

PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: Tuesday, January 8, 2019

9:00 a.m.

Place: Commissioners Room, Courthouse, Caledonia, MN

Members Present: Jack Miller, Eric Johnson, Teresa Walter and Fred Arnold.

Others Present: Administrator Babinski; Reporter Moorhead; Finance Director Lapham; Auditor/Treasurer Donna Trehus, Ted Hansen, Yvonne Krogstad, Assessor Cresswell, Robert Burns, Personnel Director Arrick-Kruger, Betts Reedy and John Beckman.

Presiding: Administrator Babinski, Chairperson pro tem

Call to order.

Administrator Babinski requested nominations for Chairperson for the year 2019. Motion was made by Commissioner Johnson to nominate Commissioner Walter, seconded by Commissioner Miller and carried unanimously.

Chairperson Walter requested nominations for Vice-Chairperson for the year 2019. Motion was made by Commissioner Walter to nominate Commissioner Johnson, seconded by Commissioner Miller and carried unanimously.

Chairperson Walter asked for motion to approve the consent agenda. Commissioner Miller asked for a motion to remove and table the second item on the Agenda, Health Educator position, seconded by Commissioner Johnson and approved unanimously. Commissioner Miller stated that as a member of the personnel committee, he is not comfortable with approving at this time.

Motion was made by Commissioner Miller, seconded by Commissioner Arnold and approved unanimously to approve the remaining consent agenda.

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

County Revenue Fund	\$33,910.88
Road & Bridge Fund	\$13,682.70

Total	\$47,593.58
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Motion was made by Commissioner Johnson, seconded by Commissioner Arnold and unanimously carried to approve the minutes of the December 26, 2018 meeting.

Public Comment: None

Commissioner Walter asked for approval of Action Items being as follows:

- 1) File No. 2 - Approve conditional Use Permit for Earl and Nancy Emerick.

Motion by Commissioner Johnson, seconded by Commissioner Arnold and approved unanimously.

- 2) Approve Annual Minimum Salary for Officials Elected in 2019.

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

Motion by Commissioner Miller, seconded by Commissioner Arnold and approved unanimously.

- 3) File No 3. - Adopt Resolution 19-01 To Use Alternative Method to Disseminate Bids and Requests.

Motion by Commissioner Arnold, seconded by Commissioner Johnson and approved unanimously.

- 4) File No 4. - Adopt Resolution 19-02 To Authorize Professional Association Memberships and Defray Expenses.

Motion by Commissioner Johnson, seconded by Commissioner Arnold and approved unanimously.

- 5) File No. 5 - Adopt Resolution 19-03 To Appoint County Medical Examiner.

Motion by Commissioner Arnold, seconded by Commissioner Johnson and carried unanimously.

- 6) File No 6. - Approve 2019 Appropriations.

SE Minnesota Initiative Fund	\$3,400.00
SEMAAA	\$2,000.00
SELCO	\$157,190.00
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
Southern MN Tourism/Historic Bluff Co	\$952.00
Ag Society	\$20,000.00
Ag Society-Prior Yr Financials Additional	\$ 4,000.00
Bluff Country HRA	\$5,000.00
RRSWCD	\$129,000.00

Discussion was held regarding the appropriations. Commissioner Johnson had received a call from Dave Walters from Soil and Water Department. Mr. Walters indicated that he needed to know by January 14th whether or not this was going to be approved due to receiving matching funds from the State. Commissioner Arnold expressed some discomfort approving the entire amount and questioned the \$14,400. Commissioner Arnold questioned if we may be paying double for that.

Motion by Commissioner Arnold, seconded by Commissioner Miller to approve the appropriations without the \$14,400.00 for the Feedlot. Motion carried unanimously.

7) File No. 7 - Approve 2018 Budget Amendments.

Motion by Commissioner Arnold, seconded by Commissioner Miller and carried unanimously.

8) File No. 8 - Approve 2019 Board Meeting Schedule.

A motion by Commissioner Johnson, seconded by Commissioner Arnold and carried unanimously to approve the meeting dates for the 1st and 3rd Tuesday of each month with strategic planning and workshops in between the scheduled board meetings with 7 days prior notice. Commissioner Arnold also requested that it be listed as an agenda item for consideration.

A motion was later rescinded and approved by Commissioner Johnson, seconded by Commissioner Miller to correct the regular scheduled board meeting dates to be held on the 2nd and 4th Tuesday of each month.

9) File No. 9 - Approve 2019 Committee Appointments

Commissioner Johnson offered to assume the roles held by previous Commissioner Zmyewski to simplify the process. Administrator Babinski updated appointment replacement.

Motion by Commissioner Johnson, seconded by Commissioner Arnold and approved unanimously.

Commissioner Johnson requested that he reduce his current County Commissioner salary of \$19,016.34 to be reduced to \$7,200.00. He felt that with higher administrative costs and with the increased levy, it would make sense. Commissioner Johnson indicated that he is fully supportive of Administrator Babinski and feels confident he will find savings within the County. Commissioner Johnson stated that with the decrease in commissioner's salary, it would save the county approximately \$59,000.00 and feels that Administrator Babinski is improving the moral with the County employees.

Finance Director Lapham informed the board that per State Statue 375.055 that a single commissioner cannot accept a salary unlike another.

Commissioner Miller commented that he did not choose to do the job based on pay, however based on other counties, we are one of the lowest paid commissioners. Commissioner Miller felt that based on his education and private business ownership, he has much to contribute to the board. Commissioner Miller reiterated that he was in no way disparaging Commissioner Johnson's request but stated he would not choose to reduce his salary. Commissioner Miller stated that each year that he has served as commissioner, the salary has not increased.

Commissioner Arnold stated that he did not take on the job based on what it was paid, however logically speaking it comes out to be about \$15-17 per hr. not including time spent driving, etc.

Commissioner Walter felt the salary was sufficient based on the amount of time spent reviewing and preparation.

File No. 10 – The printing bid for calendar year 2019 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 2019-JOINT BID
Spring Grove Herald & Caledonia Argus)

\$6.50 per column inch

Miscellaneous Notices-8.20

No Bid

First Printing of 2018 Financial Statement

Caledonia Argus

\$6.30 per column inch

Second Printing of 2018 Financial Statement

Spring Grove Herald

\$5.00 per column inch

Publication of Delinquent Tax List

Joint bid Spring Grove Herald/Caledonia Argus

\$9.00 per column inch

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

Committee Reports:

Commissioner Arnold met with EDA Director Allison Wagner proposing alternative ways to broaden the base for agricultural based businesses. This is a project that has been ongoing for some time. Due to decreasing Ag income, this has become necessary to try and keep the younger generation to stay on the family farm or bring members back to the community.

Commissioner Miller expounded on EDA Director Allison Wagner, who has been working diligently doing internships within the communities to engage young people with a preview of the ins and outs of various businesses.

Commissioner Johnson expressed that we need to be careful not to condemn our modern Ag producers. Fertilizer input is expensive and is needed to feed crops and improve soil. Modern Ag guys are under attack and he encouraged the board to realize that most farmers are good stewards of the land and are not careless with their current operations.

Commissioner Miller is meeting with Hiawatha Valley Mental Health. They are searching for a new director and have come up with three viable candidates. They are to schedule a review and will make a decision.

Commissioner Walter did a walk thru Botcher Park and reported that it is beautiful and the scouts have done a remarkable job. The Caledonia workforce agency is working on internships and there is a meeting coming up with more information to come.

Commissioner Miller shared a letter from La Crescent City and the City Council addressing concerns and processes they would like regarding market values, tax statements and meeting schedules. Commissioner's Miller and Walter along with Assessor Cresswell have both met with the Council Mayor, City Administrator and Finance Director. Assessor Cresswell was present to remind the board that the tax statements will not be mailed until the last week of March by the Auditor/Treasurer. Due to the decrease in the County Levy from 6.94% to 2%, the tax amounts based on the proposed will more than likely decrease. The meeting dates that will be listed on the Valuation Notice that comes with the statement will give the taxpayers the date of the "Board of Appeal" meeting. This is the scheduled time where a taxpayer may dispute the

Adjusted Market shown on the statement. The “Proposed Taxes” received in November is only the tax amount calculated using the “Proposed Levy” set by the County Board. The meeting dates on the Proposed Statements are primarily for the public to attend the meeting in which they can review the budgets of various departments with the County. Department Heads are available for questions at that time.

Assessor Cresswell stated she offered alternatives to taxpayers with large adjustments to their statements such as tax court, and tax rebates depending on qualifications. Assessor Cresswell stated that to say she would notify everyone of changes in values would be a “stretch”. Everyone will have an opportunity to attend the scheduled “Board of Appeal” meeting.

Commissioner Johnson felt that the process is confusing and frustrating to many taxpayers and felt the best approach is to explain the process by educating and thoroughly explaining the process.

Commissioner Arnold talked about looking back at last year and looking ahead. The past year has brought the retirement of several key people within the county, restructuring of departments looking to gain efficiencies and the new County Administrator position. Commissioner Arnold felt the changes should free up the county board to pay more attention to detail, in particular, focusing on the Highway Building project and the Historic Jail.

Commissioner Johnson agrees that the one of the board’s goals should be to move forward with plans to build the Highway Building. Commissioner Johnson would like to see a scaled back version being completed in phases to complete the project.

Public Comment:

Jim Rozovics presented concerns in regard to the previous seats that were open for the Board of Adjustments which had been filled on December 26, 2018. Back in November he had applied as an applicant but not heard anything back. There was some question as to the process of how they were filled. Commissioner Walter explained that the county board uses a process approved by the board (ref: File #12, Jan 16 2018: Houston County Planning Commission Vacancies, adopted 5/16/17) where applications are requested, consolidated by the County Staff and forwarded to the Board members, who each rank order the candidates. The top two candidates are forwarded to the full board for a vote and appointment. Administrator Babinski reported that he will put a procedure in place to inform the applicants to explain the process and properly inform those not selected.

Public Comment:

Yvonne Krogstad was present to explain how she viewed the process of interviews and the hiring process for the Board of Adjustments. Commissioner Arnold explained the process was cumbersome and felt it necessary to simplify the process so some changes were made since

she served on the board. It was explained that the board does not appoint the commission members.

There being no further business and the time being 11:10 a.m., motion was made by Commissioner Arnold, seconded by Commissioner Miller and unanimously carried to adjourn the meeting, the next advertised meeting being Tuesday, January 22, 2019.

BOARD OF COUNTY COMMISSIONERS
HOUSTON COUNTY, MINNESOTA

By: _____
Teresa Walter, Chairperson

Attest: _____
Jeffrey Babinski, County Administrator

PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: Tuesday, January 15, 2019

9:30 a.m.

Place: Room 219, Courthouse, Caledonia, MN

Members Present: Eric Johnson, Teresa Walter and Fred Arnold

Others Present: Administrator Babinski; HR Director Arrick-Kruger; Bruce Kuehmichel,
Yvonne Krogstad

Board Workgroup Session

Call to order.

Administrator Babinski led a review and discussion on a proposed Board of Commissioners Operating Guidelines document, which will consolidate past Board policy statements and clarify board procedures and staff interaction with the board. Administrator Babinski will consolidate the inputs received and provide a revised draft to the Commissioners for further review.

HR Director Arrick-Kruger provided an overview of the county's HR program to the board.

This being a workgroup session, with no action taken, the meeting concluded at 11:30. The next advertised meeting being a regular board meeting, Tuesday, January 22, 2019.

BOARD OF COUNTY COMMISSIONERS
HOUSTON COUNTY, MINNESOTA

By: _____
Teresa Walter, Chairperson

Attest: _____
Jeffrey Babinski, County Administrator

PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: Tuesday, January 22, 2019

9:30 a.m.

Place: Commissioners Room, Courthouse, Caledonia, MN

Members Present: Eric Johnson, Teresa Walter and Fred Arnold

Members Not Present: Jack Miller

Others Present: Administrator Babinski; Reporter Moorhead; Finance Director Lapham; Auditor-Treasurer Trehus, EDA Coordinator Allison Wager, Robert Burns, John Pogleasa, Julie Amundson, Maintenance Foreman Pat Burns, Shane McCabe and Barry Colsch.

Call to order.

Commissioner Arnold made a motion, seconded by Commissioner Johnson and unanimously carried to approve the agenda.

Commissioner Arnold made a motion, seconded by Commissioner Johnson and unanimously carried to approve the minutes of the January 8, 2019 board meeting and January 15, 2019 Workgroup session.

File No. 1 - Commissioner Arnold moved, seconded by Commissioner Johnson and unanimously carried, to approve payment of the license center and Human Services disbursements and the following claims:

County Revenue Fund	\$ 266,740.49
Road & Bridge Fund	104,275.90

Total	\$370,986.39
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Public Comment:

None

Economic Development Director Allison Wagner presented the annual report for Houston County Economic Development Authority. The Houston County EDA welcomed 2018 with the launch of two foundational projects: 1) A rebranding process complete with a new logo and a functional new website, and 2) the expansion of the Bluff Country Collaborative program, which

has grown into a strong partnership program with eight schools, over 50 businesses, and several organizational partners.

The new website, <https://houstoncountymn.com/>, contains tips on starting a new business and tourism. The Bluff Country Collaborative works to inform and prepare students for future job opportunities. The Collaborative is preparing for “Senior Day” on March 15th in Winona, Mn. Where local entrepreneurs and several business professionals have the opportunity to hold mock interviews and talk to students. The EDA established another goal for 2019 - to work with the U of M Extension and WDI (Workforce Development Inc) to help local farmers looking to find new opportunities on or off the farm. The EDA is also currently working with WDI to find solutions for the shortage of childcare in Houston County. Ms. Wager will be available Tuesdays and Wednesday during regular business hours. Her office is located in the Historic Court House Building in Room 211.

Commissioner Walter asked for approval of the following Consent and Action Items:

- 1) File No 2 – 1 Watershed, 1 Plan letter from AMC

Commissioner Arnold moved, seconded by Commissioner Johnson and unanimously carried, to approve.

- 2) File No 3 - Annual Ethics Review, Code of Ethics & Statements

Commissioner Arnold moved, seconded by Commissioner Johnson and unanimously carried, to approve.

- 3) File No 4 – Approve low bid for SAP 028-599-085, SAP 028-604-036 Bridge Projects on Old Indian Trail Road and CSAH 4 near Spring Grove, MN. Maintenance Foreman Burns recommended approval and indicated the cost factors were all legitimate, despite being slightly above the department’s estimate of \$566,390.50.

Minnowa Construction Inc.	
Harmony, MN 55939	\$604,321.61

Zenke Inc	
La Crescent, MN 55947	\$627,646.40

Icon Constructors, LLC	
Mabel, MN 55954	\$634,870.90

Generation X Construction LLC	
Rushford, MN 55971	\$677,268.70

Midwest Contracting, LLC Marshall, MN 56258	\$685,744.00
Landwehr Construction, Inc. St. Cloud, MN 56302	\$728,079.35
Alcon Construction Rochester, MN 55904	\$752,937.73
A-1 Excavating Inc. Bloomer, WI 54724	\$770,549.20
Carl Bolander & Sons St. Paul, MN 55107	\$863,706.01

Commissioner Johnson moved, seconded by Commissioner Arnold and unanimously carried, to approve the low bid of \$604,321.61 submitted by Minnowa Construction.

- 4) File No 5 – Approve Highway Department Budgeted Equipment Purchases- Maintenance Foreman Burns presented the equipment purchases, which included downsizing the number of trailers and rollers needed, with purchase of a used roller that significantly increased capability over the two current rollers, which would be sold. Mr. Burns explained the potential price difference on the plow truck, with the option of a tarp system preinstalled. The Board saw the merit in purchasing it now, with the potential mandate for it in the future as well as improved safety for county residents. Despite price variations on some of the equipment, Maintenance Foreman Burns felt the department would still come in under budget with the purchases requested. Administrator Babinski expressed that the highway department’s plow trucks are in a decent rotation schedule and explained we have the right balance if we keep up with replacing one a year, which puts them on a 12-year replacement cycle.

Commissioner Arnold moved, seconded by Commissioner Johnson and unanimously carried, to approve.

Administrator Babinski and Maintenance Forman Burns requested one addition to the approved equipment list, which they left off the original request as the Highway Department was still researching purchase options at the time the list was prepared. The draft 2019 budget included \$90,000 for a new loader for the Hokah satellite shop. The final, approved budget included only \$68,000 for a used rather than a new loader. The intended used loader is no longer available for purchase. Administrator Babinski

requested that the County board authorize up to a \$70,000 cap, as Mr. Burns was able to find two other loaders for sale, but would need to act quickly to secure one for purchase. Commissioner Johnson recommended that the board move forward ahead of the February 12th meeting to put a cap of \$70,000 to secure the purchase of the used loader.

Commissioner Arnold moved, seconded by Commissioner Johnson and unanimously carried, to approve.

5) File No 6 – Wildcat Agreement 2019

Commissioner Arnold moved, seconded by Commissioner Johnson and unanimously carried, to approve.

6) File No 7 – Extension Committee Appointment-Alstad/Feldmeier/Myhre

Commissioner Arnold, seconded by Commissioner Johnson and unanimously carried, to approve.

7) File No 8 – Resolution 19-04 Eitzen State Bank Authorized Signers

Commissioner Arnold move, seconded by Commissioner Johnson and unanimously carried, to approve the following resolution:

RESOLUTION NO. 19-04

WHEREAS, Donna Trehus holds the elected office of Houston County Auditor/Treasurer.

NOW THEREFORE, BE IT RESOLVED that Donna Trehus, Houston County Auditor/Treasurer, is granted the following powers: Open any deposit or share accounts(s) with Eitzen State Bank in the name of Houston County;

BE IT FURTHER RESOLVED that Donna Trehus, County Auditor/Treasurer, Jeffrey Babinski, County Administrator, and Teresa Walter, Chairperson of the Houston County Board, are hereby granted the following powers: Endorse checks and orders for the payment of money or otherwise withdraw or transfer funds on deposit with Eitzen State Bank;

BE IT FURTHER RESOLVED, that the above mentioned powers are granted effective Retroactive to January 8, 2019.

8) File No 9 – 2018 EDA Annual Report

Commissioner Arnold moved, seconded by Commissioner Johnson and unanimously carried, to approve.

9) File No 10 – Haulers License Fee – set at \$50/year for 2019

Commissioner Arnold moved, seconded by Commissioner Johnson and unanimously carried, to approve.

10) File No 11 – Guardianship Contracts- Staggemeyer/Burg

Commissioner Arnold moved, seconded by Commissioner Johnson and unanimously carried, to approve.

11) File No 12 – MFIP/DWP Contract with WDI (Workforce Development)

Commissioner Arnold moved, seconded by Commissioner Johnson and unanimously carried, to approve.

12) Action to appoint Administrator Babinski as the board's representative for stage 3 grievances.

Commissioner Johnson moved, seconded by Commissioner Arnold and unanimously carried, to approve.

13) Approve the Classification/Banding of the Solid Waste Coordinator, B-25 (AFSME) - Realignment of solid waste under Aaron Lacher, lead supervision over employees and keeping job sites coordinated.

Commissioner Arnold moved, seconded by Commissioner Johnson and unanimously carried, to approve.

14) Approve the position fill of Solid Waste Coordinator, B25; reappointing Julie Amundson, Environmental Services Clerk, B22, to probationary status, Solid Waste Coordinator, B-25, Step 2, at an hourly rate of \$20.78 (2018 retro) and \$21.40 (2019), effective October 13, 2018.

Commissioner Johnson moved, seconded by Commissioner Arnold and unanimously carried, to approve.

- 15) Approve classification and pay change of Deputy Treasurer, Julie Schleich to Deputy Auditor-Treasurer, B-22, Step-5, at a rate of \$19.60 effective January 7, 2019.

Commissioner Johnson moved, seconded by Commissioner Arnold and unanimously carried, to approve.

Commissioner Arnold reported that it had been 6 months since we hired Administrator Babinski and wanted to hold an evaluation process. Commissioner Walter suggested getting an evaluation form from Gary Weiers. Commissioner Arnold will contact him and will request as an agenda item for the work group session scheduled for Tuesday, February 5th. Commissioner Arnold had no meetings this month.

Commissioner Johnson reported his meeting with SEMCAC was cancelled.

Public Comment:

Mr. Barry Colsch was present to inform the commissioners that he had an interest if there was a need for a contractor to help repair the East Entrance steps in the Historic Courthouse or install guardrails within the County. The commissioners were appreciative of his interests.

There being no further business and the time being 10:20 a.m., Commissioner Johnson moved, seconded by Commissioner Arnold and unanimously carried, to adjourn the meeting. The next advertised full board meeting being Tuesday, February 12, 2019.

BOARD OF COUNTY COMMISSIONERS
HOUSTON COUNTY, MINNESOTA

By: _____
Teresa Walter, Chairperson

Attest: _____
Jeffrey Babinski, County Administrator

PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: Tuesday, January 29, 2019

9:30 a.m.

Place: Room 219, Courthouse, Caledonia, MN

Members Present: Eric Johnson, Teresa Walter and Fred Arnold

Others Present: Administrator Babinski; Sherriff Inglett

Board Workgroup Session

Call to order.

Administrator Babinski and Commissioner Johnson provided feedback from their attendance at the “County Government 101” training session provided by the Association of Minnesota Counties.

The Board reviewed the Committee Schedule and recommended adjustments for the internal standing committees to align with the schedule of regular board meetings. The Public Health and Human Services and Land Use/Public Works Committees will meet at 0830 on the 2nd Tuesday of the Month and the Finance Committee will meet on the 4th Tuesday of the month.

Sherriff Inglett joined the board for a short discussion on the meeting invitation from Winona County for a joint jail discussion with the counties of Winona, Goodhue, Wabasha and Houston County. The Board discussed implications of Winona’s options and the status of arrangements with Winona County.

This being a workgroup session, with no action taken, the meeting concluded at 10:30. The next advertised meeting being a regular board meeting, Tuesday, January 22, 2019.

**BOARD OF COUNTY COMMISSIONERS
HOUSTON COUNTY, MINNESOTA**

By: _____
Teresa Walter, Chairperson

Attest: _____
Jeffrey Babinski, County Administrator

PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: Tuesday, February 5, 2019

9:30 a.m.

Place: Room 219, Courthouse, Caledonia, MN

Members Present: Eric Johnson, Teresa Walter and Fred Arnold, Jack Miller

Others Present: Administrator Babinski; Bruce Kuehmichel, Yvonne Krogstad, Bob Burns

Board Workgroup Session

Call to order.

Administrator Babinski and Commissioner Arnold led a review and discussion on a proposed Appraisal Form for the County Administrator. Commissioner Arnold asked the others to provide feedback on the form and input for the Administrator's initial 6-month evaluation. The Board will schedule a closed session after either the Board Workgroup Session on 19 Feb or the Board Meeting on 26 Feb depending on the Board's preparations for the Appraisal.

Administrator Babinski shared feedback from a multi-county survey that most Counties do not have allowances for separate (reduced) Commissioner Salaries, but there are few examples where the option exists. The prevailing consensus of the board is to follow State Auditor guidance of maintaining one fixed salary, but asked Administrator Babinski to continue preparing a draft resolution for future consideration by the board.

Administrator Babinski provided the Board with an overview of the discussions he and the staff have had with Enterprise Fleet Management specialists. Babinski explained the pros and cons of using a corporate fleet management solution and mixture of owned and leased vehicles to provide the staff with safer, more efficient vehicles and reduce the county's budget for vehicle purchase, maintenance and mileage reimbursement. Administrator Babinski has invited the representative down to address the board and is working with the staff to define fleet requirements.

Administrator Babinski provided a review of his and the department's priorities and major projects for the year. Collectively, the Comprehensive Land Use Plan update, Facilities (Highway Department building, Historic Jail Building use, Grant for Historic Courthouse repairs), and continued staff consolidation and integration top the list. The Highway department has approximately \$9M worth of projects planned this year, including 7 roadway resurfacing projects, 5 bridge replacements, and preparatory work for 2020's projects.

This being a workgroup session, with no action taken, the meeting concluded at 11:30.
The next advertised meeting being a regular board meeting, Tuesday, February 12, 2019.

BOARD OF COUNTY COMMISSIONERS
HOUSTON COUNTY, MINNESOTA

By: _____
Teresa Walter, Chairperson

Attest: _____
Jeffrey Babinski, County Administrator

PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: Tuesday, February 12, 2019 9:30 a.m.
Place: Commissioners Room, Courthouse, Caledonia, MN

Members Present: Eric Johnson, Teresa Walter, Fred Arnold
Jack Present-Audio

Others Present: Administrator Babinski; Reporter Moorhead; Finance Director Lapham;
Auditor-Treasurer Trehus, Human Services Director Pugleasa, Engineer
Pogodzinski, Assistant Highway Engineer Conway and Bob Burns.

Call to order.

Commissioner Arnold moved, seconded by Commissioner Johnson, and unanimously carried to approve the agenda.

Commissioner Arnold moved, seconded by Commissioner Johnson, and unanimously carried to approve the minutes of the January 22, 2019 board meeting January 29, 2019 and February 5, 2019 Workgroup Sessions.

File No. 1 - Commissioner Arnold moved, seconded by Commissioner Johnson, and unanimously carried, to approve payment of the license center and Human Services disbursements and the following claims

County Revenue Fund	\$ 93,995.49
Road & Bridge Fund	\$16,776.90

Total	\$110,772.39
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Public Comment:

None

Commissioner Walter asked for approval of the following Consent and Action Items.

File No 2 – Commissioner Johnson made a motion, seconded by Commissioner Arnold and unanimously carried to adopt Resolution 19-04, Authorization to Execute Minnesota DOT Grant Agreement for Airport Improvement Excluding Land Acquisition and approve the state grant for the airport master plan study with the airport layout plan. The Federal part of this grant was previously approved August 21, 2018. This state grant will allow them to make payments and access the state funds.

RESOLUTION NO. 19-04
AUTHORIZATION TO EXECUTE MINNESOTA DEPARTMENT OF TRANSPORTATION
GRANT AGREEMENT FOR AIRPORT IMPROVEMENT EXCLUDING LAND
ACQUISITION

It is resolved by Houston County as follows:

1. That the state of Minnesota Agreement No. 1032122, "Grant Agreement for Airport Improvement Excluding Land Acquisition," for State Project No. A2801-31 at the Houston County Airport is accepted.

2. That the County Board Chairperson and the County Administrator are authorized to execute this Agreement and any amendments on behalf of Houston County.

File No. 3 - Commissioner Johnson made a motion, seconded by Commissioner Arnold and unanimously carried to adopt Resolution 19-05, Authorization to Accept Grant Agreement to State Transportation Fund (Local Bridge Replacement Program) for Project SAP 028-604-036.

RESOLUTION NO. 19-05
For Grant Agreement to State Transportation Fund (Local Bridge Replacement Program) Grant
Terms and Conditions SAP 028-604-036

WHEREAS, Houston County has applied to the Commissioner of Transportation for a grant from the Minnesota State Transportation Fund for construction of Bridge No.28J59; and

WHEREAS, the Commissioner of Transportation has given notice that funding for this project is available; and

WHEREAS, the amount of the grant has been determined to be \$ 130,040.00 by reason of the lowest responsible bid;

NOW THEREFORE, be it resolved that Houston County does hereby agree to the terms and conditions of the grant consistent with Minnesota Statutes, section 174.50, and will pay any additional amount by which the cost exceeds the estimate, and will return to the Minnesota State Transportation Fund any amount appropriated for the bridge but not required. The proper county officers are authorized to execute a grant agreement and any amendments thereto with the Commissioner of Transportation concerning the above-referenced grant.

File No. 4 - Commissioner Johnson moved, seconded by Commissioner Arnold, and unanimously carried to approve the 2019 Contract with Hiawatha Valley Mental Health Center for mental health services.

File No. 5 - Commissioner Johnson moved, seconded by Commissioner Arnold, and unanimously carried to approve 2019 Contract with ABC Woodland for community and center based supported employment and associated transportation for adults with disabilities.

File No 6 - Commissioner Johnson moved, seconded by Commissioner Arnold, and unanimously carried to approve 2019 Agreement for Regional Contract Management

File No 7 - Commissioner Johnson moved, seconded by Commissioner Arnold, and unanimously carried to approve 2019-2020 CREST Initiative Cooperative Agreement for regional participation.

File No. 8 - Commissioner Johnson moved, seconded by Commissioner Arnold, and unanimously carried to approve 2019-2020 Adult and Children's Mobile Crisis Grant Cooperative Agreement participation.

File No. 9- Commissioner Johnson moved, seconded by Commissioner Arnold, and unanimously carried to approve Foster Care School Transportation agreements with County School Districts (Caledonia, Houston, La Crescent-Hokah, and Spring Grove.)

File No. 10– Commissioner Johnson moved, seconded by Commissioner Arnold, and unanimously carried to affirm personnel actions:

- 1) Accept the retirement of Doreen Denstad, Accounting Clerk, B-23, effective May 2, 2019, with appreciation for her dedicated 39 years of service to the residents of Houston County.
- 2) Approve a competitive search for an Accounting Clerk, B-23.
- 3) Approve the reassignment of Audrey Staggemeyer, from Dietician C-41, to probationary status, Health Educator, C-42, Step 7 at a salary based on an hourly equivalent of \$29.49, effective February 19, 2019.
- 4) Accept the resignation of Lynnsey Standahl, Disability Services Social Worker, effective the end of the workday on February 26, 2019.
- 5) Approve a competitive search for a Social Worker, C-41.

6) Phone stipend from \$30 – \$50 for Steve Garrett.

File No. 11– On the recommendation of Engineer Pogodzinski, a request to accept the following bid received for S.A.P. 28-596-001 / SAP 028-030-005:

Mathy Construction Company
Onalaska, WI \$ 5,031,240.23

On the recommendation of Engineer Pogodzinski, Commissioner Johnson moved, seconded by Commissioner Arnold, and unanimously carried to accept the bid of Mathy Construction in the amount of \$5,031,240.23 for S.A.P. 28-596-001 / SAP 028-030-005.

File No. 12 –Zoning Administrator, Aaron Lacher was not able to attend the meeting. Commissioner Arnold requested approval of the following as approved by the planning commission:

- 1) Interim Use Permit application for Tricia Babinski, to operate a start-up Coffee Roasting business in an Agricultural Protected District in Brownsville Township.
- 2) Request Approval of Variance - Jacob and Erin Lampert – Caledonia Township. Variance of 24 feet to meet the required 65-foot setback from a township road to build an addition on an existing house.
- 3) Request Approval of Variance - Peter and Pamela Orr - Yucatan Township. Variance of 45 feet to meet the required 50-foot setback from the north property line for an existing shed.

Commissioner Arnold moved, seconded by Commissioner Johnson, and unanimously carried to approve.

EDA Director Allison Wager presented the following requests:

File No. 13- Consider approving EDA Revolving Loan Fund request from EDA meeting for Red's Hometown Market, LLC in Spring Grove. Pat Longmire owner of Red's Hometown Market, LLC in Spring Grove requested from the EDA \$65,000 in financing for updating and expanding his deli with new coolers, creating a Fat Pat's Prep area, and adding a coffee shop to the current store. The total project costs are around \$435,000 with the owner injecting \$105,000 in equity. Pat will also be requesting \$65,000 from the City of Spring Grove. The project will add at least one full-time job and 2 to 3 part time jobs in the first year, with the prospect of growing and hiring additional staff in the future. The EDA unanimously recommended the County Board approve this request.

Commissioner Arnold moved, seconded by Commissioner Johnson, and unanimously carried to approve.

File No. 14 - Consider approving EDA Revolving Loan Fund request from Klug Insurance Agency, LLC in Caledonia. The request was for \$20,000 in financing for expanding his insurance business. He plans to buy the building at 123 East Main Street in Caledonia located next to his current building which is larger and has been a vacant commercial space in Caledonia for several years. He plans to sell or rent out his current building. The funds will be used for the purchase and renovations of the new building. The total project costs are around \$145,000 with the owner injecting \$50,000 in equity. The City of Caledonia has approved a \$20,000 loan to the business and the owner has secured a line of credit from his bank. The project will add at least one full-time job in the first year, with the prospect of growing and hiring additional staff in the future. The EDA unanimously recommended the County Board approve this request.

Commissioner Arnold moved, seconded by Commissioner Johnson, and unanimously carried to approve.

File No. 16 – Engineer Pogodzinski requested consideration for approval for the Highway Department to purchase a used 2017 loader with low miles at a cost of \$68,900 delivered with warranty until October 2019. The loader is in coming from a reputable company in Pennsylvania with 160 hours. Administrator Babinski reported a new loader would cost \$84,000 with a savings of \$15,000 including warranty. It was determined that there was little to no value to the old loader for resale.

Commissioner Johnson moved, seconded by Commissioner Arnold, and unanimously carried to approve.

Commissioner Arnold reported his meetings with the EDA. The meeting was held at Ivy Grove Café in Spring Grove together with EDA Director Allison Wagner and local pastors. Commissioner Arnold informed the board that another meeting is scheduled in Mabel for February 22 at 8:30 a.m. The public is invited to discuss what options may be available for local farmers having difficulties during the farm crisis. Commissioner Arnold encouraged everyone to attend.

Commissioner Johnson reported that his Semcac meeting was cancelled for the second time due to the weather and has been rescheduled in March. Commissioner Johnson reported on his conference call with Bluff County.

Commissioner Walter reported on the program offered in La Crescent called “Mobile Wheels”. This program is similar to Semcac and proven to be very successful.

Commissioner Walter also had a cancellation of an extension meeting due to the weather and rescheduled to February 21st. The Family Collaborative board approved transportation for foster children to allow the children to stay in the same school district. Commissioner Walter is also involved in Workforce Development and they are currently in search of a new Director with meetings scheduled for February 22nd and March 7th to provide for interviews.

Commissioner Miller reported on meetings with Hiawatha Valley Mental Health and the hiring of a new director. Commissioner Miller has had some discussion with Administrator Babinski about housing the Hiawatha Valley Mental Health to a new location in Caledonia.

Commissioner Miller also had a contingency meeting in Rochester on regional radio. SE MN is a national leader in developing radio programs and he was glad to see the Houston County Sheriff and others from that department in attendance at the meeting. .

On motion from Commissioner Arnold, seconded by Commissioner Johnson and unanimously carried, the board went into a Public Hearing for the American with Disabilities Act (ADA) Transition Plan for Public Rights of Way at 10:00 a.m.

File No. 15 - Engineer Pogodzinski and Assistant Engineer Conway provided the board and public with an informational power point presentation of the draft outlining the American with Disabilities Act (ADA) Transition Plan for Public Rights of Way. The Federal Government will stop funding projects if we do not have a plan in place, stated Engineer Pogodzinski. The coordinator will be Personnel Director Arrick-Kruger for any type of architectural or parking lot projects of the Historic Courthouse Building. The main Coordinator for all other projects will be Engineer Pogodzinski. Assistant Engineer, Conway has been active in keeping up with all compliance issues. The plan evaluates existing sidewalks, pedestrian facilities, and curb ramps located within Houston County Right of Way specifically by the schools. Once the county board approves the plan, bids will be presented to the board. Projects will then be determined. A total of approximately \$775,000 will be needed to complete the project. The board will appoint a few commissioners to serve on the planning committee upon board approval. The public comment period will be held from January 11, 2019 to February 19, 2019. A copy of the draft document is available for review at the Houston County Highway Department office and the County website at: <http://co.houston.mn.us/Highway.aspx>.

There were no public comments. Following the public comment period, the Engineer Pogodzinski will ask the board for final approval of the ADA Transition Plan in March. On motion from Commissioner Arnold, seconded by Commissioner Johnson and unanimously carried, the board closed the public hearing and returned to the regular board meeting.

Commissioner Miller also reported satisfaction from La Crescent residents who were able to meet with the Houston County Assessor's office to resolve their questions regarding property values.

Administrator Babinski reported that he and Auditor-Treasurer Trehus met with Jim Accurso, with the 2020 U.S. Census Bureau. The County's role is merely to provide public awareness on getting the message out and engaging citizens within the county to realize the importance of completing the Census report. This census drives the State and Federal funding for the entire county. It will be crucial to obtain accurate numbers for the 2020 Census report.

Commissioner Miller reminded citizens who live in Caledonia City or Township to get out and vote for District 3 Commissioner today. The Canvassing board will take place on Friday, February 15th. The new commissioner swearing in ceremony is on Monday, February 25th at 8:30 a.m.

Commissioner Johnson recognized Doreen Denstad for her years of service with the County.

Public Comment:

None

There being no further business and the time being 10:43 a.m., Commissioner Arnold moved, seconded by Commissioner Johnson, and unanimously carried to adjourn the meeting, the next advertised meeting being Tuesday, February 26, 2019.

BOARD OF COUNTY COMMISSIONERS
HOUSTON COUNTY, MINNESOTA

By: _____
Teresa Walter, Chairperson

Attest: _____
Jeffrey Babinski, County Administrator

PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: Tuesday, February 19, 2019

9:30 a.m.

Place: Room 219, Courthouse, Caledonia, MN

Members Present: Eric Johnson, Teresa Walter and Fred Arnold, Jack Miller

Others Present: Administrator Babinski, Bruce Kuehmichel, Yvonne Krogstad, Bob Burns

Board Workgroup Session

Call to order.

Administrator Babinski provided a brief update on the District 3 election results. The board congratulated and welcomed Bob Burns, who will be sworn-in February 25, 2019 at 08:30.

The board discussed news of Winona Co's Jail advisory committee recommendations. Administrator Babinski, Commissioners Miller and Walter were to join Sheriff Inglett and Jail Administrator Schiltz later in the afternoon for a multi-county jail discussion hosted by Winona. Babinski informed the board that the Winona Co. Board adjusted the previously agreed contract from two-years to one, but otherwise terms remained as approved for housing Winona inmates.

Mr. Wong Nystrom, Senior Account Executive for Enterprise Fleet Management presented an overview of their Fleet Management Program and detailed what a 5-year plan for the county's vehicle fleet could look like. If adopted, Houston County could see benefits from administrative, operational and financial perspectives. Currently, 33% of Houston County's vehicle fleet exceeds 10 years of age, reducing safety and driving up maintenance costs. Mr. Nystrom presented a plan which could provide the County with an estimated \$177,700 savings over the 5-year cycle. If adopted, the arrangement would be an agreement rather than contract, managed by the Administrator with Department Head input, and subject to periodic review.

The scheduled closed session for the Administrator's 6-month Performance Evaluation was postponed until February 26th, at the Board's request.

This being a workgroup session, with no action taken, the meeting concluded at 11:30. The next advertised meeting being a regular board meeting, Tuesday, February 26, 2019.

BOARD OF COUNTY COMMISSIONERS
HOUSTON COUNTY, MINNESOTA

By: _____
Teresa Walter, Chairperson

Attest: _____
Jeffrey Babinski, County Administrator

PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: Tuesday, February 26, 2019

9:30 a.m.

Place: Commissioners Room, Courthouse, Caledonia, MN

Members Present: Eric Johnson, Teresa Walter, Fred Arnold, Jack Miller, Bob Burns

Others Present: Administrator Babinski; Reporter Moorhead; Finance Director Lapham; Auditor-Treasurer Trehus, Human Services Director Pugleasa, Engineer Pogodzinski, HR-Director Arrick-Kruger, Zoning Administrator Aaron Lacher, and Bryan Van Gorp and Yvonne Krogstad

Call to order.

Commissioner Arnold moved, seconded by Commissioner Miller, with all in favor with Commissioner Burns abstaining, to approve the agenda with one change: Consent item 6.iii moved under Action items.

Commissioner Arnold moved, seconded by Commissioner Miller, with Commissioner Burns abstaining, to approve the minutes of the January 22, 2019 board meeting January 29, 2019 and February 5, 2019 Workgroup Sessions.

File No. 1 – Commissioner Arnold moved, 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	\$ 41,316.97
Road & Bridge Fund	323,445.25

Total	\$364,762.22
	=====

Public Comment:

Bryan Van Gorp reported the Houston County Board of Adjustments unanimously approved a Resolution to request limiting future land parcel splits. The Board of Adjustments would like to have more of a handle on what the county's procedure is in dealing with problems or issues proactively before the County processes a split request. Mr. Van Gorp asked the county board to give careful consideration on future land splits to avoid problems that may occur with landowners after the process is completed. Zoning Administrator Lacher explained that in 2017 many Recorders and Auditors across the state adopted ordinances directing the County Zoning office to review every split before the Recorder's office processed it. Houston County has not adopted a similar process. Administrator Lacher explained that much discussion has taken place with other neighboring Auditors and Recorders. Fillmore, Winona and Houston County currently do not have a Resolution adopted.

Another issue Mr. Van Gorp wanted to impress upon the board was the importance of suppressing greenhouse gasses in the State of Minnesota. There is a concern that greenhouse gasses must be reduced by 50% in the next eleven years. Mr. Van Gorp stated he feels it will be up to Local and State Government to become better advocates toward land use practices to make this happen. Mr. Van Gorp stated that the largest single opportunity to move forward is to control land use plans. Commissioner Johnson asked Mr. Van Gorp how he felt that this would happen. Mr. Van Gorp's response was that by growing less corn and more hay and trees along with perennial crops. Commissioner Johnson asked Van Gorp if he felt that the county should limit farmers from growing corn. Mr. Van Gorp responded that he felt farmers should be encouraged and rewarded for using best land practices. Commissioner Johnson was concerned that he had heard that livestock with the new "Green Deal" would be also considered as something that was being considered as a limitation. Van Gorp reassured Commissioner Johnson that livestock is not a significant contributor to this problem.

Commissioner Walter asked for approval of the following Consent and Action Items.

Commissioner Arnold moved, seconded by Commissioner Johnson, and unanimously carried to approve the consent agenda items:

File No. 2. - Approved budgeted Multifunction Color Printer purchase – (\$10,987.01) – Replacing seven-year-old printer. IT will relocate the old printer to a lower-volume use area.

File No. 3. - Approved budgeted Microsoft Enterprise Management Software Licensing (\$37,633, \$8,143).

Accepted donation of \$100 for the K9 program from a private citizen.

Approved issuing County Credit Cards to the following individuals:

- a. Eric Johnson
- b. Susan Schwebach
- c. Jeffrey Babinski
- d. Brian Swedberg

File No. 4 - Affirmed the following personnel actions:

- a. Auditor/Treasurer

- i. Changed the employment status of Polly Heberlein from probationary to Regular effective February 27, 2019.

- b. Environmental Services

- i. Hired Patricia Burfield as a Drop Site Supervisor, 67-day employee at a rate of \$13.78 per hour.

ii. Hired Neil Storlie as a Drop Site Supervisor, 67-day employee at a rate of \$13.78 per hour.

b. Public Health and Human Services

i. Reassigned Michelle Schulte from Long-Term Care Lead Nurse (C-43) to Staff Nurse (C-41) Step 9, at an hourly rate of \$35.04 effective April 1, 2019.

ii. Accepted the resignation of Jennifer Johnson, Technical Clerk I (B-21), effective the end of the business day February 25, 2019.

iii. Initiated a search for a Case Aide (B-22) to replace the Technical Clerk (B-21) vacancy created by the Johnson resignation

iv. Initiated a search for a temporary Case Aide (67-day) to assist during a Child Protection Social Worker's qualified leave of Absence

c. Sheriff's Office

i. Promotional assignment of Rachel Meyer, Jailer/Dispatcher to probationary Lead Jailer, at a wage of \$29.72/hour (12% over top jailer), effective March 4, 2019.

Moved Agenda Item for discussion:

Ciii. - Hire James Gardner as a probationary Environmental Specialist, B-24, Step 1, at a wage of \$19.42 per hour, effective April 1, 2019, conditioned on successful completion of background check.

Administrator Babinski reported that this position was to focus mainly on Septic Systems and secondly as Environment Specialist. The applicant is not certified and will need to take Septic Training within the next year. However, Mr. Gardner has a Degree from the U of M with a minor in soil sciences, Ag basics, and some experience working with erosion control. Administrator Babinski reported that the position was re-advertised but they were unable to find a qualified applicant who was already a certified septic system inspector, primarily because those in the area that are certified also own their own businesses and can't do both.

Zoning Administrator Lacher reported that testing for Inspector Certification Training is offered periodically throughout the year but would prefer the hire start in the office and gains familiarity before attending formal training. Zoning Administrator Lacher is looking at six months to one year to take the first round of training followed with examinations. Ms. Meiners, who is currently employed in the office, has taken her first three classes and is ready to help

accomplish inspections. The long-term goal for the new hire would be to cross train and be capable of inspecting of septic systems and feedlots.

Commissioner Johnson asked if Zoning Administrator Lacher would remove himself from doing septic inspections and backing away or would he only fill in short term. Zoning Administrator Lacher stated that eventually he would be but not until someone is trained and completes their certification. Zoning Administrator Lacher explained that he still has recycling and zoning duties.

Administrator Babinski reassured Commissioner Burns that this position has been budgeted. Zoning Administrator Lacher reported there were fifty-five septic systems installed in 2018 with a minimum of five visits per inspection but may vary. The new hire would not be doing any inspections for at least a year but would be on site with Zoning Administrator Lacher until certified. Cross training would involve zoning procedures and learning about ordinances, etc. Existing septic systems are inspected if there is a transfer or sale of property. Owners may also hire a private inspector.

Commissioner Johnson stated that he would rather spend a little more money and hire someone who would be ready to inspect immediately as we are providing a service to the county. He added many contractors are frustrated with the process that is currently in place. Zoning Administrator Lacher explained that their office is unable to be there at all times but will often complete the necessary paperwork if they are reasonably sure that the inspection is satisfactory. Most counties do not have staff to go through the entire certification process. HR Director, Arrick-Kruger reported that this is a position in ASME with a specified pay scale, so the county would be in violation if they were to go outside of that recommendation.

Commissioner Arnold asked if hiring a contractor is an option. Wabasha has a contractor hired but the opportunity to cross train would be lost, stated Zoning Administrator Lacher. Some final reporting criteria need completion for 2018, although Commissioner Arnold stated that all counties are having issues due to the weather, leaving many reporting items unfinished. Outsourcing on a case by case basis is possible, if required, to keep up with inspection demands.

Commissioner Miller was impressed by the applicant's academic background. He trusts Aaron's ability to mentor and recommend going forward in hiring Mr. Gardner.

Commissioner Burns also added that with moving forward with re-writing the Comprehensive Plan for the County in which Zoning Administrator Lacher will be very involved with, will require additional staff to help cover needs during that time as well.

Commissioner Miller moved, seconded by Commissioner Arnold, and carried with Commissioner Johnson voting in a negative to hire Mr. James Gardner for the position of Probationary Environmental Specialist.

File No. 5 - Bridge Replacement, Hateli Drive, SAP 028-599-097.

Engineer Pogodzinski recommended approved low bid of Generation X Construction of Rushford, MN of \$106,294.00. Estimate was \$112,229.50, Seven bidders were present and all bids were 5-7% higher.

Commissioner Arnold moved, seconded by Commissioner Miller and unanimously approved.

Engineer Pogodzinski also updated the board on the removal of snow. Several pieces of equipment had been stuck and some of the drifts were 12-14 feet with no damage to trucks reported. All roads were fully passible and they appreciated everyone's patience. Engineer Pogodzinski reported that the overall quantity of salt remaining of 500 ton could possibly take us through until the end of the year.

It was the consensus of all commissioners in appreciation of the great job and hard work by the Highway Department in keeping the roadways plowed and salted with the tough winter we have had.

Commissioner Miller inquired about individuals using snow fences to contain the snow. Engineer Pogodzinski informed the board that there are resources out there and a financial benefit if you are a landowner and would like to install a snow fence.

File No. 6 - Consider approving the ADA Transition Plan

Engineer Pogodzinski reported that he has revived few comments. Minimal adjustments were made but overall the plan is identical as presented. Engineer Pogodzinski recommend to approve the ADA Plan as presented.

Commissioner Arnold approved motion, seconded by Commissioner Johnson to accept the ADA Transition Plan.

Commissioner Miller and Walter inquired if Engineer Pogadzinski had found out anything further on installing activated cross walks with push button lights for installation on South 7th Street at a cost of \$15,000.00 The city of La Crescent currently has the activated cross walk on South 3rd Street which was split three ways, one-third school, one-third county and one-third city. The city of La Crescent would like to install curb extensions by the city pool and push button cross walks. The city is talking about splitting the cost 50 percent county and 50 percent city. The city would handle all maintenance. Engineer Pogodzinski has met with the Caledonia City Council about possibly installing two push button activated cross walks by the school, which would add a great amount of safety for the children going back and forth. Funding on the project is being discussed.

File No. 7 - HR Director Arrick-Kruger recommended the board to re-adopt the Minnesota Merit System Equal Employment Opportunity and Affirmative Action Guidelines as Houston County's 2019-2020-2021 Agency Equal Opportunity and Affirmative Action Plan.

Commissioner Arnold moved, seconded by Commissioner Johnson, and unanimously carried to approve.

HR Director Arrick-Kruger informed the commissioners that every three years the County is required to readopt the plan and have done so over the past several years. We have been following the rules and guidelines of this plan required by the State of Minnesota. This plan is a requirement to receive grants for both State and Federal funding and is approved by the Human Rights, Department of State, and Human Service Agencies. As stated HR Arrick-Kruger felt that with the demographics of this County, it would not be cost effective to attempt to adopt our own in-house plan. To sum things up, this plan will assure that the County is following the guidelines that the State of Minnesota and Human Rights Department requires from us to do business.

Commissioner Miller asked what would happen if the county would have a complaint. HR Director Kruger explained that we have guidelines and processes in place to follow as set forth in the plan, which may cover searches, analysis of interview processes, training of workforce, etc. The compliance is very straightforward and guarantees the State that the County has mechanisms in place.

Commissioner Arnold reiterated by adding that we are not changing, only conforming to our current policy and guidelines.

Human Service Director, John Pugleasa was present to add that 60-65 counties in the State of MN are part of this system. There are contracts that we are required to meet equal employee opportunities with language and guidelines, which have been "built in" for a very long time with updates to be included in the plan as mandated by State Agencies.

File No. 8 - Memorandum of Agreement with LELS Local #60 regarding classification of "immediate family" in Article 13.1, Bereavement.

HR Arrick-Kruger requested to clarify the verbiage on the current agreement to include nieces and nephews of the employee's spouse. She stated that according to some of our contracts, it would say "contributing member". With much discussion, it was concurred that a niece and nephew of an employee's spouse would qualify under the beavement policy.

Commissioner Burns moved, seconded by Commissioner Johnson, and unanimously carried to approve.

File No. 9 - Administrator Babinski to Establish a Fleet Management Program and enter in an Enterprise Fleet Management Agreement.

Commissioner Walter stated that thirty counties have endorsed this program for commercial lease of vehicles endorsed by Association of Minnesota Counties (AMC). Administrator Babinski reported the vehicles would be obtained through an open lease. The county would have the advantage of selling the vehicles through the open market as opposed to our limited options that are currently in place. Administrator Babinski reported that there is an option to include a maintenance program, which can be applied to all vehicles whether it is through the lease program or county owned. One of the options available is GPS tracking. Some counties are using this to track their patrol vehicles. Short-term savings of \$170,000 over a five-year period based off the estimated purchase of nine vehicles would be recognized by the county. The plan was presented to currently replace nine vehicles, however Administrator Babinski would like to start with four and visit with the department heads to evaluate their needs. Administrator Babinski stated he specifically would like to start with two patrol cars for the Sheriff's Department, a planned truck purchase for the highway department, and small SUV for the Zoning department.

Commissioner Miller thought it would be a good time to evaluate the vehicle necessity within departments. Administrator Babinski reported that the county is spending \$40,000-\$50,000 per year to reimburse employees for mileage. With greater access to county-owned vehicles, this cost could be reduced as well.

Commissioner Burns asked to clarify if the county would be able to use local dealers and if the county would no longer need to accept low bids for purchase of vehicles. Administrator Babinski stated that the Enterprise would set up an agreement to work with local dealers for deliveries and warranty work.

Commissioner Johnson felt it would be advantageous for local repair shops, as they would potentially receive their money for service work within 24 hours whereas through the county it could take approximately 30 days turnaround time for receipt of payment for the service work. Commissioner Johnson felt that it would be good use of county funds and a way for the county to save some money.

Commissioner Johnson moved, seconded by Commissioner Miller, and unanimously carried to approve.

Administrator Babinski asked for a Motion to set the Board of Equalization Meeting for June 18, 2019 at 6:00 p.m. Commissioner Walter mentioned that she is the only one certified but certification training is available online.

Commissioner Arnold moved, seconded by Commissioner Johnson, and unanimously carried to approve.

Commissioner Johnson will be in contact with Assessor Hateli to confirm if his training with the township is the same training certification needed for the Board of Equalization.

Commissioner Walter asked the board to consider rescheduling the closed session for the evaluation of Administrator Babinski. It will be rescheduled for the next work group session.

Meeting was recessed being the time of 11:08 a.m.

Commissioner Walter called the meeting to order after Recess with the time being 11:15 a.m.

File No. 10 - Revised and reviewed 2019 Commissioner Committee Assignments

Commissioner Arnold updated the board on the most recent meetings with AMC (Association of MN Counties) regarding MNLARS and encouraged the board to contact our State Legislators, Jeremy Miller and Greg Davids to find a system that actually works. Commissioner Arnold also reported on the meeting held at the Mabel Community Center regarding the current farm commodity crisis.

Commissioner Johnson added that he was on the Environmental Natural Resources Committee which passed a resolution saying that the Association of Minnesota Counties were against Soil and Water initiating their own levy. The reason being is because the counties have good working relationships with the county board and Soil and Water. He felt they did not need another layer of bureaucracy if they were to create their own levy. Commissioner Johnson discussed his previous meetings with the Association of Minnesota Counties (AMC) where he brought up what we can do to increase our CPA (County Program Aid) in order to limit the need to adjust our levy thus raising taxes. AMC and legislators encouraged the board to work in conjunction with MN League of Cities expressing our concerns to have this aid increased. Commissioner Johnson recommended drafting a letter to cities within our county. Commissioner Johnson reported on the Resources Committee, the revision of EPA streamlining the road construction process. Commissioner Johnson wanted to remind the board that it would be up to the planning commission and the county board to look into Mr. Van Gorp's concerns.

Commissioner Burns had no report.

Commissioner Miller asked if the board could work together to draft a letter to the State regarding MNLars to address concerns and issues regarding the system.

Commissioner Miller mentioned his recent AMC legislative meeting with discussion regarding appointed vs elected positions of Auditor-Treasurer and Recorder. Babinski clarified that current Legislation states that if the county wanted to appoint elected positions, it would take State Legislation to make it official.

Commissioner Miller reported on his SCHSAC (State Community Health Services Advisory). The meeting explained the complicated aspects and issues regarding Native-American Tribal Communities. The plan moving forward is to promote and strengthen the public health system.

Commissioner Walter reported on the joint jail meeting with Winona, Goodhue and Wabasha counties. Winona County would like to build their own jail in 2021, even though many counties have additional beds available. All counties referenced shortages of space for Juveniles and mental health patients.

Commissioner Walter reported on workforce meetings and upcoming interviews for the hiring a new director in Rochester. Commissioner Walter attended a Solid Waste meeting with Julie Amundson and Zoning Administrator Lacher. Commissioner Walter feels that Ms. Amundson will be very instrumental in educating schools and residents in the county in recycling practices. Commissioner Walter attended the State Extension meeting and learned that in Minnesota there are currently 68,595 youth in 4-H and growing, especially in the Metro area. Seventy five percent of 4-H'ers graduate from college. Commissioner Walter reported on her Public Safety meeting. A speaker from the American Heart Association was present to train the dispatchers in CPR as they are the first contact before the EMS and first responders.

Commissioner Walter reported on a meeting with Highway Engineer Pogadynski regarding History Lane at the Houston County Fairgrounds. The entrance lane to the fairgrounds will be repaired after the County Fair. This project will be funded mainly by State Aid leaving approximately \$3,000 coming from fund balance. Engineer Pogodynski is currently working with HR Director, Arrick-Kruger in redoing the handicapped entrance at the Historic Courthouse Building, redesigning the parking area and closing the road that passes through the parking lot to enhance public safety.

Administrator Babinski updated the board on upcoming training sessions through AMC for new and experienced commissioners and will get the information out. Administrator Babinski informed the board the arbitration hearing for former employee Bruce Shores ended in the counties' favor. The arbitrator validated the just cause for his discharge and his grievance case is closed.

Public Comment:

Yvonne Krogstad requested the board move forward with a Comprehensive Use Plan that was to be reviewed last year. She hopes that someone will move forward and keep the public informed.

Administrator Babinski reported that he has met with Zoning Administrator Lacher and he will soon be presenting something to the board on the Comprehensive Use Plan.

Brian Von Corp asked the board if they could take action to set a 30-60 day limit if an ordinance complaint should arise.

There being no further business and the time being 12:10 a.m., Commissioner Arnold moved, seconded by Commissioner Miller, and unanimously carried to adjourn the meeting, the next advertised meeting being Tuesday, March 12, 2019.

BOARD OF COUNTY COMMISSIONERS
HOUSTON COUNTY, MINNESOTA

By: _____
Teresa Walter, Chairperson

Attest: _____
Jeffrey Babinski, County Administrator

PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: Tuesday, March 5, 2019

9:30 a.m.

Place: Room 219, Courthouse, Caledonia, MN

Members Present: Eric Johnson, Teresa Walter and Fred Arnold, Jack Miller, Bob Burns

Others Present: Administrator Babinski; Zoning Administrator Lacher, RRSW District Manager Walter

Board Workgroup Session

Call to order.

Dave Walter, District Manager of the Root River Soil and Water Conversation District provided an update on the RCPP, the national program that provides funding for the One Watershed, One Plan program. The 1W1P provides roughly \$500,000 over three years for a variety of watershed improvement programs, many of which require matching funds from landowners, but provide mutual benefit. There are over 90 project applications submitted, with 79 “in the system” awaiting acceptance and prioritization for funding. The Crooked Creek Project is at the top of the priority list. Administrator Babinski and District Manager Walter will work together to set up a Board tour of the Crooked Creek Project and Sinkhole on Bear Creek. The Soil and Water Board’s next meeting is March 14, at 1:00 pm (monthly, 2nd Thursday).

Zoning Administrator Lacher provided the board with some background information on the Soiney feedlot public hearing for general awareness of public hearing process and the Feedlot Officers’ work with the landowner prior to resorting to the Public Hearing and recommendation to review the Conditional Use Permit. Additionally, with Zoning Administrator Lacher, Administrator Babinski discussed the plans for developing the Comprehensive Land Use Plan and feedback from reviewing several other counties’s comprehensive plans and planning processes. Administrator Babinski presented a draft resolution for review, which he will present for decision at the March 12 board meeting.

Commissioner Arnold departed at 11:00 to travel to another scheduled meeting.

Commissioner Miller discussed Hiawatha Valley’s facility requirements in light of their plans and reiterated the interest in helping them find additional space in the county, to include potential use of County space so that we could retain this valuable service for county residents. The Board discussed general facility and space issues, including general discussion of the highway department building and historic jail building.

This being a workgroup session, with no action taken, the meeting concluded at 11:30.
The next advertised meeting being a regular board meeting, Tuesday, March 12, 2019.

BOARD OF COUNTY COMMISSIONERS
HOUSTON COUNTY, MINNESOTA

By: _____
Teresa Walter, Chairperson

Attest: _____
Jeffrey Babinski, County Administrator

PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: Tuesday, March 12, 2019 9:30 a.m.
Place: Commissioners Room, Courthouse, Caledonia, MN

Members Present: Eric Johnson, Teresa Walter, Fred Arnold, Jack Miller, Bob Burns
Others Present: Administrator Babinski; Reporter Moorhead; Finance Director Lapham;
Deputy Auditor-Larissa Erickson, Human Services Director Pugleasa, Engineer Pogodzinski,
HR-Director Arrick-Kruger, Zoning Administrator Aaron Lacher, Yvonne Krogstad, and Bruce
Kuehmichel

Commissioner Walter called the meeting to order.

Commissioner Arnold moved, seconded by Commissioner Burns, and unanimously carried to approve the consent agenda.

Commissioner Miller moved, seconded by Commissioner Arnold, and unanimously carried to approve the minutes of January 26, 2019's board meeting and March 5, 2019 Workgroup Sessions as amended.

File No. 1 – Commissioner Miller moved, seconded by Commissioner Arnold, and unanimously carried, to approve payment of the license center and Human Services disbursements and the following claims

County Revenue Fund	\$65,622.44
Road & Bridge Fund	\$94,166.62

Total	\$159,789.06

Public Comment: None

File No. 2 - Commissioner Johnson moved, seconded by Commissioner Burns, and unanimously carried to approve budgeted annual technology refresh purchases (PH/HS: \$15,873, \$2,401; Infosys: \$15,328.94, \$4,802; Recorder: \$1,536, \$1,801 Total: \$41,741).

File No. 3 - Commissioner Johnson moved, seconded by Commissioner Burns, and unanimously carried to affirm the following personnel actions:

a. Recorder

i. Accept the notice of retirement from Geraldine Klug, Chief Deputy Recorder, effective the end of the business day Friday, May 17, 2019. We all thank and congratulate Gerry for 42 years of service to the residents of Houston County.

ii. Search initiated for Chief Deputy Recorder, B-23.

b. Sheriff

i. Hire Darin Daveau as a probationary Jailer/Dispatcher, Step 1, at a wage of \$21.81 per hour, effective March 13, 2019, conditioned upon successful completion of background information.

File No. 4 - Commissioner Arnold moved, seconded by Commissioner Johnson, and unanimously carried to approve the 2018 Feed Lot Annual report presented by Feedlot Officer Meiners. She inspected 31 feedlots in 2018 and planned more in 2019 following her additional training this year. She reported there are 414 registered feedlots. Feedlots must be re-registered every 4 years. Commissioners questioned in field and application inspections. Feedlot Officer Meiners said the MPCA has opted out at this time due to the time involved with the inspections. Commissioner Arnold felt this is an important inspection. Commissioner Arnold Stated SE MN Water Resource Board will cease to exist at the end of the year primarily because a major state grant, including funding of feedlots, will no longer exist. MPCA is taking this over and there are questions of how this is all going to work. Sometimes the people in St. Paul do not understand how small towns operate, stated Commissioner Arnold. Consensus of the board was the importance of maintaining local control in what is going on in the farming community.

File No. 5 - Commissioner Johnson moved, seconded by Commissioner Miller, and unanimously carried to approve the Mathy Construction IUP with said exceptions and amendments as stated by Zoning Administrator Lacher. Zoning Officer Lacher spoke about a similar operational plan in 2016. In the last two years, there have been no complaints. Mathy Construction has submitted haul routes, storage sites, and equipment testing in a timely manner. The planning committee has a plan to move forward with this operational plan with exceptions regarding permit timelines and conditions.

File No. 6 - Commissioner Arnold moved, seconded by Commissioner Miller, and unanimously carried to approve the bids for bridges 28511 and 28525. Commissioner Johnson moved, seconded by Commissioner Arnold, and unanimously carried to reject all other bids for the other six bridges due to cost factors. Engineer Pogodzinski provided detail of the bit request for eight bridge projects. The County received only one quote back so “we do not have a lot to compare too”, stated Engineer Pogadzinski. He reported the three bridges quote for seal and sand aggregate were substantially (25-40%) above our estimates. Two projects were did not receive bids.

Approved Bridge Numbers: 28511, 28525

Rejected Bridge Numbers: 28528, 28522, 28523, 28515, 28510, 28514

File No. 6 - Commissioner Miller moved, seconded by Commissioner Burns, and unanimously carried to approve the bid for SAP 028-030-006, which includes SAP 028-602-013, SAP 028-603-026, and SAP 028-629-008 from Mathy Construction of Onalaska for \$2,468,101.47. Engineer Pogodzinski reported the one received bid was substantially above the Engineer’s estimate, but after extensive review and discussion with MNDOT, recommended approval and moving forward with the project due to timing, current road conditions, and the expectation that the costs would just go up in the future. This project is funded through the County State Aid funds, where there are sufficient funds to cover the project with little, if any, effect on the 2020

paving project plan. Engineer Pogodzinski detailed the timeline and efforts to minimize road closures and delays through the construction phases. He also discussed potential change orders to reduce some of the particularly high cost items in the contract. He also expressed that roughly one third of the project cost was dedicated specifically to bringing the affect roads into ADA compliance.

File No. 7. Commissioner Burns moved, seconded by Commissioner Johnson, and unanimously carried to approve the advance order of a plow truck for delivery in 2020 as a part of the 2020 budget. Engineer Pogodzinski reported that delivery delays for plow trucks are now exceeding original 8-9 month cycles and extending from 12 ½ to 18 months, putting our deliveries off-cycle from need. Additionally, ordering now would lock in the price prior to an expected 5% increase for the 2019 state bid pricing. This advance order will keep our vehicle rotation schedule on track.

Engineer Pogodzinski also updated the board on spring thaw, road conditions, and the planned temporary road bans to get through the spring transition.

File No. 8 - Commissioner Johnson moved, seconded by Commissioner Burns, and unanimously carried to approve Resolution 19-XX Comprehensive Plan Initiation. Administrator Babinski presented the staff's plan for updating the County's Comprehensive Land Use Plan, beginning with the Advisory Committee, created through Resolution 19-XX. The Advisory Committee will develop a detailed timeline, lead collection of public input, and divide, task and track efforts of sub-groups to create a draft plan to bring back to the board. Commissioners Arnold and Burns volunteered to be the two commissioner representatives on the Advisory Committee.

*****INSERT 19-XX.

County Administrator Babinski advised that rather than make a change, we do individual motions for this year and address a no uniform salary next year.

Commissioner Burns moved, Commissioner Johnson seconded to reduce Commissioner Burns' salary to \$12,000 for 2019. Commissioner Walter and Johnson voted yea, Commissioner Miller and Commissioner Arnold voted nay with Burns abstaining, motion rejected.

Commissioner Johnson moved, Commissioner Burns seconded to reduce Commissioner Johnson's salary to \$7,200. Commissioner Burns voted yea, Commissioner Arnold, Commissioner Miller and Commissioner Walter voted nay with Johnson abstaining, motion rejected.

File No. 9 - Commissioner Johnson moved, seconded by Commissioner Miller, and unanimously carried to approve the Memorandum of Agreement with LELS unit #415.

DISCUSSION ITEMS

File No. 10 - County Administrator Babinski shared a reminder that all Veterans in the county are encourage to attend the Veteran's Benefits Bonanza on 28 March, from 1100-1800 at the Radisson Hotel in La Crosse. Our VSO, Robert Thoen, has been active in helping set up this event to provide resources and information to the area's Veterans.

County Administrator Babinski reminded the board and public that the tax valuation statements would be arriving soon in mailboxes and reminded that corrections to the valuation statements must begin at the township or city level Board of Adjustments before the County Board of Adjustments can take action. Each owner's statements will have the schedule information. Township and City boards meet starting April 8th. The County Board of Adjustments will meet June 18th at 6:00p.m. The schedule will also be posted on the County website.

File No. 11 – DNR notification of Easement Rights purchase for angling access on Loon Creek from James Gilmner.

File No. 12 - Commissioner Miller reported Hiawatha Valley new director (Eric Severs) was hired with a March 4th start date and is happy to be back working with Hiawatha Valley.

3) Commissioner Reports & Comments

Commissioner Arnold- SE MN Water Resource Board will cease to exist at end of the year; it was in place for 21 years. They were responsible for 11 county area water regulations and were fully funded by the state. Because of this, the Feed Lot grant will be picked up by the MPCA. Olmstead County was in a way, paying our Grant writer, but now the big grant is going away and Olmstead County wants that position to be funded by SE MN Water Resource Board. Houston County benefits with area wide coordination of wastewater management, One Watershed One Plan; this plan will take the place of the grant in part, not in whole. Next Meeting is April 1, 2019. Olmstead is out of picture sometime in April. Dodge County will host the position that Olmsted dropped for the rest of the year but no longer has plans to continue after that.

EDA and Extension will hold workshop on Tuesday March 26th 10-11:30 A.M. The focus will be "Farming is challenging, what can we do to help?"

Commissioner Burns and Johnson Eric toured the Houston County Justice Center.

Commissioner Johnson had his first SEMCAC meeting.

Commissioner Miller had an EDA meeting with Commissioner Arnold. He reported the budget looks good. The Caledonia Bakery opened on Saturday under new ownership.

Commissioner Walter reported on Jackson County discontinuing home health care and they called to seek advice on what our procedure was to discontinue the program. Township meeting

is April 12 at the HCJC Building. All township meetings will be held tonight in conjunction with Township Election Day.

CLOSING PUBLIC COMMENT

Yvonne Krogstad spoke reminding the board to proceed as addressed to fill the Planning and Zoning Commission vacancy. She also reminded the board of the phrase, “We Pledge with Liberty and Justice for all.”

County Administrator Babinski addressed the posting of the position and the timeline for all this to be completed.

RECESS

Commissioner Walter moved, seconded by Commissioner Johnson, and unanimously carried to Recess.

11:00 CLOSED SESSION – Administrator Babinski 6-month Evaluation

12:10 Commissioner Walter re-opened the meeting after closed session and summarized that Administrator Babinski’s initial six months ‘with a lot of positive discussion.’

There being no further business and the time being 12:12 p.m., Commissioner Johnson moved, seconded by Commissioner Miller, and unanimously carried to adjourn the meeting, the next advertised meeting being Tuesday, March 19, 2019.

BOARD OF COUNTY COMMISSIONERS
HOUSTON COUNTY, MINNESOTA

By: _____
Teresa Walter, Chairperson

Attest: _____
Jeffrey Babinski, County Administrator

PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: Tuesday, March 19, 2019

9:30 a.m.

Place: Room 219, Courthouse, Caledonia, MN

Members Present: Eric Johnson, Teresa Walter and Fred Arnold, Jack Miller, Bob Burns

Others Present: Administrator Babinski; Sheriff Inglett, PH&HS Director Pogleasa, VSO Thoen, Yvonne Krogstead, Heidi Hankins, Karen Kohlmeyer, Bethany Moen, Heather Myhre

Board Workgroup Session

Call to order.

Sheriff Inglett discussed the Sheriff's office organizational structure and his efforts to streamline leadership positions, specifically two restructured positions from the Lieutenant rank to Patrol Sergeant positions. Overall, there are no changes to the FTE for the Sheriff's office. Administrator Babinski stated he would be requesting an external search for one Patrol Sergeant/Patrol Deputy to give the Sheriff the greatest flexibility to fill the currently vacant Deputy position. The other Sergeant Position will filled with an internal promotion. Overall, the Sheriff has seen a steady increase over the last three years in their calls for service and may approach the board during the 2020 budget cycle to increase the Deputy manpower to meet the increasing workload.

Veteran's Service Officer Thoen provided a program overview of his office's efforts to support Houston County's Veteran population.

Public Health and Human Services Director Pogleasa and staff provided an overview of their efforts to support Houston County, the status of the integration of Public Health and Human Services, and their continued departmental development.

This being a workgroup session, with no action taken, the meeting concluded at 11:30. The next advertised meeting being a regular board meeting, Tuesday, March 12, 2019.

BOARD OF COUNTY COMMISSIONERS
HOUSTON COUNTY, MINNESOTA

By: _____
Teresa Walter, Chairperson

Attest: _____
Jeffrey Babinski, County Administrator

PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: Tuesday, March 26, 2019

9:30 a.m.

Place: Commissioners Room, Courthouse, Caledonia, MN

Members Present: Eric Johnson, Teresa Walter (Chair), Fred Arnold, Jack Miller, Bob Burns

Others Present: Administrator Babinski; Reporter Moorhead; Finance Director Lapham; Deputy Auditor-Larissa Erickson, Human Services Director Pugleasa, HR-Director Arrick-Kruger, County Recorder Sue Schwebach, Solid Waste Coordinator Julie Amundson.

Presiding: Teresa Walter, Chairperson

Call to order.

Commissioner Arnold moved, seconded by Commissioner Miller, and unanimously carried to approve the agenda with item 4.b.iv and 4.d.i moved to the Action Items for discussion.

Commissioner Miller moved, seconded by Commissioner Johnson, and unanimously carried to approve the minutes of March 12, 2019 Regular Board Meeting and March 19, 2019 Workgroup Sessions.

File No. 1 – Commissioner Arnold moved, seconded by Commissioner Johnson, and unanimously carried, to approve payment of the license center and Human Services disbursements and the following claims:

County Revenue Fund	\$47,667.00
Road & Bridge Fund	\$14,773.22

Total	\$62,440.22
	=====

File No. 2 - Commissioner Arnold moved, seconded by Commissioner Johnson, and unanimously carried to approve 2019 Liquor License for Ma Cal Grove Country Club, Inc.

File No. 3 - Commissioner Arnold moved, seconded by Commissioner Johnson, and unanimously carried to adopt the Acceptable Use of Computers and Information Technology Resources, HC Policy 9.30.

File No. 4 – Commissioner Arnold moved, seconded by Commissioner Johnson, and unanimously carried to affirm the following personnel actions:

a. Environmental Services

- i. Change the employment status of Julie Amundson, Solid Waste Coordinator B-25, from probationary to regular with advancement from Step 1 to Step 2 effective April 14, 2019, per the AFSCME CBA.
- b. Public Health and Human Services
 - i. Hire Elizabeth Knutson as a probationary Public Health Nurse (Maternal Child Health), C-42, Step 1, \$29.75/hr., effective April 29, 2019, conditioned on successful completion of background check.
 - ii. Approve a qualified unpaid leave of absence not to exceed 60 days pursuant to County policy for Hana El-Afandi. Such leave shall be effective upon the exhaustion of all accrued paid leave balances and furlough leave that she may have available. El-Afandi's leave will begin on or about April 11, 2019 and her return to work date will be on or about July 15, 2019.
 - iii. Approve a qualified unpaid leave of absence for 22 hours, pursuant to County policy for Kathy Serres retroactive to March 13, 2019
 - iv. moved to Action Items
 - v. Accept the retirement notice of Marcia Bauer, RN – Case Worker, effective May 3, 2019. With thanks for her 40 years of health care experience, 28 of which she served the residents of Houston County.
 - vi. Approve initiating a competitive search for a Nurse Case Manager.
- c. Sheriff
 - i. Hire Lauren Felten as a probationary Administrative Assistant, B-21, Step 1, \$15.52/hour, effective April 1, 2019.

ACTION ITEMS

4.b.iv. (From Consent Agenda) Approve reclassification of WIC Coordinator position C-42 .6 FTE to B-22 Case Aide or B-21 Tech Clerk (at 1.0 FTE) pending MERIT review.

During discussion, staff confirmed the intent to remove the .6 FTE C-42 position and replace it with a B-21 or B-22 position, which HR will submit for MERIT evaluation and then banding. The new position would provide needed help in Income Maintenance, customer intake and additional duties. Administrator Babinski stated the position would be brought before the board once banded for full approval to seek position fill. Commissioner Miller moved, Commissioner Burns Seconded. Motion passed with Commissioner Arnold voting opposed.

4.d.i. (From Consent Agenda) Hire Mary Betz, as a probationary Chief Deputy Recorder, B-23, Step 4, \$21.47/hour, effective April 1, 2019. (A recent 17 year County Deputy Recorder. Accruals at rate at time of departure. Note, prior accrued sick leave bank will not count toward any future payouts.)

Commissioner Johnson questioned if staff followed normal hiring procedures to fill this position. HR-Director Arrick-Kruger stated due to time and extenuating circumstances, we did not advertise the position for external hire. As a former 17-year employee in the County Recorder's

office, the incumbent is the most qualified to assume the Chief Deputy Recorder duties. The position was pulled from the last meeting's agenda in order to meet AFSME's request for an internal posting. HR-Director Arrick-Kruger expressed the contract does not specifically address rehire of former AFSME members. After receiving zero internal applicants, the staff recommends rehire of Mary Betz. County Recorder Schwebach addressed board concerns on the need for a Chief Deputy position and spoke favorably of Mary's prior work in the office. Commissioner Arnold moved, Commissioner Johnson seconded, with unanimous approval of the hire.

File No. 4 – Commissioner Arnold moved, seconded by Commissioner Burns, and unanimously carried to approve the EDA Loan for Caledonia Bakery (EDA Wagner)

Commissioner Burns moved, seconded by Commissioner Arnold, motion failed to pass to change the name of Houston County Public Health and Human Services to Houston County Community Services. Public Health and Human Services Director Pogleasa addressed his staff's desire for a unifying name change as they grew together in the integration of the two departments. Administrator Babinski stated the name change was in line with similar combined offices in other counties. Commissioner Arnold and Walter felt the title was too general. Commissioner Burns expressed worry of the offices losing identity and Commissioner Walter felt it was too early post-integration to change the name.

Commissioner Burns moved, seconded by Commissioner Miller, and unanimously carried to recognize National Social Work Month with approval of the following resolution:

RESOLUTION NO. 19-07
NATIONAL SOCIAL WORK MONTH

WHEREAS, the Social Work Profession is dedicated to enhancing well-being and helping meet the basic needs of all people, especially those who are vulnerable, oppressed or living in poverty; and

WHEREAS, Social Workers elevate and empower people, giving them the ability to solve problems, cope with personal roadblocks and get the resources they need to succeed; and

WHEREAS, the Social Work profession is deeply weaved into our society with social workers active in government, schools, universities, social service agencies, communities, corporations, the military and in health care and mental health care settings; and

NOW THEREFORE, BE IT RESOLVED that in recognition of the numerous contributions made by America's Social Workers, and specifically those serving our communities here in Houston County, we proclaim the month of March 2019 as National Social Work Month and join in celebration and support of the Social Work Profession.

File No. 5 - Solid Waste Coordinator Amundson addressed to board to provide information on the 2019 light bulb collection program and highlight the County's recycling efforts through a

review of 2018 collection numbers. The annual lightbulb collection takes place April 6, with all five of the drop sites collecting bulbs from 8:00am to 3:00pm. The first 10 bulbs are free and then the cost ranges from \$0.18 to \$0.75 per bulb, depending on the type. Though named “Fluorescent Light Bulb Collection”, all types of light bulbs will be accepted and processed accordingly. Businesses are welcome to turn bulbs in from 10:00am to 2:00pm Monday through Friday at the Houston, Caledonia, La Crescent and Spring Grove sites. Annual collection averaged 8170 bulbs over the last 5 years.

Houston County residents recycled 778 tons of tires, appliances, mattresses, cardboard, e-waste, metals and plastic for a recycling rate running close to 45%. The county processed 5929 tons of refuse through the Xcel incinerator to convert refuse to energy.

Steve Sallee, Executive Director for the Southeast Service Cooperative, provided an overview of the SSC program and support to Houston County. Houston County’s membership cost is \$200 per year and returned an estimated value of membership over \$95,000 through customized training, cooperative purchasing, and Health Insurance program support. Mr. Sallee recently assumed the role of Executive Director. HR-Director Arrick-Kruger currently represents Houston County on the SSC Board and is in her third term as a board member and second year as the board president.

Administrator Babinski reminded the board and public of the Veteran’s Benefits Bonanza, sponsored in part by the Houston County Veteran’s Service Office, on 28 March in La Crosse. He also stated the 2019/2020 Valuation and Tax Statements have been mailed to property owners and reminded all to follow the instructions and timelines on the statements if they desired to address their valuation through the appeals process. Finally, he extended an invitation to the board on behalf of the Houston County Township Officer’s Association to their meeting on 12 April, 6:30pm in the Emergency Operations Center (basement of the County Justice Center).

Due to the scheduled closed session, the Commissioners decided to delay their reports to the next meeting.

Commissioner Johnson moved, seconded by Commissioner Arnold, and unanimously carried to enter a closed session based upon attorney-client privilege pursuant to MN Statute 13D.05, subd.3(b) to discuss ongoing litigation. The closed session began at 11:00 with Commissioners Miller, Johnson, Burns, Walter and Arnold, Administrator Babinski, HR-Director Arrick-Krueger, County Attorney Jandt and Attorney C present.

Commissioner Miller moved, seconded by Burns, and unanimously carried to return to open session.

County Attorney Jandt summarized the closed session, stating the board was presented with information from MCIT’s Attorney and discussed ongoing litigation and required mediation. No action was requested.

There being no further business and the time being 12:12 p.m., Commissioner Burns moved, seconded by Commissioner Arnold, and unanimously carried to adjourn the meeting, the next advertised meeting being a Workgroup Session on Tuesday, April 2, 2019.

BOARD OF COUNTY COMMISSIONERS
HOUSTON COUNTY, MINNESOTA

By: _____
Teresa Walter, Chairperson

Attest: _____
Jeffrey Babinski, County Administrator

PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: Tuesday, April 2, 2019

9:30 a.m.

Place: Room 219, Courthouse, Caledonia, MN

Members Present: Eric Johnson, Teresa Walter and Fred Arnold, Jack Miller, Bob Burns

Others Present: Administrator Babinski; Engineer Pogodzinski

Board Workgroup Session

Call to order.

Administrator Babinski provided an update on the Enterprise Fleet Management Program, and status of initial vehicle orders. He discussed upcoming meetings with the City Clerk/Administrators and the Annual Township Officer's Association Meeting on 12 April and other upcoming activities.

Engineer Pogodzinski provided an overview of the Highway Department and their many varied tasks supporting county roads, bridges, parks, and the airport. The County maintains 260 miles of roadway, with most of the highway miles as County State Aide Highways. Only 13 miles of road 249 is 'pure' County highway. In addition, they oversee 180 bridges and over 11,000 signs. Annually, they manage \$7M-15M worth of projects depending on road improvement cycles and flood damage repairs.

The board discussed some of the requirements for a new Highway Building and overall facility requirements of the Historic Courthouse, Historic Jail, and some of the outlying County Highway facilities. The Board decided to focus the 29 April Workgroup Session on future facility planning.

This being a workgroup session, with no action taken, the meeting concluded at 11:30. The next advertised meeting being a regular board meeting, Tuesday, April 9, 2019.

**BOARD OF COUNTY COMMISSIONERS
HOUSTON COUNTY, MINNESOTA**

By: _____
Teresa Walter, Chairperson

Attest: _____
Jeffrey Babinski, County Administrator

PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: Tuesday, April 9, 2019

9:30 a.m.

Place: Commissioners Room, Courthouse, Caledonia, MN

Members Present: Eric Johnson, Teresa Walter (Chair), Fred Arnold, Jack Miller, Bob Burns

Others Present: Administrator Babinski; Reporter Moorhead; Finance Director Lapham; Deputy Auditor-Larissa Erickson, Human Services Director Pugleasa, HR-Director Arrick-Kruger, County Recorder Sue Schwebach, Solid Waste Coordinator Julie Amundson, Engineer Pogodzinski, EDA Director Allison Wagner, Yvonne Krogstad.

Presiding: Teresa Walter, Chairperson

Call to order.

Commissioner Burns moved, seconded by Commissioner Arnold, and unanimously carried to approve the agenda.

Commissioner Miller moved, seconded by Commissioner Burns, and unanimously carried to approve the minutes of March 26, 2019 Regular Board Meeting and April 2, 2019 Workgroup Sessions.

EDA Director Wagner commented on the EDA Farmers event held March 26th. The Farmer Roundtable allowed EDA to gather feedback on what farmers need both through discussion and a survey. The event, attended by 30 people, led to several follow-up contacts, which in conjunction with WDI has helped pair folks looking for extra work with jobs. She thanked Rockfilter Distillery for hosting the event and shared their facility tour was fun and informative. She has updated the EDA website with a page dedicated to information for farmers. Most of those present indicated farmers are looking for an extra job off the farm for insurance purposes and to help with operating costs. The next EDA event is *Marketing in the Morning*, which will be on May 30th, 2019 between 7-8 am at the Wired Rooster in Caledonia MN. Commissioner Miller asked about Hemp in MN: “are there rumblings in our area?” EDA Director Wagner stated there was a brief discussion about hemp. Commissioner Arnold says it is a viable crop but getting it processed is the hang up.

File No. 1 – Commissioner Johnson moved, seconded by Commissioner Burns, and unanimously carried, to approve payment of the license center and Human Services disbursements and the following claims:

County Revenue Fund	\$156,347.40
Road & Bridge Fund	\$74,176.98

Total

\$230,524.38
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File No. 2 - Commissioner Johnson moved, seconded by Commissioner Burns, and unanimously carried to amend the fee schedule for the Southern Minnesota Regional Medical Examiner's Office for cremation approval fees to funeral homes from \$35 to \$50 to be in line with the rest of the region and help cover the Medical Examiner's Office costs.

File No. 3 - Commissioner Johnson moved, seconded by Commissioner Burns, and unanimously carried to file the Department of Revenue Report of Findings and Recommendations Letter.

File No. 4 - Commissioner Johnson moved, seconded by Commissioner Burns, and unanimously carried to approve a guardianship contract with Elinor Rask.

File No. 5 - Commissioner Johnson moved, seconded by Commissioner Burns, and unanimously carried to approve a guardianship contract with Rebecca Servais.

File No. 6 - Commissioner Johnson moved, seconded by Commissioner Burns, and unanimously carried to approve the Fraud Investigation Contract with Wabasha County.

File No. 7 - Commissioner Johnson moved, seconded by Commissioner Burns, and unanimously carried to approve the SNAP Employment and Training Contract with Wabasha County.

File No. 8 - Commissioner Johnson moved, seconded by Commissioner Burns, and unanimously carried to approve the 2019-2021 contracts for the Sentencing to Service Program.

File No. 9 - Commissioner Johnson moved, seconded by Commissioner Burns, and unanimously carried to approve two service agreements with AcenTek for building-to-building connectivity.

File No. 10 - Commissioner Johnson moved, seconded by Commissioner Burns, and unanimously carried to affirm the following personnel actions:

a. Public Health and Human Services

i. Hire Judy Haugstad as a temporary (67 day maximum) Case Aide to assist during the leave of absence of a Child Protection Social Worker at B22 step 1, beginning April 10, 2019.

b. Assessor's Office

i. Accept the notice of retirement from Carl Ask, Commercial Property Appraiser, and effective Friday, June 28, 2019. We all thank and congratulate Carl for 23 years of service to the residents of Houston County.

File No. 11 - Commissioner Johnson moved, seconded by Commissioner Arnold, and carried with Commissioner Miller voting opposed to appoint Bob Scanlan to fill an open seat on the County Extension Committee. Commissioner Burns asked why there was only one applicant. Commissioner Walter said it was not publicized. Commissioner Arnold asked how long the term is, Commissioner Walter says it is to fill the prior term of a resigned member which ends December, 2020.

File No. 12 - Commissioner Burns moved, seconded by Commissioner Miller, and unanimously carried to approve the final contract for SAP 028-627-010 with Mathy Construction for a total cost of \$2,882,295.66.

File No. 13 - Commissioner Johnson moved, seconded by Commissioner Arnold, and unanimously carried to approve the annual bids for liquid chlorine with Northern Salt, the same vendor as last year. Engineer Pogodzinski stated the bid amount includes product for township roads, who will pay their portion.

File No. 14 - Commissioner Johnson moved, seconded by Commissioner Burns, and unanimously carried to approve the annual bids for Aggregate Stock (2019-03). Engineer Pogodzinski had 7 different quotes, which were all approved as potential sources for Aggregate, as needed throughout the year.

File No. 15 - Commissioner Burns moved, seconded by Commissioner Arnold, and unanimously carried to approve the annual bids for Equipment Rentals (2019-04), which are pre-approved for use as-needed throughout the year.

Commissioner Miller moved, seconded by Commissioner Walter, and unanimously carried to approve the South 7th Street and Spruce Dr. crossing project. Engineer Pogodzinski explained this was a cost-share project with La Crescent City with 50% of the cost being asked for from the county. La Crescent City would pay for design and maintenance and the County will pay for pavement markings. The County portion is \$33,700.00 and will come from the County State Aid Money, or possibly from the County fund balance, with possible funding from wheelage tax. La Crescent City plans to start work in May.

Engineer Pogodzinski passed out an MNDOT pamphlet. The pamphlet shows how the monies are distributed, and an overview of data on the roadways and bridges. The same information can be found at MNDOT's website.

File No. 16 - Zoning Administrator Lacher provided an overview of the Zoning Office's revised CUP policy addressing time-limited renewal conditions on past CUPs. He explained that the time limited conditions were invalid based on MN Statute and CUP renewal would not be required by those with this condition in place.

File No. 17 - Commissioner Johnson moved, seconded by Commissioner Walter, and unanimously carried to approve the CUP for a dwelling on less than 40 acres in an Ag District

for Brian and Rhoda Dobeck, subject to the conditions recommended by the Planning Commission, with the exception of Condition 3 (Deed Restriction), which was removed by a unanimously carried amendment. Zoning Administrator Lacher shared the Planning Commission's recommendation of approval with the following conditions

1. State and local laws are followed
2. Survey done properly
3. Deed restriction.

The Board discussed the requirement for deed restrictions when property is split in a way that would make it a non-conforming property in the future.

File No. 18 - Commissioner Burns moved, seconded by Commissioner Arnold, and unanimously carried (Commissioner Johnson abstained) to approve the CUP for a dwelling on less than 40 acres in an Ag District for Tanner Johnson, subject to the recommended conditions. Zoning Administrator Lacher shared the Planning Commission's recommendation of approval with the following conditions

1. State and local laws are followed 0

File No. 19 - Commissioner Burns moved, seconded by Commissioner Arnold, and unanimously carried to approve the CUP to operate a golf course and build a clubhouse in an Ag District for Ma Cal Grove Country Club, subject to the recommended conditions. Zoning Administrator Lacher shared the Planning Commission's recommendation of approval with the following conditions

1. State and local laws are followed
2. County may enter at any time to inspect
3. Parking accommodations be met

File No. 20 - Commissioner Arnold moved, seconded by Commissioner Miller, and unanimously carried to approve the Application for a Club On Sale Retail Liquor License for Ma Cal Grove Country Club with a pro-rated fee due to the requirement to renew the permit in June.

Administrator Babinski shared news that the application period for the open seat on the Planning Commission has been extended until 18 April. He hosted a meeting with several of the City Administrators within the county to establish stronger communication and coordination. He reminded the board of the timings of the local boards of equalization and the upcoming Houston County Township Officer's Association Meeting on 12 April at 6:30 p.m.

Commissioner Arnold spoke about the Water Resources Board termination and the One Watershed One plan. He believes it will be cost effective.

Commissioner Burns spoke about the finance meeting, it is early in the year and we do not have complete numbers to report yet. On the County Justice Center Committee, sentence to serve issues were talked about as well as pre-sentencing investigation procedures. The Airport committee spoke about money from federal sources and monies in reserve. One concern of note,

to maintain our status, we need 10 planes registered, and we currently have 11 planes. The group discussed property lines and the potential requirements to move and possibly add hangers. He also mentioned the feedback that a Courtesy car on site has been requested.

Commissioner Johnson spoke about EQB board meeting, which was well attended. They discussed the need for a GIS study of nitrate levels in well water. Overall, the meeting was very informative. He stated he also went to two Weed meetings and was encouraged to see the proactive approach taken by Amelia Meiners, Extension, and the DNR to tackle a variety of invasive species.

Commissioner Miller spoke about EDA meeting. Most loans are up to date, however the board approved a letter to prod one loan recipient to do what was promised, with possible sanctions if he continues to not take action. He stated he was also in attendance for La Crescent's Board of Appeals and Equalization and felt it was a good meeting overall, but there were many residents in attendance requesting review of their valuations.

Commissioner Walter spoke about the light bulb collection, Julie Amundson told her 10,477 bulbs were collected. She relayed that the EMS regional board is still hoping to get funding of \$5000.00 from Houston County (only County not contributing) which goes strictly to training provided by the EMS region. Commissioner Walter attended the Brownsville township meeting and the Hokah Falls public meeting. Hokah has received permission to clean up the park below the falls. DNR recommended a separate project to address erosion and flood control above the falls, which would require separate funding.

Commissioner Burns asked if anyone else is going to the Land Use training. Commissioner Johnson and Administrator Babinski are also going as well as members of the Zoning Office and Planning Commission members.

Commissioner Burns expressed concern from a local business owner about the County's discussion with Hiawatha Valley for office space. Administrator Babinski expressed our ultimate concern is keeping them in the community, as they provide a valuable service. We don't intend to compete with private business, but were continuing a discussion from earlier in the year when Hiawatha Valley had problems with their current facility. Discussions with them are very preliminary at this point.

During Public Comment, Yvonne Krogstad asked about the land use committee setting a meeting. Babinski stated yes a committee meeting will be held in the next two weeks.

There being no further business and the time being 11:09 a.m., Commissioner Arnold moved, seconded by Commissioner Johnson, and unanimously carried to adjourn the meeting, the next advertised meeting being a Workgroup Session on Tuesday, April 2, 2019.

BOARD OF COUNTY COMMISSIONERS
HOUSTON COUNTY, MINNESOTA

By: _____
Teresa Walter, Chairperson

Attest: _____
Jeffrey Babinski, County Administrator

PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: Tuesday, April 16, 2019

9:30 a.m.

Place: Room 219, Courthouse, Caledonia, MN

Members Present: Eric Johnson, Teresa Walter and Fred Arnold, Jack Miller

Members Absent: Bob Burns

Others Present: Administrator Babinski; Surveyor Schmitt, IT Director Milde, Zoning Administrator Lacher, Sheriff Inglett, Rich Cordis (President, Sheriff's Posse).

Board Workgroup Session

Call to order.

Administrator Babinski shared news of the Governor's Emergency Declaration. Emergency Executive Order 19-30, signed 11 April, 2019, extends the State of Peacetime Emergency from 12 March 2019 for rapid snowmelt floodwaters and through the effects of Winger Storm Wesley, with snowfall, strong winds and ice damages on 10 April, 2019. Emergency Management Director Denney has contacted all townships and cities and will compile all damage reports for state and potentially federal disaster relief funding.

Surveyor Schmitt provided an overview of his office's functions and priority projects. He discussed the importance of restoring and maintaining the corner monuments of the Public Land Survey System and addressed the many other varied roles his office plays in ensuring legal descriptions and land records are maintained accurately. Additionally, he shared that he will be hosting the State Meeting of the Minnesota Association of County Surveyors on 6 June, 2019.

Andy Milde provided an overview of the Information Systems office. After an overview of current on-going efforts to modernize and maintain the computer architecture, he also addressed data protection and future programs to keep up with changing technology.

Zoning Administrator Lacher provided an overview of the Environmental Services office and their functions, covering solid waste management, septic and feedlot inspections and zoning management. He detailed the improvements made through use of online permitting applications and their development with new employees and changed roles.

Sheriff Inglett and Sheriff's Posse President Cordis discussed a proposal with the board to help the Posse with their development of a drone program, focused primarily as a search and rescue tool. The Posse has been collecting for and is about to purchase a drone and associated equipment for roughly \$17,000. The Posse has received a '96 Ford Ambulance from the

Brownsville Fire Department, which is being retro-fitted to support drone operations and storage. The Posse has requested to donate the vehicle to the Sheriff's department so it can be insured through the county's MCIT insurance. The drone itself would remain property of the Posse and be insured by the Posse. Several Posse members and multiple deputies will be trained on the drone's operation to maximize potential response options when the drone can safely assist with Search and Rescue, accident response, or other opportunities. Sheriff Inglett was asked to provide some additional information, which will be presented at next week's board meeting when this is brought forth for a board decision.

This being a workgroup session, with no action taken, the meeting concluded at 11:45. The next advertised meeting being a regular board meeting, Tuesday, April 9, 2019.

BOARD OF COUNTY COMMISSIONERS
HOUSTON COUNTY, MINNESOTA

By: _____
Teresa Walter, Chairperson

Attest: _____
Jeffrey Babinski, County Administrator

PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: Tuesday, April 23, 2019

9:30 a.m.

Place: Commissioners Room, Courthouse, Caledonia, MN

Members Present: Eric Johnson, Teresa Walter (Chair), Fred Arnold, Jack Miller, Bob Burns

Others Present: Administrator Babinski; Reporter Moorhead; Deputy Auditor/Treasurer-Larissa Erickson, Human Services Director Pugleasa, Engineer Pogodzinski, Auditor/Treasurer Donna Trehus, SEMCAC Outreach Services Coordinator Michelle Viste, County Attorney Samuel Jandt, Yvonne Krogstad.

Presiding: Teresa Walter, Chairperson

Call to order. All said pledge of Allegiance.

Commissioner Burns moved, Commissioner Arnold seconded, unanimously carried to approve the agenda.

Commissioner Miller moved, Commissioner Johnson seconded, motion carried with Commissioner Burns abstaining to approve the minutes of April 9, 2019 Regular Board Meeting (as amended) and April 16, 2019 Workgroup Sessions.

File No. 3 - Auditor/Treasurer Trehus provided an update on the County Investments. The State Auditors require the Treasurer to provide to the county board on a semi-annual basis a listing of the County's investments and cash on hand. All broker investment transactions are sent to Carol Lapham, Finance Director. Administrator Babinski signs off on investment transactions with the Eitzen State Bank providing quality control and eliminating any potential risk to the County.

File No. 4 - Michelle Viste, SEMCAC Outreach Services Coordinator, provided the annual SEMCAC update to the Board. Commissioner Burns asked how Elsie's was working out for supporting Senior Dining in Caledonia. Ms. Viste stated it is going well and people are enjoying the food. The Food shelf is going well with a good amount of volunteer's in this area, but they can always use more help. Commissioner Miller asked how people know about the services. Ms. Viste stated they spread news by word of mouth and mail and work with Public Health and Human Services and other non-profit organizations to get the word out. Commissioner Burns inquired if donations are down; Ms. Viste reported that they are at a much lower giving number. Commissioner Johnson commented that Houston County gave \$5000, and asked if other counties contribute similar donations. Viste stated, "Yes", but a lot of their funding comes from larger corporations in outside of Houston County.

File No. 1 – Commissioner Johnson moved, Commissioner Burns seconded, unanimously carried to approve payment of the license center and Human Services disbursements and the following claims:

County Revenue Fund	\$39,809.37
Road & Bridge Fund	\$3,550.30

Total	\$43,359.67
	=====

File No. 2 - Commissioner Johnson moved, Commissioner Burns seconded, unanimously carried to affirm the following personnel actions:

- a. Environmental Services
 - i. Hire Michael Stano as a Drop Site Supervisor, 67 day employee, at step 1 of the Drop Site Supervisor wage scale, beginning ?
- b. Public Health and Human Services
 - i. Hire Susan Tostenson as a probationary Case Aide, AFSCME B-22, step 2, conditioned upon successful completion of background check, effective May 20, 2019.
 - ii. Reassign Jennifer Daley-Oakes, Adult Services Social Worker to the position of Home and Community Services Social Worker, effective April 24, 2019 (Lateral transfer, no banding or step change.)
 - iii. Initiate a competitive search to fill the Adult Services Social Worker vacancy created by the Daley-Oakes transfer.
 - iv. Change the employment status of Hana El-Afandi, CP Social Worker, from probationary to regular status effective April 29, 2019.
 - v. Change the employment status of Deb Hartley, Collections Officer, from probationary to regular status, effective April 29, 2019.
- c. Information Systems
 - i. Change the employment status of Shane Loken, Network/Help Desk Technician from probationary to regular status effective April 30, 2019.
- d. Recorder's Office
 - i. Extend the trial work period of Steffanie Schellsmidt, Deputy Recorder, two months to July 1, 2019.

File No. 5 - Commissioner Arnold moved, Commissioner Burns seconded, unanimously carried to approve Resolution 19-08 to ratify the Joint Powers Board Agreement to terminate the SE MN Water Resources Board.

RESOLUTION NO. 19-08

SE MN WATER RESOURCES BOARD TERMINATION

Apr 23, 2019

WHEREAS, the Southeast Minnesota Water Resources Board operates under a Joint Powers Board Agreement effective May 5, 1987, and

WHEREAS, the Southeast Minnesota Water Resources Board was formed to improve the planning, coordination, and implementation of Comprehensive Water Management Planning within the multi-county area, and

WHEREAS, local water planning efforts have moved toward the state's 1 Watershed 1 Plan model, and

WHEREAS, these watershed groups and other regional organizations are more appropriate to receive grants related to local water protection, and

WHEREAS, regional grant opportunities for the SEMNWRB are diminishing, and

WHEREAS, the JPB agreement states that, "the Board and this Agreement shall remain in existence until there is an affirmative vote to terminate existence by 2/3 of the then-member counties," and

WHEREAS, at the March 11, 2019 meeting the board members present, representing the 10 counties, voted 7-2 to disband and ask the county boards involved to ratify that vote,

NOW THEREFORE, BE IT RESOLVED that the Houston County Board of Commissioners supports the JPB members' action at the March 11, 2019 board meeting to terminate the Southeast Minnesota Water Resources Board Joint Powers Board Agreement.

File No. 6 - Commissioner Miller moved, Commissioner Arnold seconded, unanimously carried to approve Resolution 19-09 to create a Noxious Weed Appeals Committee.

RESOLUTION NO. 19-09

SE MN WATER RESOURCES BOARD TERMINATION

Apr 23, 2019

WHEREAS, Minnesota Statute 18.83, Subd. 3 (2) has been adopted for the purpose of protecting the residents of the state from the injurious effects of the noxious weeds on public health, the environment, public roads, crops, livestock, and other property; and

WHEREAS, Houston County is responsible for the enforcement of the noxious weed program established in Chapter 18 Minnesota Statute and is required to delegate a noxious weed appeals committee as part of the program, and

WHEREAS, Houston County has a Board of Adjustment to hear appeals of the Houston County Zoning Ordinance and is competent in the appeal process and can provide a fair review of any appeal before them, and

WHEREAS, a fee will be assessed per Minnesota Statute 18.83, Subd. 7, unless an appeal is filed per Minnesota Statute 18.84 and upheld, and

WHEREAS, the Board of Commissioners may delegate the Board of Adjustment to act as the Noxious Weeds Appeals Committee.

NOW THEREFORE, BE IT RESOLVED that the Houston County Board of Commissioners appoint the Houston County Board of Adjustment to act as the Houston County Noxious Weed Appeals Committee.

File No. 7 - Commissioner Burns moved, Commissioner Arnold seconded, unanimously carried to approve the low bid from Fahrner Asphalt Sealers, LLC of Eau Claire for CP 2019-07 Bituminous Sealcoat, Bituminous Fog Seal and Paving Markings for CSAH's 3, 27 and History Lane.

File No. 8 - Commissioner Burns moved, Commissioner Johnson seconded, unanimously carried to approve the low bid for CP 2019-06, for crack filling various County highways.

File No. 9 - Commissioner Burns moved, Commissioner Arnold seconded, unanimously carried to approve the low bid for CP 2019-02, for pavement marking of various County highways and within Caledonia and La Crescent.

File No. 10 - Commissioner Arnold moved, Commissioner Miller seconded, unanimously carried to approve the transfer of airport entitlement funds to the City of Fairmont, MN with repayment of funds in 2022.

Commissioner Burns moved, Commissioner Arnold seconded, unanimously carried to enter into a closed session pursuant to MS Statute 13D.05, subd. 3 to discuss developing an offer for potential property transaction involving parcels 210907002, 211094001 and portions of 211094000.

Commissioner Miller, Commissioner Burns seconded, unanimously carried to end the closed session and return to open session. Administrator Babinski provided a summary of the closed session, stating Consensus is to move forward with negotiating the potential property transaction involving parcels 210907002, 211094001 and portions of 211094000.

Administrator Babinski gave a brief update on our vehicle fleet management plan; everything is on track and going well.

File No. 11 - Administrator Babinski provided the board a copy of the Governor's Declaration of Emergency and stated that Olivia is consolidating damage reports from townships and utility companies and working with them and the state to seek financial help for repairs.

File No. 12 - Administrator Babinski provided the board a letter from the Southern Minnesota Initiative Foundation (SMIF) thanking Houston County for previous contributions and requesting to be included in 2020 appropriations.

The commissioners reported attendance at various Township/City Board of Adjustment meetings with feedback that the process is working well and many assessment issues were resolved in those sessions with support of county staff.

Commissioner Walter reported on the Work Force Development meeting; all is going well and a new regional director has been appointed and will be on board soon.

There being no further business and the time being 11:10 a.m., Commissioner Arnold moved, seconded by Commissioner Johnson, and unanimously carried to adjourn the meeting, the next advertised meeting being a Workgroup Session on Tuesday, April 30, 2019.

BOARD OF COUNTY COMMISSIONERS
HOUSTON COUNTY, MINNESOTA

By: _____
Teresa Walter, Chairperson

Attest: _____
Jeffrey Babinski, County Administrator

PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: Tuesday, April 30, 2019

9:30 a.m.

Place: Room 219, Courthouse, Caledonia, MN

Members Present: Eric Johnson, Teresa Walter, Bob Burns, Fred Arnold, Jack Miller

Others Present: Administrator Babinski; Multiple Department Heads; Yvonne Krogstead,
Bruce Kuemichel

Board Workgroup Session

Administrator Babinski provided an overview of the land swap/purchase process for the land being considered adjacent to the Highway Department. A required Public Hearing will be held in conjunction with the 14 May Regular Board Meeting.

HR Director Arrick-Kruger provided an update on the grant submission to the State Historical Society for repairs to the Historic Courthouse Building. We will continue to work with Preservation Alliance and Collaborative Design to submit the grant.

The Department Heads led a discussion on facility concerns and ideas for future improvement, future needs and other facility related concerns. Staff addressed consolidation of Public Health and Human Services and a desire to co-locate those agencies for greater efficiency and overall locations of customer-facing office functions. The group discussed pros and cons of using the Historic Jail as office space and what functions might fit best there. Auditor/Treasurer Trehus expressed desire to create greater privacy and better waiting space for serving Licensing and Tax customers. Engineer Pogodzinski addressed concerns at several Highway satellite facilities, specifically improvements La Crescent Township wishes to make with their shared facility. Zoning Administrator Lacher addressed challenges at the drop site facilities.

This being a workgroup session, with no action taken, the meeting concluded at 11:45. The next advertised meeting being a workgroup session, Tuesday, May 7, 2019.

BOARD OF COUNTY COMMISSIONERS
HOUSTON COUNTY, MINNESOTA

By: _____
Teresa Walter, Chairperson

Attest: _____
Jeffrey Babinski, County Administrator

PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: Tuesday, May 7, 2019 9:30 a.m.

Place: Room 219, Courthouse, Caledonia, MN

Members Present: Teresa Walter, Bob Burns, Fred Arnold, Jack Miller

Members Absent: Eric Johnson

Others Present: Administrator Babinski; Recorder Schwebach; Auditor/Treasurer Trehus;
Betts Ready

Board Workgroup Session

Recorder Schwebach provided an overview of the functions performed in the Recorder's office and addressed several questions from the Board.

Auditor/Treasurer Trehus provided an overview of the functions performed in the Auditor and Treasurer Offices, noting that most functions are still performed separately, but the entire staff is working to become cross-trained on all areas for greater flexibility to meet seasonal and daily fluctuations in priority for election seasons, tax season, and periods at the licensing desk.

This being a workgroup session, with no action taken, the meeting concluded at 11:45. The next advertised meeting being a regular board meeting, Tuesday, May 14, 2019.

BOARD OF COUNTY COMMISSIONERS
HOUSTON COUNTY, MINNESOTA

By: _____
Teresa Walter, Chairperson

Attest: _____
Jeffrey Babinski, County Administrator

PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: Tuesday, May 14, 2019

9:30 a.m.

Place: Commissioners Room, Courthouse, Caledonia, MN

Members Present: Eric Johnson, Teresa Walter (Chair), Fred Arnold, Jack Miller, Bob Burns

Others Present: Administrator Babinski; Reporter Moorhead; Deputy Auditor/Treasurer Larissa Erickson, Human Services Director Pugleasa, Engineer Pogodzinski, Auditor/Treasurer Donna Trehus, County Attorney Samuel Jandt, Surveyor Eric Schmitt, Recorder Sue S, Zoning Administrator Aaron Lacher, Yvonne Krogstad, Brian Van Gorp, Betts Ready, Attorney Cally Kjellberg-Nelson, Attorney Jerry Conway, MCIT (by phone)

Presiding: Teresa Walter, Chairperson

Call to order. All said pledge of Allegiance.

Commissioner Arnold moved, Commissioner Burns seconded, unanimously carried to approve the agenda.

Commissioner Miller moved, Commissioner Arnold seconded, unanimously carried to approve the minutes of April 23, 2019 Regular Board Meeting and April 30, 2019 and May 7, 2019 Workgroup Sessions.

Mr. Brian Van Gorp, Yucatan Township, expressed concerns about the Zoning policy to drop the 5-year renewal requirement and stated he had asked Attorney Squires at a training event if the county's action was appropriate. He felt the conditions need to stay in place until they are removed properly. Commissioner Johnson asked Brian whether he was addressing the board as a private citizen or as a representative of the Board of Adjustment. Commissioner Walter stated we will look into it.

File No. 1 – Commissioner Arnold moved, Commissioner Burns seconded, unanimously carried to approve payment of the license center and Human Services disbursements and the following claims:

County Revenue Fund	\$147,353.79
Road & Bridge Fund	\$263,711.16

Total	\$411,064.95
	=====

File No. 3 – Commissioner Arnold moved, Commissioner Burns seconded, unanimously carried to approve resolution 19-10 accepting donation of vehicle from Sheriff's Posse.

RESOLUTION NO. 19-10
ACCEPTANCE OF VEHICLE DONATION

WHEREAS, the Houston County Sheriff's Posse has received from the City of Brownsville a 1996 Ford motor vehicle VIN#1FDKE3OFXTHB04352; and

WHEREAS, the Houston County Sheriff's Posse wishes to donate the afore-mentioned vehicle to the Houston County Sheriff's Office to assist with the Houston County Sheriff's Office mission of protecting and serving the citizens of Houston County; and

NOW THEREFORE, BE IT RESOLVED that the Houston County Board of Commissioners accepts the donation of the 1996 Ford vehicle VIN#1FDKE3OFXTHB04352 on the condition if the Houston County Sheriff's Office should no longer have a need/use for the vehicle, the vehicle shall be returned to the Houston County Sheriff's Posse free of charge for use and/or disposal as they see fit.

File No. 4 – Commissioner Arnold moved, Commissioner Burns seconded, unanimously carried to approve resolution 19-11 authorizing the Southern MN Housing Network to administer funds made available through the MN Housing Finance Agency Family Homeless Prevention and Assistance Program.

RESOLUTION NO. 19-11
FHPAP FUND ADMINISTRATION AUTHORIZATION

WHEREAS, the Minnesota Housing Finance Agency, State of Minnesota, has been authorized to undertake a program to provide funds for Family Homeless Prevention & Assistance Projects; and

WHEREAS, the Southeastern Minnesota Housing Network, working through Three Rivers Community Action, Inc. (Grantee), Semcac (Sub-Grantee) and Lutheran Social Service of MN (Sub-Grantee), have submitted a renewal application for the Minnesota Housing Finance Agency Family Homeless Prevention and Assistance Program; and

WHEREAS, the Southeastern Minnesota Housing Network working through Three Rivers Community Action, Inc., and Sub-Grantees have demonstrated the ability to perform the required activities of the Minnesota Housing Finance Agency Family Homeless Prevention & Assistance Program; and

WHEREAS, the Family Homeless Prevention & Assistance Grant was awarded to Three Rivers Community Action, Inc. by the Minnesota Housing Finance Agency; and

NOW THEREFORE, BE IT RESOLVED that the Houston County Board of Commissioners authorizes the Southern Minnesota Housing Network to administer funds made available through the Minnesota Housing Finance Agency Family Homeless Prevention and Assistance Program in the county of Houston, in Minnesota.

File No. 5 – Commissioner Arnold moved, Commissioner Burns seconded, unanimously carried to approve resolution 19-13 expressing county support for MN Transportation Funding.

RESOLUTION NO. 19-13
MINNESOTA TRANSPORTATION FUNDING

WHEREAS Minnesota Counties maintain 30,742 miles of County State Aid Highway (CSAH) roads and 14,141 miles of county roads, totaling over 30% of the state's roadways; and

WHEREAS the total annual need is \$1.084 billion over the next 25 years just to maintain the current CSAH and county road system, not including expansion; and

WHEREAS the annual funding gap for counties has resulted in deferring basic maintenance, delaying expansion projects with resulting safety concerns, mounting congestion, and missed economic growth for businesses and commuters; and

WHEREAS a comprehensive and sustainable transportation solution should include robust funding for roads, bridges, and transit, and address the varying needs in different parts of the state; and

WHEREAS increased funding for Minnesota's Highway User Tax Distribution Fund would provide additional, stable funds for MnDOT, all 87 counties, all cities with a population of 5,000 or more, and townships across the state;

NOW THEREFORE BE IT RESOLVED that the Houston County Board of Commissioners encourages the Minnesota Legislature to pass and the Governor to sign a bill that brings adequate funding to Minnesota's statewide transportation system.

File No. 6 – Commissioner Arnold moved, Commissioner Burns seconded, unanimously carried to approve resolution 19-14 approving the Maintenance and Grooming Application of Viking Snowmobile trail.

RESOLUTION NO. 19-14
VIKING SNOWMOBILE TRAIL

BE IT RESOLVED that the Board of County Commissioners, Houston County, Minnesota 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.

File No. 7 – Commissioner Arnold moved, Commissioner Burns seconded, unanimously carried to approve resolution 19-15 approving the Maintenance and Grooming Application of Gopherland Snowmobile trail.

RESOLUTION NO. 19-15
GOPHERLAND SNOWMOBILE TRAIL

BE IT RESOLVED that the Board of County Commissioners, Houston County, Minnesota, 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. 8 – Commissioner Arnold moved, Commissioner Burns seconded, unanimously carried to approve resolution 19-16 approving the Maintenance and Grooming Application of La Crescent Snowmobile trail.

RESOLUTION NO. 19-16
LA CRESCENT SNOWMOBILE TRAIL

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

File No. 9 – Commissioner Arnold moved, Commissioner Burns seconded, unanimously carried to approve resolution 19-17 approving the Maintenance and Grooming Application of Houston-Money Creek Snowmobile trail.

RESOLUTION NO. 19-14
HOUSTON MONEY CREEK SNOWMOBILE TRAIL

BE IT RESOLVED that the Board of County Commissioners, Houston County, Minnesota, 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. 2 - Commissioner Arnold moved, Commissioner Burns seconded, unanimously carried to affirm the following personnel actions:

- a. County Attorney
 - i. Change the part-time appointment of Julie Von Arx-Abnet from .7 FTE to .8 FRE, effective May 27, 2019 (insurance rate change effective 1 June 2019).
 - ii. Change the part-time appointment of Michelle Herman .7 FTE to .8 FTE, effective May 27, 2019 (insurance rate change effective 1 June 2019).
- b. Highway Department and Survey Office

- i. Hire Samuel Stemper as a Temporary/Seasonal Help (Casual Employee-Student) at the 2019 Temp/Seasonal rate, effective May 15, 2019.
- c. Recorder's Office
 - i. Accept the resignation of Steffanie Schellsmidt, Deputy Recorder, and effective May 24, 2019.
 - ii. Approve conducting a competitive search for a Deputy Recorder.
- d. Sheriff's Office
 - i. Accept the resignation of Michael Rasmussen, Jailer/Dispatcher effective May 20, 2019.
 - ii. Approve conducting a competitive search for a Jailer/Dispatcher.

File No. 10 - Commissioner Burns moved, Commissioner Arnold seconded, unanimously carried to approve the Conditional Use Permit for Tim Stencil, La Crescent Township with 5 Conditions recommended by the Planning Commission.

Conditions

- 1. Permit will comply with all regulations
- 2. Mm
- 3. Roof run off
- 4. During construction silk fence
- 5. Existing Pad

Following discussion on the Stencil CUP, Zoning Administrator Lacher addressed the concerns raised during public comment about term limits on previously issued Conditional Use Permits. He stated that the policy he wrote did not call for a removal of the conditions from those CUPs, but rather addresses the unenforceable nature of those time constraint conditions.

File No. 11 - Commissioner Burns moved, Commissioner Johnson seconded, unanimously carried to approve the low bids for CP 2019-05 Maintenance Rock Contract. Commissioner Johnson moved, Commissioner Miller seconded, unanimously carried to authorize a 30% cost over-run to provide additional gravel in areas with more damage due to spring road conditions. Engineer Pogodzinski explained the quotes obtained were by project, so 13 bids from Bruening Rock and two from Milestone Materials were recommended to address 15 segments of 13 county roadways. The cost overrun will provide gravel for C.S.A.H. 21, which requires an emergency fix in an increasingly wet area.

File No. 12 - Commissioner Burns moved, Commissioner Arnold seconded unanimously carried to approve Resolution 19-12 approving Airport Maintenance and Operation Grant Contract.

RESOLUTION NO. 19-12 **AUTHORIZATION TO EXECUTE** **MINNESOTA DEPARTMENT OF TRANSPORTATION**

AIRPORT MAINTENANCE AND OPERATING GRANT CONTRACT

BE IT RESOLVED that the Houston County Board of Commissioners accepts the State of Minnesota Agreement No. 1033499, "Airport Maintenance and Operations Grant Contract," at the Houston County Airport; and

BE IT FURTHER RESOLVED that the County Board Chairperson and County Auditor/Treasurer are authorized to execute the Contract and any amendments on behalf of the County of Houston.

File No. 13 - Commissioner Miller moved, Commissioner Johnson seconded, unanimously carried to appoint Robert Conway to the Planning Commission to fill the vacant position with a term expiring December 31, 2021.

File No. 14 - Commissioner Burns moved, Commissioner Miller seconded, unanimously carried to enter into a public hearing pursuant to MS Statute 373.01, subd. 1.5.e. to hear any public input concerning the potential exchange of land property parcel 210907002 for a portion of parcel 211094001 determined by the County Assessor as being substantially similar or equal in value.

Administrator Babinski provided a summary of the proposed land swap and purchase of 3 acres of land adjacent to the current Highway Department location. The current offer involves exchange of property parcel 210907002 for a portion of parcel 211094001 and purchase of the remainder of parcel 211094001 and a portion of parcel 211094000, which would create additional space for a retaining pond and materiel storage.

With no public comment expressed, Commissioner Burns moved, Commissioner Arnold seconded, unanimously carried to close the public hearing and return to regular session.

Commissioner Burns asked to table this decision until the parking lot requirements for the County Community Services facility can be addressed, as selling/trading parcel 210907002 would put the County short of the required parking spaces in the Conditional Use Permit authorized by the City of Caledonia.

Commissioner Burns moved, Commissioner Arnold seconded, unanimously carried to table the discussion of the land swap and purchase of land.

Commissioner Miller moved, Commissioner Arnold seconded, unanimously carried to enter into a closed session pursuant to MS Statute 13D.05, subd. 3 to discuss settlement of ongoing litigation under attorney/client privilege. The closed session was attended by Commissioners Walter, Johnson, Arnold, Miller and Burns; Administrator Babinski, HR Director Arrick-Krueger, Attorney Jandt, Attorney Kjellberg-Nelson, Attorney Conway, MCIT (by phone).

Commissioner Arnold moved, Commissioner Burns seconded, unanimously carried to end the closed session and return to open session. Administrator Babinski provided a summary of the closed session, stating the board discussed the results of a mediation session and a settlement offer presented to the County.

Commissioner Miller moved, Commissioner Arnold seconded, motion approved by roll call vote to approve the settlement of the Jennifer Egge v. Houston County lawsuit, including a contribution of \$35,000 by the County and authorizing the Board Chair to execute the final settlement documents, if any.

Roll Call:

District	Commissioner	Vote
1	Miller	Yes
2	Johnson	No
3	Burns	Yes
4	Walter	Yes
5	Arnold	Yes

Commissioner Arnold shared information regarding private well nitrate testing and water quality issues discussed at recent committee meetings. He also reported that the 4H Federation meeting had addressed concerns over the management of the County Fair livestock auction, with the group electing to leave the auction management “as-is.” Commissioner Arnold also relayed there would be another session addressing Ag industry issues on 29 May at the Trinity Church in Spring Grove.

Commissioner Miller provided an update from the Park Committee meeting, which included the decision to have the Highway department decommission the closed bathroom facilities and implementation of the previously approved boat launch fees (\$5/day or \$25/season) at Wildcat Park. The Committee discussed the conditions of the park as floodwaters recede and Engineer Pogodzinski presented the option to re-seal the entry road to the park. The Committee also discussed signage at Bob Botcher Park and the potential for an additional scout project to increase the length of groomed trails through the park. Commissioner Miller also relayed that the EDA board budget looks good, with all current loans payments on track.

Commissioner Walter relayed information from the regional Solid Waste Board, with positive news about how much material is being recycled in the region, though greater emphasis needs to be put on educating people of what can be recycled and how it should be prepared for recycling. The Annual Meeting for the La Crosse County Disposal System is scheduled for 31 May. She also relayed that Don Hauge, Executive Director of SE MN EMS, would be arranging a visit in June to brief the board on their organization’s work supporting rural EMS teams. Commissioner Walter also relayed information from her Workforce Development Committee meeting, expressing their continued emphasis on the farming community and the skills to augment farming with part-time or full-time work. She referenced several 4-week skills training programs they have to give people a leg up in developing skill in a variety of trades.

PUBLIC COMMENT: Mr. Van Gorp, Yucatan Township, addressed the board again with his concern over non-enforcement of Conditional Use Permits based on the policy change advocated by the Zoning Administrator. He suggested the County should formally change those permits to Interim Use Permits to ensure timely review of the permits.

There being no further business and the time being 11:22 a.m., Commissioner Arnold moved, Commissioner Miller seconded, and unanimously carried to adjourn the meeting, the next advertised meeting being a Workgroup Session on Tuesday, May 21, 2019.

BOARD OF COUNTY COMMISSIONERS
HOUSTON COUNTY, MINNESOTA

By: _____
Teresa Walter, Chairperson

Attest: _____
Jeffrey Babinski, County Administrator

PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: Tuesday, May 21, 2019 9:30 a.m.

Place: Room 219, Courthouse, Caledonia, MN

Members Present: Eric Johnson, Bob Burns, Fred Arnold, Jack Miller

Members Absent: Teresa Walter

Others Present: Administrator Babinski; Assessor Cresswell; Auditor/Treasurer Trehus;
Finance Director Lapham; Yvonne Krogstead

Board Workgroup Session

Administrator Babinski and Finance Director Lapham addressed the 2020 budget cycle process with the board in anticipation of reaching an approved initial 2020 budget in September and requested board members to begin considering foals and guidance for the budget preparations. Board members addressed the need to prioritize the potential facility projects under consideration and requested future clarification on funds set aside for capital improvements and facility repairs.

Assessor Cresswell and Auditor/Treasurer Trehus provided an overview of a proposed abatement policy, which the state Department of Revenue representatives have directed Houston County to update. The board provided guidance and feedback on the draft policy, which staff will continue to prepare for future board approval.

The board discussed updates on potential solutions to allow the board to make a decision on the land purchase/swap for expansion of the current Highway Department site. The board asked the Highway Building Committee to re-address the costs associated with land acquisition, site preparation, utility installation, etc... associated with the current proposed land purchase/swap and in comparison with using a portion of the County's 22 acre parcel on the west side of Caledonia.

This being a workgroup session, with no action taken, the meeting concluded at 11:30. The next advertised meeting being a regular board meeting, Tuesday, May 28, 2019.

BOARD OF COUNTY COMMISSIONERS
HOUSTON COUNTY, MINNESOTA

By: _____
Eric Johnson, Vice-Chairperson

Attest: _____
Jeffrey Babinski, County Administrator

PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: Tuesday, May 28, 2019

9:30 a.m.

Place: Commissioners Room, Courthouse, Caledonia, MN

Members Present: Eric Johnson (Vice Chair), Fred Arnold, Jack Miller, Bob Burns

Members Absent: Teresa Walter (Chair)

Others Present: Administrator Babinski; Reporter Moorhead; Deputy Auditor/Treasurer Larissa Erickson, Human Services Director Pugleasa, Engineer Pogodzinski, Auditor/Treasurer Donna Trehus, County Attorney Samuel Jandt, Surveyor Eric Schmitt, Recorder Sue Schwebach, Zoning Administrator Aaron Lacher, Yvonne Krogstad, Brian Van Gorp, Betts Ready, Bruce Kuehmichael, Mr. Kevin Balfanz, MCIT, Mr. Shawn Markham, Kasey Klug City of Caledonia Public Works and Zoning. Craig Irlhke Superintendent Caledonia Public Schools, Ted Schultz MIENERGY

Presiding: Eric Johnson, Vice-Chairperson

Call to order. All said pledge of Allegiance.

Commissioner Burns moved, Commissioner Arnold seconded, unanimously carried to approve the agenda.

Commissioner Arnold moved, Commissioner Miller seconded, unanimously carried to approve the minutes of May 15, 2019 Regular Board Meeting and May 21, 2019 Workgroup Sessions.

Public Comment:

Yvonne Krogstad, Spring Grove, addressed the board with concern of discussion at the previous Workgroup Session about alternatives to the planned Highway Department building location.

File No. 1 – Commissioner Arnold moved, Commissioner Miller seconded, unanimously carried to approve payment of the license center and Human Services disbursements and the following claims:

County Revenue Fund	\$55,579.96
Road & Bridge Fund	\$7,423.29

Total	\$63,003.25
	=====

File No. 3 – Commissioner Arnold moved, Commissioner Miller seconded, unanimously carried to approve resolution 19-18 authorizing the 2019 State Boat and Water Safety Grant.

RESOLUTION NO. 19-18
AUTHORIZATION TO EXECUTE
MINNESOTA DEPARTMENT OF NATURAL RESOURCES
2019 STATE BOAT & WATER SAFETY GRANT

BE IT RESOLVED that the Houston County Board of Commissioners accepts the State of Minnesota 2019 “Annual County Boat and Water Safety Grant Agreement;” and

BE IT FURTHER RESOLVED that the County Board Chairperson, County Auditor/Treasurer or Administrator and Sheriff are authorized to execute the Contract and any amendments on behalf of the County of Houston.

File No. 4 – Commissioner Arnold moved, Commissioner Miller seconded, unanimously carried to approve resolution 19-19 authorizing 2019 State Federal Supplemental Boating Safety Patrol Grant.

RESOLUTION NO. 19-19
AUTHORIZATION TO EXECUTE
MINNESOTA DEPARTMENT OF NATURAL RESOURCES
2019 STATE BOAT & WATER SAFETY GRANT

BE IT RESOLVED that the Houston County Board of Commissioners accepts the State of Minnesota 2019 “Federal Supplemental Boating Safety Patrol Grant Agreement;” and

BE IT FURTHER RESOLVED that the County Board Chairperson, County Auditor/Treasurer or Administrator and Sheriff are authorized to execute the Contract and any amendments on behalf of the County of Houston.

File No. 5 – Commissioner Arnold moved, Commissioner Miller seconded, unanimously carried to appoint Brad Felton to fill Maynard Welscher’s vacated term on the Crooked Creek Watershed Board, expiring December 31, 2019. It was noted that Mr. Welscher should be acknowledged for serving 26 years as a watershed manager.

File No. 6 – Commissioner Arnold moved, Commissioner Burns seconded, unanimously carried to approve quote for culvert lining of 18” CMP (\$19,550) and 24” CMP (\$9,500) culverts and rejecting the 48” CMP quote from Subsurface, Inc. in favor of in-house work on the 48” CMP.

File No. 7 – Commissioner Arnold moved, Commissioner Miller seconded, unanimously carried to approve the annual renewal of County liquor licenses (July 1 2019 to June 30, 2020).

a. Lawrence Lake Marina LLC

- i. 3.2 Percent Malt Liquor “On Sale” License
 - ii. 3.2 Percent Malt Liquor “Off Sale” License
- b. La Crescent Snowmobile Club
 - i. 3.2 Percent Malt Liquor “On Sale” License
 - ii. 3.2 Percent Malt Liquor “Off Sale” License
- c. City of La Crescent (Pine Creek Golf Course)
 - i. 3.2 Percent Malt Liquor “On Sale” License
 - ii. 3.2 Percent Malt Liquor “Off Sale” License
 - iii. “On Sale” Wine License
- d. Houston Food Mart
 - i. 3.2 Percent Malt Liquor “On Sale” License
 - ii. 3.2 Percent Malt Liquor “Off Sale” License
- e. Foresome Golf Group, LLC (Valley High Golf Club)
 - i. “On Sale and Off Sale” License
- f. Denstad Enterprises, Inc. (Shellhorn Roadhouse)
 - i. “On Sale and Off Sale” License
- g. Gasthaus, LLC (Little Miami)
 - i. “On Sale and Off Sale” License
- h. Rushford Golf Club, Inc. (Ferndale Country Club with Deck)
 - i. “On Sale” License
- i. MaCal Grove Country Club Inc.
 - i. “Club On Sale” License

File No. 2 – Commissioner Arnold moved, Commissioner Miller seconded, unanimously carried to affirm the following personnel actions:

- a. Sheriff’s Office
 - ii. Hire Patrick Molling as a probationary Jailer/Dispatcher, B-23-2, Step 1, effective June 12, 2019.
 - iii. Hire Ben Novak as a probationary Jailer/Dispatcher, B-23-2, Step 1, effective June 17, 2019.
 - iv. Reassign William Hargrove, Deputy Sheriff, to the position of probationary Sergeant, C-42, effective June 3, 2019.
 - v. Hire Kurt Zehnder and Brett Levin as 67-day Sheriff’s Deputies, C-42, Step 1, effective immediately (seasonal positions for purpose of Water Patrol).
- b. Public Health and Human Services
 - vi. Reassign Andrea Onstad, Social Work-Child Protection, to Social Work-Adult Services (lateral transfer) effective July 5, 2019
 - vii. Initiate a competitive search to fill the vacated Social Work-Child Protection position.

File No. 8 - Mr. Kevin Balfanz, Minnesota Counties Intergovernmental Trust (MCIT), provided an annual presentation of the MCIT Joint Powers entity. MCIT celebrates 40 years of success and Houston County has been a member since the 80’s. Houston County’s Modification Rating, which is based on past claims, is slightly higher for 2019 after 4 years of below average

modification factors. MCIT arranged several enhancements for 2019, providing greater coverage for data security, data processing equipment, and drone liability coverage. MCIT also offers a variety of consultation services, training and awareness and prevention materials for member counties.

File No. 9 - Mr. Shawn Markham, of Renewables, Inc., provided a presentation and discussion of potential solar project opportunities. Markham described a 4.5 acre site as an example of what could be done on either the County's 22 Acre site or the School District's property as a Solar tie-in to the City's electrical system. After providing background on solar projects in general, he described a 4.5 acre site and the implications and costs of said site. His example could generate an estimated return of 12.25%. He detailed options for a city subscribed, school subscribed, county subscribed, or mixed package and acknowledged the need to overcome challenges with projected costs, return for investors, and savings to the community.

City staff present expressed concern on the revenue impact for the city. School officials expressed concern with savings and program costs. MIENERGY representatives present challenged some of the assumptions made by Mr. Markham, but did offer to work with the County to discuss options available through them.

Commissioner Burns moved, Commissioner Miller seconded, unanimously carried to authorize the exchange of property parcel 210907002 for a portion of parcel 211094001, and purchase of a portion of parcel 211094001 and a portion of parcel 211094000 from Mr. Mike Rogich, at a net cost of \$70,000, contingent upon three conditions: 1.) The County must lease space from Mr. Rogich to accommodate parking for 25 cars on what was the Tru Gas property (parcel X), 2.) The City of Caledonia must approve the County Community Services building's Conditional Use Permit amendment to allow the lease property parking to replace the parking from parcel X, and 3.) The County must receive favorable results of a Phase I and Phase II (if required) environmental study of the purchase. Arnold moved it, Miller seconded amending the motion with the third condition.

Commissioner Arnold spoke about the upcoming EDA meeting at 10 am May 29th and highlighted EDA's efforts to support Ag producers in Houston County. There are a lot of options that will be offered for farmers. Arnold also reminded the Board of the quarterly CEDA meeting May 30 at 7 am at the Wired Rooster. The topic will be Social Media Marketing.

Commissioner Burns, spoke about county justice system meeting which addressed scheduling issues, the Safe at Home program, and the need to update the Court electronic systems for off-site participation via video.

Commissioner Burns and Arnold spoke on information from the Finance committee meeting.

Commissioner Miller spoke about a vector control meeting and is working with Public Health and Human Services to ensure County participation in vector control. Commissioner Miller spoke about the Hiawatha Valley meeting.

Commissioner Johnson has nothing to report although added the Memorial Day presentation in Houston was done well.

Commissioner Miller congratulate La Crescent for the ribbon cutting for La Crescent Community Center last Thursday-

Babinski recognized the Sheriff's Posse for their work to raise money and obtain a drone system to support the Sheriff's Office for search and rescue missions.

PUBLIC COMMENT:

There being no further business and the time being 11:59 a.m., Commissioner Arnold moved, Commissioner Burns seconded, and unanimously carried to adjourn the meeting, the next advertised meeting being a Workgroup Session on Tuesday, June 4, 2019.

**BOARD OF COUNTY COMMISSIONERS
HOUSTON COUNTY, MINNESOTA**

By: _____
Eric Johnson, Vice-Chairperson

Attest: _____
Jeffrey Babinski, County Administrator

PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: Tuesday, June 04, 2019 9:30 a.m.

Place: Room 219, Courthouse, Caledonia, MN

Members Present: Teresa Walter, Eric Johnson, Bob Burns, Fred Arnold, Jack Miller

Others Present: Administrator Babinski; Yvonne Krogstead, Betz Ready, Bruce Keumichel,
HR Director Arrick-Kruger, Zoning Administrator Aaron Lacher

Board Workgroup Session

HR/Facilities Director Arrick-Kruger provided an update on discussions with the Minnesota Historic Society Grant application opportunities. Due to state funding decisions, we'll proceed through the Legacy Grant program and divide the project into multiple phases. She is working with Preservation Alliance to develop the grant applications.

Zoning Administrator Lacher led a discussion with the board concerning general guidance from the board on enforcement of Zoning Ordinance requirements and the board's desire to maintain status quo with a 'complaint-driven' enforcement system.

The board discussed updates on land purchase/swap for expansion of the current Highway Department site. Administrator Babinski submitted the CUP amendment request to the City of Caledonia. Members suggested to visit Steel Co's new highway shop, which was mentioned at the recent regional meeting.

The board decided not to have the Workgroup session on 18 June. The Board of Adjustment and Equalization meets on the evening of 18 June at 6:00 pm.

This being a workgroup session, with no action taken, the meeting concluded at 11:00. The next advertised meeting being a regular board meeting, Tuesday, June 11, 2019.

BOARD OF COUNTY COMMISSIONERS
HOUSTON COUNTY, MINNESOTA

By: _____
Teresa Walter, Chairperson

Attest: _____
Jeffrey Babinski, County Administrator

PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: Tuesday, June 11, 2019

9:30 a.m.

Place: Commissioners Room, Courthouse, Caledonia, MN

Members Present: Teresa Walter (Chair), Eric Johnson (Vice Chair), Fred Arnold, Jack Miller, Bob Burns

Members Absent:

Others Present: Administrator Babinski; Reporter Moorhead; Deputy Auditor/Treasurer Polly Heberlein, Human Services Director Pugleasa, Engineer Pogodzinski, County Attorney Samuel Jandt, Zoning Administrator Aaron Lacher, , Betts Ready, Bruce Kuehmichael, Carol Lapham, Tess Arrick-Kruger, Heather Myhre and Don Hauge of SE MN EMS Agency.

Presiding: Teresa Walter, Chairperson

Call to order. All said pledge of Allegiance.

Commissioner Miller moved, Commissioner Burns seconded, unanimously carried to approve the agenda.

Commissioner Arnold moved, Commissioner Miller seconded, unanimously carried to approve the minutes of May 28, 2019 Regular Board Meeting and June 4, 2019 Workgroup Sessions.

Public Comment:

There were no public comments.

File No. 1 – Commissioner Arnold moved, Commissioner Johnson seconded, unanimously carried to approve payment of the Auditor’s disbursements and the following claims:

County Revenue Fund	\$118,067.62
Road & Bridge Fund	\$19,375.50

Total	\$137,443.12
	=====

File No. 3 – Commissioner Arnold moved, Commissioner Johnson seconded, unanimously carried to approve the Peddler’s License Application for Mr. Vekko.

File No. 2 – Commissioner Arnold moved, Commissioner Johnson seconded, unanimously carried to affirm the following personnel actions:

- a. Sheriff's Office
- i. Change of employment status for Olivia Denney, Emergency Management Director, from probationary to regular, effective June 12, 2019.

File No. 4 - Commissioner Burns moved, Commissioner Miller seconded, unanimously carried to authorize the Interim Use Permit for a seasonal storage facility business for Mark and Dana Cairns of Hokah Township with the recommended six conditions.

File No. 5 - Commissioner Arnold moved, Commissioner Burns seconded, unanimously carried to approve the low bid from Minnowa Construction for 199,977.75 for SAP 028-599-096 for the replacement of a box culvert on Dotseth Road, in Caledonia Township.

Commissioner Arnold shared concerns on the timing of the project due to crop harvesting time lines. It is likely that the contract start date will be mid to late October. Engineer Pogodzinski would work with the contractor and local farmers to minimize the impact.

File No. 6 - Commissioner Miller moved, Commissioner Johnson seconded, unanimously carried to approve Resolution 19-20 authorizing the 2019/2020 Toward Zero Deaths Grant Application. Public Health and Human Services will ask for \$10,000 to \$12,000.00 in grant monies for this program.

RESOLUTION NO. 19-20

AUTHORIZATION TO EXECUTE MINNESOTA DEPARTMENT OF PUBLIC SAFETY 2019 TOWARD ZERO DEATHS STATE ROADS GRANT

BE IT RESOLVED that the Houston County Board of Commissioners authorizes the Houston County Public Health and Human Services to enter into a grant agreement with the State of Minnesota Department of Public Safety to execute the 2019-2020 Toward Zero Deaths Safe Roads Grant program and

BE IT FURTHER RESOLVED that the County Board Chairperson, County Administrator and the Public Health and Human Services Director are authorized to execute such agreements and amendments as necessary to implement the project on behalf of the County of Houston.

File No. 7 - Commissioner Burns moved, Commissioner Arnold seconded, unanimously carried to approve Resolution 19-21 authorizing the acceptance of the reimbursement grant related to the MNLARS system.

RESOLUTION NO. 19-21

AUTHORIZATION TO ACCEPT
MINNESOTA LICENSE AND REGISTRATION SYSTEM REIMBURSEMENT GRANT

WHEREAS, Legislation signed by Governor Walz included an appropriation of \$13 million for deputy registrar reimbursement grants related to the development and deployment of the Minnesota License and Registration System (MNLARS).

WHEREAS, the State calculated the grant amount using the formula specified in the legislation: 10% of available funds allocated equally among all deputy registrars; 45% of the available funds allocated proportionally based on the number of transactions where a filing fee was retained by the deputy registrar from August 1, 2017 through December 31, 2018 compared to the total number of transactions where a filing fee is retained by all deputy registrars; and 45% of available funds allocated proportionally based on the number of transactions where a filing fee is retained by each deputy registrar from July 1, 2014 through June 30, 2017 compared to the total number of transactions where a filing fee is retained by all deputy registrars.

WHEREAS, the amount of the Reimbursement Grant for the Houston County office location is for \$32,023.45.

WHEREAS, to receive the grant reimbursement from the Minnesota License and Registration System (MNLARS), Houston County must submit a fully completed and signed grant agreement and a fully completed and signed release form on or before June 30, 2019.

NOW, THEREFORE, BE IT RESOLVED, Houston County approves the Reimbursement Grant agreement and the release form from the Minnesota License and Registration System (MNLARS) per Minn. Stat. 375.13.

File No. 8 - Mr. Don Hauge, SE MN EMS Executive Director provided a program overview to the board. SE MN EMS is 1 of 8 regional EMS Agencies and provides training and support to local EMS agencies. Their Funding comes from two places, state appropriation and seat belt fines. Both funding sources are down significantly. The SE MN EMS Agency is asking Houston County to match the other member counties and fund an annual \$5,000.00 appropriation.

File No. 9 - Commissioner Arnold moved, Commissioner Miller seconded, unanimously carried to enter into a closed session pursuant to MS Statute 13D.05, Attorney/Client privilege to discuss ongoing litigation concerning Kruckow Companies, LLC v. Houston County.

Commissioner Arnold, Commissioner Miller seconded, unanimously carried to end the closed session and return to open session. Attorney Jandt provided a summary of the closed session, stating the board discussed response options and will comply with the Order for Remand as written.

Administrator Babinski provided an update on the Fleet Management program, which is progressing; He also shared the progress of the Highway shop land purchase conditions.

Commissioner Arnold shared that he attended the Extension Committee meeting and planned to attend a review with the Farmer Round-Table Steering Committee.

Commissioner Johnson attended a Bluff Country HRA conference call, discussed their struggle for funding. He stated he met the new SEMCAC Executive Director – Doug Grout. He also stated the board needs to look at Brian van Gorp’s role on the Board of Adjustment based on the Krukow v. Houston court decision.

Commissioner Miller attended the Regional Radio Board and asked Administrator Babinski for a follow-up discussion of GIS support for E-911. He also stated he had attended the CEDA gathering at the Wired Rooster and was pleased with how well the event went.

Commissioner Walter also attended the Extension Committee meeting and the La Crosse Solid Waste annual meeting (Burns, Babinski attended as well).

PUBLIC COMMENT: None

There being no further business and the time being 10:54 a.m., Commissioner Miller moved, Commissioner Johnson seconded, and unanimously carried to adjourn the meeting, the next advertised meeting being a Regular Board Meeting on Tuesday, June 25, 2019.

BOARD OF COUNTY COMMISSIONERS
HOUSTON COUNTY, MINNESOTA

By: _____
Teresa Walter, Chairperson

Attest: _____
Jeffrey Babinski, County Administrator

PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: Tuesday, June 25, 2019

9:30 a.m.

Place: Commissioners Room, Courthouse, Caledonia, MN

Members Present: Teresa Walter (Chair), Eric Johnson (Vice Chair), Jack Miller, Bob Burns

Members Absent: Fred Arnold

Others Present: Administrator Babinski; Reporter Moorhead; Deputy Auditor/Treasurer Larissa Erickson, Human Services Director Pugleasa, Engineer Pogodzinski, County Recorder Sue Schwebach, Finance Director Carol Lapham, Tess Arrick-Kruger Personnel Director, Mark Olson Detention Sergeant, Sheriff Mark Inglett

Presiding: Teresa Walter, Chairperson

Call to order. All said pledge of Allegiance.

Commissioner Burns moved, Commissioner Miller seconded, unanimously carried to approve the amended agenda, correcting the start date for Michelle Werner and tabling Action Items 4 and 7 (Contract approval for Japanese Hops Eradication and Board of Adjustment Membership).

Commissioner Burns moved, Commissioner Johnson seconded, unanimously carried to approve the minutes of the June 11, 2019 Regular Board Meeting.

Public Comment: None

File No. 1 – Commissioner Johnson moved, Commissioner Burns seconded, unanimously carried to approve payment of the Auditor's disbursements and the following claims:

County Revenue Fund	\$76,769.13
Road & Bridge Fund	\$15,700.19

Total	\$92,469.32
	=====

File No. 3 – Commissioner Johnson moved, Commissioner Burns seconded, unanimously carried to approve the Memorandum of Agreement with AFSME regarding reinstatement of former employees.

File No. 4 – Commissioner Johnson moved, Commissioner Burns seconded, unanimously carried to approve the contract with Mayo Clinic for CDL random selection and testing for DOT Compliance testing.

File No. 10 – Commissioner Johnson moved, Commissioner Burns seconded, unanimously carried to approve Resolution No. 19-22 authorizing the Minnesota Lawful Gambling Application for Exempt Permit for the Houston County Area Law Enforcement Association.

RESOLUTION NO. 19-22

MINNESOTA LAWFUL GAMBLING PERMIT APPROVAL HOUSTON COUNTY AREA LAW ENFORCEMENT ASSOCIATION

BE IT RESOLVED, 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 Valley High Golf Course and Restaurant in Mounty Prairie Township, with no waiting period.

File No. 2 – Commissioner Johnson moved, Commissioner Burns seconded, unanimously carried to affirm the following personnel actions:

- a. Sheriff's Office
 - i. Hire Emily Johnson as probationary Jailer/Dispatcher B-23-2, Step 1, and effective July 25, 2019.
 - ii. Hire Christopher Frick as a probationary Patrol Sergeant C-42, Step 1, and effective July 10, 2019.
 - iii. Accept Emily Vang's resignation as a probationary Jailer/Dispatcher, effective the end of day July 5, 2019.
 - iv. Approve a competitive search for a Jailer/Dispatcher, B-23-2.
- b. Highway Department
 - i. Change the status of employment of Richard Botcher, Highway Maintenance Specialist, from probationary to regular effective July 9, 2019.
 - ii. Initiate a competitive search for a Highway Specialist (vacant position).
- c. Recorder's Office
 - i. Hire Geraldine Klug as a temporary Deputy (67-day employee) as a Recorder B-21, Step 4.
 - ii. Hire Michelle Werner as a probationary Deputy Recorder, B-21, Step 3, and effective July 09, 2019, conditioned upon successful background check.

File No. 5 - Commissioner Miller moved, Commissioner Burns seconded, unanimously carried to approve the contract with NEOGOV for use of their on-line application tool, one-time set-up and activation, and training.

HR Director Arrick-Kruger explained it would be a major upgrade to our application process, allowing more automated procedures and access to different advertising outlets. The initial cost will be \$10,663.00, with an annual cost of approximately \$7500.

File No. 6 - Commissioner Miller moved, Commissioner Burns seconded, 3 to 1 carried (Commissioner Jonson Nay) to approve the Professional/Technical contract with Preservation Alliance for Minnesota Historical Society Legacy Grant applications.

HR Director Arrick-Kruger, spoke briefly about the contract with Preservation Alliance to write the grant proposals for submission to the Minnesota Historical Society. She has met with the Historical Society, Preservation Alliance, and detailed a phased strategy to seek access to Legacy Grant funding to aid in restoration and repair of the Historic Courthouse and Historic Jail facilities. Commissioner Johnson expressed concern that agreeing to this contract sets us on a path towards reuse of the Historic Jail facility when that decision hasn't been made yet. Other board members acknowledged the need to address repairs of the Courthouse Building immediately and the roof of the old jail regardless of use, but felt what to do with the jail is still up for discussion. Grant recipients will be announced in early fall. The use of the historic jail needs to be decided before the grants can be drawn up in the eyes of Commissioner Johnson. Commissioner Burns feels that we have already decided to not demolish the jail so we need to decide to go ahead with the grant. Commissioner Johnson wants to restate his case and wants it to be noted that two big projects are being done and our priorities need to lie on the county shop, and fix the courthouse ourselves and not use the grant monies.

Phase I of the Grant proposal addresses repairs to the roof of the Historic Courthouse and repairs to the historic staircase entry. Phase Ia is a small grant that will request funding to develop the engineering documents of the Historic Jail Building. Phase II focuses on remaining repairs required on the Courthouse building and for the roof of the Jail building. Phase I application is due in July, phase II in October, and Phase II dates have not been identified, but expected mid-summer of 2020.

Commissioner Burns moved, Commissioner Johnson seconded, 3 to 1 carried (Commissioner Johnson nay) to approve a County Match of up to \$300,000 for the Grant application for repairs to the Historic Courthouse facility (Phase I) upon acceptance of the grant. Commissioner Johnson stated that we could pay for this out of insurance claims. Commissioner Burns says by using the grant we are saving in the end.

File No. 9 - Commissioner Johnson moved, Commissioner Miller seconded, unanimously carried to approve the E911 service support agreement with Vesta Solutions for E911 service.

Sheriff Mark Inglett and Detention Sergeant Olson share the options considered prior to recommending the support agreement with Vesta Solutions. This solution will bring "text-to-911" service direct to the County and allow easier transition to future improvements as changes to Enhanced 911 develop. Commissioner Miller commend Mark Olson for stepping up to this

position and supporting the E911 development. Commissioner Johnson also commend both Olson and Inglett for all their work on this.

File No. 14 – Commissioners discussed a request for sponsorship of the 5th Annual Early Childhood Care Conference. This has not been sponsored by the county in the past, so the board asked staff to review further before taking action. No Action taken at this time.

File No. 11, 12, 13 - Administrator Babinski provided an update on a public comment letter from Mr. Billings. Southern MN Tourism association- Letter of appreciation. Invite for a water Quality Workshop.

Commissioner Burns spoke on the finance meeting, not a lot to report all is ok at this time.

Commissioner Johnson has nothing to add at this time

Commissioner Miller spoke about Wildcat Park stating he spoke with Jake briefly about the boat launch; overall, it is off to a good start.

Commissioner Walter spoke about Board of Equalization all went well. EMS meeting still working on state and county monies. Workforce Development has a new member who will take over at next meeting. Appreciation for Carl Ask is today.

The board officially thanks Carl Ask for his 23 years of service.

PUBLIC COMMENT: HR Director Arrick-Kruger stated the staff joined in thanking Carl for his service to the County and that he will be missed.

There being no further business and the time being 11:01 a.m., Commissioner Burns moved, Commissioner Johnson seconded, and unanimously carried to adjourn the meeting, the next advertised meeting being a Regular Board Meeting on Tuesday, June 25, 2019.

BOARD OF COUNTY COMMISSIONERS
HOUSTON COUNTY, MINNESOTA

By: _____
Teresa Walter, Chairperson

Attest: _____
Jeffrey Babinski, County Administrator

PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: Tuesday, July 2, 2019 9:30 a.m.

Place: Room 219, Courthouse, Caledonia, MN

Members Present: Teresa Walter, Eric Johnson, Bob Burns, Fred Arnold, Jack Miller

Others Present: Administrator Babinski; Finance Director Lapham, Betz Ready, Yvonne Krogstad, Engineer Pogodzinski

Board Workgroup Session

Finance Director Lapham provided an update on the 2019 budget status, with expenditures and revenue tracking as expected for mid-year. She detailed budget amendment requests from the Highway Department and the Recorder's office. The Highway Department request makes shifts in the plan based on actual costs now received through the bidding process. The changes include a reduction in the state aid revenue received and an increase in the seal coating budget to cover an additional three miles of roadway on the CSAH 3 & 27 project. These adjustments are offset by the projected cost reduction (from budgeted) for County Road 249. The Recorder's amendment request moves funds from the Recorder's Technology fund to pay for annual technology refresh purchases. These changes will be brought to the board formally at the 11 July Board Meeting.

The board discussed a change order to the allow seal coating the entrance to Wildcat Park, which will be brought to the board formally at the 11 July Board Meeting. Commissioner Miller requested a Park Committee meeting as a mid-season check of activities at Wildcat Park. Commissioner Walter shared that MiEnergy has donated wood chips for the Scouts to continue work on the trail system at Bob Botcher Park and thanked both groups for their support.

Engineer Pogodzinski updated the board on discussions with the City of La Crescent concerning the project to repave six blocks of Elm Street/Highway 29. The project will involve milling and replacing asphalt and bringing several intersection handicap ramps it to compliance with ADA requirements. The city has expressed design changes to allow a buffer between the road lane and bike lane. Engineer Pogodzinski, Administrator Babinski and Commissioner Miller will meet with the City of La Crescent on 11 May.

The board discussed another request for a courtesy vehicle at the airport received this past week and held a brief discussion on options to provide a vehicle.

The board held a brief discussion on enforcement of the zoning ordinance in cases past variance problems are discovered in new requests for permits. Several members expressed concern with the length and process involved in obtaining a variance for an old issue in order proceed with a new permit request and proposed future discussion of procedures to address these cases.

Administrator Babinski provided a brief update on the Fleet Management program, sharing that the two deputy vehicles were to be delivered today.

This being a workgroup session, with no action taken, the meeting concluded at 11:20. The next advertised meeting being a regular board meeting, Tuesday, July 2, 2019.

BOARD OF COUNTY COMMISSIONERS
HOUSTON COUNTY, MINNESOTA

By: _____
Teresa Walter, Chairperson

Attest: _____
Jeffrey Babinski, County Administrator

PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: Tuesday, July 9 2019

9:30 a.m.

Place: Commissioners Room, Courthouse, Caledonia, MN

Members Present: Teresa Walter (Chair), Eric Johnson (Vice Chair), Jack Miller, Bob Burns, Fred Arnold

Others Present: Administrator Babinski; Reporter Moorhead; Deputy Auditor/Treasurer Larissa Erickson, County Assessor Cindy Cresswell, Human Services Director Puleasa, Engineer Pogodzinski, Finance Director Carol Lapham, Tess Arrick-Kruger Personnel Director, Yvonne Krogstad, Bruce Kuehmichel, Brian Van Gorp and Betts Ready.

Presiding: Teresa Walter, Chairperson

Call to order. All said pledge of Allegiance.

Commissioner Arnold moved, Commissioner Burns seconded, unanimously carried to approve the amended agenda.

Commissioner Miller moved, Commissioner Johnson seconded, unanimously carried to approve the minutes of the June 26, 2019 Regular Board Meeting and July 2, 2019 Workgroup Session and June 18, 2019 Board of Appeals.

Public Comment:

Brian Van Gorp Yucatan Township, spoke about taking positive action regarding his position on the Board of Adjustments and his confusion on the Judge's decision to remand the Krukow mine case and direct his recusal from the decision. He clarified previous comments concerning the Zoning Office, expressing support for the office. He stated he is not against mining in general, but that it should be done in compliance with the ordinances.

Bruce Kuehmichel from Caledonia expressed concern about Commissioner Johnson participating in any decisions in the Krukow case due to the presumed 'precedent setting' of the case on other mining operations.

Commissioner Johnson stated that there is a code of ethics violation. He felt some of the public comment addressing him was unfair and incorrect.

Kurt Wayne and Cindy Moorhan, MnDot District 6 Planning, presented a power point presentation about their 4 year and 10 year project projections. Mr. Wayne spoke about current and future as well as completed projects in Houston County.

Shirley Johnson and Georgia Rosendahl from the Houston County Historical Society spoke about their accomplishments for the last year. The Endowment fund is now up and running which will help the Society to grow with donations. The church (downtown) was sold and a new roof was put on the old school at the Fairgrounds. The future plans will include roofing the lawn house and the church at the Fairgrounds. The annual book sale has been discontinued due to the amount of time involved with preparation. The Historical Society is seeking Houston County WWII vets to participate in the parade display this year. Appreciation was expressed to the Board for their continued support over the years.

John Beckwith, Hiawatha Valley Resource Conservation and Development Council, Inc. gave a brief history on himself and his organization. He informed the board of an opening on their Board of Directors, asking if anyone was interested. Mr. Beckwith will be in contact with Administrator Babinski to share brochures and information with the board.

File No. 1 – Commissioner Burns moved, Commissioner Arnold seconded, unanimously carried to approve payment of the Auditor’s disbursements and the following claims:

County Revenue Fund	\$87,426.82
Road & Bridge Fund	\$19,354.30

Total	\$106,781.12
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File No. 2 – Commissioner Burns moved, Commissioner Arnold seconded, unanimously carried to affirm the following personnel actions:

- a. Public Health and Human Services
 - i. Hire Tami Triplett as probationary Accounting Clerk B-23, Step 1, and effective August 5, 2019, conditioned upon successful background checks.
 - ii. Hire Christopher Frick as a probationary Patrol Sergeant C-42, Step 1, and effective July 10, 2019.
 - iii. Change the employment status of Kathy Serres, Case Aide, from probationary to regular, effective July 14th, 2019

File No. 3 - Commissioner Burns moved, Commissioner Arnold seconded, unanimously carried to approve receipt of the 2018 TIF reports from the City of Caledonia.

File No. 5– Commissioner Burns moved, Commissioner Arnold seconded, unanimously carried to approve Resolution No. 19-25 authorizing the Minnesota Lawful Gambling Application for Exempt Permit for the Houston County Area Law Enforcement Association.

RESOLUTION NO. 19-25

MINNESOTA LAWFUL GAMBLING PERMIT APPROVAL

HOUSTON COUNTY AREA LAW ENFORCEMENT ASSOCIATION

BE IT RESOLVED, 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 Valley High Golf Course and Restaurant in Mounty Prairie Township, with no waiting period.

File No. 8 – Commissioner Burns moved, Commissioner Miller seconded, unanimously carried to approve payment of the 2019 Budget Amendments.

File No. 4 – Commissioner Johnson moved, Commissioner Burns seconded, unanimously carried to approve Resolution 19-24 approving the final contract expenses for SAP 028-599-088 Generation X Construction, LLC.

RESOLUTION NO. 19-24

FINAL ACCEPTANCE OF CONTRACT NO. 287 GENERATION X CONSTRUCTION LLC

WHEREAS, Contract No. 287 has in all things been completed, and the County Board being fully advised in the premises; and

THEREFORE, BE IT RESOLVED, the Houston County Board of Commissioners accepts said completed project for and on behalf of the Houston County DOT and authorize final payment as specified herein.

Commissioner Johnson moved, Commissioner Arnold seconded, unanimously carried to approve the \$6000 change order to seal coat the entrance road to Wildcat Park. Work will be done as an addition to previously scheduled seal coating in the Brownsville area.

File No. X – Commissioner Miller moved, Commissioner Johnson seconded, unanimously carried to approve the Resolution 19-23 approving the Managed Care RFP response to the State Department of Human Services.

RESOLUTION NO. 19-23

MINNESOTA FAMILIES AND CHILDREN AND MINNESOTA CARE

WHEREAS, the Minnesota Department of Human Services (DHS) has published a Request for Proposals (RFP) to provide health care services to recipients of Families and Children and MinnesotaCare in eighty (80) Minnesota counties including Houston County; and

WHEREAS, DHS has requested County evaluations and recommendations regarding the RFP proposals from each respective county; and

WHERAS, UCare and Blue Plus submitted proposals to provide managed health care services in Houston County, and

WHERAS, representatives of Houston County Public Health and Human Services have reviewed and evaluated the proposals; and

WHERAS, UCare and Blue Plus have submitted proposals suitable to meet our needs.

THEREFORE, BE IT RESOLVED, the Houston County Board of Commissioners does support the recommendation of John Pogleasa, Director of Public Health and Human Services approving UCare and Blue Plus as Managed Care Organizations providing managed health care services in Houston County.

Commissioner Walter moved, Commissioner Johnson seconded, to remove Brian Van Gorp from the Board of Adjustment and initiate a search for his replacement. The motion failed 3-2 in a roll call vote with Commissioners Walter and Johnson voting 'yea' and Commissioners Miller, Burns and Arnold voting 'nay'. During discussion, Commissioner Johnson expressed the public expect a fair and impartial review from the Board of Adjustment. Commissioner Burns stated Mr. Van Gorp studies the issues and follows the ordinance. He expressed concern of Van Gorp's history against Frac sand mining, but felt he had been fair in the Board's decisions. Commissioner Arnold expressed concern over the perception of the court ruling and Mr. Van Gorp's past history with mining operators. Commissioner Johnson emphasized the importance of perception and felt the board had an obligation to address Mr. Van Gorp's participation. Commissioner Arnold expressed concern with making change to the Board of Adjustment with the Krukow case still pending. Commissioner Miller expressed most county residents would have some amount of bias, but Board of Adjustment members need to be able hear each case individually.

Administrator Babinski spoke about the new Sheriff Vehicles and expressed all is going well and is on schedule with Enterprise. He addressed an upcoming July 11th meeting with La Crescent about the ongoing projects in town. A Wildcat Park meeting will be set soon.

Commissioner Arnold had nothing to report at this time.

Commissioner Burns spoke about the possibility of a shuttle car at the airport.

Commissioner Johnson had nothing to report at this time

Commissioner Miller went to a Hiawatha Mental Health meeting. There will be a new location for offices by December.

Commissioner Walter stated the Board of Equalization is now on the state assessor website.

PUBLIC COMMENT:

Yvonne Krogstad is battling chickweed, wild cucumber and other invasive species and is wondering what the status is? Commissioners reported that it is in the works and we will be discussing this at a future Board meeting.

There being no further business and the time being 11:20 a.m., Commissioner Miller moved, Commissioner Arnold seconded, and unanimously carried to adjourn the meeting, the next advertised meeting being a Regular Board Meeting on Tuesday, June 25, 2019.

BOARD OF COUNTY COMMISSIONERS
HOUSTON COUNTY, MINNESOTA

By: _____
Teresa Walter, Chairperson

Attest: _____
Jeffrey Babinski, County Administrator

PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: Tuesday, July 16, 2019 9:30 a.m.

Place: Room 219, Courthouse, Caledonia, MN

Members Present: Teresa Walter, Eric Johnson, Bob Burns, Fred Arnold, Jack Miller

Others Present: Administrator Babinski; Zoning Administrator Lacher,

Board Workgroup Session

The Board discussed several concerns raised by property owners who have been required to obtain variances for 'old' problems when seeking permits for new projects. Most cases involved problems with setback distances caused by property splits or property borders adjusted after buildings were already in place. Zoning Administrator Lacher explained options to amend the Zoning Ordinance requirements to change setback requirements and an option to direct a county (Zoning) review of property splits before property exchanges are recorded in order to prevent future variance requirements. Further discussion with the rest of the land records departments is required, but Mr. Lacher agreed to continue to pursue options.

The Board briefly discussed priorities for the 2020 budget as the staff begins to develop their proposals.

This being a workgroup session, with no action taken, the meeting concluded at 11:05. The next advertised meeting being a regular board meeting, Tuesday, July 23, 2019.

BOARD OF COUNTY COMMISSIONERS
HOUSTON COUNTY, MINNESOTA

By: _____
Teresa Walter, Chairperson

Attest: _____
Jeffrey Babinski, County Administrator

PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: Tuesday, July 23 2019

9:30 a.m.

Place: Commissioners Room, Courthouse, Caledonia, MN

Members Present: Teresa Walter (Chair), Jack Miller, Bob Burns, Fred Arnold

Members Absent: Eric Johnson

Others Present: Administrator Jeff Babinski; Reporter Moorhead; Deputy Auditor/Treasurer Larissa Erickson, County Assessor Cindy Cresswell, Human Services Director Puleasa, Engineer Pogodzinski, Finance Director Carol Lapham, HR Director Arrick-Kruger, Auditor/Treasurer Trehus, Jennifer Nelson Southern Minnesota Initiative Foundation, Olivia Denney Emergency Management Director, Amelia Meiners Environmental Specialist.

Presiding: Teresa Walter, Chairperson

Call to order. All said pledge of Allegiance.

Commissioner Miller moved, Commissioner Burns seconded, unanimously carried to approve the amended agenda.

Commissioner Arnold moved, Commissioner Burns seconded, unanimously carried to approve the minutes of the July 9, 2019 Regular Board Meeting and July 16, 2019 Workgroup Session.

Public Comment: None at this time

Jennifer Nelson, Southern Minnesota Initiative Foundation, provided a presentation and report to the board. She shared a brief history of the foundation and shared information on several of the projects directly affecting the county. SMIF Specializes in Community Development, Economic Development, and Early Childhood Development.

Current Projects include:

- City of La Crescent \$10,000 grant for branding efforts
- The Driftless \$18,000 grant for an initiative for farmers
- Small Town Grant program has been reopened
- Economic Impact grants are also active

Commissioner Burns asked where the Early Childhood classes are held? Nelson stated that the venue changes but that the classes are accessible to all families.

File No. 10 - Engineer Pogodzinski spoke about flood damage from recent rain events. He anticipated three locations will qualify for disaster relief funds, with a couple more locations that may qualify. He estimated the initial total damage cost to county roadways to be between \$250,000

and \$350,000, with another \$50,000 - \$100,000 more in damage to city and township infrastructure. The worst damage site closed County 21, though Engineer Pogodzinski was trying to reopen it back up to 1 lane of traffic until it could be repaired. Pogodzinski presented three options for getting a contractor hired to make repairs. The first, or regular, option requires his staff to draw up a plan; obtain permits; advertise for bids; open bids; award the project and get a contract in place, and then getting ready to start the repairs, which can take 3 months. The second option would require board approval for an expedited quotation process, which may take 3-5 days once the plans are prepared. The third option would be to use the established equipment rental and material stockpile quotes contracts for the repairs, which would allow work to start as soon as we have all required permits in place. Pogodzinski recommended the third option, but requested board approval for both expedited options, as he was still inquiring with the state to avoid issues with applying for emergency aid. The board discussed and clarified the options presented and concurred with Engineer Pogodzinski's recommendation. Commission Miller moved, Commissioner Burns seconded, unanimously carried to approve Resolution 19-26.

RESOLUTION NO. 19-26

EMERGENCY DAMAGE REPAIR

WHEREAS, county roads in Houston County sustained significant damage from July 19, 2019 flooding, particularly in the northern half of the county; and

WHEREAS, damage repairs could exceed the amount for which sealed bids would normally be required per section 471.345; and

WHEREAS, immediate contracting of emergency repairs is necessary to protect public health, safety and welfare.

NOW THEREFORE, BE IT RESOLVED that, pursuant to Minnesota Statutes, sections 375.21 and 375.22, the Houston County Department of Transportation is authorized to immediately enter into necessary contracts for emergency repair of damaged and negatively impacted county roads and bridges without the requirement for solicitation of bids and advertising; said authorization to remain in place until modified or rescinded by this board.

Olivia Denney, Emergency Management Director, talked about all other flood damage reported by the cities and townships. The City of Hokah estimated \$32,000 - \$47,000 in damages, including a collapsed sewer line that will need replacing. La Crescent Township and Mound Prairie also reported some minor flood damage. Denney estimated \$280,000 - \$400,000 will be applied for in total from the State Flood Relief for emergency purposes.

File No. 1 – Commissioner Miller moved, Commissioner Arnold seconded, unanimously carried to approve payment of the Auditor's disbursements and the following claims:

County Revenue Fund	\$162,851.57
Road & Bridge Fund	\$27,231.09

Total

\$190,082.66

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File No. 3 – Commissioner Miller moved, Commissioner Arnold seconded, unanimously carried to approve the Wetlands application and the TEP findings Report for Gerald Steele, Eitzen.

File No. 8 – Commissioner Miller moved, Commissioner Arnold seconded, unanimously carried to approve the Peddler’s Permit for Scott Gibson (Aerial Photography sales)

File No. 5 - Environmental Specialist Amelia Meiners provided an update on the Soiney Interim Use Permit, which he has complied with. She discussed his current and future efforts to remain in compliance.

File No. 6 – Commissioner Burns moved, Commissioner Miller seconded, unanimously carried to approve Stantec Consulting Services for work on Japanese Hops on the Root River after a brief discussion with Environmental Specialist Meiners on the aspects of the program.

County Assessor Cindy Cresswell and County Auditor/Treasurer Trehus presented the 2019 Tax Abatements. Assessor Cresswell explained the varied reasons for the abatements, which included errors between the two tax systems as her staff continues to work towards use of a single system. Commissioner Walter asked where the abatement money comes from and Finance Director Lapham explained how the funds are subtracted from the tax fund, so affecting all tax entities.

File No. 9 – Commissioner Burns moved, Commissioner Miller seconded, unanimously carried to approve the 2019 Tax Abatements.

Human Services Director Pugleasa spoke briefly about the process of case management and how the departments have changed since the merger. HR Director Arrick-Kruger spoke on the position of a Nurse Case Manager being a MERIT position.

File No. 2 – Commissioner Arnold moved, Commissioner Walter seconded, unanimously carried to approve rescinding the Board’s 26 Mar 2019 to initiate a competitive search for a Nurse Case Manager (C-41). Commissioner Arnold moved, Commissioner Miller seconded, unanimously carried to approval to initiate a competitive search for an Agency Social Worker-Home Based Services (C-41)

Administrator Babinski gave a brief Administrator update. The July 30th workgroup session has been cancelled.

Commissioner Arnold mentioned the Southeast Water Board has been dissolved. The feedlot grant is now being administered by Goodhue County. Roughly 15-20 people attended the Airport meeting where the general consensus was that some changes are needed at the airport.

Commissioner Burns spoke about the airport as well. The design proposal of 30 hangers would require an additional 7 acres to accommodate the additional hangers and a service building.

He would like to see a courtesy vehicle at the airport. Commissioner Burns attended the County Justice Center meeting; the juvenile facility is in question as he feels we don't have a good system. The Finance committee met and announced budget requests are due by Aug. 9, 2019.

Commissioner Miller attended the Hiawatha Mental Health meeting.

Commissioner Walter attended the La Crescent council meeting.

On Aug. 8, 2019, MCIT will hold a training meeting. Commissioner Johnson and Administrator Babinski will go for sure with Commissioner Arnold as tentative.

PUBLIC COMMENT: None at this time.

There being no further business and the time being 11:05 a.m., Commissioner Miller moved, Commissioner Arnold seconded, and unanimously carried to adjourn the meeting, the next advertised meeting being a Workgroup Session on Tuesday, August 6, 2019.

BOARD OF COUNTY COMMISSIONERS
HOUSTON COUNTY, MINNESOTA

By: _____
Teresa Walter, Chairperson

Attest: _____
Jeffrey Babinski, County Administrator

PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: Tuesday, August 6, 2019 9:30 a.m.

Place: Room 219, Courthouse, Caledonia, MN

Members Present: Teresa Walter, Eric Johnson, Bob Burns, Fred Arnold, Jack Miller

Others Present: Administrator Babinski;

Board Workgroup Session

The Board held an open discussion on ongoing projects within the county. The board established an appointment for the Administrator's annual performance report at the next workgroup session on August 20, 2019 due to the time constraint on August 27th, due to the Joint Board of Health meeting scheduled. The board discussed the invitation from Judge Sturino for the full board to attend the Justice Center committee meeting and learn more about their efforts with juvenile care. The board discussed attendance at upcoming AMC and MCIT training and policy development sessions.

The Board briefly discussed a request to amend the Tobacco ordinance requirement for the age of clerks, which is having a negative impact on staffing for a couple of small businesses. Administrator Babinski offered to research and provide further information to the board for consideration.

This being a workgroup session, with no action taken, the meeting concluded at 10:55. The next advertised meeting being a regular board meeting, Tuesday, August 13, 2019.

**BOARD OF COUNTY COMMISSIONERS
HOUSTON COUNTY, MINNESOTA**

By: _____
Teresa Walter, Chairperson

Attest: _____
Jeffrey Babinski, County Administrator

PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: Tuesday, August 13 2019

9:30 a.m.

Place: Commissioners Room, Courthouse, Caledonia, MN

Members Present: Teresa Walter (Chair), Jack Miller, Bob Burns, Fred Arnold, Eric Johnson

Others Present: Administrator Jeff Babinski; Reporter Moorhead; Deputy Auditor/Treasurer Larissa Erickson, County Assessor Cindy Cresswell, Engineer Pogodzinski, Finance Director Carol Lapham, HR Director Arrick-Kruger, Dr. Ross Reichard and Monica Kendall, P.A., the County Medical Examiners, Mr. Dan Larson, Minnesota Rural Counties, Julie Amundson, Amelia Meiners, Yvonne Krogstad, Bethany Moen, Heather Myhre, James Gardner.

Presiding: Teresa Walter, Chairperson

Call to order. All said pledge of Allegiance.

Commissioner Arnold moved, Commissioner Burns seconded, unanimously carried to approve the amended agenda.

Commissioner Burns moved, Commissioner Miller seconded, unanimously carried to approve the minutes of the July 23, 2019 Regular Board Meeting and August 6, 2019 Workgroup Session.

Public Comment: Dean Otterson of La Crescent MN, spoke about his concerns with the public hearing regarding the Northern Natural Gas Company's Oderizer project proposal. Mr. Otterson felt the notification timeline was unnecessarily short and the Public Hearing should be postponed so more information can be gathered. The Commissioners expressed interest in postponing the hearing and requested Administrator Babinski work with the Zoning Office to reschedule the hearing, if possible.

File No. 3 - Dr. Ross Reichard and Monica Kendall, P.A., the County Medical Examiners, presented an overview of their support to Houston County. They discussed 103 reported deaths within Houston County, of which the Medical Examiners were involved in 75% of those cases. Their report details the statistics of cause of death, age of individuals, etc.

File No. 4 - Mr. Dan Larson, Minnesota Rural Counties, provided a presentation on his organization and invited Houston County to participate. Mr. Larson stated that Minnesota Rural Counties started 22 years ago, and is still growing. Commissioner Johnson felt that The Minnesota Rural Counties sounds like a good program, and the County should look into this.

File No. 1 – Commissioner Johnson moved, Commissioner Burns seconded, unanimously carried to approve payment of the Auditor's disbursements and the following claims:

County Revenue Fund	\$152,592.92
Road & Bridge Fund	\$1,910,685.15

Total	\$2,063,278.07
	=====

File No. 2 – Commission Johnson moved, Commissioner Burns seconded, unanimously carried to affirm the following personnel actions:

- a. Finance
 - i. Accept the retirement notice from Nancy Peter, effective the end of the business day September 27, 2019 and extend thanks for her 32.5 years of service to the residents of Houston County.
 - ii. Initiate a competitive search for a .6 FTI Technical Clerk, B-22.
- b. Public Health and Human Services
 - i. Continue the appointment status of Nickie Folsom (.9 FTE to 1.0 FTE) to an on-going basis, effective immediately (Previously approved for 6 mo change of status)
 - ii. Change the classification of Michelle Schulte from Staff RN (C41) to PHN (C42) effective August 19, 2019 and extend congratulations for earning BSN and obtaining a PHN certificate.
 - iii. Rehire Judy Haugstad as a temporary (67 days/year maximum) Case Aide to assist during the search for a Child Protection Social Worker. Note: The total of both temporary assignments cannot exceed 67 days per calendar year.
- c. Sheriff
 - i. Accept the resignation notice from Darin Daveau, detention deputy (Jailer/Dispatcher) effective the end of the business day August 23, 2019.
 - ii. Approve completing a competitive search to fill the Jailer/Dispatcher position.

File No. 5 – Commissioner Johnson moved, Commissioner Burns seconded, unanimously carried acknowledge receipt of the Outdoor Heritage Fund Proposals from the Lessard Sams Outdoor Heritage Council.

File No. 9 – Commissioner Johnson moved, Commissioner Burns seconded, unanimously carried acknowledge receipt of the Houston County Township Officer's Association Annual Dinner Meeting on September 11, 2019.

File No. 6 – Commissioner Johnson moved, Commissioner Burns seconded, unanimously carried to approve abatements recommended by the County Assessor and Auditor/Treasurer.

File No. 11 – Commissioner Johnson moved, Commissioner Burns seconded, unanimously carried to approve budgeted purchase of three cover-top roll-off containers from Nedland Industries at a cost of \$18,085.

File No. 14 – Commissioner Johnson moved, Commissioner Burns seconded, unanimously carried to approve Resolution 19-27, Aquatic Invasive Species Prevention Aid.

RESOLUTION NO. 19-27

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 \$22,755 for 2020 and years following (5 watercraft trailer launches and 50 watercraft trailer parking spaces), and

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. 7 – Commissioner Arnold moved, Commissioner Johnson seconded, unanimously carried to approve Resolution 19-29, final contract acceptance for project CP 2019-05A with Milestone Materials for CSAH 24 and 32.

RESOLUTION NO. 19-29

FINAL ACCEPTANCE OF CONTRACT NO. 296 MILESTONE MATERIALS (CP 2019-05A)

WHEREAS, Contract No. 296 with Vendor #918 – Milestone Materials has in all things been completed, and the County Board being fully advised in the premises; and

THEREFORE, BE IT RESOLVED, the Houston County Board of Commissioners accepts said completed project for and on behalf of the Houston County DOT and authorize final payment as specified herein.

File No. 98- Commissioner Burns moved, Commissioner Arnold seconded, unanimously carried to approve Conditional Use Permit for Robert and Heather Strand, Yucatan Township, with the recommended condition of meeting all applicable federal, state and local laws.

File No. 12 – Commissioner Johnson moved, Commissioner Arnold seconded, unanimously carried to approve Resolution 19-28, authorizing an EDA Revolving Loan Fund loan to AcenTek for the Broadband Border-to-Border Grant, if grant funds are awarded.

RESOLUTION NO. 19-28

RESOLUTION OF SUPPORT ENDORSING BORDER-TO-BORDER GRANT APPLICATION OF ACEN TEK, INC. IN HOUSTON COUNTY

WHEREAS, broadband internet connectivity constitutes an essential infrastructural component of residential and commercial development, education, and industry; and

WHEREAS, customers in the rural Houston telephone exchange are either unserved or underserved by the State of Minnesota's established download and upload standards; and

WHEREAS, AcenTek is a locally controlled telecommunications cooperative, providing service to many residents in Houston County; and

WHEREAS, AcenTek intends to deliver new fiber optic connectivity to approximately 800 underserved locations including businesses, residences, and farms; and

WHEREAS, AcenTek intends to submit a grant application to the State of Minnesota's Border-to-Border Grant Program to help make this project economically viable;

NOW, THEREFORE, BE IT RESOLVED, Houston County supports AcenTek's application to the Border-to-Border Grant Program; and

BE IT FURTHER RESOLVED, that Houston County will make available \$75,000 in economic development funds in support of the application if awarded. The \$75,000 will be loaned to AcenTek at zero percent interest for three years pending award of grant funds.

File No. 13 - Commissioner Walter and Engineer Pogodzinski led a discussion on the shared Highway Maintenance facility with La Crescent Township, which is in dire need of repair/replacement. Engineer Pogodzinski stated a draft agreement was drafted and sent to La Crescent Township for their consideration. The Township expressed desire for the County to participate in the costs. The board recognized a likely need to cost-share with the township on the facility construction, but expressed the township should take the lead on facility development.

Engineer Pogodzinski gave an update on where current County projects are. Current projects are on track. We do not have confirmation on state aid yet.

File No. 15, 16, 17 - Administrator Babinski shared correspondence from Hiawatha Valley RC&D, SMIF and MCIT, which included notice of the 2019 MCIT Dividend.

Commissioner Arnold attended the Extension Committee meeting. Arnold spoke briefly on the Comprehensive Land Use Survey. Arnold is planning to attend the appreciation dinner for Red's IGA.

Commissioner Burns also commented on the Comprehensive Land Use Survey. Burns attended the Finance meeting; the payroll report is misleading due to the new contract. Burns will be attending the 12:30 p.m. County Court Admin meeting today.

Commissioner Johnson attended the SEMCAC, MCIT meetings, and the Cattleman's Banquet in Eitzen.

Commissioner Miller attended the Hiawatha Valley, the EDA, and the Radio Board meetings.

Commissioner Walter had nothing to report at this time.

PUBLIC COMMENT: None at this time.

There being no further business and the time being 11:25 a.m., Commissioner Arnold moved, Commissioner Miller seconded, and unanimously carried to adjourn the meeting, the next advertised meeting being a Workgroup Session on Tuesday, August 20, 2019, and a Regular Board Meeting on August 27, 2019.

BOARD OF COUNTY COMMISSIONERS
HOUSTON COUNTY, MINNESOTA

By: _____
Teresa Walter, Chairperson

Attest: _____
Jeffrey Babinski, County Administrator

PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: Tuesday, August 20, 2019 9:30 a.m.

Place: Room 219, Courthouse, Caledonia, MN

Members Present: Teresa Walter, Eric Johnson, Bob Burns, Fred Arnold, Jack Miller

Others Present: Administrator Babinski;

Board Workgroup Session

The Board held a closed session to discuss the annual appraisal of Administrator Babinski. Outside of closed session, the board held further discussion on requested changes to the Tobacco Ordinance and the status of the Insurance Committee progress.

This being a workgroup session, with no action taken, the meeting concluded at 11:10. The next advertised meeting being a regular board meeting, Tuesday, August 27, 2019.

**BOARD OF COUNTY COMMISSIONERS
HOUSTON COUNTY, MINNESOTA**

By: _____
Teresa Walter, Chairperson

Attest: _____
Jeffrey Babinski, County Administrator

PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: Tuesday, August 27 2019

9:30 a.m.

Place: Commissioners Room, Courthouse, Caledonia, MN

Members Present: Teresa Walter (Chair), Jack Miller, Bob Burns, Fred Arnold, Eric Johnson

Others Present: Administrator Jeff Babinski; Reporter Moorhead; Deputy Auditor/Treasurer Larissa Erickson, County Assessor Cindy Cresswell, Auditor/Treasurer Donna Trehus, Engineer Pogodzinski, Finance Director Carol Lapham, HR Director Arrick-Kruger, Human Services Director Pogleasa, Environmental Specialist, Amelia Meiners, Yvonne Krogstad, Public Health Supervisor Heather Myhre, Zoning Director Aaron Lacher.

Presiding: Teresa Walter, Chairperson

Call to order. All said pledge of Allegiance.

Commissioner Burns moved, Commissioner Miller seconded, unanimously carried to approve the amended agenda with Consent Agenda Item 5 moved to Action Items.

Commissioner Johnson moved, Commissioner Arnold seconded, unanimously carried to approve the minutes of the August 13, 2019 Regular Board Meeting and August 20, 2019 Workgroup Session.

Public Comment: None at this time.

File No. 1 – Commissioner Burns moved, Commissioner Miller seconded, unanimously carried to approve payment of the Auditor’s disbursements and the following claims:

County Revenue Fund	\$60,013.36
Road & Bridge Fund	\$14,687.20

Total	\$74,700.56
	=====

File No. 2 – Commission Burns moved, Commissioner Miller seconded, unanimously carried to affirm the following personnel actions:

- a. Accept the resignation of Joseph Allen, Highway Maintenance Specialist, effective the end of the business day August 29, 2019, and thank Joe for 8.5 plus years of service to the residents of Houston County.
- b. Make use of recent pool of applicants generated from a competitive search for a Highway Maintenance Specialist to fill this position.

File No. 3 – Commissioner Burns moved, Commissioner Miller seconded, unanimously carried acknowledge receipt of the SELCO 2020 Financial Support Request.

File No. 4 – Commissioner Burns moved, Commissioner Miller seconded, unanimously carried to approve the Guardianship Contract with Frederick Guardianship Services, LLC.

File No. 5 – Commissioner Burns moved, Commissioner Miller seconded, unanimously carried to approve purchase of 10 poll pad devices for election support.

Auditor/Treasurer Donna Trehus gave a brief description of the poll pads how they work and how they are going to benefit Houston County. The poll pads will free up time and resources for the Auditor's office and provide more efficiencies at the polling places.

File No. 6 – Commissioner Burns moved, Commissioner Arnold seconded, unanimously carried to approve the extended warranty contract for the County Justice Center generator. Contingent on a no deductible confirmation.

HR Director Arrick-Kruger gave a brief description of the generator and the need for an extended warranty contract. The county has a maintenance agreement on the generator, this extended warranty is a separate contract. At this time the unit is 7 years old. [post meeting: HR Director confirmed there is no deductible for the extended warranty work.]

File No. 7 – Commissioner Johnson moved, Commissioner Arnold seconded, unanimously carried to approve the 319 Feedlot Grant Sub Recipient Agreement with Goodhue County.

File No. 8 – Commissioner Arnold moved, Commissioner Miller seconded, unanimously carried to approve the Memorandum of Understanding for Evidence Based Family Home Visitation Program.

Human Services Director Pogleasa and Heather Myhre gave a description of the Memorandum. A summary of the Evidence Based Family Home Visitation Program was presented to the board. A packet was given to the board with detailed information concerning the Memorandum. Family Health is very important in this and all counties, the continued training is beneficial to our staff.

Commissioner Johnson moved, Commissioner Burns seconded, unanimously carried to enter into closed session at 11:15 pursuant to MS Statute 13D05, subd. 3 for the purpose of completing Administrator Babinski's annual performance evaluation.

Commissioner Burn moved, Commissioner Johnson seconded, unanimously carried to end the closed session and return to regular open meeting at 11:59.

Commissioner Arnold moved, Commissioner Miller seconded, unanimously carried to accept Administrator Babinski's performance review.

File No. 10, 11, 12 - Administrator Babinski shared updates on the annual County Township Officer's Association Annual Dinner Meeting (Burns, Johnson, and Walter will be registered by Babinski), and AMC Fall Policy Conference. Administrator Babinski discussed the request from Dennis and Annette Holte to extend the Land Lease Agreement for the County's 22 acre parcel west of Caledonia. Administrator Babinski praised the Solid Waste personnel for a successful collection day and collection program. Olivia Denney did get back to us on the State Assistance and what was rewarded.

Commissioner Arnold attended the Finance meeting, when the two positions in P.H., H.S. were combined it caused more problems than we thought. Auditor report we need to update procedure policy. Elections will bring on more costs this year.

Commissioner Burns concurs with everything Commissioner Arnold said.

Commissioner Johnson received a message from someone who lives on County 20, the message was one of praise and kudos for getting this all done in a timely manner. Houston County was represented very well at the Fair this year. Thoughts and prayers to Reider Family.

Commissioner Miller is signed up to attend the AMC Fall Policy Conference. Went to the showing of Joes Coffee House in Reds IGA, it is well done. Miller attended the EDA meetings as well. Dr. J's is buzzing as well. A possible Meat Market is opening.

Commissioner Walter attended a joint finance meeting. We should revisit the restructure of the Finance department. Wrote to Jeremy Miller about the Juvenile Jail needs, still waiting on a response. We need to make hotel accommodations for the AMC annual Conference. Walter will be attending the AMC meeting at the State Fair. Walter also attended a Solid Waste meeting.

PUBLIC COMMENT: None at this time.

There being no further business and the time being 12:04 a.m., Commissioner Burns moved, Commissioner Arnold seconded, and unanimously carried to adjourn the meeting, the next advertised meeting being a Workgroup Session on Tuesday, September 3, 2019, and a Regular Board Meeting on September 10, 2019.

BOARD OF COUNTY COMMISSIONERS
HOUSTON COUNTY, MINNESOTA

By: _____
Teresa Walter, Chairperson

Attest: _____
Jeffrey Babinski, County Administrator

PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: Tuesday, September 3, 2019 9:30 a.m.

Place: Room 219, Courthouse, Caledonia, MN

Members Present: Teresa Walter, Eric Johnson, Fred Arnold

Members Absent: Bob Burns, Jack Miller

Others Present: Administrator Babinski, Finance Director Lapham, various Department Heds

Board Workgroup Session

Administrator Babinski and Finance Director Lapham led a review of the General Fund and Highway Department budget submissions with several Department Heads providing input and review of their portion of the budget submission.

This being a workgroup session, with no action taken, the meeting concluded at 12:00. The next advertised meeting being a regular board meeting, Tuesday, September 10, 2019.

**BOARD OF COUNTY COMMISSIONERS
HOUSTON COUNTY, MINNESOTA**

By: _____
Teresa Walter, Chairperson

Attest: _____
Jeffrey Babinski, County Administrator

PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: Tuesday, September 10, 2019

9:30 a.m.

Place: Commissioners Room, Courthouse, Caledonia, MN

Members Present: Teresa Walter (Chair), Jack Miller, Bob Burns, Fred Arnold, Eric Johnson

Others Present: Administrator Jeff Babinski; Reporter Moorhead; Deputy Auditor/Treasurer Larissa Erickson, Engineer Pogodzinski, Finance Director Carol Lapham, HR Director Arrick-Kruger, Human Services Director Pugleasa, Public Health Supervisor Heather Myhre, Environmental Specialist Amelia Meiners, Yvonne Krogstad. Aaron Lacher Environmental Services Director, Alison Wagner EDA Director.

Presiding: Teresa Walter, Chairperson

Call to order. All said pledge of Allegiance.

Commissioner Miller moved, Commissioner Arnold seconded, unanimously carried to approve the amended agenda.

Commissioner Johnson moved, Commissioner Arnold seconded, unanimously carried to approve the minutes of the August 27, 2019 Regular Board Meeting and September 3rd, 2019 Workgroup Session. Burns abstained from the workgroup session minutes.

Public Comment: None at this time.

Erick Leitzen, President of Historic Bluff Country: Gave a Program Overview and asked for Funding Allocation. Historic Bluff Country tries to promote our area for tourism. Today Mr. Leitzen is asking for donations, to help with promotion. The donations will help with the township promotions. To get more information go to bluffcounty.com

File No. 1 – Commissioner Miller moved, Commissioner Arnold seconded, unanimously carried to approve payment of the Auditor's disbursements and the following claims:

County Revenue Fund	\$72,632.29
Road & Bridge Fund	\$1,420,956.86

Total	\$1,493,589.15
	=====

File No. 3 – Commissioner Miller moved, Commissioner Arnold seconded, unanimously carried to approve Resolution 19-30 Land Exchange and Purchase for Highway Department.

RESOLUTION NO. 19-30

**LAND EXCHANGE AND PURCHASE
FOR HIGHWAY DEPARTMENT**

WHEREAS, the Houston County Board of Commissioners unanimously carried a motion to authorize the exchange of property parcel 210907002 for a portion of parcel 211094001 and purchase a portion of parcel 211094000 from Mr. Mike Rogich at a net cost of \$70,000, contingent on three conditions: 1.) The County must lease space from Mr. Rogich to accommodate parking on what was the Tru Gas property (parcel 210907001), 2.) The City of Caledonia must approve the County Community Services building's Conditional Use Permit amendment to allow the lease property parking to replace the parking from parcel 210907002, and 3.) The County must receive favorable results of a Phase I and Phase II (if required) environmental study of the purchase; and

WHEREAS, Condition one has been met with an agreed 10-year lease for 27 parking spaces executed as of September 1, 2019; and

WHEREAS, Condition two has been met with the City of Caledonia with the City's Resolution 2019-010 dated 22 July 2019, amending the County Community Services building's Conditional Use Permit to allow leased parking to replace the parking owned by Houston County, and;

WHEREAS, Condition three has been met by the Phase I Environmental Site Assessment performed by Brawn Intertec and received July 18, 2019; and

WHEREAS, pursuant to MS Statute 373.01, subd. 1.5.e, The Board of Commissioners held a public hearing on May 14, 2019 to hear any public input concerning the potential exchange of land property parcel 210907002 for a portion of parcel 21109400 and no public input was received;

THEREFORE, BE IT RESOLVED, the Houston County Board of Commissioners authorizes the land exchange and purchase of real property in Houston County, Minnesota, described as follows: To Mr. Rogich: Parcel 21.0907.02 and to Houston County: Portion of Parcel 21.1094.000 and Parcel 21.1094.001.

File No. 4 – Commissioner Miller moved, Commissioner Arnold seconded, unanimously carried to Approve Resolution 19-31 Authorization to Execute “Toward Zero Deaths” Grant.

RESOLUTION NO. 19-31

**AUTHORIZATION TO EXECUTE
2019 TOWARD ZERO DEATHS STATE ROADS GRANT**

BE IT RESOLVED the Houston County Board of Commissioners authorizes the Houston County Public Health and Human Services to enter into a grant agreement with the Minnesota Department of Public Safety, for traffic safety projects during the period from October 1, 2019 through September 30, 2020.

THEREFORE, BE IT RESOLVED, John Pugleasa, Public Health and Human Services Director, is hereby authorized to execute such agreements and amendments as are necessary to implement the project, be the fiscal agent, and administer the grant on behalf of Houston County Public Health and Human Services.

File No. 2 – Commissioner Miller moved, Commissioner Arnold seconded, unanimously carried to affirm the following personnel actions:

a. Assessor

i. Accept the resignation of Naomi Hoel, Appraiser Trainee, effective the end of the business day Sept 6, 2019.

ii. Change the employment status of Michelle Quinn from Certified Minnesota Appraiser (Non-Income) B23, to Certified Minnesota Appraiser (Income) B24, Step 4, and effective Sept 11, 2019.

iii. Change the employment status of Luke Onstad from Certified Minnesota Appraiser (Non-Income) B23, to Certified Minnesota Appraiser (Income) B24, Step 2, and effective Sept 11, 2019.

b. Environmental Services

i. Confirm the change of employment status of Aaron Lacher, Environmental Services Director D61, from probationary to regular status, effective Sept 11, 2019.

c. Highway

i. Hire Wesley Burroughs as a probationary Highway Maintenance Specialist, B23-2, step 1, conditioned upon passing requisite background checks, effective Sept 23, 2019.

ii. Hire Chris Frank as a probationary Highway Maintenance Specialist, B23-2, step 1, conditioned upon passing requisite background checks, effective Sept 16, 2019.

File No. 5 – Commissioner Johnson moved, Commissioner Burns seconded, unanimously Approved the Conditional Use Permit request from Clair and Jarad Olson, Yucatan Township with the conditions recommended by the Planning Commission.

File No. 6 – Commissioner Johnson moved, Commissioner Arnold seconded, unanimously approved amending CUP #296 conditions for Todd Soiney, Spring Grove Township based on the findings of fact from Zoning Office review. Commissioner Johnson moved, Commissioner Arnold seconded and all approved amending the original motion to include “based on the findings of fact from Zoning Office review.” Meiners gave a brief update on this CUP with conditions. Lacher spoke about the fact findings.

File No. 7 – Commissioner Arnold moved, Commissioner Miller seconded, unanimously approved a contract on behalf of EDA for the Driftless Grown initiative website and branding.

Wagner gave a brief overview of the EDA Driftless Grown Initiative and plans for developing a dedicated website. She also updated the Board on future plans under the Driftless Grown grant initiative, which include hiring a Driftless Grown Initiative Coordinator.

Administrator Babinski gave a brief description of a proposed resolution to authorize the sale of the County's 22 acre parcel near the Caledonia High School, originally purchased for development of a new Highway Department facility. The board took no formal action, but expressed consensus to move forward with the land sale at a later date, after resolving whether an easement or holding a portion of the property would be better to allow road expansion in the future, specifically for a bike trail access.

Administrator Babinski gave an update on the Houston County Township Officer's Association Annual Dinner Meeting, the Northern Natural Gas Tax Court Assessment adjustment, and the Veteran's Treatment Court Invitation. Registration for the AMC conference has been made for all Commissioners.

Commissioner Arnold spoke about AG Farmers and how to increase income. He is excited about the Driftless program. Arnold wants to know if we need to address the Consent Agenda and how it is handled.

Commissioner Burns asked to go to the Land Use Training annual meeting. Babinski stated he would make arrangements for Burns to attend the Land Use training.

Commissioner Johnson had nothing to add.

Commissioner Miller had nothing to add.

Commissioner Walter went to State Extension meeting and gave a brief update on that.

PUBLIC COMMENT:

Yvonne Krogstad asked if there was a deductible on the generator extended warranty agreement that was approved at the last meeting. Babinski clarified there is not a deductible, so the agreement was signed.

There being no further business and the time being 10:39 a.m., Commissioner Arnold moved, Commissioner Burns seconded, and unanimously carried to adjourn the meeting, the next advertised meeting being a Workgroup Session on Tuesday, September 17, 2019, and a Regular Board Meeting on September 24, 2019.

**BOARD OF COUNTY COMMISSIONERS
HOUSTON COUNTY, MINNESOTA**

By: _____
Teresa Walter, Chairperson

Attest: _____
Jeffrey Babinski, County Administrator

PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: Tuesday, September 17, 2019 9:30 a.m.

Place: Room 219, Courthouse, Caledonia, MN

Members Present: Teresa Walter, Eric Johnson, Fred Arnold, Bob Burns, Jack Miller

Others Present: Administrator Babinski, Finance Director Lapham, various Department Heads

Board Workgroup Session

The board reviewed the Public Health and Human Services proposed budget for 2020. Administrator Babinski and Finance Director Lapham also reviewed the proposed fee schedule changes and requested allocation requests with the Board.

This being a workgroup session, with no action taken, the meeting concluded at 12:00. The next advertised meeting being a regular board meeting, Tuesday, September 24, 2019.

**BOARD OF COUNTY COMMISSIONERS
HOUSTON COUNTY, MINNESOTA**

By: _____
Teresa Walter, Chairperson

Attest: _____
Jeffrey Babinski, County Administrator

PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: Tuesday, September 24, 2019

9:30 a.m.

Place: Commissioners Room, Courthouse, Caledonia, MN

Members Present: Teresa Walter (Chair), Jack Miller, Bob Burns, Fred Arnold, Eric Johnson

Others Present: Administrator Jeff Babinski; Reporter Moorhead; Deputy Auditor/Treasurer Larissa Erickson, Engineer Brian Pogodzinski, Finance Director Carol Lapham, HR Director Theresa Arrick-Kruger, Human Services Director John Pugleasa, Environmental Services Director Aaron Lacher, Assessor Cindy Creswell, Solid Waste Coordinator Julie Amundson, Recorder Sue Schwebach, and Betz Ready

Presiding: Teresa Walter, Chairperson

Call to order. All said pledge of Allegiance.

Commissioner Arnold moved, Commissioner Miller seconded, unanimously carried to approve the amended agenda with two additional changes: Under the Consent agenda, add a competitive search for Two Jailer/Dispatchers and open a new pool for employment search, under Action items, add Consider approval of The Zero Death Grant Application for the Sheriff's Department.

Commissioner Walter moved, Commissioner Burns seconded, unanimously carried to approve the minutes of the September 10, 2019 Regular Board Meeting and September 17, 2019 Workgroup Session.

Public Comment: None at this time.

File No. 1 – Commissioner Johnson moved, Commissioner Burns seconded, unanimously carried to approve payment of the Auditor's disbursements and the following claims:

County Revenue Fund	\$104,851.56
Road & Bridge Fund	\$32,638.75

Total	\$242,341.87
	=====

File No. 2 – Commission Johnson moved, Commissioner Burns seconded, unanimously carried to affirm the following personnel actions:

a. Environmental Services.

i. Change the employment status of James Gardner, Environmental Specialist, from probationary to regular, effective Oct 10, 2019.

b. Public Health and Human Services

i. Change the employment status of Heather Myhre, Public Health Supervisor, from probationary to regular, effective Oct 2, 2019.

c. Recorder's Office

i. Change the employment status of Mary Betz, Chief Deputy Recorder, from probationary to regular, effective Oct 1, 2019.

d. Sheriff's Office

i. Hire William Gavin, as probationary Jailer/Dispatcher at Step 1, effective Sept 30, 2019, conditioned upon successful completion of background investigation.

ii. Accept the resignation of Tyler Fabian, Jailer/Dispatcher effective the end of his work shift on Sept 25, 2019.

iii. Approve a competitive search for Two Jailer/Dispatchers; open a new pool for employment search.

File No. 3 – Commissioner Arnold moved, Commissioner Miller seconded unanimously approved the 2020-2016 Pictometry Agreement for aerial imagery. Administrator Babinski gave a brief description of the Pictometry Agreement, which provides for the next two cycles (3 year intervals) of aerial imagery, which feeds the Beacon site. The next images will be at a higher resolution over the entire county and include structure footprint recognition to highlight structure changes from the previous flight.

File No. 4 – Commissioner Johnson moved, Commissioner Burns seconded, unanimously approved 2019-2021 Off-Highway Vehicle Enforcement Grant Program agreement. Administrator Babinski gave a brief description about the Off-Highway Vehicle Enforcement Grant Program agreement which will be used to purchase a side-by-side OHV for enforcement and off-highway activity.

File No. 5 – Commissioner Arnold moved, Commissioner Johnson seconded, unanimously approved the 2019 Prioritized Bridge Replacement Resolution.

RESOLUTION NO. 19-35

2020-2025 PRIORITIZED BRIDGE REPLACEMENT LIST

September 24, 2019

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	Proposed Construction Year
L3974	Eitzen Creek Drive	450,110.00	430,110.00	-	-	20,000.00	2020
L4560	Lorenz Road	173,423.00	173,423.00	-	-	-	2020
L9501	Prairie Ridge Road	450,110.00	430,110.00	-	-	20,000.00	2020
L9037	Gates Coulee Drive	331,660.00	311,660.00	-	-	20,000.00	2020
28501	Looney Valley Road	870,350.00	850,350.00	-	-	20,000.00	2020
L4012	Rooster Valley Road	341,610.00	321,610.00	-	-	20,000.00	2021
L3997	Freeburg Ridge Road	872,060.00	852,060.00	-	-	20,000.00	2021
L4009	Rooster Valley Road	351,858.00	331,858.00	-	-	20,000.00	2022
7540	CSAH 10	526,694.00	382,454.00	-	87,418.00	56,822.00	2022
L3984	Wiebke Hill Road	407,434.00	387,434.00	-	-	20,000.00	2023
L3983	Wiebke Hill Road	407,434.00	387,434.00	-	-	20,000.00	2023
88421	CSAH 12	396,179.00	247,612.00	-	90,041.00	58,526.00	2023
6937	CR 249	396,179.00		-	90,041.00	306,138.00	2023
88431	CSAH 20	396,179.00	247,612.00	-	90,041.00	58,526.00	2023
4038	Hauge Hill Road	419,657.00	399,657.00	-	-	20,000.00	2024
4543	Oaklnad Drive	689,768.00	669,768.00	-	-	20,000.00	2024

		7,480,705.00	6,423,152.00	-	357,541.00	700,012.00	
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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.

Engineer Pogodzinski gave brief description on the 2019 Prioritized Bridge Replacement Resolution. A total of 5 Bridges are being targeted for replacement in 2020, but are dependent on funding.

Commissioner Johnson moved, Commissioner Burns seconded, unanimously approved to close meeting and go into public session at 9:46 am for a review of the proposed Fee Schedule updates.

Administrator Babinski gave a description of the Fee Schedule and highlighted areas with the most significant changes. No public comments were received. The board and staff members present discussed several of the fees and debated when the changed fees should go into effect.

The board suggested changing the 1-3 Day 3.2 Beer License fee to \$10 per event and the Address Sign charges to \$150 for a new address and \$75 for a replacement, otherwise accepting the fees as recommended by staff. Commissioner Arnold moved, Commissioner Johnson seconded, unanimously approved to close the public session at 10:21 am and reopen the regular meeting.

File No. 6 – Commissioner Johnson moved, Commissioner Burns seconded, unanimously approved implementation of the Fee schedule, with an effective date of November 1, 2019 after changing the 1-3 day 3.2 Beer event license to \$10 per event, and the Address Sign charges to \$150 and \$75.

File No. 2 – Commissioner Arnold moved, Commissioner Walter seconded, unanimously approved a competitive search for a probationary Appraiser (Appraiser Trainee, Certified Minnesota Appraiser [CMA Non-Income or Income], or AMA based on qualifications and Minnesota licensure) to fill vacancy created 9/7/19.

File No. 7 – Commissioner Arnold moved, Commissioner Burns seconded, unanimously approved Resolution 19-32, adopting the preliminary levy amount for 2020 at a 5% increase. Commissioner Burns called a roll call vote

District 1 Yes
District 2 Yes
District 3 Yes
District 4 Yes
District 5 Yes

Resolution 19-32

ADOPTION OF 2020 PRELIMINARY LEVY

BE IT RESOLVED, that the proposed levy after the deduction of County Program Aid (CPA), in the amount of \$12,697,944 be made on all taxable property in the County of Houston for taxes payable in 2020 in the following amounts by County Fund:

County Revenue	\$ 8,129,641
Road & Bridge	2,335,905
Human Services	1,880,505
Bond Fund – 2009C Jail Bonds	634,830
Bond Fund – 2010A Jail Bonds	463,664
Bond Fund – 2017A Jail Bonds	346,133

Total \$13,790,678
Less CPA (1,092,734)

Total Levy \$12,697,944
=====

Administrator Babinski reviewed the proposed preliminary levy recommendation based on the preliminary budget, which, as-is, calls for a 6.4% increase. He recommended limiting the preliminary levy to a 5% increase, with use of fund balance and potential additional budget changes. Commissioner Miller asked staff to work diligently on lowering this percentage for the final budget and levy decisions. Commissioner Johnson suggested a 4% levy cap due to other factors affecting the overall tax burden. Commissioner Burns and Arnold expressed concern of setting the preliminary levy too tightly before final budget decisions are made.

File No. 8 – Commissioner Burns moved, Commissioner Miller seconded, unanimously approved Resolution 19-33, adopting the preliminary budget.

Resolution 19-33

ADOPTION OF 2020 PRELIMINARY OPERATING BUDGET

BE IT RESOLVED, that the Board of the County Commissioners, Houston County, Minnesota adopts the proposed budget for 2020 for Revenue and Expenditures within the following funds:

	Revenue	Expenditures	Revenues Over (Under) Expenditures
	-----	-----	-----
County Revenue	\$12,241,104	\$12,241,104	\$ 0
Road & Bridge	9,861,215	9,861,215	0
Human Services	6,963,623	6,963,623	0
Debt Service	1,444,627	1,444,627	0
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Grand Total	\$30,510,569	\$30,510,569	\$ 0
	=====	=====	=====

File No. 9 – Commissioner Burns moved, Commissioner Johnson seconded, unanimously approved Resolution 19-34, Authorizing the request for the Toward Zero Death Grant for the Sheriff's Department.

RESOLUTION NO. 19-34

**AUTHORIZATION TO EXECUTE
2019 TOWARD ZERO DEATHS STATE ROADS GRANT**

September 24, 2019

BE IT RESOLVED the Houston County Board of Commissioners authorizes the Houston County Sheriff's Office to enter into a grant agreement with the Minnesota Department of Public Safety, for traffic safety projects during the period from October 1, 2019 through September 30, 2021.

THEREFORE, BE IT RESOLVED, the Houston County Sheriff, is hereby authorized to execute such agreements and amendments as are necessary to implement the project, be the fiscal agent, and administer the grant on behalf of Houston County.

File No. 10 - Administer Babinski spoke about new fishing land, and veterans program; Auditors report results were positive, Statute on burial and cremation expenses covered by the county when there is not someone to pick up the fees.

Commissioner Arnold attended the highway committee meetings things are moving forward. Specifics are still in discussion. Burns added that legalities need to be ironed out. Babinski added that they did look at some building examples. Miller added that one of the buildings looked at was more than sufficient for our needs.

Commissioner Burns attended the Preston ribbon cutting for veterans, the DNR CWD management meeting in Rushford, and the finance meeting we are running close to target on the budget.

Commissioner Johnson attended the DNR CWD management meeting in Rushford, and Bluff Country meeting with Doug Grout as the new SEMCAC leader.

Commissioner Miller attended the AMC policy committee meeting. Food safety, asthma in children, maintaining public health funding, increase tobacco age to 21, opioid issue, workforce issue, and the census were all discussed at the AMC meeting.

Commissioner Walter attended EMS meeting in Rochester and a Workforce Development meeting. A letter from Sheldon township is being addressed on weed control.

PUBLIC COMMENT: None

There being no further business and the time being 11:24 a.m., Commissioner Burns moved, Commissioner Johnson seconded, and unanimously carried to adjourn the meeting, the next advertised meeting being a Workgroup Session on Tuesday, October 1st, 2019, and a Regular Board Meeting on October 8th, 2019.

BOARD OF COUNTY COMMISSIONERS
HOUSTON COUNTY, MINNESOTA

By: _____
Teresa Walter, Chairperson

Attest: _____
Jeffrey Babinski, County Administrator

PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: Tuesday, October 1, 2019 9:30 a.m.

Place: Room 219, Courthouse, Caledonia, MN

Members Present: Teresa Walter, Eric Johnson, Fred Arnold, Bob Burns, Jack Miller

Others Present: Administrator Babinski

Board Workgroup Session

The Highway Building Committee discussed the status of their research into design/build options and an offer for a space needs assessment, conceptual design and site layout. The board discussed synchronization of the highway building with other potential facility improvements and consolidation discussions.

Commissioner Johnson expressed interest in amending the Tobacco ordinance to adjust the language of the age of the seller to accommodate small business owners hampered by the limitation on employee age caused by this rule. He has discussed a class or training opportunity for the employees affected by this ordinance change, should it go into effect. Administrator Babinski will prepare a draft ordinance amendment and schedule the required public hearing for input before the board makes a decision.

This being a workgroup session, with no action taken, the meeting concluded at 12:00. The next advertised meeting being a regular board meeting, Tuesday, September 24, 2019.

BOARD OF COUNTY COMMISSIONERS
HOUSTON COUNTY, MINNESOTA

By: _____
Teresa Walter, Chairperson

Attest: _____
Jeffrey Babinski, County Administrator

PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: Tuesday, October 08, 2019

9:30 a.m.

Place: Commissioners Room, Courthouse, Caledonia, MN

Members Present: Teresa Walter (Chair), Jack Miller, Bob Burns, Fred Arnold, Eric Johnson

Others Present: Administrator Jeff Babinski; Reporter Moorhead; Deputy Auditor/Treasurer Larissa Erickson, Engineer Brian Pogodzinski, Finance Director Carol Lapham, HR Director Theresa Arrick-Kruger, Environmental Services Director Aaron Lacher, EDA Director Alison Wagner, Yvonne Krogstad and Brian Van Gorp

Presiding: Teresa Walter, Chairperson

Call to order. All said pledge of Allegiance.

Commissioner Arnold moved, Commissioner Johnson seconded, unanimously carried to approve the agenda.

Commissioner Burns moved, Commissioner Miller seconded, unanimously carried to approve the minutes of the September 24, 2019 Regular Board Meeting and October 1, 2019 Workgroup Session.

Public Comment:

Brian Van Gorp Yucatan township, spoke about greenhouse gasses, climate change, and the effects it has on us all. He suggested several resources to consider as the County drafts its' Comprehensive Land Use Plan and suggested the Board should formally declare a climate emergency. He closed, stating "We do not own the land, we are borrowing it from future generations."

File No. 1 – Commissioner Arnold moved, Commissioner Burns seconded, unanimously carried to approve payment of the Auditor's disbursements and the following claims:

County Revenue Fund	\$33,441.43
Road & Bridge Fund	\$39,687.22

Total	\$73,128.65
	=====

File No. 2 – Commission Arnold moved, Commissioner Burns seconded, unanimously carried to affirm the following personnel actions:

- a. County Attorney
 - i. Change the employment status of Julie LaFleur, Assistant County Attorney from probationary to regular, effective Oct 29, 2019.
- b. Environmental Services
 - i. Change the employment status of Julie Amundson, Solid Waste/Recycling Coordinator, from probationary to regular, effective Oct 14, 2019.
- c. Highway Department
 - i. Change the employment status of Mary Betz, Chief Deputy Recorder, from probationary to regular, effective Oct 1, 2019.
- d. Sheriff's Office
 - i. Change the employment status of Gordon Becker, Highway Maintenance Specialist, from probationary to regular, effective Oct 15, 2019.
 - ii. Accept the effective resignation of Richard Kasten, Highway Maintenance Specialist, the end of the working day Sept 24, 2019 and thank him for 23 years of service to the residents of Houston County.

File No. 3 – Commissioner Johnson moved, Commissioner Burns seconded unanimously approved the 2020 Winona-Houston County Detention Center Inter-Agency Service Agreement. Administrator Babinski spoke briefly and explained there are no changes to the Winona-Houston County Detention Center Inter-Agency Service Agreement from the 2019 agreement, but Winona wished to continue on a yearly basis.

File No. 4 – Commissioner Johnson moved, Commissioner Burns seconded, unanimously approved the Conditional Use Permit for Stewart Owens to build a dwelling on less than 40 acres in an agricultural district with the condition that the permittee shall comply with all federal, state, and local laws and regulations and shall remove several identified old structures by December 1, 2021.

File No. 5 – Commissioner Burns moved, Commissioner Arnold seconded, unanimously approved to enter into a Pre-Design Site Plan agreement with Barrientos Design and Consulting for the future Highway Department Complex, authorizing the Highway Building Committee to finalize the agreement for Task 1-3, with a \$25,000 limit. The board will reconsider approving Task 4 at a later date.

File No. 6 – Commissioner Arnold moved, Commissioner Miller seconded, approved by majority vote (Commissioner Burns voted nay) Resolution 19-36 authorizing the sale of the County's 22-acre parcel (#21.1152.002) through sealed bid auction. Administrator Babinski spoke briefly on the sale process, addressing previous concern to set an easement or retain a portion of the property for future road and/or bike trail expansion along Highway 76, recommending an easement over retaining a strip of the property. He also explained the Board's options for accepting bids and conducting a bid-off with the top bidders. The board retains the right to accept or reject all bids. Commissioner Burns favored putting the easement in place prior to the sale, however Commissioner Johnson felt the property would be valued higher without the easement to get the most return for the County financially. Commissioner Burns and Commissioner Miller felt that the easement would be

in the County's best interest and avoid future tax dollars buying back the easement rights if needed in the future. Administrator Babinski stated he would get the Board's approval on the easement language and inclusion of the easement before proceeding with advertising the property sale.

File No. 7 – Commissioner Burns moved, Commissioner Arnold seconded, unanimously approved an agreement on behalf of the Driftless Grown Initiative and the EDA with Sarah Mann as the Driftless Grown Coordinator.

File No. 8 – Commissioner Arnold moved, Commissioner Burns seconded, unanimously approved nominating Lynn Gorski, Owatonna, to a second term on the SSC Board of Directors as a representative for government agencies. HR Director Theresa Arrick-Kruger spoke briefly about the nomination of Lynn Gorski, stating Lynn is the right person for the job.

File No. 9 – Commissioner Miller moved, Commissioner Arnold seconded, unanimously approved to sunset the last Comprehensive Major Medical Insurance plan offering for non-represented County employees at the end of the 2019 coverage period. HR Director Theresa Arrick-Kruger explained this motion is consistent with the County's plans to provide quality insurance options at stable rates. As an older plan, the CMM drove a significant portion of the prior year's cost volatility. Both AFSME and MAPE represented units agreed to sun setting the CMM plan at the same schedule to allow for a smooth transition to the County's remaining insurance plan for 2020, with continued Insurance Committee work to develop new options for the 2021 insurance cycle.

File No. 10 – Commissioner Burns moved, Commissioner Johnson seconded, unanimously approved property tax abatements for 5 residents, totaling \$2924 primarily due to recalculation of homestead tax credits.

Administer Babinski spoke about the upcoming AMC District Meeting, the proposed AMC Legislative Priorities for 2020, and the NG- E-911 grant submission.

Commissioner Arnold spoke about his delight on the Highway Department progress, and that he had attended the Extension Committee meeting with very positive results from the 2019 County Fair.

Commissioner Burns stated he had attended the State Subcommittee Tax meeting, and attended the St. Charles Mississippi Energy group meeting regarding Solar Farms. He planned to share the information with the City of Caledonia, as they may benefit from a similar arrangement.

Commissioner Johnson shared he attended the Water Planning Committee meeting, and commended Amelia Meiners in her role in eradicating the Palmer Amaranth weed, recently discovered in Houston County by a resident who recognized from Amelia's display at the County Fair. Commissioner Johnson also shared details of a farm tour October 12, 2019 at Joan Heim's farm beginning at 9:00 am. He also highlighted Joan's recent achievement as the "Conservationist of the Year" for 2019 by the Root River Soil and Water Conservation District.

Commissioner Miller stated he had attended a meeting with Norm Barrientos to better understand his proposal and was impressed with his expertise in the area of municipal buildings.

He reported Hiawatha Valley was making good progress towards a new facility in Caledonia and would likely be adding the services of a clinical psychologist, which would be a very positive move for the County.

Commissioner Walter had also attended the Extension Committee meeting, and relayed additional details of the success of this year's County Fair, with great participation across the 4-H activities and record sales at the food booth. She also attended the State Subcommittee Tax meeting and echoed Commissioner Burns' comments on the quality of information presented to the Subcommittee.

CLOSING PUBLIC COMMENT: None

There being no further business and the time being 10:43 a.m., Commissioner Miller moved, Commissioner Arnold seconded, and unanimously carried to adjourn the meeting, the next advertised meeting being a Workgroup Session on Tuesday, October 15st, 2019, and a Regular Board Meeting on October 22th, 2019.

BOARD OF COUNTY COMMISSIONERS
HOUSTON COUNTY, MINNESOTA

By: _____
Teresa Walter, Chairperson

Attest: _____
Jeffrey Babinski, County Administrator

PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: Tuesday, October 15, 2019 9:30 a.m.

Place: Room 219, Courthouse, Caledonia, MN

Members Present: Teresa Walter, Eric Johnson, Fred Arnold (via Skype), Bob Burns

Members Absent: Jack Miller

Others Present: Administrator Babinski, Finance Director Lapham, Yvonne Krogstead, Alex Martinez (OpenGov, via online meeting)

Board Workgroup Session

The Board met with Mr. Norman Barrientos, Barrientos Design and Consulting for an introduction and discussion of their actions to accomplish the space needs and conception design of the Highway Department Caledonia yard and facility. He detailed his plan to assess our facility needs and the products his team will return with for further evaluation by the Board before proceeding to the next project steps.

Administrator Babinski shared two software projects he and staff are evaluating for procedural improvements and to provide better transparency to the County staff's activities. Alex Martinez, OpenGov, led an online meeting presentation and discussion of the capabilities of OpenGov's Budgeting and Performance Suite, which provides an interactive budget preparation tool and on-line dashboard for sharing financial and performance data with the public via the County's website. Administrator Babinski also shared information about Granicus' Peak Agenda Management and Transparency Suite, which could be used to streamline the County's decision making process through improved meeting scheduling and agenda building tools. Both will be discussed further prior to final 2020 budget decisions.

This being a workgroup session, with no action taken, the meeting concluded at 11:00. The next advertised meeting being a regular board meeting, Tuesday, October 22, 2019.

BOARD OF COUNTY COMMISSIONERS
HOUSTON COUNTY, MINNESOTA

By: _____
Teresa Walter, Chairperson

Attest: _____
Jeffrey Babinski, County Administrator

PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: Tuesday, October 22, 2019

9:30 a.m.

Place: Commissioners Room, Courthouse, Caledonia, MN

Members Present: Teresa Walter (Chair), Jack Miller, Bob Burns, Eric Johnson

Members Absent: Fred Arnold

Others Present: Administrator Jeff Babinski; Reporter Moorhead; Deputy Auditor/Treasurer Larissa Erickson, Engineer Brian Pogodzinski, Finance Director Carol Lapham, HR Director Theresa Arrick-Kruger, Environmental Services Director Aaron Lacher, Assessor Cindy Cresswell.

Presiding: Teresa Walter, Chairperson

Call to order. All said pledge of Allegiance.

Commissioner Burns moved, Commissioner Johnson seconded, unanimously carried to approve the agenda as amended.

Commissioner Johnson moved, Commissioner Burns seconded, unanimously carried to approve the minutes of the October 8, 2019 Regular Board Meeting and October 15, 2019 Workgroup Session. With the amended changes.

Public Comment: None

File No. 3 - Detective Nate Barker, Wabasha's Sheriff's Department presented an annual review of the Fraud Protection Program. Houston County had 18 cases referred to them by Human Services in 2019, from which \$41,207 in overpayments was collected. Detective Nate Barker briefed there may be some changes to the program over the next year due to state funding and other counties entering the program, but feels that he could keep support to Houston County at a similar level. The Commissioners expressed empathy for being spread thin across the region, but commended Detective Barker for his efforts on these cases.

File No. 4 - Aaron Lacher provided a brief update on the Comprehensive Land Use Plan and announced the Survey was available for county-wide participation via a link off the County's website home page. The survey takes approximately 30 minutes to complete online and will be live until December 1, 2019.

File No. 1 – Commissioner Johnson moved, Commissioner Miller seconded, unanimously carried to approve payment of the Auditor's disbursements and the following claims:

County Revenue Fund	\$146,967.93
Road & Bridge Fund	\$14,513.53

Total

\$161,481.46
=====

File No. 2 – Commission Johnson moved, Commissioner Miller seconded, unanimously carried to affirm the following personnel actions:

- i. Environmental Services
 - 1. Hire Sharon Lewis as Drop Site Supervisor, 67-day employee, Step 1, Drop Site Supervisor wage scale.
- ii. Public Health and Human Services
 - 1. Accept the retirement of Loretta Lillegraven, Public Health Fiscal Officer, C-41, effective the end of January 17, 2020 with thanks for her 23 years of service to the residents of Houston County.
 - 2. Initiate a competitive search for a 1.0 FTE Account Clerk, B-23 as replacement for the C-41 position occupied by Ms. Lillegraven as a result of the integration of Public Health and Human Services.
 - 3. Approve the lateral reassignment of Andrea Onstad from Adult Services agency social worker to Home and Community Services agency social worker.
 - 4. Initiate a competitive search for a 1.0 FTE Adult Services agency social worker for the position vacated by Ms. Onstad.
- iii. Sheriff's Office
 - 1. Change the employment status of Amy Gehrke, Jailer/Dispatcher (Detention Deputy), from probationary to regular, effective November 14, 2019.
 - 2. Reinstate Tyler Fabian as probationary Jailer/Dispatcher (Detention Deputy) at Step 5, effective October 23, 2019.

File No. 2 – Commissioner Miller moved, Commissioner Burns seconded approved 3-1, with Johnson opposed, the addition of a 1.0 FTE Tech Clerk 1, B21 Assessment Technician to the Assessor's Office. This position will return the Assessor's office to 2011 manning levels.

File No. 5 – Commissioner Johnson moved, Commissioner Burns seconded, unanimously approved Northern Natural Gas's application for exemption under the Wetland Conservation Act and approval of the Technical Evaluation Panel's Findings and Recommendations.

File No. 6 – Commissioner Johnson moved, Commissioner Burns seconded, unanimously approved Resolution 19-37, Certificate of Final Acceptance, Project CP 2019-02 with Fahrner Asphalt Sealers for pavement marking.

RESOLUTION NO. 19-37
FINAL ACCEPTANCE OF CONTRACT NO. 295
FAHRNER ASPHALT SEALERS, LLC

WHEREAS, Contract No. 295 has in all things been completed, and the County Board being fully advised in the premises; and

THEREFORE, BE IT RESOLVED, the Houston County Board of Commissioners accepts said completed project for and on behalf of the Houston County DOT and authorize final payment as specified herein.

File No. 7 – Commissioner Burns moved, Commissioner Miller seconded, unanimously approved Resolution 19-38, Certificate of Final Acceptance, Project CP 2019-05B with Bruening Rock Products for maintenance rock.

RESOLUTION NO. 19-37
FINAL ACCEPTANCE OF CONTRACT NO. 297
BRUENING ROCK PRODUCTS, INC.

WHEREAS, Contract No. 297 has in all things been completed, and the County Board being fully advised in the premises; and

THEREFORE, BE IT RESOLVED, the Houston County Board of Commissioners accepts said completed project for and on behalf of the Houston County DOT and authorize final payment as specified herein.

File No. 8 – Commissioner Burns moved, Commissioner Johnson seconded, unanimously approved Resolution 19-39, Certificate of Final Acceptance, Project CP 2019-06 with Fahrner Asphalt Sealers for crack filling.

RESOLUTION NO. 19-39
FINAL ACCEPTANCE OF CONTRACT NO. 300
FAHRNER ASPHALT SEALERS, LLC

WHEREAS, Contract No. 300 has in all things been completed, and the County Board being fully advised in the premises; and

THEREFORE, BE IT RESOLVED, the Houston County Board of Commissioners accepts said completed project for and on behalf of the Houston County DOT and authorize final payment as specified herein.

File No. 9 – Commissioner Burns moved, Commissioner Miller seconded, unanimously approved Resolution 19-40, Certificate of Final Acceptance, Project CP 2019-07 with Fahrner Asphalt Sealers for seal coating.

RESOLUTION NO. 19-40
FINAL ACCEPTANCE OF CONTRACT NO. 299
FAHRNER ASPHALT SEALERS, LLC

WHEREAS, Contract No. 299 has in all things been completed, and the County Board being fully advised in the premises; and

THEREFORE, BE IT RESOLVED, the Houston County Board of Commissioners accepts said completed project for and on behalf of the Houston County DOT and authorize final payment as specified herein.

File No. 10 – Commissioner Burns moved, Commissioner Johnson seconded, unanimously approved the reappointment of Paul Fruechte to his first full 3-year term on the Crooked Creek Watershed Board.

File No. 11 – Commissioner Burns moved, Commissioner Miller seconded, unanimously approved amending Resolution 19-36 Authorization to Sell Land Parcel #21.1152.002 Through Sealed Bid Auction with the amendment clarifying the legal description of the public right-of-way easement.

RESOLUTION NO. 19-36

AUTHORIZATION TO SELL LAND PARCEL 21.1152.002 THROUGH SEALED BID AUCTION

WHEREAS, the Houston County Board of Commissioners has determined the 22.16 acre parcel (#21.1152.002) of land originally purchased for the Highway Department is no longer needed for that purpose; and

WHEREAS, Minnesota Statute 373.01 Subd. 1 (4) authorizes the sale of real or personal property owned by the county; and

WHEREAS, the legal description for the 22.16 acre parcel (#21.1152.002) is as follows:

A parcel of land located in the NW ¼ of the NW ¼ of Section 13, T102N, R6W, Houston County, Minnesota, more particularly described as follows:

Commencing at the northwest corner of said section 13 also being in the centerline of state highway #76; thence long the north line of said section 13 and State Highway #76 on a bearing based on the Houston County Coordinate System of NAD 83 (1996 ADJ.), of N 89°01'49" E and measures 248.79 feet to the point of beginning; thence continuing along said north line N 89°01'49" E and measures 1043.63 feet; thence along a line parallel to the east line of the aforementioned NW 1/4 of the NW 1/4, S 0°03'12"W and measures 926.37 feet to the north line of the south 395.30 feet of the said NW 1/4 of the NW 1/4; thence along said north line S 89°09'47" W and measures 1043.72 feet; thence along a line parallel to the west line of said NW 1/4 of the NW 1/4 N 0°03'41" E and measures 923.95 feet to the point of beginning. Said parcel contains 22.163 acres including State Highway #76 right of way and may be subject to easements of record or implied.

And WHEREAS, Houston County retains all mineral rights to said property; and retains an easement for public transportation, 50 feet South of the Section Line (close to TH 76 centerline), including and in addition to existing TH 76 right of way. The easement is further described as: Commencing at the Northwest Corner of said Section 13, Thence North 89° 01' 49" East 248.79 feet along the north line of the Northwest Quarter of said Section to the Point of Beginning; Thence continuing North 89° 01' 49" East 1043.63 feet along said north line to the west line of the East 30 feet of the Northwest Quarter of the Northwest Quarter of said Section; Thence South 0° 03' 12" West 50.01 feet to a line parallel with and 50.00

feet southerly distant of the north line of said Quarter-Quarter Section; Thence South 89° 01' 49" West 1043.64 feet along said line to a line parallel with the west line of said Quarter-Quarter Section; Thence North 0° 03' 41" East 50.01 feet along said line to the Point of Beginning. Containing 1.198 acres, subject to any other easements.

THEREFORE, BE IT RESOLVED, the Houston County Board of Commissioners authorizes the sale of real property parcel 21.1152.002 through the sealed bid auction process with advertising to begin immediately and run for at least three consecutive weeks in the official newspaper. Sealed bids will be received at the office of the Auditor/Treasurer until November 25, 2019 at 9:00 am. Properly received bids shall be opened and reviewed publicly at the Regular Board Meeting scheduled for November 26, 2019 at 9:30 am. The Houston County Board of Commissioners reserves the right to accept or reject any and all bids and to conduct a second round of bidding with the top four bidders.

Commissioner Burns moved, Commissioner Miller seconded, roll call vote approved authorizing up to \$4500 for legal representation from Attorney Squires (Rupp, Anderson, Squires & Waldspurger, PA) to augment Zoning staff for the Board of Adjustment re-hearing of the Schutz Quarry. Commissioner Johnson questioned Attorney Squires' role and if he was needed this time, when not needed previously. Attorney Jandt addressed the board's concerns and provided an example of the conflict of interest that could come up if he was advising both the Zoning Office and the Board of Adjustment. A Roll Call Vote was called for:

District 1 yes
District 2 no
District 3 yes
District 4 yes
District 5 not present

Administer Babinski recently attended the annual County Administrator Association convention. He reminded the Commissioners of the upcoming AMC district meeting. He also addressed the cancellation of the 29 October Workgroup Session and scheduling of the 5 November Strategic Planning Session for the Board and Department Heads.

Commissioner Burns stated he participated in the finance meeting and discussed funds for the highway department building at this meeting.

Commissioner Miller shared that tonight at the La Crescent event center there is a Bringing Ideas to Solutions presentation at 6:30 pm.

CLOSING PUBLIC COMMENT: None

There being no further business and the time being 11:13 a.m., Commissioner Miller moved, Commissioner Burns seconded, and unanimously carried to adjourn the meeting, the next advertised meetings being an AMC District 9 Fall Meeting in Dodge County, a Strategic

Planning Session on Tuesday, November 5th, 2019, and a Regular Board Meeting on November 12th, 2019.

BOARD OF COUNTY COMMISSIONERS
HOUSTON COUNTY, MINNESOTA

By: _____
Teresa Walter, Chairperson

Attest: _____
Jeffrey Babinski, County Administrator

PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: Tuesday, November 12, 2019

9:30 a.m.

Place: Commissioners Room, Courthouse, Caledonia, MN

Members Present: Teresa Walter (Chair), Jack Miller, Bob Burns, Eric Johnson, Fred Arnold

Others Present: Administrator Jeff Babinski; Reporter Moorhead; Deputy Auditor/Treasurer Larissa Erickson, Engineer Brian Pogodzinski, Finance Director Carol Lapham, HR Director Theresa Arrick-Kruger, Environmental Services Director Aaron Lacher, Assessor Cindy Cresswell, Yvonne Krogstad, Bruce Kuemichael.

Presiding: Teresa Walter, Chairperson

Call to order. All said pledge of Allegiance.

Commissioner Arnold moved, Commissioner Miller seconded, unanimously carried to approve the agenda as amended.

Commissioner Walter moved, Commissioner Burns seconded, unanimously carried to approve the minutes of the October 22, 2019 Regular Board Meeting, with the addition of clarification to the roll call vote deciding to hire Attorney Squires to support the Zoning staff for the rehearing of the Schutz Quarry re-hearing at the Board of Adjustment.

Public Comment: None

File No. 1 – Commissioner Burns moved, Commissioner Arnold seconded, unanimously carried to approve payment of the Auditor’s disbursements and the following claims:

County Revenue Fund	\$65,302.41
Road & Bridge Fund	\$331,784.94

Total	\$397,087.35
	=====

File No. 2 – Commission Miller moved, Commissioner Arnold seconded, unanimously carried to affirm the following personnel actions supporting the Assessor’s Office:

1. Hire Joseph Olson as a probationary Appraiser Trainee, (B-22) Step 1, conditioned upon successful completion of background check, effective November 25, 2019.
2. Hire David Fueurhelm as a probationary Appraiser Trainee (B-22) Step 1, conditioned upon successful completion of background check, effective November 25, 2019.

HR Director Arrick-Kruger explained the first hire filled a previous vacancy and a second vacancy opened during the hiring process for the first, which gave the county the opportunity to select two candidates without advertising an additional search. The Board questioned the need for the previously approved Technical Clerk position and potential overlap of duties with the Appraiser-trainee positions. Assessor Cresswell explained the duties of the Technical Clerk and Appraiser Trainees would overlap initially, but the Technical Clerk position would allow the Appraiser-Trainees to focus on their training and appraiser duties and indeed have different responsibilities and required skills. Administrator Babinski reminded the board the positions were previously approved, and this decision is to fill needed, previously existing positions. Commissioner Arnold requested Administrator Babinski, the Personnel Committee, and the Assessor re-address the staffing needs of the office and return to the next board meeting with fresh recommendation on options for staffing the Assessor's office.

File No. 2 – Commission Burns moved, Commissioner Arnold seconded, unanimously carried to affirm the following personnel action supporting the Department of Corrections:

1. Accept the retirement of Carol Sherburne, Technical Clerk I (B-21), effective the end of the day January 7, 2020 with thanks for her 18 years of service to the residents of Houston County.

File No. 2 – Commission Burns moved, Commissioner Arnold seconded, unanimously carried to affirm the following personnel action supporting the Assessor's Office:

1. Accept the resignation of Michelle Quinn, Certified MN Appraiser (B-23), effective the end of the work day November 12, 2019 and thank her for 11 years of service to the Houston residents.

File No. 2 – Commission Burns moved, Commissioner Miller seconded, unanimously carried to affirm the following personnel action supporting the Finance Department:

1. Hire Lynn Colsch, as a probationary Technical Clerk II (B-22) Step 2, conditioned upon successful completion of background check, effective November 25, 2019.

File No. 2 – Commission Miller moved, Commissioner Johnson seconded, unanimously carried to affirm the following personnel actions supporting Public Health & Human Services:

1. Change the employment status of Susan Tostenson, Case Aide, from probationary to regular, effective November 20, 2019.
2. Hire Karlee Moulton as a probationary Child Protection Social Worker (C-41) Step 2, conditioned upon successful completion of background check, effective December 2, 2019.

File No. 3 – Commissioner Burns moved, Commissioner Arnold seconded unanimously approved a Ground Lease Agreement with Porteous Olson for Lot 8, Houston County Airport.

File No. 4 – Commissioner Burns moved, Commissioner Arnold seconded unanimously approved Resolution 19-41, MN Lawful Gambling Permit Approval for Gopher State Sportsman’s Club.

RESOLUTION NO. 19-41
MINNESOTA LAWFUL GAMBLING PERMIT APPROVAL
GOPHER STATE SPORTSMAN’S CLUB

BE IT RESOLVED, the Houston County Board of Commissioners does hereby approve the Minnesota Lawful Gambling Application for Exempt Permit on behalf of the Gopher State Sportsman’s Club for gambling activities to be conducted at the Gopher State Sportsman’s Club in La Crescent Township, with no waiting period.

File No. 5 – Commissioner Burns moved, Commissioner Arnold seconded, unanimously approved Peddler’s License Permits for the following individuals associated with Platinum Supplemental Insurance of Dubuque, Iowa:

- a. Jason G. Radanot
- b. Kaleb J. Sogacki
- c. John A. Braem
- d. Raymond G. Smith
- e. Joshua J. Loso
- f. Luke G. Schneider

File No. 6 – Commissioner Arnold moved, Commissioner Johnson seconded, unanimously approved the 2020-2021 Delegation Agreement and Work Plan with the MPCA.

Amelia Meiners spoke briefly on the 2020-2021 Delegation Agreement and Work Plan with the MPCA. Amelia Meiners is working on a newsletter to let farmers know more.

Commissioner Arnold moved, Commissioner Burns seconded, unanimously approved establishing a Capital Project Fund in connection with the Highway Department facility project. Commissioner Burns moved, Commissioner Miller seconded, unanimously approved \$250,000 to be transferred from the Road and Bridge fund to provide an initial balance for the fund.

File No. 7 – Commissioner Burns moved, Commissioner Arnold seconded, unanimously approved initiating a search (or reappointments) for vacancies on the Planning Commission and Board of Adjustment due to term expirations. For the Planning Commission, member Dan Griffin has reached his third concurrent term and will step down at the end of this term, with appreciation from the board for serving in this role. Member Richard Schild will complete his second term and be eligible for a third term at the Board’s discretion. Members Dana Kjome and Ken Visger will each complete their first term and be eligible for an additional term at the Board’s discretion.

File No. 08 – Commissioner Johnson moved, Commissioner Arnold seconded, unanimously approved the 2020-2021 agreement with CEDA for Economic Development activities. HR Director Arrick-Kruger shared that the proposed agreement for 2020-2021 with

CEDA for Economic Development activities extended service at the same rate per hour, but increased CEDA support to the county from 2 to 3 days per week.

File No. 9 – Commissioner Burns moved, Commissioner Johnson seconded, unanimously approved the snow/ice removal contract with WS Trucking & Construction, LLC (Nov 12, 2019 – June 30, 2021). Commissioner Burns moved, Commissioner Johnson seconded, unanimously approved to revoke the snow/ice removal contract with Steele Construction (Dec 5, 2017 – Dec 5, 2020).

File No. 10- Commissioner Burns moved, Commissioner Miller seconded, unanimously approved Amendment No. 7 to the Food Service Contract with CBM Managed Services.

Administer Babinski provided updates on the MCIT Delegate Letter, Snowmobile Club Fiscal Review (audit was successful), Highway Department Facility and Site Design (documentation/mapping was given to the board). Commissioner Miller will take lead for MCIT and alternate for MCIT will be Commissioner Burns. Administer Babinski thanked everyone for the strategic planning meeting participation.

Commissioner Arnold shared that he also attended the Highway Department Facility and Site Design meeting and that there will be future meeting on this.

Commissioner Burns has some questions on the Comprehensive Land Use Plan Survey feedback, wondering if we could zero in on the questions that are an issue, and eliminate the questions that are not needed. Commissioner Johnson stated that he could look at this. Commissioner Burns wants to see if the December 1st deadline can be extended. Administer Babinski said he would work with the planning committee to extend the deadline.

Commissioner Johnson shared his concerns with the Comprehensive Land Use Plan Survey, but acknowledged it is out there now and we have to follow through. We need to listen to the local farmers and encourage them to fill out the survey and have them comment good or bad. He stated “Speak up and speak out - if we do not know we cannot take action.” Commissioner Johnson attended the Water Planning Committee meeting, and shared that land rent surveys went out. He also shared feedback from the Parks Committee meeting, and reported that Wildcat park had a good year, financially. Commissioner Johnson sent prayers to the Cords Family and thanked Veterans for their service.

Commissioner Miller shared that he also attended the Highway Department Facility and Site Design meeting and had nothing more to add then what was already presented to the board. Commissioner Miller attended the Hiawatha Valley meeting (he is impressed with the new leadership), EDA meeting (in general all is good), and the Parks Committee meeting. He emphasized that Wildcat Park is a great County asset and was pleased with the successful year.

Commissioner Walter discussed the AMC District meeting, Family Collaborative meeting, and Zoning training in St. Cloud.

CLOSING PUBLIC COMMENT: None

There being no further business and the time being 11:15 a.m., Commissioner Miller moved, Commissioner Arnold seconded, and unanimously carried to adjourn the meeting, the next advertised meetings being a Workgroup Session on Tuesday, November 19th, 2019, and a Regular Board Meeting on November 22th, 2019.

BOARD OF COUNTY COMMISSIONERS
HOUSTON COUNTY, MINNESOTA

By: _____
Teresa Walter, Chairperson

Attest: _____
Jeffrey Babinski, County Administrator

PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: Tuesday, November 19, 2019 9:30 a.m.

Place: Room 219, Courthouse, Caledonia, MN

Members Present: Teresa Walter, Eric Johnson, Jack Miller

Members Absent: Fred Arnold, Bob Burns

Others Present: Administrator Babinski, Finance Director Lapham, HR Director Arrick-Kruger, Sheriff Inglett, Highway Engineer Pogodzinski, Norman Barrientos, PH&HS Director Pugleasa

Board Workgroup Session

Administrator Babinski, Finance Director Lapham, and HR Director Arrick-Kruger discussed several budget-related decisions facing the board as the 2020 budget is finalized over the next few board meetings. They addressed options for the board concerning proposed cost-of-living adjustments for the non-exempt, confidential, and elected positions. Sheriff Inglett addressed the board concerning his department's budget and his salary. Further elected official salary and budget discussions were postponed due to a reschedule of Mr. Barrientos' visit and a discussion over emerging information from the Department of Human Services.

The Board met with Mr. Norman Barrientos, Barrientos Design and Consulting for an update on his design work for the Highway Department Caledonia yard and facility. He detailed his suggested site layout with modifications from previous discussions. He also provided an initial cost estimate based on his proposed design. His initial estimate of \$9M includes demolition, site construction, cold storage, bulk storage, and material storage facilities in addition to the main garage. The board expressed concern with the costs of the additional facilities and the size requirements identified for the cold storage facility proposed and suggested changes to the main shop as well. Mr. Barrientos and Engineer Pogodzinski were to meet after to further refine the design with the next review of the committee scheduled for December 2nd.

PH&HS Director Pugleasa provided the board with background information on the letter received from the Department of Human Services Commissioner, November 18, 2019, which outlines three issues at DHS, which will have a direct impact on all MN counties. The issues include a requested payback of Substance Use Disorder payments incorrectly calculated at the state, potential reimbursement Title IV-E payments paid to Child Care Institutions licensed by the state, but not in compliance with federal standards, and potential repayment of Cash Assistance Overpayments collected in error based on DHS guidance. He shared that AMC and MACSSA are deeply involved with DHS to advocate a remedy that doesn't penalize counties.

This being a workgroup session, with no action taken, the meeting concluded at 12:30. The next advertised meeting being a regular board meeting, Tuesday, November 26, 2019.

BOARD OF COUNTY COMMISSIONERS

HOUSTON COUNTY, MINNESOTA

By: _____
Teresa Walter, Chairperson

Attest: _____
Jeffrey Babinski, County Administrator

PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: Tuesday, November 26, 2019

9:33 a.m.

Place: Commissioners Room, Courthouse, Caledonia, MN

Members Present: Teresa Walter (Chair), Jack Miller, Eric Johnson

Members Absent: Bob Burns

Others Present: Administrator Jeff Babinski; Reporter Moorhead; Deputy Auditor/Treasurer Larissa Erickson, Engineer Brian Pogodzinski, Finance Director Carol Lapham, HR Director Theresa Arrick-Kruger, Environmental Services Director Aaron Lacher, Assessor Cindy Cresswell, Auditor/ Treasurer Donna Trehus, John Pugleasa

Presiding: Teresa Walter, Chairperson

Call to order. All said pledge of Allegiance.

Chair Walter called for a moment of silence in memory of Commissioner Arnold, who passed away on November 21, 2019.

Commissioner Johnson moved, Commissioner Miller seconded, unanimously carried to approve the agenda as amended.

Commissioner Miller moved, Commissioner Johnson seconded, unanimously carried to approve the minutes of the November 12, 2019 Regular Board Meeting and November 19, 2019 Workgroup Session.

Public Comment: None

File No. 3 – Commissioner Johnson moved, Commissioner Miller seconded unanimously approved Resolution 19-42, Commissioner Vacancy, District #5.

RESOLUTION NO. 19-42 COMMISSIONER VACANCY, DISTRICT 5

WHEREAS, a vacancy currently exists in Commissioner District #5, due to the death of Houston County Commissioner Fred Arnold, effective November 21, 2019; 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;

NOW, THEREFORE BE IT RESOLVED, that the Houston County Board of Commissioners adopts the following procedure to be implemented by the Houston County Auditor/Treasurer in filling the District #5 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/Treasurer 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/Treasurer between Monday, December 2, 2019 and Thursday, December 12, 2019. Filing hours are 8 a.m. to 4:30 p.m., Monday through Friday, and 8 a.m. to 5 p.m. on Thursday, December 12, 2019. The filing fee is \$50.00.

PRIMARY ELECTION: If needed, the Special Primary Election shall be held on Tuesday, February 11, 2020. Polling hours will be 7 a.m. until 8 p.m. Canvassing will be on Friday, February 14, 2020.

GENERAL ELECTION: The Special General Election is scheduled for Tuesday, February 11, 2020 if no Special Primary is needed, with canvassing to take place on Friday, February 14, 2020; otherwise the Special General Election will be held on Tuesday, April 14, 2020. Polling hours will be 7 a.m. until 8 p.m. Canvassing will be on Friday, April 17, 2020 in La Crescent Township, with no waiting period.

File No. 1 – Commissioner Johnson moved, Commissioner Miller seconded, unanimously carried to approve payment of the Auditor’s disbursements and the following claims:

County Revenue Fund	\$99,969.41
Road & Bridge Fund	\$38,904.61

Total	\$138,874.02
	=====

File No. 2 – Commission Johnson moved, Commissioner Miller seconded, unanimously carried to affirm the following personnel actions:

1. Initiate a search for a 0.8 FTE Technical Clerk I (B21) for the Department of Corrections.
2. Accept the resignation of Amy Gehrke, Jailer/Dispatcher effective the end of shift on November 29, 2019.
3. Initiate a search for Jailer/Dispatcher (female) for the Sheriff’s Office.

File No. 5 – Commission Johnson moved, Commissioner Walter seconded, carried with 2 for and 1 against (Commissioner Miller opposed) to initiate a search for a Forensic Social Worker (C41).

HR Director Theresa Arrick-Kruger and John Pugleasa spoke briefly on this position. The previously approved position was briefly filled, and vacated due to programming issues, which staff feels have now been resolved. This position will focus on Adult Mental Health services and

State services. Commissioner Johnson asked if we get any reimbursement from the state? Pugleasa said it can be a 70-75 percent reimbursement. Commissioner Miller wanted to put a hold on this at this time, he does not feel that this is an urgent need, and expressed budget concern with the recent state issues. Pugleasa stated that we do have a need, there is a human toll that needs to be taken into consideration. Pugleasa stated that the cases are not just those that are in jail. This is an attempt to change a variable in some of our Adult Mental Health services in a more cost effective way. Commissioner Miller stated he sees the need for a program but not necessarily a need for the position. He asked what could be done with current staff. Pugleasa says it is not just one person. Our current staff are at a max, the new position will help with the work load. This position will help with discharge from jail and where to go after jail. This position is in the current budget. Commissioner Johnson feels we need to fill this position and then move on from it we have been talking about this long enough.

Miller moved to delay hiring until the personnel committee could meet and discuss further. Motion failed due to lack of a second.

File No. 3 – Commissioner Johnson moved, Commissioner Miller seconded unanimously approved The 2020 Technical Service Agreement with Ability Building Center for collection and processing of recyclable materials.

File No. 4 – Commissioner Johnson moved, Commissioner Miller seconded unanimously approved Resolution 19-43, approving a Gambling Permit for ABLE Foundation.

RESOLUTION NO. 19-43

MINNESOTA LAWFUL GAMBLING PERMIT APPROVAL GOPHER STATE SPORTSMAN’S CLUB

BE IT RESOLVED, 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.

File No. 7 – Commissioner Johnson moved, Commissioner Miller seconded unanimously approved a MN Wetland Conservation Act exemption for Robyn Moore, Jefferson Township.

Environmental Services Director Aaron Lacher spoke briefly about the Wetland applications. Robyn Moore tile drain, and qualifies for an exemption.

File No. 6 – Commissioner Johnson moved, Commissioner Miller seconded unanimously approved a MN Wetland Conservation Act exemption for Gerald Skifton, Houston Township.

Environmental Services Director Aaron Lacher spoke briefly about the Wetland applications. Gerald Skifton for a grade stabilization project. This is needed for drainage and stabilization.

File No. 8 – Commissioner Johnson moved, Commissioner Miller seconded, unanimously approved A MDA Noxious Weed and Invasive Plant Grants for Houston Township to purchase a sprayer.

Environmental Specialist Amelia Meiners spoke about the MDA Noxious Weed and Invasive Plant Grant, this can be rolled over. Houston Township is asking for a sprayer. Commissioner Johnson says that the new sprayer will help with the application method and the control of the weeds, he believes that this is a good program.

File No. 8– Commissioner Johnson moved, Commissioner Miller seconded, unanimously approved partnership Winona County to work on oriental bittersweet education, mapping and eradication.

Environmental Specialist Amelia Meiners spoke about the partnership with Winona and the Oriental Bitter Sweet eradication. Amelia will be taught as well on how to identify the weed. Aaron Lacher added to the Bitter Sweet conversation, he lives in Winona County and had been encouraged to report all sightings of the weed. He shared there is an APP from the state to be able to report the weeds.

File No. 9 – Commissioner Johnson moved, Commissioner Miller seconded, unanimously approved the bid for SAP 028-599-078 for the Lorenz Road project in Hokah Township to Generation X Construction, LLC for \$84,180.00.

Engineer Brian Pogodzinski spoke about the Bid and answered any question thus far. Bridge and part of the DNR road, will be removed.

Auditor/Treasurer Trehus opened and read the sealed bids for the County’s 22-acre parcel (#21.1152.002). 3 bids were received, with the highest being \$110,000 from \$157,500.

1. David Fitzpatrick \$110,000 Check is Enclosed
2. Dennis Gavin \$145,000 Check is Enclosed
3. Joseph Sheiber \$157,500 Check is Enclosed

At 10:21 a.m., Commissioner Walter moved, Commissioner Johnson seconded, unanimously approved a motion to enter a closed session in accordance with MN Statute 13D.05 subd. 3 to “develop or consider offers or counteroffers for the purchase or sale of real or personal property.”

At 10:33 a.m., Commissioner Miller moved, Commissioner Johnson seconded, unanimously approved a motion to end the closed session in accordance with MN Statute 13D.05 subd. 3 to “develop or consider offers or counteroffers for the purchase or sale of real or personal property” and return to open session.

Administrator Babinski summarized the board’s discussion and desire to continue with the bidding process.

Commissioner Johnson moved, Commissioner Miller seconded, unanimously approved a Bid-Off between the three bidders at 10:00 on December 2nd, 2019.

File No. 10 – Finance Director Lapham shared news the county received \$74,125.00 as a dividend return from our MCIT membership for 2020.

The Board Cahir temporarily assigned the following Commissioners to fill committees in Commissioner Arnold's place. The rest will be decided the next board meeting. Commission Johnson will assume duties on the Highway Building Planning Committee, Commissioner Miller on the Personnel Committee and Commissioner Walter on the Finance Committee.

The Commissioners expressed condolences to Fred Arnold's family and praise for his time serving Houston County.

Commissioner Walter reminded everyone the upcoming "Truth and Taxation" meeting. She also commended Lt Tracy Erickson and Roman again for receiving national recognition.

CLOSING PUBLIC COMMENT: None

There being no further business and the time being 10:48 a.m., Commissioner Johnson moved, Commissioner Miller seconded, and unanimously carried to adjourn the meeting, the next advertised meetings being a regular Board Meeting on Tuesday, December 3rd, 2019.

BOARD OF COUNTY COMMISSIONERS
HOUSTON COUNTY, MINNESOTA

By: _____
Teresa Walter, Chairperson

Attest: _____
Jeffrey Babinski, County Administrator

PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: Tuesday, December 03, 2019

9:30 a.m.

Place: Commissioners Room, Courthouse, Caledonia, MN

Members Present: Teresa Walter (Chair), Jack Miller, Eric Johnson, Bob Burns

Others Present: Administrator Jeff Babinski; Reporter Moorhead; Deputy Auditor/Treasurer Larissa Erickson, Engineer Brian Pogodzinski, Finance Director Carol Lapham, HR Director Theresa Arrick-Kruger, Environmental Services Director Aaron Lacher, Assessor Cindy Cresswell, Auditor/ Treasurer Donna Trehus, Public Health and Human Services Director John Pogleasa

Presiding: Teresa Walter, Chairperson

Call to order. All said pledge of Allegiance.

Commissioner Burns moved, Commissioner Johnson seconded, unanimously carried to approve the agenda.

Public Comment: None

File No. 3 - Jinny Reitmann, Executive Director, Workforce Development, Inc. presented a program overview and update on the regional labor outlook. She spoke briefly about an their program objectives and funding sources. She also provided an overview of the labor market in Houston County. Although 55% of the working population travel out of Houston County for work, there a lot of diverse job opportunities and room for growth in the county. She shared the projection for future job openings, highlighting most will come from retirements, but there are projections for new positions. 67% of the jobs in Houston County only require a High School Diploma or GED. In Houston County 56.1% of the workforce are women. She also spoke about their involvement with welfare reform, youth services, and WIOA serving unemployed and underemployed individuals. WDI has made internal program changes to expand eligibility under the dislocated worker program for farmers seeking extra work or skills training.

File No. 1 – Commissioner Johnson moved, Commissioner Burns seconded, unanimously carried to approve payment of the Auditor’s disbursements and the following claims:

County Revenue Fund	\$6,092.74
Road & Bridge Fund	\$206,652.65

Total	\$212,745.39
	=====

File No. 2 – Commissioner Johnson moved, Commissioner Walter seconded, unanimously approved the addition of a Case Aide (B21) to Income Maintenance (PH&HS) for 2020 and initiate a search to fill the position.

File No. 2 – Commissioner Johnson moved, Commissioner Burns seconded, unanimously approved the addition of a Public Health Nurse (C41/C42) to the Family Health Unit (PH&HS) for 2020 and initiation of a search to fill the position.

File No. 4 – Commissioner Burns moved, Commissioner Walter seconded unanimously approved the 2020 Pay Grid for non-represented and confidential employees. Roll Call Vote on each salary decision was requested.

District 1 Yes
District 2 Yes
District 3 Yes
District 4 Yes
District 5 Vacant

Commissioner Johnson feels there needs to be a cap on some of these positions in the future. Commissioner Miller would like to add that there needs to be a study done for a ceiling on some of these positions.

Commissioner Burns moved, Commissioner Walter seconded unanimously approved the 2020 annual salary for the County Administrator at \$112,502.

Commissioner Miller expressed the first year has been a learning experience for us all so for that reason the board should hold the salary change until 2021.

District 1 No
District 2 Yes
District 3 Yes
District 4 Yes
District 5 Vacant

Commissioner Johnson moved, Commissioner Burns seconded unanimously approved the 2020 annual salary for the County Attorney at \$116,653.66.

District 1 No
District 2 Yes
District 3 Yes
District 4 Yes
District 5 Vacant

Commissioner Johnson felt there should be fair, across the board changes. Commissioner Miller pointed out that State employees have had a wage freeze for quite a while. Commissioner Johnson believes that again we need to have some caps on rates here.

Commissioner Johnson moved, Commissioner Burns seconded unanimously approved the 2020 annual salary for the County Sheriff at \$102,781.40.

District 1 No
District 2 Yes
District 3 Yes
District 4 Yes
District 5 Vacant

Commissioner Johnson pointed out that last year the Sheriff was not treated the same as other positions, but wasn't sure how to make up the gap fairly, again expressing salary changes should be fair all across the board.

Commissioner Burns moved, Commissioner Johnson seconded unanimously approved the 2020 annual salary for the County Auditor/Treasurer at \$83,650.01.

District 1 No
District 2 Yes
District 3 Yes
District 4 Yes
District 5 Vacant

File No. 7 – Commissioner Burns moved, Commissioner Johnson seconded unanimously approved the 2020 annual salary for the County Recorder at \$63,705.00.

District 1 Yes
District 2 Yes
District 3 Yes
District 4 Yes
District 5 Vacant

File No. 7 – Commissioner Burns moved, Commissioner Miller seconded unanimously approved the 2020 annual salary for County Commissioners at \$19,016.00.

District 1 Yes
District 2 Yes
District 3 Yes
District 4 Yes
District 5 Vacant

Resolution 19:45

Commissioner Johnson moved, Commissioner Burns seconded unanimously approved Resolution 19-45 setting the Salaries for Houston County Elected Officials for 2020.

RESOLUTION NO. 19-45

2020 Salary for Houston County Elected Officials

WHEREAS, Minnesota Statute 375.01 Subd. 1, 384.151 Subd. 1a, 385.373 Subd. 1a, 386.015 Subd. 2, 387.20 Subd. 1,b, 388.18 Subd. 2, collectively state the salary of Houston County Elected Officials must be established on an annual basis by board resolution;

THEREFORE, BE IT RESOLVED, the Houston County Board of Commissioners authorizes the 2020 salary of the Commissioners to be \$19,016.34; and

BE IT FURTHER RESOLVED, the Houston County Board of Commissioners authorizes the 2020 salary of the County Auditor/Treasurer to be \$83,650.01; and

BE IT FURTHER RESOLVED, the Houston County Board of Commissioners authorizes the 2020 salary of the County Recorder to be \$63,705.00; and

BE IT FURTHER RESOLVED, the Houston County Board of Commissioners authorizes the 2020 salary of the County Sheriff to be \$102,781.40; and

BE IT FURTHER RESOLVED, the Houston County Board of Commissioners authorizes the 2020 salary of the County Attorney to be \$116,653.66.

File No. 5 – Commissioner Johnson moved, Commissioner Miller seconded, unanimously approved Resolution 19-44, authorizing the sale of the 22-acre parcel (#21.1152.002) to the highest bidder, Mr. Dennis Gavin for \$187,000. Roll Call Vote Requested.

District 1 Yes
District 2 Yes
District 3 Yes
District 4 Yes
District 5 Vacant

RESOLUTION NO. 19-44

AUTHORIZATION TO SELL LAND PARCEL 21.1152.002 THROUGH SEALED BID AUCTION

WHEREAS, the Houston County Board of Commissioners has determined the 22.16 acre parcel (#21.1152.002) of land originally purchased for the Highway Department is no longer needed for that purpose; and

WHEREAS, Minnesota Statute 373.01 Subd. 1 (4) authorizes the sale of real or personal property owned by the county; and
WHEREAS, the Board authorized and conducted a sealed bid auction, followed by a public bid-off with the three highest received bids, the result of which was a bid from Dennis Gavin for \$187,000.

THEREFORE, BE IT RESOLVED, the Houston County Board of Commissioners authorizes the sale of real property parcel 21.1152.002 to Dennis Gavin for the agreed process of \$187,000. Mr. Gavin will be required to enter into a standard Minnesota Purchase Agreement, with closing to occur no later than February 1, 2020. Possession will be delivered upon the current leaser's removal of the crop, but in any event no later than April 1, 2020. The Purchaser will pay the real estate taxes due and payable in 2020, prorated to the date of closing. The premises are being sold "AS IS" with the easements and conditions spelled out in the legal description.

Engineer Brian Pogodzinski gave an update to the board on recent discussions with La Crescent Township officials on the shared use of their facility. There is no current formal agreement for cost/use share between the County and Township, but a history of 50/50 cost splits and good working relationships exist. The township wishes to expand the space they use in the facility and wish to formalize the relationship with an appropriate agreement and lease payment. Pogodzinski discussed the potential future costs of the agreement and the pros and cons of the arrangement. Balance with consideration of the proposed Highway shop project in Caledonia, the Board recommend a short-term arrangement with the Township and to proceed with plans to consolidate the sign shop into the new facility and moving County road maintenance assets out of La Crescent Township's facility and into the County-owned facility in Hokah.

Commissioner Burns has received input with concern about the fee increases at the drop sites (primarily tire costs) and concern tires will end up in ditches instead. He also received public concern about the Comprehensive Land Use Plan Committee Survey and land density rules.

Commissioner also has had some concerns brought to his attention about the new tire fees. Commissioner Johnson extended thoughts and prayers to former Commissioner Kelleher's family. He shared that he attended the Board of Adjustment hearing for the Schutz Quarry meeting, which resulted in a 3-1 vote to close the quarry down. He expressed concern with the BoA's scheduling of another meeting to review and adopt the findings related to their decision and the appearance fairness and transparency in this matter.

Commissioner Miller attended the Highway shop meeting and the Schutz Quarry meetings. He congratulated the Caledonia Warriors football team for their 5th consecutive state title.

Commissioner Walter also extended thoughts and prayers to Commissioner Kelleher's family.

The Commissioners further refined the committee delegations due to District 5's vacancy.

Land Use and Public Works - Bob Burns
Finance Standing – Jack Miller
Personnel- Jack Miller and Eric Johnson
Highway Building- Jack Miller and Eric Johnson
Bear Creek Watershed- Bob Burns
Extension- Eric Johnson

SELCO- Bob Burns
SEMCAC- Eric Johnson
Water Planning – Eric Johnson

CLOSING PUBLIC COMMENT: None

There being no further business and the time being 11:49 a.m., Commissioner Burns moved, Commissioner Johnson seconded, and unanimously carried to adjourn the meeting, the next advertised meetings being a regular Board Meeting on Tuesday, December 17rd, 2019.

BOARD OF COUNTY COMMISSIONERS
HOUSTON COUNTY, MINNESOTA

By: _____
Teresa Walter, Chairperson

Attest: _____
Jeffrey Babinski, County Administrator

PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: Tuesday, December 17, 2019

9:31 a.m.

Place: Commissioners Room, Courthouse, Caledonia, MN

Members Present: Teresa Walter (Chair), Jack Miller, Eric Johnson, Bob Burns

Others Present: Administrator Jeff Babinski; Reporter Moorhead; Deputy Auditor/Treasurer Larissa Erickson, Engineer Brian Pogodzinski, Finance Director Carol Lapham, HR Director Theresa Arrick-Kruger, Environmental Services Director Aaron Lacher, Assessor Cindy Cresswell, Auditor/ Treasurer Donna Trehus, Public Health and Human Services Director John Pugleasa

Presiding: Teresa Walter, Chairperson

Call to order. All said pledge of Allegiance.

Commissioner Burns moved, Commissioner Miller seconded, unanimously carried to approve the agenda as amended.

Commissioner Johnson moved, Commissioner Miller seconded, unanimously carried to approve the minutes of the 26 November and 3 December Board meetings.

Public Comment: None

File No. 3 – Chair Walter presented Employee Recognition Awards honoring 12 employees for 10-40 years of service to Houston County.

File No. 4 - Marissa Streifel, Entomologist and DoA Gypsy Moth Treatment Coordinator, provided an overview of the invasive Gypsy Moth and planned local treatment in the spring of 2020. Gypsy Moths were detected in an area north of Hokah, which the DoA plans to treat in May 2020. They intend to hold a town hall prior to spraying and will provide updated information to local residents prior to treatments. The area will be sprayed with an organic product targeting the Gypsy Moth specifically. More information can be found at www.mda.state.mn.us/gmtreatments.

File No. 5 - Chris Nickelson, Municipal Advisor- Ehlers, presented the Board an opportunity to refinance bond series 2009C and 2010A with a net reduction in dept service expenses of \$82,154 over the next 5 years.

File No. 5 - Commissioner Johnson moved, Commissioner Miller seconded, unanimously adopted Resolution 19-51, Authorization to Sell Refunding Bonds, Series 2020A. The Board will meet Jan 14, 2020 to consider proposals and award the sale of the bonds if a favorable offer is received.

RESOLUTION NO. 19-51

AUTHORIZATION TO SELL REFUNDING BONDS, SERIES 2020A

WHEREAS, the Houston County Board of Commissioners has determined that it is necessary and expedient to issue the County's \$3,160,000 General Obligation Refunding Bonds, Series 2020A (the "Bonds"), to current refund the County's outstanding General Obligation Jail Bonds, Series 2009C and General Obligation Capital Improvement Plan Bonds, Series 2010A for an interest cost savings; and

WHEREAS, the County has retained Ehlers & Associates, Inc., in Roseville Minnesota ("Ehlers"), as its independent municipal advisor for the Bonds in accordance with Minnesota Statutes, Section 475.60, Subdivision 2(9);

THEREFORE, BE IT RESOLVED, by the Houston County Board of Commissioners, as follows:

1. Authorization: The County Board hereby authorizes Ehlers to assist the County for the sale of the Bonds.
2. Meeting; Proposal Opening. The County Board shall meet at 9:30 a.m. on January 14, 2020 for the purpose of considering proposals for and awarding the sale of the Bonds.
3. Official Statement. In connection with said sale, the officers or employees of the County are hereby authorized to cooperate with Ehlers and participate in the preparation of an official statement for the Bonds and to execute and deliver it on behalf of the County upon its completion.

File No. 1 – Commissioner Burns moved, Commissioner Johnson seconded, unanimously carried to approve payment of the Auditor's disbursements and the following claims:

County Revenue Fund	\$250,275.92
Road & Bridge Fund	\$72,365.17

Total	\$322,641.09
	=====

File No. 6 – Commissioner Burns moved, Commissioner Johnson seconded, unanimously approved Resolution 19-46, County Veteran's Service Office Operational Enhancement Grant Program.

RESOLUTION NO. 19-46

2019-2020 County Veterans Service Office Operational Enhancement Grant Acceptance

BE IT RESOLVED, the Houston County Board of Commissioners authorizes the County to enter into the 2019-2020 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 service 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 Laws 2019, Chapter 10, Article 1, Section 73, Subdivision 2. This grant should not be used to supplant or replace other funding.

BE IT FURTHER RESOLVED, the Houston County Board of Commissioners authorizes Robert Thoen, the County Veterans Service Officer, to execute the 2019-2020 VSO Operational Enhancement Grant on behalf of the County.

File No. 7 – Commissioner Burns moved, Commissioner Johnson seconded, unanimously approved Resolution 19-47, Emergency Management Program Grant.

RESOLUTION NO. 19-47

2019 Emergency Management Program Grant Acceptance

BE IT RESOLVED, the Houston County Board of Commissioners authorizes the County to enter into the 2019-2020 Grant Contract with the Minnesota Homeland Services Emergency Management (HSEM) to conduct the following program: Emergency Management Program Grant.

BE IT FURTHER RESOLVED, the Houston County Board of Commissioners authorizes the Board Chair and Administrator to sign the grant agreement on behalf of the County.

File No. 8 – Commissioner Burns moved, Commissioner Johnson seconded, unanimously approved accepting the donation of \$3000 from the Houston County K9 Foundation to cover the Canine Lease for 2019.

File No. 9 – Commissioner Burns moved, Commissioner Johnson seconded, unanimously approved the 2020-2021 Region 10 Interagency Agreement for Public Health and Human Services Contracting Services.

File No. 10 – Commissioner Burns moved, Commissioner Johnson seconded, unanimously approved Approve the 2020 Tobacco Licenses for River Valley Convenience Store (Houston), Houston Food-Mart-BP (Houston) and Dollar General (Houston).

File No. 11 – Commissioner Burns moved, Commissioner Johnson seconded, unanimously approved the EDA Board of Directors recommendation to appoint Dayna Burtness Nguyen to the EDA Board of Directors.

File No. 12 – Commissioner Burns moved, Commissioner Johnson seconded, unanimously approved the 2019 Understanding of Audit Services with the Office of the State Auditor for the year ended December 31, 2019.

File No. 13 – Commissioner Burns moved, Commissioner Johnson seconded, unanimously approved the 2020 Board of Commissioners Schedule.

File No. 2 – Commissioner Burns moved, Commissioner Johnson seconded, unanimously affirmed the following personnel actions:

- i. Assessor's Office
 1. Re-assign Kelly Peterson as a probationary Technical Clerk I (B21) at Step 5, effective January 2, 2020.
 2. Change the classification of Leilani Powell from Appraiser Trainee (B22) to Certified MN Appraiser (B23) Step 1, retroactive to November 12, 2019.
- ii. Auditor/Treasurer
 1. Hire Beverly Bauer as a 67-day Technical Clerk II (B21) at Step 1, effective January 8, 2020.
- iii. Extension Office
 1. Initiate a competitive search for a Technical Clerk I (B21) for U of M Extension (also assists Veterans Services).
- iv. Public Health & Human Services
 1. Accept the resignation of Mallory Van Lin, Agency Social Worker, Children's Mental Health, effective January 3, 2020 and thank Mallory for her service to the residents of Houston County.
 2. Initiate a competitive search for an Agency Social Worker for Children's Mental Health (C41).
- v. Sheriff's Office
 1. Hire Brady Auger as a probationary Jailer/Dispatcher, (B23-2), Step 1, tentatively effective January 8, 2020, conditioned upon a successful background check.

File No. 14 – Commissioner Johnson moved, Commissioner Walter seconded, unanimously approved providing the Houston County Agricultural Society (Fair Board) the additional 2019 allotment of \$4000 which was contingent upon receipt of their Financial Statement.

File No. 15 – Commissioner Burns moved, Commissioner Miller seconded, unanimously approved write-off of uncollectable, delinquent accounts totaling \$63,235.07.

Human Services Director John Pugleasa spoke briefly on the delinquent accounts, last time the county did this was about a year and a half ago at an approximate number of \$70,000. The current number is based on 64 individual accounts.

File No. 16 - Johnson moved, Miller seconded, unanimously approved to table the decision of an additional allocation of \$14,400 to Root River Soil and Water until next Board meeting. This additional allocation could receive matching state funds, but the board would like more information from RRSW before making a decision.

File No. 17 – Commissioner Johnson moved, Commissioner Burns seconded, unanimously approved 2019 budget amendments presented by Finance Director Lapham to prepare closure of 2019 financial records.

File No. 18 – Commissioner Miller moved, Commissioner Burns seconded, unanimously adopted Resolution 19-48 Adoption of 2020 Budget.

RESOLUTION NO. 19-48

ADOPTION OF 2020 OPERATING BUDGET

BE IT RESOLVED, the Houston County Board of Commissioners adopts the budget for 2020 Revenue and Expenditures within the following funds:

	Revenue	Expenditures	Revenues Over (Under) Expenditures
	-----	-----	-----
County Revenue	\$11,643,845	\$11,643,845	\$ 0
Road & Bridge	9,813,742	9,813,742	0
Human Services	7,093,807	7,093,807	0
Debt Service	1,444,627	1,444,627	0
	-----	-----	-----
Grand Total	\$29,996,021	\$29,996,021	\$ 0
	=====	=====	=====

File No. 19 – Commissioner Miller moved, Commissioner Burns seconded, unanimously approved approval of Resolution 19-49 Certification of Final Levy for 2020. The approved levy represents a 3% increase from 2019, down from the preliminary projected 5% increase. The final levy amount was reached after application of the anticipated 22 acre property sale and use of fund balance to reduce the levy requirement.

RESOLUTION NO. 19-49

ADOPTION OF 2020 LEVY

BE IT RESOLVED, the Houston County Board of Commissioners authorizes the certified levy after the deduction of County Program Aid (CPA), in the amount of \$12,697,944 be made on all taxable property in the County of Houston for taxes payable in 2020 in the following amounts by County Fund:

County Revenue	\$ 7,980,696
Road & Bridge	2,252,432
Human Services	1,850,243
Bond Fund – 2009C Jail Bonds	634,830
Bond Fund – 2010A Jail Bonds	463,664
Bond Fund – 2017A Jail Bonds	346,133

Total	----- \$13,527,998
Less CPA	(1,092,734) -----
Total Levy	=====

File No. 20 – Commissioner Johnson moved, Commissioner Burns seconded, unanimously adopted a federal procurement policy to comply with provisions of Title 2-US Code of Federal Regulations 200.318, 200.319 and 200.320.

Commissioner Burns moved, Commissioner Johnson seconded, unanimously approved designation of 2020 funds into the major funds categories of General Fund, Highway Fund, and Human Services and the non-major fund categories of Debt service Fund and Capital Projects Funds.

File No. 21 – Commissioner Burns moved, Commissioner Miller seconded, unanimously approved approval of Resolution 19-50 which de-commits wheelage tax funds following the completion of County Road 249.

RESOLUTION NO. 19-50

County Road 249 Wheelage Tax Funds

WHEREAS, the Houston County Board of Commissioners committed Road and Bridge wheelage tax funds in the amount of \$813,449 for a future County Road 249 project on December 26, 2017, and

WHEREAS, the County Road 249 project has been completed and committee funds have been expended,

THEREFORE, BE IT RESOLVED, the Houston County Board of Commissioners hereby un-commit the previously committed funds in the amount of \$813,449.

Administrator Babinski spoke about the AMC conference, specifically the discussion concerning the Refugee Resettlement Executive Order. Administrator Babinski commended the IT department for developing the new County website in-house. He also shared that the District 5 Election would require a Special Primary Election on February 11th and a Special General Election on April 14th due to Auditor/Treasurer receiving four applications of candidacy. The four candidates for the District 5 vacancy are: Greg Myhre, Char Meiners, David Pieper and Scott Onstad.

Commissioner Burns spoke about the finance meeting and at this time has nothing more to add.

Commissioner Johnson spoke about the AMC convention being a good meeting. He also shared information from the Bluff Country HRA meeting and a pilot project in Rushford providing

home loans for home refurbishment. They are considering bringing the project to Houston County as well in the future.

Commissioner Miller spoke about the SE MN Emergency Services and discussion of the grant received for enhanced E-911 support. He also felt the AMC Conference was good.

Commissioner Walter spoke about the AMC conference being good. The solid waste meeting was a great meeting. Extension Committee is looking for one more new member that will be added in January.

CLOSING PUBLIC COMMENT: None

There being no further business and the time being 11:21 a.m., Commissioner Miller moved, Commissioner Johnson seconded, and unanimously carried to adjourn the meeting, the next advertised meetings being a regular Board Meeting on Tuesday, January 7th, 2020.

BOARD OF COUNTY COMMISSIONERS
HOUSTON COUNTY, MINNESOTA

By: _____
Teresa Walter, Chairperson

Attest: _____
Jeffrey Babinski, County Administrator