



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, April 24, 2020, County Board Room, Historic Courthouse

*******The meeting will be accessible to public participants via our conference call line at 312-626-6799 and entering meeting ID: 97626806007 and password 004344. Public attendees are requested to mute their line until addressed.*******

CALL TO ORDER

PLEDGE OF ALLEGIANCE

APPROVE AGENDA

APPROVE PREVIOUS MINUTES

- April 14 - Board Meeting
- April 21 – Workgroup Session

PUBLIC COMMENT

APPOINTMENT: Krista Ross, Executive Director, SELCO

COVID-19 Update from Public Health

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) Affirm the following personnel actions:
 - i. Public Health and Human Services
 1. Change the status of Elizabeth Knutson, Public Health Nurse, from probationary to regular effective April 29, 2020.
 - ii. Highway
 1. Accept the resignation of Robert Ott, DoT Sign Specialist, effective the end of the workday April 30, 2020, with thanks for his service to the residents of Houston County.
 2. Approve a search for a DOT Sign Specialist.

ACTION ITEMS

- 1) Consider accepting the low bid quote for SP 028-606-024, which includes the paving on CSAH 6. (Pogodzinski)
- 2) Consider acceptance and rejection of quotes for annual bid maintenance. (Pogodzinski)

DISCUSSION ITEMS

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

CLOSING PUBLIC COMMENT

ADJOURN

REMINDERS

Houston County Agenda Request Form

Date Submitted: April 23, 2020

BOARD DATE: April 28, 2020

Person requesting appointment with County Board: Brian Pogodzinski

Issue:

Board approval needed to approve the low bid for SP 028-606-024 which includes the paving on CSAH 6. This is a Federal Project.

Attachments/Documentation for the Board's Review:

Abstract for SAP 028-606-024 is attached.

Justification:

Action Requested:

Board approval to accept lowest responsible Bidder.

For County Use Only						
<u>Reviewed by:</u>	_____	County Auditor	_____	County Attorney	_____	Zoning Administrator
	_____	Finance Director	_____	County Engineer	_____	Environmental Services
	_____	IS Director	_____	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.



4/23/2020

Houston County DOT Project Bid Abstract

Project Name: SP 028-606-024 Full Depth Reclamation, Plant Mixed Bituminous Surfacing and Aggregate Shouldering Contract No.: 304
Client: Houston County Department of Transportation Project No.: SP 028-606-024
Bid Opening: 03/30/2020 10:00 AM Owner: Houston County Department of Transportation

Project: SP 028-606-024 - SP 028-606-024 Full Depth Reclamation, Plant Mixed Bituminous Surfacing and Aggregate Shouldering					Engineers Estimate		Mathy Construction	
Line No.	Item		Units	Quantity	Unit Price	Total Price	Unit Price	Total Price
3	2104.503	SAWING BIT PAVEMENT (FULL DEPTH)	L F	558	\$5.00	\$2,790.00	\$3.60	\$2,008.80
2	2104.503	REMOVE CABLE GUARDRAIL	L F	300	\$2.50	\$750.00	\$2.25	\$675.00
1	2104.503	REMOVE GUARDRAIL-PLATE BEAM	L F	396	\$4.50	\$1,782.00	\$2.25	\$891.00
4	2105.507	SUBGRADE EXCAVATION	C Y	71	\$15.00	\$1,065.00	\$31.00	\$2,201.00
5	2112.619	SHOULDER PREPARATION	RDST	347	\$15.00	\$5,205.00	\$30.00	\$10,410.00
6	2211.509	AGGREGATE BASE CLASS 5	TON	132	\$18.50	\$2,442.00	\$28.50	\$3,762.00
7	2215.504	FULL DEPTH RECLAMATION (P)	S Y	102677	\$1.75	\$179,684.75	\$1.33	\$136,560.41
8	2215.507	HAUL FULL DEPTH RECLAMATION (LV)	C Y	55	\$5.00	\$275.00	\$55.00	\$3,025.00
9	2221.509	SHOULDER BASE AGGREGATE CLASS 2	TON	4890	\$25.00	\$122,250.00	\$20.53	\$100,391.70
10	2355.506	BITUMINOUS MATERIAL FOR FOG SEAL	GAL	6001	\$4.25	\$25,504.25	\$5.87	\$35,225.87
11	2356.504	BITUMINOUS SEAL COAT	S Y	120015	\$0.80	\$96,012.00	\$0.86	\$103,212.90
12	2356.506	BITUMINOUS MATERIAL FOR SEAL COAT	GAL	30004	\$3.90	\$117,015.60	\$4.20	\$126,016.80
13	2360.509	TYPE SP 12.5 WEARING COURSE MIX (3;C)	TON	28188	\$70.00	\$1,973,160.00	\$61.62	\$1,736,944.56
14	2360.609	BITUMINOUS PAVEMENT DENSITY INCENTIVE	TON	27161	\$2.10	\$57,038.10	\$2.10	\$57,038.10
15	2399.623	PAVEMENT SMOOTHNESS INCENTIVE	RD SEG	131	\$270.00	\$35,370.00	\$270.00	\$35,370.00
16	2540.602	MAIL BOX SUPPORT	EACH	45	\$175.00	\$7,875.00	\$150.00	\$6,750.00
17	2540.602	RELOCATE MAIL BOX SUPPORT	EACH	4	\$100.00	\$400.00	\$85.00	\$340.00
19	2554.502	ANCHORAGE ASSEMBLY	EACH	1	\$1,000.00	\$1,000.00	\$950.00	\$950.00
18	2554.502	END TREATMENT-TANGENT TERMINAL	EACH	5	\$2,750.00	\$13,750.00	\$2,775.00	\$13,875.00
22	2554.503	TRAFFIC BARRIER DESIGN SPECIAL	L F	100	\$100.00	\$10,000.00	\$96.00	\$9,600.00
21	2554.503	TRAFFIC BARRIER DESIGN B8307	L F	63	\$25.00	\$1,575.00	\$25.00	\$1,575.00
20	2554.503	TRAFFIC BARRIER DESIGN B8338	L F	600	\$25.00	\$15,000.00	\$18.95	\$11,370.00
23	2563.601	TRAFFIC CONTROL	LS	1	\$7,500.00	\$7,500.00	\$7,200.00	\$7,200.00
25	2582.503	6" DOTTED LINE PAINT	LIN FT	58	\$0.40	\$23.20	\$0.10	\$5.80
28	2582.503	4" DOUBLE SOLID LINE PAINT	LIN FT	17029	\$0.20	\$3,405.80	\$0.16	\$2,724.64

	Project: SP 028-606-024 - SP 028-606-024 Full Depth Reclamation, Plant Mixed Bituminous Surfacing and Aggregate Shouldering						Engineers Estimate		Mathy Construction	
Line No.	Item				Units	Quantity	Unit Price	Total Price	Unit Price	Total Price
26	2582.503	4" SOLID LINE PAINT			L F	9963	\$0.10	\$996.30	\$0.08	\$797.04
24	2582.503	6" SOLID LINE PAINT			L F	70357	\$0.15	\$10,553.55	\$0.10	\$7,035.70
27	2582.503	4" BROKEN LINE PAINT			L F	1604	\$0.10	\$160.40	\$0.08	\$128.32
	Totals for Project SP 028-606-024							\$2,692,582.95		\$2,416,084.64
	% of Estimate for Project SP 028-606-024									-10.27%

I hereby certify that this is an exact reproduction of bids received.

Certified By: _____ License No. _____
Date: _____

Houston County Agenda Request Form

Date Submitted: April 23, 2020

BOARD DATE: April 28, 2020

Person requesting appointment with County Board: Brian Pogodzinski

Issue:

Board approval needed to approve and reject quotes for annual bridge maintenance.

Attachments/Documentation for the Board's Review:

2020 Bridge Maintenance Quote abstract is attached.

Justification:

Requested approvals and rejections maximize utilization of the budgeted 2020 amount.

Action Requested:

Board approval to accept the low bid for contracted maintenance on Bridges 28555, 28524, 28522, and 28528, along with the rejection of all bids for Bridges 28505 & 28523.

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

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Houston County
23-Apr-20

BRIDGE MAINTENANCE QUOTES										
LINE NO.	ITEMS	DESCRIPTION	UNITS	UNIT PRICE	ENGINEER'S ESTIMATE		ICON CONSTRUCTOR'S LLC		FAHRNER ASPHALT SEALERS	
					QTY	AMOUNT	UNIT PRICE	AMOUNT	UNIT PRICE	AMOUNT
Bridge 28555 - CSAH 3										
1	2433.618	MMA FLOOD SEAL	SF	\$ 2.90	4361	\$ 12,646.90	\$2.75	\$ 11,992.75	\$2.96	\$ 12,908.56
2		TRAFFIC CONTROL	LS	\$ 800.00	1	\$ 800.00	\$1,750.00	\$ 1,750.00	\$1,000.00	\$ 1,000.00
Subtotal:						\$ 13,446.90	Subtotal:	\$ 13,742.75	Subtotal:	\$ 13,908.56
Bridge 28505 - CSAH 4										
1		SURFACE FINISH BRIDGE	LS	\$ 15,000.00	1	\$ 15,000.00	\$25,000.00	\$ 25,000.00	\$21,000.00	\$ 21,000.00
2		TRAFFIC CONTROL	LS	\$ 800.00	1	\$ 800.00	\$4,500.00	\$ 4,500.00	\$2,000.00	\$ 2,000.00
Subtotal:						\$ 15,800.00	Subtotal:	\$ 29,500.00	Subtotal:	\$ 23,000.00
Bridge 28524 - CSAH 5										
1		SURFACE FINISH BRIDGE	LS	\$ 10,000.00	1	\$ 10,000.00	\$9,000.00	\$ 9,000.00	\$18,000.00	\$ 18,000.00
2		TRAFFIC CONTROL	LS	\$ 800.00	1	\$ 800.00	\$2,000.00	\$ 2,000.00	\$1,000.00	\$ 1,000.00
Subtotal:						\$ 10,800.00	Subtotal:	\$ 11,000.00	Subtotal:	\$ 19,000.00
Bridge 28522 - CSAH 25										
1		SURFACE FINISH BRIDGE	LS	\$ 12,000.00	1	\$ 12,000.00	\$9,500.00	\$ 9,500.00	\$17,000.00	\$ 17,000.00
2	2433.618	MMA FLOOD SEAL	SF	\$ 2.90	5124	\$ 14,859.60	\$2.75	\$ 14,091.00	\$2.96	\$ 15,167.04
2		TRAFFIC CONTROL	LS	\$ 800.00	1	\$ 800.00	3000	\$ 3,000.00	2000	\$ 2,000.00
Subtotal:						\$ 27,659.60	Subtotal:	\$ 26,591.00	Subtotal:	\$ 34,167.04
Bridge 28523 - CSAH 25										
1	2433.618	MMA FLOOD SEAL	SF	\$ 2.90	5382	\$ 15,607.80	\$2.75	\$ 14,800.50	\$2.96	\$ 15,930.72
2		TRAFFIC CONTROL	LS	\$ 800.00	1	\$ 800.00	\$1,750.00	\$ 1,750.00	\$1,000.00	\$ 1,000.00
Subtotal:						\$ 16,407.80	Subtotal:	\$ 16,550.50	Subtotal:	\$ 16,930.72
Bridge 28528 - CSAH 25										
1	2433.618	MMA FLOOD SEAL	SF	\$ 2.90	7115	\$ 20,633.50	\$2.50	\$ 17,787.50	\$2.96	\$ 21,060.40
2		TRAFFIC CONTROL	LS	\$ 800.00	1	\$ 800.00	\$1,750.00	\$ 1,750.00	\$1,000.00	\$ 1,000.00
Subtotal:						\$ 21,433.50	Subtotal:	\$ 19,537.50	Subtotal:	\$ 22,060.40
TOTALS						\$ 105,547.80		\$ 116,921.75		\$ 129,066.72

**HOUSTON COUNTY
AGENDA REQUEST FORM
April 28, 2020**

Date Submitted: 04.23.2020

By: Tess Kruger, HRD/Facilities Mgr.

APPOINTMENT REQUEST

CONSENT (HR requests)

Public Health

- Change the status of Elizabeth Knutson, Public Health Nurse, from probationary to regular effective 04/29/2020

Highway

- Accept the resignation of Robert Ott, DOT Sign Specialist, effective the end of the work day April 30, 2020, and thank him for his service to the residents of Houston County
- Approve a competitive search for a DOT Sign Specialist

<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 checked="" 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>			

SELCO – HOUSTON COUNTY CONTRACT FOR LIBRARY SERVICE

This Agreement made and entered into effective, by and among Southeastern Libraries Cooperating, a non-profit corporation as organized under Minnesota Statutes 317A, also designated as a regional public library system as recognized in Minnesota Statutes 134.20 (hereinafter referred to as "SELCO"), the County of Houston, State of Minnesota (hereinafter referred to as "County") and the Library Boards as established under Minnesota Statutes 134.11 governing the Caledonia Public Library, Hokah Public Library, Houston Public Library, LaCrescent Public Library and the Spring Grove Public Library, (hereinafter referred to as the "Libraries").

RECITALS:

- A. The State of Minnesota requires the County, pursuant to the provisions of Minnesota Statutes 134.34 and 134.341 to participate in a regional public library system, as assigned by the Minnesota Department of Education.
- B. SELCO is a regional public library system created pursuant to Minnesota statutes and is designated to serve County.
- C. SELCO and the Libraries have the authority and responsibility to determine library services to be provided to County's residents, as per this agreement.
- D. SELCO, the County and the Libraries wish to set forth their relative responsibilities in connection with their relationship under Minnesota statutes. All parties shall provide employment and services to all people without discrimination and shall comply with all federal, state, and local laws, or ordinances, rules, regulations, and executive orders pertaining to unlawful discrimination on the basis of race, color, creed, religion, national origin, sex, marital status, or status with regard to public assistance, disability, sexual orientation, or age.
- E. The Board of Commissioners of County has the continuing authority and responsibility to determine how to distribute County property tax dollars, a portion of which is to pay for public library services.

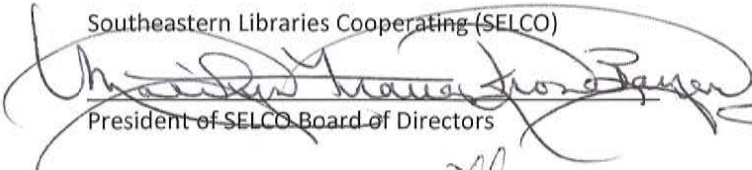
NOW, THEREFORE, the parties hereto agree as follows:

- 1. County will participate in SELCO.
- 2. County will levy and collect funds on lands not otherwise taxed for library services for the support of library services in the County in accordance with Minnesota Statutes 134.34.
- 3. The County agrees to provide funding at a level of:

2018	\$151,144
2019	\$157,190
2020	\$163,477
- 4. The Libraries and SELCO shall provide library service to the residents of the County at no additional fee beyond those imposed on all library users. These services will include by way of illustration but not limitation:
 - a. Onsite use of all library materials, equipment and resources, including public access Internet computers;
 - b. Onsite and remote access to licensed online electronic resources;
 - c. Checkout/circulation privileges for all circulating materials. These may include, but are not necessarily limited to, such items as books, audio and video media, and magazines;
 - d. Walk-in privileges at Minnesota public libraries;
 - e. Interlibrary loan service, accessing items in the 11 county area, as well as statewide access to MnLINK;

- f. Access to children's services including school visits, pre-school storytimes and summer library programs;
 - g. On-site reference service;
 - h. Ease of return – check out material from any library and return to any SELCO library;
 - i. Programs for various age groups; and
 - j. Commitment to cooperate with other community groups.
5. SELCO shall bill County quarterly for the funding level of the County. County shall pay such invoices within 30 days of the date of the invoice.
6. SELCO, acting as fiscal agent and after receiving County payment as outlined in clause 3, will disperse operating funds to the Libraries.
7. SELCO shall collect necessary data from County and the Libraries to report to the Minnesota Department of Education by July 1 of each year. The Commissioner of Education will certify to the County and the Libraries the minimum level of support required by Minnesota Statutes 134.34.
8. The Libraries agree to provide the County and SELCO with statistical data based on information gathered by the Minnesota Department of Education as referenced in Minnesota Statutes 134.13.
9. County will appoint a representative to the SELCO Board of Directors. A vacancy in this position shall be filled in the same manner as the original appointment was made.
10. The term of this Agreement shall be for a period of three (3) years commencing January 1, 2018. The parties agree to negotiate additional terms in good faith beginning a minimum of six (6) months prior to the termination date. If the parties fail to complete negotiations before the expiration of this Agreement, this Agreement shall remain in effect on a month-to-month basis until such negotiations are completed.
11. This agreement may be terminated as follows:
 - a. By mutual written consent of all Parties;
 - b. By written notice from SELCO to County if County is in material breach of this Agreement for thirty (30) days after written notice of such breach.
 - c. By written notice from County to SELCO if SELCO is in material breach of this Agreement for thirty (30) days after written notice of such breach.
12. This document states the entire Agreement among the parties about its subject matter. No agreement affecting the subject matter of this Agreement shall be entered into by any of the Parties, unless all Parties are signatories to such agreement. This Agreement may only be changed, modified, or amended through a written instrument signed by all of the parties to it expressly referencing this Agreement.

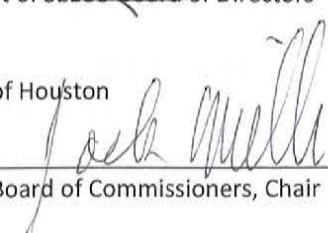
Southeastern Libraries Cooperating (SELCO)


President of SELCO Board of Directors

Date

January 23, 2018

County of Houston


County Board of Commissioners, Chair

Date

11/7/17

In Witness Whereof, Resolution of the Board of Commissioners of Houston County, Minnesota

Charlene Meun
County Auditor

Date 11-7-17

Caledonia Public Library
28810 Rank
Library Board President

Date 1/23/18

Hokah Public Library
Patti Ziegler
Library Board President

Date Dec 6, 2017

Houston Public Library
Eugene Lundek
Library Board President

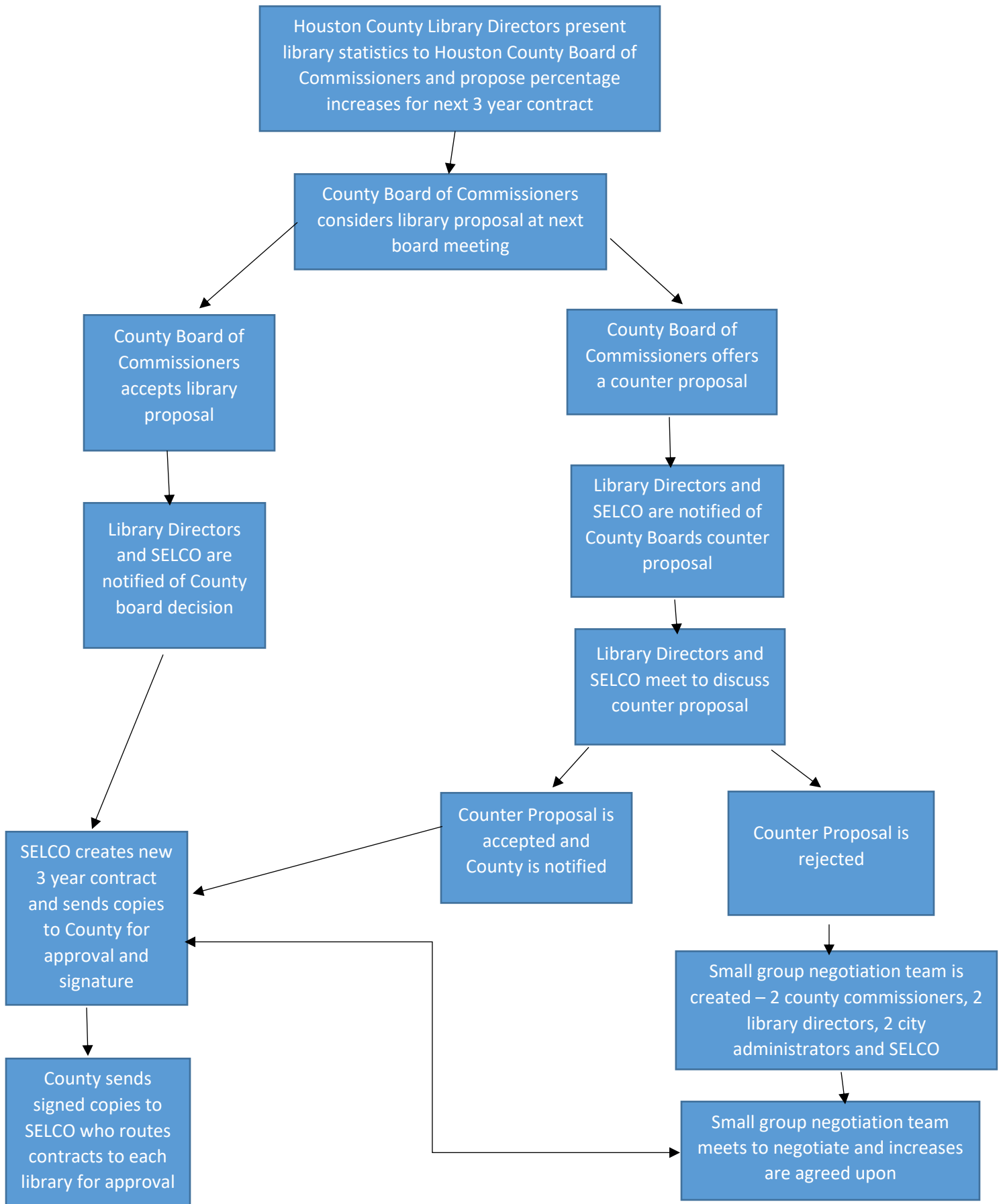
Date 1-27-2018

LaCrescent Public Library
[Signature]
Library Board President

Date 12-14-17

Spring Grove Public Library
Sandra L. Moer
Library Board President

Date 1/8/17



**Recap of Houston County Funding for 2006-2020
and funding requests for 2021-2023
at a 3% increase for each year
for Houston County Public Libraries**

YEAR	FUNDING PROVIDED BY COUNTY	PER CAPITA SUPPORT
2006	\$95,506	\$10.66
2007	\$98,371	\$11.05
2008	\$106,401	\$12.01
2009	\$109,593	\$12.56
2010	\$112,881	\$13.37
2011	\$123,000	\$14.57
2012	\$126,690	\$15.01
2013	\$130,490	\$15.46
2014	\$134,405	\$15.92
2015	\$138,437	\$16.40
2016	\$146,742	\$17.38
2017	\$151,144	\$17.90
2018	\$151, 144	\$19.07
2019	\$157,190	\$19.83
2020	\$163,477	\$20.63
2021	\$168,381	\$21.24
2022	\$173,432	\$21.88
2023	\$178,635	\$22.54

prepared by Liz Gibson-Gasset,
Houston Public Library Director,
based on information provided in contracts
signed between the Houston County Commissioners
and the five Houston County Public Librarians

SELCO cities	per capita support
Lonsdale	\$26.39
Caledonia	\$27.49
LaCrescent	\$29.76
Lake City	\$33.46
Hokah	\$34.08
St. Charles	\$34.50
Winona	\$36.37
Faribault	\$36.60
Pine Island	\$36.84
Austin	\$38.84
Albert Lea	\$39.78
Houston	\$39.92
Owatonna	\$42.94
Stewartville	\$45.29
Dodge City	\$45.52
Zumbrota	\$46.56
Spring Valley	\$46.77
Brownsdale	\$46.78
Kasson	\$51.49
Northfield	\$55.85
Plainview	\$56.12
Chatfield	\$57.00
Rochester	\$59.84
Grand Meadow	\$60.39
Leroy	\$62.25
West Concord	\$63.22
Blooming Prairie	\$63.32
Rushford	\$63.88
Preston	\$66.98
Wabasha	\$67.18
Mabel	\$68.35
Red Wing	\$69.88
Lansboro	\$74.06
Spring Grove	\$80.03
Cannon Falls	\$85.76
Kenyon	\$85.89
Harmony	\$90.20
Average	\$51.83

**PerCapita Support Based on 2019 Funding
From Local Units of Government**

Cities in Ho.Co.	city contribution	per capita support
Caledonia	\$77,642.00	\$27.49
LaCrescent	\$153,820.00	\$29.76
Hokah	\$18,542.00	\$34.08
Houston	\$38,600.00	\$39.92
Spring Grove	\$103,319.00	\$80.03
Average		\$42.26

SELCO COUNTIES	county contribution	per capita support
Dodge Center	\$118,381	\$10.96
Winona	\$233,184	\$12.96
Wabasha	\$4,148,000	\$13.64
Houston	\$151,144	\$19.83
Fillmore	\$233,809	\$20.82
Steele	\$191,500	\$21.63
Freeborn	\$275,400	\$22.34
Rice	\$427,089	\$22.39
Mower	\$280,120	\$24.19
Goodhue	\$502,999	\$29.37
Olmstead	\$1,120,830	\$35.31
		\$233.44
Average		\$21.22

*prepared by Liz Gibson-Gasset,
Houston Public Library Director,
based on information provided by
SELCO using statistics from library annual reports
submitted to the Minnesota Department of Education*

HOUSTON COUNTY PUBLIC LIBRARY SERVICES

Year	Library Visits	E-Item Circulation	Physical Circulation	Library Programs	Total Attendance at Library Programs	Reference Transactions	Public Computer Users	Wi-Fi Users
2006	52,099		164,249	275	4,368	14,997	15,545	
2007	61,689		164,186	318	4,740	17,195	15,318	
2008	65,314		166,374	371	4,518	18,047	17,140	
2009	77,559		174,425	471	5,293	23,382	23,636	
2010	97,598		170,344	435	5,798	25,350	15,079	
2011	101,225		167,404	529	6,234	25,568	20,930	
2012	135,990		161,826	566	6,746	25,748	19,337	
2013	139,206		155,600	554	7,431	25,311	19,667	
2014	140,944		142,945	452	6,469	25,828	12,434	
2015	138,791		147,129	535	7,199	26,658	16,582	5,021
2016	141,052		144,181	724	9,914	26,644	20,481	7,112
2017	137,888	12,227	127,011	675	11,184	26,922	17,500	7,867
2018	146,941	13,562	127,820	606	8,158	28,376	13,195	7,907
2019	124,258	15,673	112,827	629	10,521	19,756	11,290	9,731

In general, library visits, e-circulation, program attendance, and number of wifi users are all trending upward.

The extraordinarily snowy spring of 2019 likely contributed to lower visits, circulation, reference transactions, and computer users that year. That same snow likely also increased e-circulation.

prepared by Liz Gibson-Gasset, Houston Public Library Director, and Kirsten Plummer, Hokah Public Library Director, based on information from annual reports submitted by Houston County Public Libraries to the Minnesota Department of Education

Houston County Library Services

