



Jeffrey Babinski
County Administrator

HOUSTON COUNTY

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

Commissioners:
District 1
Jack Miller
District 2
Eric Johnson
District 3
Robert Burns
District 4
Teresa Walter
District 5
Vacant

HOUSTON COUNTY BOARD OF COMMISSIONERS REGULAR BOARD MEETING AGENDA

9:30, January 7, 2020, County Board Room, Historic Courthouse

CALL TO ORDER (Administrator Babinski – Chairperson pro tem)

PLEDGE OF ALLEGIANCE

NOMINATION AND ELECTION OF BOARD CHAIR AND VICE CHAIR

APPROVE AGENDA

PUBLIC COMMENT

9:45 Appointment: Dave Walter, RRSWCD Director

- Address request for \$14,440 additional appropriation (w/state match)

10:00 Open sealed bids for the Official Newspaper for 2020

CONSENT AGENDA

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

- 1) Approve minutes of Board Meeting, December 17, 2019.
- 2) Approve Claims, Human Service & License Center disbursements
- 3) Authorize Resolution 20-01, Use of Alternate Methods to Disseminate Bids and Requests.
- 4) Authorize Resolution 20-02, County Participation in State Associations.
- 5) Authorize Resolution 20-03, Minimum Salary for Officials Elected in 2020.
- 6) Approve the Children's Mental Health Screening Grant.
- 7) Approve acceptance of the \$10,000 Legacy Grant for the Historic Jail Building Construction Planning Study.
- 8) Affirm the following personnel actions:
 - i. Recorder's Office
 1. Change the status of Michelle Werner from probationary to regular effective January 9, 2020.
 - ii. Veterans Service Office / Extension Support
 1. Reappoint Robert Thoen to a four-year term as VSO, beginning January 25, 2020 through January 24, 2024.

2. Change the FTE of the vacant Tech Clerk (Extension support) from 1.0 FTE to .75 FTE.
3. Change the FTE of Theresa Gavin-Kubitz from .50 to .75, effective January 20, 2020.
- iii. Auditor/Treasurer
 1. Hire Diane Imhoff as a 67-day Technical Clerk I (B21) at Step 1, effective January 13, 2020 to assist with elections.
- iv. Department of Corrections
 1. Temporarily change Nancy Welsh's FTE from .7 to 1.0 effective from January 8, 2020 until one week after the vacant Technical Clerk I is hired (provides vacancy coverage and brief training period).

ACTION ITEMS

- 1) Consider approval of Resolution 20-04, 2020 Appropriations. (Babinski)
 - a. Consider amending to include the additional \$14,400 allocation for RRSWCD which would receive state matching funds. (Babinski)
- 2) Consider approval of Resolution 20-05, Official Newspaper for 2020 (Babinski)
- 3) Consider approval of Highway Department request to pre-order Plow Truck for 2021. (Pogodzinski)
- 4) Consider approval of budgeted Highway Department equipment purchases for 2020. (Pogodzinski)
- 5) Consider approval of Resolution 20-06 Final Contract Acceptance SAP 028-599-085 and SAP 028-604-036 with Minowa Construction. (Pogodzinski)
- 6) Consider approval of CUP for Caledonia Sno-Gophers. (Lacher)
- 7) Consider approval of CUP for James and Samantha Cunningham. (Lacher)
- 8) Consider approval of 2020 Commissioner Committee Assignments. (Babinski)

DISCUSSION ITEMS

- 1) Administrator Updates
 - MCEA Nomination: Brian Pogodzinski – MCEA Secretary
 - Appeal of Board of Adjustment Decision – Schutz Quarry
 - 14 Jan – Brief Board Meeting to consider award of 2020A Refunding Bond prior to Workgroup Session
- 2) Commissioner Reports & Comments

CLOSING PUBLIC COMMENT

ADJOURN

REMINDERS



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2020 Board Meeting Schedule

<i>1 Jan</i>	<i>New Year's Day (Emp. Holiday)</i>	<i>3 Jul</i>	<i>Independence Day (Emp. Holiday)</i>
7 Jan	09:30 Full Board Meeting	7 Jul	09:00 Workgroup Session
14 Jan	09:00 Workgroup Session	14 Jul	09:30 Full Board Meeting
<i>20 Jan</i>	<i>ML King Day (Employee Holiday)</i>	21 Jul	09:00 Workgroup Session
21 Jan	09:00 Workgroup Session	28 Jul	09:30 Full Board Meeting
28 Jan	09:30 Full Board Meeting	4 Aug	09:00 Workgroup Session
4 Feb	09:00 Workgroup Session	11 Aug	09:30 Full Board Meeting
11 Feb	09:30 Full Board Meeting	18 Aug	09:00 Workgroup Session
<i>17 Feb</i>	<i>President's Day (Employee Holiday)</i>	25 Aug	09:30 Full Board Meeting
18 Feb	09:00 Workgroup Session	1 Sep	09:00 Workgroup Session
25 Feb	09:30 Full Board Meeting	<i>7 Sep</i>	<i>Labor Day (Employee Holiday)</i>
3 Mar	09:00 Workgroup Session	8 Sep	09:30 Full Board Meeting
10 Mar	09:30 Full Board Meeting	15 Sep	09:00 Workgroup Session
17 Mar	09:00 Workgroup Session	22 Sep	09:30 Full Board Meeting
24 Mar	09:30 Full Board Meeting	29 Sep	Strategic Planning Session (TBD)
31 Mar	Strategic Planning Session (TBD)	6 Oct	09:00 Workgroup Session
7 Apr	09:00 Workgroup Session	13 Oct	09:30 Full Board Meeting
<i>10 Apr</i>	<i>Spring Holiday (Employee Holiday)</i>	20 Oct	09:00 Workgroup Session
14 Apr	09:30 Full Board Meeting	27 Oct	09:30 Full Board Meeting
21 Apr	09:00 Workgroup Session	3 Nov	09:00 Workgroup Session
28 Apr	09:30 Full Board Meeting	10 Nov	09:30 Full Board Meeting
5 May	09:00 Workgroup Session	<i>11 Nov</i>	<i>Veteran's Day (Employee Holiday)</i>
12 May	09:30 Full Board Meeting	17 Nov	09:00 Workgroup Session
19 May	09:00 Workgroup Session	24 Nov	09:30 Full Board Meeting
<i>25 May</i>	<i>Memorial Day (Employee Holiday)</i>	26-27 Nov	<i>Thanksgiving Day (Emp. Holiday)</i>
26 May	09:30 Full Board Meeting	30 Nov	Truth in Taxation Meeting 6:00pm
2 Jun	09:00 Workgroup Session	1 Dec	09:30 Full Board Meeting
9 Jun	09:30 Full Board Meeting	8 Dec	No Meeting-AMC Conf. (TBD)
16 Jun	09:00 Workgroup Session	15 Dec	09:30 Full Board Meeting
23 Jun	09:30 Full Board Meeting	22 Dec	No Meeting
30 Jun	Strategic Planning Session (TBD)	24-25 Dec	<i>Christmas Eve/Day (Emp. Holiday)</i>
		29 Dec	No Meeting

Full Board Meetings occur in the County Board Meeting Room, 2nd floor, Historic Courthouse Building, Caledonia, MN. Agenda, board packets, and minutes are stored in the Administrator's office and shared on the Houston County website, as are video recordings, when available.

The County Board conducts workgroup sessions to receive information from staff or outside agencies regarding current or upcoming issues or projects in advance of requests to take formal action. The County Board does not take formal action during workgroup meetings. The County Board will normally hold workgroup sessions at 09:00 in Rm. 219 of the Historic Courthouse Building, Caledonia, MN, but may move to other locations and times, as appropriate. If changed, the Administrator will announce the changed time and location during the preceding full board meeting and reflect the change in the published agenda for said meeting. These meetings are not video recorded, but agenda and minutes will be available via the county website.