



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 (Chair)
District 3
Robert Burns (Vice-Chair)
District 4
Teresa Walter
District 5
Vacant

HOUSTON COUNTY BOARD OF COMMISSIONERS BOARD MEETING AGENDA

9:30, March 24, 2020, County Board Room, Historic Courthouse

*******The Board Room will be open to public participants who wish to address the board, subject to seating limitations to fulfill social distance requirements. All other my listen to the board meeting via our open conference call line at 507-725-5991. Public attendees are requested to mute their line.*******

CALL TO ORDER

PLEDGE OF ALLEGIANCE

APPROVE AGENDA

APPROVE PREVIOUS MINUTES

- March 10 - Board Meeting
- March 17 – Workgroup Session

PUBLIC COMMENT

CONSENT AGENDA

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

- 1) Approve Claims, Human Service & License Center disbursements.
- 2) Approve budgeted purchase of 2,800 tons of salt through the Cooperative Purchasing Venture.
- 3) Approve low quote for Wildcat Park portable bathrooms from A1 Precision Plumbing in the amount of \$521.02 per month (includes sales tax) for budgeted annual contract.
- 4) Accept two donations to the K9 program in the amount of \$200 with thanks to Caledonia Haulers and a private donor for supporting the program.
- 5) Affirm the following personnel actions:
 - i. Environmental Services
 1. Rehire Ron Osborne as a Drop-Site Supervisor, casual employee, Drop-Site wage scale, Step 5, effective March 25, 2020.
 - ii. Public Health and Human Services
 1. Hire Rebecca Larson, as a probationary Case Aide, B22, Step 1, effective April 27, 2020, conditioned upon successful completion of background check.

2. Reassign Susan Tostenson to the position of probationary Accounting Clerk, B23, Step 1, effective April 27, 2020.
3. Approve a search for a Public Health Case Aide, B22 (position vacated by Susan Tostenson for reassignment to Accounting Clerk position)

ACTION ITEMS

- 1) Consider approval of Resolution 20-20, Peacetime Emergency Declaration in response to COVID-19 pandemic. (Babinski)
- 2) Consider approval of 120 Hour Voluntary Furlough Extension. (Arrick-Kruger)
- 3) Consider approval of Policy on Advancement of Paid Leave during a Declared Public Health Emergency. (Arrick-Kruger)

DISCUSSION ITEMS

- 1) Administrator Updates
- 2) Commissioner Reports & Comments

CLOSING PUBLIC COMMENT

ADJOURN

REMINDERS

**HOUSTON COUNTY
AGENDA REQUEST FORM
March 24, 2020**

Date Submitted: 03.19.2020

By: Tess Kruger, HRD/Facilities Mgr.

APPOINTMENT REQUEST

CONSENT (HR requests)

Environmental Services

- Rehire Ron Osborne as a Drop-Site Supervisor, casual employee, Drop-Site wage scale, Step 5, effective 03/25/2020

Public Health & Human Services

- Hire Rebecca Larson, a probationary Case Aide, B22, Step 1, conditioned upon successful completion of background check, effective 04/27/2020
- Reassign Susan Tostenson, to the position of probationary Accounting Clerk, B23, Step 1, effective 04/27/2020
- Approve a search for a Public Health Case Aide, B22. (Note, this position is held by Susan Tostenson who will be reassigned to the vacant Accounting Tech position.)

<u>Reviewed by:</u>	<input checked="" type="checkbox"/> County Administrator	<input type="checkbox"/> County Attorney	<input type="checkbox"/> Zoning Administrator
	<input checked="" type="checkbox"/> Finance Director	<input type="checkbox"/> County Engineer	<input checked="" type="checkbox"/> Environmental Services
	<input type="checkbox"/> IS Director	<input type="checkbox"/> Other (indicate dept)	<input type="checkbox"/> PHHS
<u>Recommendation:</u>			
<u>Decision:</u>			

RESOLUTION NO. 20-20

State of Emergency – COVID-19 Pandemic Event

March 24, 2020

WHEREAS, the Novel Coronavirus Disease SARS-CoV-2 virus, commonly known as COVID-19 poses an eminent and serious threat to the residents of Houston County, and;

WHEREAS, on January 31, 2020, the United States Department of Health and Human Services declared a public health emergency for COVID-19, beginning on January 27, 2020, and;

WHEREAS, on March 13, 2020, President Donald Trump declared that the COVID-19 outbreak in the United States constitutes a National Emergency, and;

WHEREAS, on March 13, 2020, Governor Tim Walz signed Executive Order 20-01 declaring a Peacetime State of Emergency to authorize any and all necessary resources to be used in support of the COVID-19 response, and;

WHEREAS, the White House, Center for Disease Control (CDC) and the Minnesota Department of Health (MDH) have recommended drastic measures and restrictions on group gatherings and social distancing practices in all settings, and;

WHEREAS, The significant community, organizational, institutional and business responses to the COVID-10 pandemic have the potential to compromise the provision of essential public services, including a reduction in the size of the workforce due to school closures, isolation, or quarantine, and;

WHEREAS, the necessary resources to respond to and recover from this pandemic, as well as to mitigate the significant business disruption experienced within the County, will exceed resources within the County, and additional resources will be needed from Crow Wing County, and state and federal sources; and

WHEREAS, the Chairman of the Houston County Board of Commissioners, under the authority given in Minn. Stat. Sec 12.29 Subd. 1, declared a local emergency exists within Houston County, effective retroactively to March 18, 2020,

THEREFORE, BE IT RESOLVED, by Houston County Board of Commissioners that pursuant to Minnesota Stat. Sec 12.29, the Declaration of Local Emergency by the Board Chair shall remain in effect as long as the State of Minnesota peacetime emergency declaration remains in effect, and hereby authorizes and directs the Houston County Administrator, Sheriff, County Attorney, County Staff, Public Health and Emergency Management officials (Leadership Team) to undertake all actions necessary to protect the health, safety, and welfare of the citizens of Houston County, including through the judicious exercise of the powers and responsibilities provided in Minn Stat Sec 12.37, and;

BE IT FURTHER RESOLVED, the Houston County Board of Commissioners further directs the County Administrator and Leadership Team to immediately review ordinance and regulatory requirements, operations, civil and legal proceedings, events and resources that can and should be adjusted, modified, or suspended to support Houston County's response to the COVID-19 pandemic, and;

BE IT FURTHER RESOLVED, the County Administrator and Leadership Team shall act collectively to request and coordinate appropriate aid and resources from surrounding jurisdictions, the State of Minnesota and the federal government, as needed, and;

BE IT FURTHER RESOLVED, under Minn Stat. 13D.021 and Minn. Stat. 373.052 Subd. 1b., the Chairman of the Houston County Board of Commissioners further directs the County Administrator and Leadership Team to take all right and prudent steps necessary to amend, suspend or otherwise adjust public access to County facilities, and normal locations, days and hours of County activities, operations and programs, in order to comply with the guidelines set by the White House, CDC and MDH for gatherings and social distancing, as well as based upon available County staffing and resources during this COVID-19 pandemic.

BE IT FURTHER RESOLVED, under Minn. Stat. 13D.021, the Chairman of the Houston County Board of Commissioners declares further in-person meetings of the County Board of Commissioners and other public bodies of the County to be impractical or imprudent during the COVID-19 pandemic, under the guidelines set by the White House, CDC and MDH for gatherings and social distancing, thus leading the Chairman to direct that:

- Pursuant to Minn. Stat. § 13D.021, in-person meetings of the Houston County Board of Commissioners, the Planning Commission, Board of Adjustment, and other boards and commissions of Houston County are not practical or prudent due to the COVID-19 health pandemic and the emergency declared by Governor Walz pursuant to Minnesota Statutes, chapter 12.

- Meetings of the County Board, the Planning Commission, Board of Adjustment, and other County boards and commissions may be conducted by telephone, video conferencing or other electronic means.

- In-person public attendance at meetings of the County Board, the Planning Commission, Board of Adjustment, and other County boards and commissions is not feasible, except by limiting in-person public attendance to as few people as possible for the necessary conduct of the public's business in the meeting room, with social distancing guidelines enforced, or as otherwise limited by recommendations and guidelines from state and federal authorities.

- County staff shall take such action as may be necessary to allow for such meetings to occur via telephone, video conferencing, or other electronic means as well as live streamed via the County's website pursuant to Minnesota Statutes, § 13D.021, until such time as it is determined that in-person meetings may resume.

- County staff shall take such action as may be necessary to limit in-person public attendance to as few people as possible for the necessary conduct of the public's business in a meeting room and enforce social distancing guidelines, or otherwise limit such

attendance as may be directed by the County Administrator based on recommendations and guidelines from state and federal authorities.

- County staff shall take such action as may be necessary to provide electronic access (conference call, live-stream video when available) to meetings where in-person public attendance is limited in order to allow members of the public who wish to attend the meeting to hear all discussion and testimony and all votes of the members of the board or commission.

BE IT FURTHER RESOLVED, this Declaration of Local Emergency, additions or changes to this declaration, the eventual termination or expiration of this declaration, and any and all official communications pertaining to the same, shall be given prompt and general publication, including on the County's website and social media sites, and immediately filed by the County Clerk.

Declared this 24th day March, 2020.

CERTIFICATION**

STATE OF MINNESOTA
COUNTY OF HOUSTON

I, Jeff Babinski, do hereby certify that the above is true and correct copy of a resolution adopted by the Houston County Board of Commissioners at the session dated March 24, 2020.

WITNESS my hand and the seal of my office this 24th day of March, 2020.

Jeff Babinski, County Administrator

Houston County

Policy on Voluntary Unpaid Furlough during a Declared Public Health Emergency

Policy Background

Conditions may occur where a disease, such as influenza, respiratory illness or other contagious disease, has been declared by the World Health Organization (WHO), Centers for Disease Control (CDC), or Minnesota Department of Health (MDH) or other federal or State agency to be a public health emergency, indicating widespread human infection. When one or more of the above declarations have been enacted, the Houston County Board may declare a health emergency and this policy as active.

Purpose

Among prevention strategies associated with influenza and respiratory illnesses, some of the best ways to prevent infection is to avoid being exposed to the virus that causes it. The Minnesota Department of Health strongly encourages people to stay home if they are feeling sick, especially if they are experiencing influenza-like or respiratory symptoms associated with widespread transmission.

The purpose of this policy is to expand the present forty (40) hours of Voluntary Unpaid Furlough leave to one-hundred and twenty (120) hours to supplement the County's leave options by providing another mechanism for employees to maintain on-going employment status during periods of pro-longed public health emergencies with no loss of benefits to the employee.

Scope of Coverage

This policy applies to all County employees and is only in effect retroactively to the date of the County Board's declaration of a public health emergency and it shall remain in effect until the County Board ends employee participation in this policy. In making the decision to invoke and end this policy, the County Board will consult with the County Administrator, the Director of Public Health & Human Services, and the Human Resources Director.

Upon declaration of a public health emergency, exceptions to the collectively bargained leave benefits and related County policies are permitted to the benefit of employees, as follows:

Upon written request to the Department Head, an employee may be granted up to 80 hours of leave without pay per calendar year in addition to the forty (40) furlough hours currently set forth in County policy and County and union collective bargaining agreements for a total of 120 voluntary furlough hours.

Qualifying employees may use up to 120 hours of voluntary unpaid furlough leave during the activation period of this policy consistent with the provisions of this policy.

- Sick-leave and vacation leave benefits continue to accrue as if the employee were at

- work;
- Seniority continues to accrue; and
- The county will continue its regular contribution to health and/or basic life insurance.

All other provisions of the collective bargaining agreements shall remain intact, including but not limited to those pertaining to paid leave benefits.

Notice

Employees will be notified of this policy via email or printed copy subsequent to Board approval. This policy may be revised by the Board of Commissioners at any time without prior notification and as circumstances change.

Procedure

Up to 120 hours of voluntary unpaid furlough hours may be granted to employees who meet the criteria below. The number of total voluntary unpaid hours may not exceed 120 hours.

- The employee's request is within the time period of the County Board's declaration of public health emergency and activation of this policy; **and**
- The employee has an immediate family member affected as a result when a school or place of care has been closed due to public health emergency and their presence is required to provide care for the family member; **or**
- The employee is experiencing symptoms consistent with the public health emergency, or is caring for an immediate family member experiencing these symptoms; **and**
- The employee has requested voluntary unpaid furlough leave consistent with this policy in writing to the employee's supervisor and records the unpaid voluntary furlough leave on his/her time card.

Houston County

Policy on Advancement of Paid Leave during a Declared Public Health Emergency

Policy Background

Conditions may occur where a disease, such as influenza, respiratory illness or other contagious disease, has been declared by the World Health Organization (WHO), Centers for Disease Control (CDC), or Minnesota Department of Health (MDH) or other federal or State agency to be a public health emergency, indicating widespread human infection. When one or more of the above declarations have been enacted, the Houston County Board may declare a health emergency and this policy as active.

Purpose

Among prevention strategies associated with influenza and respiratory illnesses, some of the best ways to prevent infection is to avoid being exposed to the virus that causes it. The Minnesota Department of Health strongly encourages people to stay home if they are feeling sick, especially if they are experiencing influenza-like or respiratory symptoms associated with widespread transmission.

** The current CDC recommended exposure quarantine is 14 days. In some cases, remote work may be available if the employee is not actively ill.*

Unique circumstances may exist during a declared public health emergency that our collectively bargained agreements and policies do not provide adequate guidance.

Scope of Coverage

This policy applies to all County employees and is only in effect upon County Board declaration of a health emergency and it shall remain in effect until the County Board declares it to be inactive. In making the decision to invoke and end this policy, the County Board will consult with the County Administrator, the Director of Public Health & Human Services, and the Human Resources Director.

Upon declaration of public health emergency and the activation of this policy, exceptions to the collectively bargained paid leave benefits and related County policies are permitted to the benefit of employees, as follows:

- An employee who has exhausted all paid leave would be allowed to receive an advance of the equivalent of up to 15 work days of paid leave (up to a maximum of 120 hours), for absence from work due to infection of the public health emergency; and
- An employee may use any available paid leave, in the event where a family member's school or place of care has been closed due to public health emergency and their presence is required to provide care for the family member.

All other provisions of the collective bargaining agreements shall remain intact, including but not limited to those pertaining to paid leave benefits.

Notice

Employees will be notified of this policy via email or printed copy subsequent to Board approval. This policy may be revised by the Board of Commissioners at any time without prior notification and as circumstances change.

Procedure

Up to 120 hours of paid leave will be advanced to employees who meet the criteria below. The number of hours advanced will be pro-rated based upon average number of hours employee was scheduled per day over the previous six month period exclusive of overtime and may not exceed 120 hours.

- The employee's request is within the time period of the County Board's declaration of public health emergency and activation of this policy; **and**
- The employee has an immediate family member affected as a result when a school or place of care has been closed due to public health emergency and their presence is required to provide care for the family member; **or**
- The employee is experiencing symptoms consistent with the public health emergency, or is caring for an immediate family member experiencing these symptoms; **and**
- The employee has exhausted all paid leaves to which the employee is entitled including his/her accumulated sick-leave, vacation leave, and compensatory time; **and**
- The employee has not already received the maximum accrual advance allowed under this policy; **and**
- The employee has requested the advance of sick leave hours in writing using the attached form.

The advanced hours will automatically be reduced from the employee's future accruals. Once the advanced hours are paid back, leave accruals will again be credited to the employee's balance at their full accrual rate. In the event the employee separates from Houston County employment before the advanced hours have been repaid, the County will deduct the value of the remaining hours (number of hours owed times the employee's hourly rate of pay at separation) from the employee's last pay check and payable accruals. Should the employee have insufficient pay or payable accruals to cover the advanced paid hours the employee agrees to reimburse the County prior to his/her last day of work or make an arrangement with the County Finance Department for such repayment.

Request for Leave Advance during a declared Public Health Emergency

Name: _____ Department: _____

I am requesting an advance of leave hours because:

- I am experiencing symptoms consistent with the declared public health emergency, or
- I am needed to care for an immediate family member experiencing these symptoms; or
- I have an immediate family member affected as a result when a school or place of care has been closed due to public health emergency and their presence is required to provide care for the family member; and
- I have exhausted all of my accumulated sick leave, vacation leave, and compensatory time; *and*
- I have not already received the maximum advance based on my regular work schedule.

The number of sick leave hours I am requesting is: _____

I agree that the actual number of hours will be limited to the actual number of hours needed for this purpose and that they may not be accumulated or used for any other purpose.

I agree that if sick leave hours are advanced to me, the equivalent number of hours I used will be deducted from future accruals and that I will not have new accrued hours added to my sick leave balance until the advanced hours have been fully paid back.

I agree that if I separate from Houston County employment before the advanced hours are fully paid back, the County will deduct the value of those hours (number of hours owed times my hourly rate of pay at separation) from my last pay check. If those funds are not sufficient to repay this advance I agree to repay the outstanding amount owed prior to my last day of employment. I further acknowledge that any Houston County's claim for my repayment of advanced sick-leave hours survives my term of employment with the County.

Employee's Signature: _____ Date: _____

DEPARTMENT HEAD: Recommend Approval: _____ Yes _____ No
Reason for denial:

HUMAN RESOUCE DIRECTOR: Recommend Approval: _____ Yes _____ No
Reason for denial:

COUNTY ADMINISTRATOR: Approved _____ Yes _____ No
Reason for denial:

Houston County Agenda Request Form

Date Submitted: March 17, 2020

BOARD DATE: March 24, 2020

Person requesting appointment with County Board:

Brian Pogodzinski

Issue:

This request is to approve the yearly quote for Wildcat portable bathrooms. the quote was to include 3 regular bathrooms and 1 handicap bathroom for 6 months along with weekly cleaning.

Attachments/Documentation for the Board's Review:

The abstract of quotes is attached.

Justification:

Action Requested:

Board Approval requested to accept the low quote of A1 Precision Pumping in the amount of \$521.02 per month which includes sales tax. (Wildcat is not exempt).

For County Use Only			
Reviewed by:	<input type="checkbox"/> County Auditor	<input type="checkbox"/> County Attorney	<input type="checkbox"/> Zoning Administrator
	<input type="checkbox"/> Finance Director	<input type="checkbox"/> County Engineer	<input type="checkbox"/> Environmental Services
	<input type="checkbox"/> IS Director	<input type="checkbox"/> Other (indicate dept)	
<u>Recommendation:</u>			
<u>Decision:</u>			

All agenda request forms must be submitted to the County Auditor by 4:00 p.m. on Monday in order to be considered for inclusion on the following week's agenda. The Board will review all requests and determine if the request will be heard at a County Board meeting.

HOUSTON COUNTY, MINNESOTA
WILDCAT BATHROOM QUOTE
MARCH 12, 2020 2:00 P.M.

		A1 Precision Pumping		Ness Pumping & Porta Potty Rentals		Collin Cota	
	Qty	Unit Price	Total \$	Unit Price	Total \$	Unit Price	Total \$
6 month rental of 4 bathrooms with service							
Total for Bathrooms			\$487.50		\$500.00	Quote Received 3/13/20 via mail.	
Sales Tax			\$33.52		\$34.38	Quote not opened; Received after deadline.	
			\$521.02		\$534.38		\$0.00
6 months			6.00		6.00		6.00
			\$3,126.12		\$3,206.25		\$0.00

Houston County Consent Agenda

Date Submitted: March 17, 2020

BOARD DATE: March 24, 2020

Person requesting appointment with County Board:

Brian Pogodzinski

Issue:

Cooperative Purchasing Venture (CPV) for Road Salt

Attachments/Documentation for the Board's Review:

Justification:

Action Requested:

Approval to order 2,800 tons of salt through the CPV.

For County Use Only			
Reviewed by:	<u> </u> County Auditor	<u> </u> County Attorney	<u> </u> Zoning Administrator
	<u> </u> Finance Director	<u> </u> County Engineer	<u> </u> Environmental Services
	<u> </u> IS Director	<u> </u> Other (indicate dept)	
Recommendation:			
Decision:			

All agenda request forms must be submitted to the County Auditor by 4:00 p.m. on Monday in order to be considered for inclusion on the following week's agenda. The Board will review all requests and determine if the request will be heard at a County Board meeting.

Houston County Consent Agenda

Date Submitted March 17, 2020 BOARD DATE: March 24, 2020

Person requesting appointment with County Board: Brian Pogodzinski

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Attachments/Documentation for the Board's Review:

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Approval to order 2,800 tons of salt through the CPV.

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	<input type="checkbox"/> Finance Director	<input type="checkbox"/> County Engineer	<input type="checkbox"/> Environmental Services
	<input type="checkbox"/> IS Director	<input type="checkbox"/> Other (indicate dept)	
Recommendation:			
Decision:			

All agenda request forms must be submitted to the County Auditor by 4:00 p.m. on Monday in order to be considered for inclusion on the following week's agenda. The Board will review all requests and determine if the request will be heard at a County Board meeting.

PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: Tuesday, March 10, 2020

9:30 a.m.

Place: Commissioners Room, Courthouse, Caledonia, MN

Members Present: Eric Johnson, Teresa Walter, Jack Miller

Not Present: Robert Burns

Others Present: Administrator Babinski; Reporter Moorhead; Finance Director Lapham; Deputy Auditor/Treasurer Larissa Erickson, Auditor/Treasurer Donna Trehus, Personnel Director Teresa Arrick-Krueger, Engineer Brian Pogodzinski, Public Health and Human Services Director John Pugleasa

Call to order.

Presiding: Chairman Johnson

Call to order. Pledge of Allegiance.

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

Commissioner Walter moved, Commissioner Miller seconded, unanimously carried to unanimously approve the Minutes from the February 25 Board Meeting.

Public Comment:

None at this time

Commissioner Walter moved, Commissioner Miller seconded, unanimously carried to approve the Consent Agenda, which consisted of the following items:

- 1) File No. 1 - Approve payment of the license center and Human Services disbursements and the following claims
 - a. County Revenue Fund \$78,903.56
 - b. Road & Bridge Fund \$347,683.35

Total \$426,586.91

=====

2) Approve Budgeted IT Purchases:

- 2 copy machines (PH & HS, Auditor's Office): \$14,953.62
- Microsoft Surface Hub (Attorney's Office): \$12,359.88

- 7 Toughbook computers (Sheriff's Office): \$20,006
 - Corporate Malwarebytes (IT): \$10,710
- 3) File No. 3 – Approve the DHS County Grant Contract for Children's Mental Health Respite Care Services.
 - 4) File No. 2 - Affirm the following personnel actions:
 - i. Public Health and Human Services
 1. Hire Alexie Krause as a probationary 1.0 FTE Agency Social Worker, Children's Mental Health, C41, Step 2, effective March 23, 2020, conditioned upon successful completion of background check.
 - ii. Extension/Veteran's Services
 1. Hire Jennifer Burrichter as a probationary .75 FTE Technical Clerk 1, B21, Step 1, effective March 16, 2020, conditioned upon successful completion of background check.

John Pugleasa spoke briefly about the Public Health preparations as the COVID-19 pandemic threat increases. He provided a background on the status of COVID-19 transmission and outlined Public Health's efforts to provide scientifically vetted and factual information. His staff worked with our IT staff to provide a COVID-19 information page on the County website. He emphasized the CDC and MDH guidance for avoiding viral transmission. He reminded the Board and public that the County does not have ordinance or authority to close any businesses, group homes or schools, but would work with all of those agencies to shape their responses to COVID-19. Public Health does not have any testing capability, nor involvement in the testing process at this time. Commissioner Johnson feels we need to remain calm, rely on guidance from our government. Administrator Babinski added that AMC is providing updates on the COVID-19 situation, we're in constant contact with MDH for guidance as the situation unfolds.

File No. 4- Commissioner Miller moved, Commissioner Walter seconded, unanimously carried to approve a Service Agreement with Ability Building Center, Incorporated (ABC Woodland) for Community Based Supported Employment, Center Based Support Employment and Transportation.

File No. 5 - Commissioner Miller moved, Commissioner Johnson seconded, unanimously carried to reappoint Commissioner Walter to the Solid Waste Policy Board.

Based on consent of the Board members present, Commissioner Johnson tabled the discussion of the Request for Proposal for development of the Comprehensive Land Use Plan until after it could be reviewed in a Workgroup Session.

File No. 7 – Commissioner Walter moved, Commissioner Miller seconded, unanimously carried to approve the “On-Sale” County Liquor License for Ferndale Golf LLC, 23239 State Highway 16, Rushford, MN 55971.

Administer Babinski staff reminded all that Thursday is the 'GO LIVE' date for the 2020 Census, so residents would be receiving mail notifications soon. Officially, April 1st is census day but everyone can complete the census now. Additionally, township elections are today, the Veteran's Bonanza is scheduled for March 19th, as is a county Emergency Operations Center training event focused on flood preparations.

Commissioner Walter attended the Solid Waste meeting, all went well. She spoke positively of the recently attended Legislative conference. She also attended an Extension meeting, SEMCAC Meeting and the Land Use Committee meeting, with good input from the Assessor's office and Highway Department, who discussed shuffling some projects to address emerging requirements, and it's that time of year- springtime road weight bans went into effect last Friday.

Commissioner Miller attended an EDA meeting and reported all current loans are up to date, with funds available for more loans. He attended a Hiawatha Mental Health meeting and relayed they plan to have a grand opening at their new location in May. He congratulate the License Center for their efforts providing Enhanced and Real ID, with Houston County listed in the top 5 for participation rates in the state. He shared that the Mississippi River flood prediction is 10 feet 2 inches by March 15th.

Commissioner Johnson added that the Auditor/Treasure's office needs to be commended for all the work they do. "Donna needs a big shout for all the work she and her staff do!" The PNP elections went well over all. He attended a Water Planning meeting and requested Dave Walter to provide an update at the next board meeting. He was encouraged by the fact that the Highway project is moving forward. He also shared that Stinson meats is now open in Houston.

No additional public comment.

There being no further business and the time being 10:18 a.m., motion was made by Commissioner Miller, seconded by Commissioner Walter and unanimously carried to adjourn the meeting. The next advertised meeting being a Board Workgroup Session on Tuesday, March 17, 2020.

BOARD OF COUNTY COMMISSIONERS
HOUSTON COUNTY, MINNESOTA

By: _____
Eric Johnson, Chairperson

Attest: _____
Jeffrey Babinski, County Administrator

PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: Tuesday, March 17, 2020

9:00 a.m.

Place: Room 219, Courthouse, Caledonia, MN

Members Present: Eric Johnson, Teresa Walter, Jack Miller (remote) and Robert Burns

Board Workgroup Session
Call to order.

Administrator Babinski and Engineer Pogodzinski provided an update to the Board on planning documents after reviewing the latest site design and building requirements with Norman Barrientos, as he and his staff complete Task 4 of their proposal, which will provide the County with the documents needed to go forth with a request for proposal for a Contract Manager. The Board discussed the changes, budget concerns with the project and the next steps to keep the project moving forward.

The Board discussed the proposed Request for Proposal for assisting with the Comprehensive Land Use Plan tabled from the March 10th Board Meeting. After discussion and minor change recommendations, the Board decided formal action was not needed to initiate the RFP, but would wait to act once proposals are received.

Administrator Babinski discussed the status of COVID-19 pandemic responses in other counties in response to the Executive Order from Governor Walz. The Board was in general agreement to allow Board Chair Johnson to decide when to formalize an Emergency Declaration after consultation with Administrator Babinski and forgo formal action until the scheduled March 24 Board Meeting, rather than calling an emergency session.

The workgroup session adjourned at 11:05 a.m.

BOARD OF COUNTY COMMISSIONERS
HOUSTON COUNTY, MINNESOTA

By: _____
Eric Johnson, Chairperson

Attest: _____
Jeffrey Babinski, County Administrator