questioned whether Houston County is providing information related to added costs resulting from MNLARS.

Commissioner Zmyewski reported on the potential for solar energy and encouraged research into Tesla industrial battery packs.

Chairperson Arnold reported on a Planning Commission meeting which he attended recently.

Diane Schulze, Caledonia City resident, expressed appreciation for approval of the AFSCME collective bargaining agreement. She provided an explanation and the intent for member statements shared during public comment throughout the bargaining process. She also questioned equity across collective bargaining agreements.

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

File No. 9 – Administrator Actions



- Affirm the change of employment status of Naomi Hoel, Appraiser Trainee from probationary to regular, effective December 18, 2018
- Affirm the carry-over of 27.43 accrued vacation hours in excess of the maximum allowable carry-over from 2018-2019 for Michelle Quinn

File No. 10 - Root River Early Detection and Rapid Response Grant submission/Japanese Hops

File No. 11 - Update related to August 28-29 Storm Event

There being no further business and the time being 7:18 p.m., motion was made by Commissioner Miller, seconded by Commissioner Walter and unanimously carried to adjourn the meeting, the next advertised meeting being Wednesday, December 26, 2018.

BOARD OF COUNTY COMMISSIONERS  
HOUSTON COUNTY, MINNESOTA

By: \_\_\_\_\_  
Fred Arnold, Chairperson

Attest: \_\_\_\_\_  
Michelle Quinn, County Auditor

## PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: Wednesday, December 26, 2018

9:04 a.m.

Place: Commissioners Room, Courthouse, Caledonia, MN

Members Present: Jack Miller, Teresa Walter and Fred Arnold

Presiding: Fred Arnold, Chairperson

Call to order.

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

Motion was made by Commissioner Walter, seconded by Commissioner Miller and unanimously carried to approve the minutes of the December 18, 2018 meeting.

Motion was made by Commissioner Walter, seconded by Commissioner Miller and unanimously carried to approve payment of the license center and Human Services disbursements and the following claims:

County Revenue Fund	\$70,079.50
Road & Bridge Fund	145,297.35
	-----
Total	\$215,376.85
	=====

Administrator Babinski reported on a donation received from the K9 Association in the amount of \$1,500. Donations such as this cover the cost of the K9 program. Motion was made by Commissioner Miller, seconded by Commissioner Walter and unanimously carried to accept the donation with great appreciation.

Motion was made by Commissioner Miller, seconded by Commissioner Walter and unanimously carried to reappoint both Robert Burns and James Weiser to the Planning Commission for 3 year terms beginning January 1, 2019 and expiring December 31, 2021.

Motion was made by Commissioner Walter, seconded by Commissioner Miller and unanimously carried to approve the EQB 2018 Rule Revision Memorandum and authorize the signature of Chairperson Arnold on the same.

Motion was made by Commissioner Miller, seconded by Commissioner Walter and unanimously carried to approve the Winona County Houston County Detention Center Inter-Agency Service Agreement for 2019-2020.

Motion was made by Commissioner Miller, seconded by Commissioner Walter and unanimously carried to approve the Professional Services Agreement with Schneider for the period 2019-2021.

Administrator Babinski reported a single issue remains to be resolved with regard to the Court Appointed Attorney contract for the 2019 calendar year. On the recommendation of Administrator Babinski, motion was made by Commissioner Walter, seconded by Commissioner Miller and unanimously carried to approve the Court Appointed Attorney Contract with Knuesal Law Firm for an amount not to exceed \$65,000 and contingent upon resolution of issue.

Administrator Babinski recommended the following salary increases for non-represented staff members: Positions with D61 and D62 classifications should follow the MAPE collective bargaining agreement with increases of 3% for 2018 and 2.75% for 2019. The positions in the C41, C42, C43 classifications should follow the AFMCME collective bargaining agreement and receive 3% for 2018 and 3% for 2019. Motion was made by Commissioner Walter, seconded by Commissioner Miller and unanimously carried to approve the wage increases as discussed.

Motion was made by Commissioner Walter, Commissioner Miller and unanimously carried set the County Attorney salary for 2019 at \$113,531.44 which reflects no change from the 2018 County Attorney salary as requested by the County Attorney.

Motion was made by Commissioner Walter, seconded by Commissioner Miller and unanimously carried to set the County Recorder salary for 2019 at \$62,000.

Motion was made by Commissioner Walter, seconded by Commissioner Miller and unanimously carried to set the County Auditor/Treasurer salary for 2019 at 2.75% over the 2018 Auditor salary.

Motion was made by Commissioner Walter, seconded by Commissioner Miller and unanimously carried to set the County Sheriff salary for 2019 at 2% over the 2018 Sheriff's salary.

Motion was made by Commissioner Miller, seconded by Commissioner Walter and unanimously carried to set the County Commissioner salary for 2019 at \$19,016.34 which is unchanged from 2018.

Following discussion, motion was made by Commissioner Miller, seconded by Commissioner Walter and unanimously carried to approve a 2% levy increase, utilize fund balance for the shortage and to adopt the following:

### RESOLUTION NO. 18-51

BE IT RESOLVED, that the certified levy after the deduction of County Program Aid (CPA), in the amount of \$12,147,082 be made on all taxable property in the County of Houston for taxes payable in 2019 in the following amounts by County Fund:

County Revenue	\$ 7,758,399
Road & Bridge	2,184,011
Human Services	1,807,815
Bond Fund – 2009C Jail Bonds	629,738
Bond Fund – 2010A Jail Bonds	374,493
Bond Fund – 2017A Jail Bonds	379,523
	-----
Total	\$13,133,979
Less CPA	(986,897)
	-----
Total Levy	\$12,147,082
	=====

Motion was made by Commissioner Walter, seconded by Commissioner Miller and unanimously carried to approve a final operating budget in the amount of \$32,623,788 and to adopt the following:

### RESOLUTION NO. 18-52 RESOLUTION ADOPTING 2019 OPERATING BUDGET

	Revenue	Expenditures	Revenues Over (Under) Expenditures
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County Revenue	\$11,632,416	\$11,512,295	\$ (279,155)
Road & Bridge	13,139,349	13,002,109	(78,583)
Human Services	6,672,125	6,750,997	(65,047)
Debt Service	1,383,754	1,383,754	0
	-----	-----	-----
Grand Total	\$32,827,644	\$32,649,155	\$ (422,785)
	=====	=====	=====

There being no further business and the time being 10:01 a.m., motion was made by Commissioner Miller, seconded by Commissioner Walter and unanimously carried to adjourn the meeting, the next advertised meeting being Tuesday, January 8, 2019.

BOARD OF COUNTY COMMISSIONERS  
HOUSTON COUNTY, MINNESOTA

By: \_\_\_\_\_  
Fred Arnold, Chairperson

Attest: \_\_\_\_\_  
Jeffrey Babinski, County Administrator

**THE ABOVE PROCEEDINGS OF THE HOUSTON COUNTY BOARD OF COMMISSIONERS IS ONLY A SUMMARY. THE FULL TEXT IS AVAILABLE FOR PUBLIC INSPECTION AT THE HOUSTON COUNTY AUDITOR'S OFFICE AS WELL AS ON THE HOUSTON COUNTY WEBSITE LOCATED AT THE FOLLOWING WEB ADDRESS: <http://www.co.houston.mn.us/>**