



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
Greg Myhre

HOUSTON COUNTY BOARD OF COMMISSIONERS BOARD MEETING AGENDA

9:30, September 8, 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: 93478353112 and password 803441. Public attendees are requested to mute their line until addressed.*******

CALL TO ORDER

PLEDGE OF ALLEGIANCE

APPROVE AGENDA

APPROVE PREVIOUS MINUTES

- August 26 - Board Meeting
- September 1 –Workgroup Session

PUBLIC COMMENT

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. Department of Corrections
 1. Change the status of Technical Clerk Barbara Schmitz from probationary to regular at the completion of 1,040 work hours.
 - ii. Environmental Services
 1. Hire Josh Erickson as a Drop-Site Supervisor, 67-day casual/temporary employee, Drop-Site wage scale, Step 1.
 - iii. Finance Department
 1. Change the status of Account Clerk Lynn Colsch from probationary to regular at the completion of 1,040 work hours.
 - iv. Highway Department
 1. Change the status of Highway Maintenance Specialist Christopher Frank from probationary to regular effective September 16, 2020.

- v. Public Health and Human Services
 - 1. Hire Helen Olson as an Income Maintenance Case Aide, B22, Step 3, effective September 9, 2020, conditioned upon successful completion of a background check.
 - 2. Hire Kimberly Rommes as a Public Health Case Aide, B22, Step 3, effective September 22, 2020, conditioned upon successful completion of a background check.
- vi. Veterans Service
 - 1. Hire Adolphus (Brad) White as a 67-day casual/temporary employee at a wage of \$13.68/hr, conditioned upon successful completion of the VA criteria.

ACTION ITEMS

- 1) Consider approving Houston County CARES Business Relief Grant payments to businesses recommended by the EDA Committee under Round 1 rules. (Wagner)
- 2) Consider approving Houston County CARES Business Relief Grant payments to businesses recommended by the EDA Committee under Round 2 rules. (Wagner)
- 3) Consider approving a Conditional Use Permit for Joe and Laurie Boldun (Union Township) to build a cabin in an Ag District. (Lacher)
- 4) Consider approving a Conditional Use Permit for James and Audra Wieser (Caledonia Township) to build a cabin in an Ag District. (Lacher)
- 5) Consider approving a Conditional Use Permit for Eric and Amy Wink (Caledonia Township) to build a cabin in an Ag District. (Lacher)
- 6) Consider approving a motion to remove Rich Schield and Wayne Feldmeier from the Planning Commission and seek replacements for the remainder of their terms.
- 7) Consider approving a motion to implement seven banding position adjustments, with upward position adjustments pay change effective August 2, 2020 and downward position adjustments pay frozen at current rate until such time their new pay band indicates an increased adjustment. (Arrick-Kruger)
- 8) Consider approving a contract with David Drown Associates (DDA) for a compensation study. (Arrick-Kruger)
- 9) Consider approving up to \$25,000 of CARES Act funds to replace the West Entrance Door with a sliding entry door and modified drop boxes. (Arrick-Kruger)

DISCUSSION ITEMS

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

CLOSING PUBLIC COMMENT

ADJOURN

Date/Time	Business Legal Name	Doing Business As	City State and Zip Code	Business Owners	Round 1
0814 0800	Guiding Light Touch		Spring Grove, MN 55974	Kathy S. Rosendahl	\$2,000
0814 0804	7 RIVERS MECHANICAL LLC	SAME	La Crescent, MN 55947	MIKE BENTZEN, ROBERT RADECKI, JOHN RADECKI	\$5,000
0814 0808	Viking Electric Inc		Spring Grove, MN 55974	Scott and Dawn Prah	\$5,000
0814 0829	MONEY CREEK HAVEN INC	MONEY CREEK HAVEN CAMPGROUND	Houston, MN 55943	WAYNE L & CARLA M FITTING	\$5,000
0814 0846	Foursome Golf Group LLC	Valley High Golf Club	Houston, MN 55943	Matt Boshcka, Andy Bryne, Tim Larsen, Matt Birnbaum	\$5,000
0814 0846	The Little Gnome Inc	The Little Gnome Childcare & Preschool	Spring Grove, MN 55974	Quentin Thorson	\$5,000
0814 0904	Spring Grove Soda Pop, Inc.	Same	Spring Grove, MN 55974	Robert Hansen and Dawn Hansen	\$5,000
0814 0918	Sasa Lee, LLC	Good Times Restaurant and Bar	Caledonia, MN 55921	Sarah Glasrud, Eric Lee	\$5,000
0814 0920	Neil Mighall DDS	Destination Dental	La Crescent, MN 55947	Neil Mighall	\$5,000
0814 0935	Heaven's Hands	Professional Massage Therapy	La Crescent, MN 55947	Jennifer Tornstrom	\$5,000
0814 0947	Gasthaus LLC	Little Miami	Caledonia, MN 55921	Michael and Diane Schnell	\$5,000
0814 1003	JT's Corner Bar and Grill	Bar and Grill	Houston, MN 55943	Lucas Meyer	\$5,000
0814 1023	River Valley Convenience Store		Houston, MN 55943	Tracy and Brady Auger	\$5,000
0814 1114	A&A floral, LLC	Mary Ann's Floral & Gifts	Caledonia, MN 55921	Arien O-Heron, Aimee Welscher	\$5,000
0814 1229	Schmitz Ventures LLC	Schmitt's TimeOut Tavern	La Crescent, MN 55947	William Schmitz	\$5,000
0814 1252	Doc's Blue Moose LLC	Doc's Blue Moose	Spring Grove, MN 55974	Michael and Diane Schmidt (90%)	\$5,000
0814 1255	Maple St OC	Houston Dental Clinic	Houston, MN 55943	Dr. Kristie Treptow, Dr. John Evenson	\$5,000
0814 1326	Swing Bridge Pub, LLC	Swing Bridge Pub	La Crescent, MN 55947	Austin Wieser	\$5,000
0814 1332	LaCrescent Chiropractic, PC		La Crescent, MN 55947	Eric Kiesau	\$4,000
0814 1336	Spent Arrow TaxidermyLLC	Spent Arrow Taxidermy	La Crescent, MN 55947	Michel, J, Bashaw	\$5,000
0814 1341	Loken's Sawmill Inn & Suites	Loken's Sawmill Inn & Suites	Houston, MN 55943	John & Eileen Loken	\$5,000
0814 1355	Free Range Exchange	Free Range Exchange	Hokah, MN 55941	Benjamin Horn, Ava Horn, Cambria Kolstad-DeVaney, Daniel DeVaney	\$5,000
0814 1408	Riverview Retreats LLC	Riverview Getaways	La Crescent, MN 55947	Gerald Steffes and Lynn Grupa	\$5,000
0814 1437	American Landscape LLC	American Land and Log	La Crescent, MN 55947	Gerald Steffes	\$3,382
0814 1444	Rusty's Fishing Charter	Rusty's Fishing Charter	Spring Grove, MN 55974	Russell Gerard and Mary Lou Gerard	\$5,000
0814 1557	MAIN ATTRACTIONS OF CALEDONIA, INC		Caledonia, MN 55921	BRENDA JOHNSON, CINDY WIEBKE	\$5,000
0814 1629	KICK MARKETING LLC	KICK MARKETING LLC	Caledonia, MN 55921	DANE LAMB	\$5,000
0814 1631	Jack's Vinyl Magic, Inc	AB Images Professional Lab	La Crescent, MN 55947	Ann Boma	\$5,000
0814 1649	D R FIT LLC	Snap Fitness #916	La Crescent, MN 55947	Daniel & Robin Kohls	\$5,000
0814 1649	VanMinsel Bros Construction, LLC		Spring Grove, MN 55974	Scott Van Minsel & Gary VanMinsel	\$5,000
0814 1843	OK Farming LLC	Oscar Rosendahl	Spring Grove, MN 55974	Oscar Rosendahl	\$5,000
0815 1013	Wood Family Chiropractic, P.C.	Chiropractic First of La Crescent	La Crescent, MN 55947	Christopher D. Wood	\$5,000
0815 1051	Yah Sure You Betcha Shoppe		Spring Grove, MN 55974	Robin Bartell	\$5,000
0815 1113	Baristas Coffee House LLC	Barista's Coffee House	Houston, MN 55943	Elizabeth Benedum & Thomas Benedum	\$5,000
0815 1122	The Farmhouse	The Farmhouse Eatery	Caledonia, MN 55921	Mary Hauser, Sara Cordes	\$5,000
0815 1123	Buckboard LLC	Buckboard	Caledonia, MN 55921	Eric Cordes	\$5,000
0815 1224	Jackie's Hair Design	Beauty Salon	Eitzen, MN 55931	Jacqueline Deters	\$5,000
0815 1446	Corky's Restaurants Inc.	Corky's Pizza	La Crescent, MN 55947	Troy Nolop	\$5,000
0817 0833	Pump 4 Less	SouthSide Corner	La Crescent, MN 55947	Mani K Edpuganti	\$4,450
0817 1108	Wildcat Saloon	Wildcat Saloon LLC	Brownsville, MN 55919	Max Foelimi	\$5,000
0817 1213	Kaddy's Kafe, Inc	Kaddy's Kafe	La Crescent, MN 55947	Lori Kadlec, Amy Jore, Jena Juarez	\$5,000
0817 1216	Herman Dental Clinic, PA	Herman Dental	Caledonia, MN 55921	Sarah Herman	\$5,000
0817 1217	Elizabeth Pieper	Betsy's Bed and Breakfast	Caledonia, MN 55921	Elizabeth Pieper	\$5,000
0817 1244	Elizabeth Pieper	Historic Caledonia Inn	Caledonia, MN 55921	Betsy Peiper	\$5,000
0817 1631	Klug Insurance Agency LLC	Klug Insurance	Caledonia, MN 55921	Michael Klug	\$5,000
0817 2118	Made In The Shade Enterprises Inc.	Made In The Shade Enterprises Inc	Caledonia, MN 55921	Michael J. Colleran	\$5,000
0817 2121	Wiebke Feedlot LLC	Wiebke Feedlot	Spring Grove, MN 55974	David Wiebke	\$5,000
0817 2151	Brazilian Clean LLC	Brazilian Clean LLC	Caledonia, MN 55921	Fernanda O. Colleran	\$5,000
0818 1014	Crown Towne Dental Laboratory LLC	Crown Towne	Spring Grove, MN 55974	Brian and Julia Towne	\$5,000
0818 1235	E. F. Library Services LLC		Caledonia, MN 55921	Karen Folstad and Bob Engen	\$5,000
0818 1350	Spring Grove Collision Center		Spring Grove, MN 55974	Eric Ostern	\$5,000
0818 1506	Au Bon canard Foie Gras Inc.	ABC Foie Gras	Caledonia, MN 55921	Christian Gasset & Elizabeth Gibson- Gasset	\$5,000
0818 1610	Chuck's Old Fashioned Meats LLC	Chuck's Old Fashioned Meats	Caledonia, MN 55921	Charlie Reed	\$5,000
0818 1713	Kids Corner of Caledonia LLC	Kids Corner of Caledonia	Caledonia, MN 55921	Emily and Troy Schroeder	\$5,000
0818 1953	Myhre Construction, LLC	Myhre Construction	Eitzen, MN 55931	Chad Myhre	\$5,000
0818 2035	The Wired Rooster LLC	The Wired Rooster Coffee Shoppe	Caledonia, MN 55921	Amanda & Jeremiah Ninneman	\$5,000
0819 0720	Thorson Graphics LLC		La Crescent, MN 55947	Summer Niemeier	\$5,000
0819 1043	Lee Auto Body/Sales	Lee Auto Body, Lee Auto sales	Spring Grove, MN 55974	Jeremy Wayne Lee	\$5,000
0819 1131	SG Auction LLC	SG Auction	Spring Grove, MN 55974	Jon C Nerstad	\$5,000
0819 1319	Traditions of La Crescent	Traditions of La Crescent	La Crescent, MN 55947	Roger Carlsen	\$5,000
0819 1415	Caledonia BakeHouse LLC	Caledonia Bakery	Caledonia, MN 55921	Suzanne Roelser	\$5,000
0819 1514	Elsies Bar and Grill LLC	Elsies Bar and Grill	Caledonia, MN 55921	Lee and Elsie Babler	\$5,000
0820 0803	Odessa Salon	Odessa Salon	La Crescent, MN 55947	Sarah R. Starch	\$5,000
0820 1009	Nancy Cordes	Nancy's Solutions	Caledonia, MN 55921	Nancy Ann Cordes	\$5,000
0820 1020	La Crecent Hotel Group LLC	Best Western Plus-La Crescent	La Crescent, MN 55947	Wind Swept Options LLC, Apple Core Holdings LLC, Terry Wieser	\$5,000
0820 1126	Fred Sandvik LLC	The Barn on South Ridge	La Crescent, MN 55947	Fred and Connie Sandvik	\$5,000
0820 1205	Minwies4 LLC	Minegar's Sports Hub	La Crescent, MN 55947	Ryan Minegar, Travis Minegar, Jason Oefstedahl	\$5,000
0821 1140	Custom Homes of Eitzen, llc	Custom Homes of Eitzen, llc	Eitzen, MN 55931	Matt Sauer	\$5,000
0821 1216	La Crescent Wellness Center	Apple Tree Flowers and More!	La Crescent, MN 55947	Kathleen Collins	\$4,350
0821 1355	Mell Chiropractic LLC	Mell Chiropractic	Caledonia, MN 55921	Geoffrey J Mell	\$5,000
0821 1633	Radecki Service LLC	Apple Auto	La Crescent, MN 55947	Brian Radecki	\$5,000
0821 1656	Printy Quik	Printy Quik	Caledonia, MN 55921	Douglas K. Nack	\$5,000
0823 2104	Tom Ready, Inc.	Ready Travel and Logistics	La Crescent, MN 55947	Thomas G. Ready	\$5,000
0824 0918	Saxon Hall	Saxon Hall	Brownsville, MN 55919	Caleb Grams and Aaron Grams	\$5,000
0824 1204	Winnebago Valley Farms, LLC	Eitzen Inn / Upper Mill	Eitzen, MN 55931	James Burg & Cindy Burg	\$5,000
0825 2144	JK Distribution	JK Distribution	Brownsville, MN 55919	Jacob and Kaylene Danielson	\$5,000
0826 1227	Lifestyle Medical Group, LLC	SmoothToe	Caledonia, MN 55921	Greg Hoscheit	\$5,000
0826 1228	Lifestyle Fitness Center, LLC	Lifestyle Fitness	Caledonia, MN 55921	Greg Hoscheit	\$5,000
0826 1229	Lifestyle Wellness Center, LLC	Lifestyle Wellness	Caledonia, MN 55921	Greg Hoscheit	\$5,000
0826 1435	Cushon's Peak Campground, Inc.	Cushon's Peak Campground	Houston, MN 55943	Thomas and Judy Vix	\$5,000
0826 1437	Atlas Crypt &Mfg. Co., Inc/	Wieser Precast- Doric Vault	La Crescent, MN 55947	Todd and Gina Wieser	\$5,000
0826 1932	Pete's Electrical Serivces, LLC	Pete's Electrical Services, LLC	Caledonia, MN 55921	Peter Privit	\$5,000
0827 1020	Ingvalson Hilltop Farms, Inc.	Ingvalson Hilltop Farms, Inc.	Caledonia, MN 55921	Mike & Kris Ingvalson	\$3,000
0827 1140	Allegiant Property Management, LLC	Allegiant Prop. Mgmt	La Crescent, MN 55947	David Heyer	\$5,000
0828 0956	Winnebago Springs LLC	Winnebago Springs LLC	Caledonia, MN 55921	Darin & Dustin Meyer	\$5,000
0828 1153	RockFilter Distillery LLC		Spring Grove, MN 55974	Christian Myrah, Kyle Dallenfeld, Brian Buessing, Ryan Jepsen, Tim Blanski	\$5,000
0829 1311	MEternally, LLC	MEternally, LLC	Houston, MN 55943	Sally Inglett, Kay Mathews, Brian Inglett, Nathan Snyder	\$5,000
0830 1603	Langseth Enterprise, LLC	Root River Kettle Korn	Houston, MN 55943	Marlyn Bruce Langseth	\$5,000

0830 1841	Meiners Construction, LLC		Caledonia, MN 55921	Richard Henry Meiners	\$5,000
0831 1144	Schroeder Heating & Cooling, LLC		Houston, MN 55943	Chris L. Schroeder	\$5,000
0831 1354	Ashley's Angels, LLC	Ashley's Angels, LLC	Houston, MN 55943	Ashley E. Olson	\$5,000
0831 1557	Hidden Springs Flower Farm, Inc.	Hidden Springs Flower Farm, Inc	Spring Grove, MN 55974	Harvey and Brigitte Buchite	\$5,000
0826 1705	Cox Hardware LLC	Houston True Value Hardware & Appliance	Houston, MN 55943	Marvin & Christine Cox	\$5,000
0901 1237	Vision Media, LLC	Vision Media, LLC	Caledonia, MN 55921	Ryan Pitts	\$4,500
0901 1243	Fabricating Technologies L.L.C.	Fabri-Tech	Hokah, MN 55941	Thomas Groeschner	\$5,000
0901 1439	Haus of Hair	Haus of Hair	Caledonia, MN 55921	Meagan Hauser	\$5,000
0901 1446	Uncommonplace	Uncommonplace	Hokah, MN 55941	Debra Olson	\$5,000
TOTALS					\$475,682

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Houston County

Agenda Request Form

This form is not intended for the general public. It is intended for use by county department heads, representatives of other governmental units or vendors/agencies who contract with Houston County. Members of the public may address the Board during the Public Comment Period. (See Policy for Public Comment Period).

Date Submitted: 2-Sep-20

Person requesting appointment with County Board: Aaron Lacher

Issue:

Approve CUPs: 1) Joe and Laurie Bolduan - CUP to build a cabin in an Ag District in Union Township. 2) James and Audra Wieser - CUP to build a cabin in an Ag District in Yucatan Township. 3) Eric and Amy Wink - CUP to build a cabin in an Ag District in Caledonia Township. (PC meeting was on 8-27-2020.)

Justification:

Action Requested:

Final Approval by the County Board. (Agenda, Hearing Notice, Findings and Staff Report is attached.)

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.



HOUSTON COUNTY

ENVIRONMENTAL SERVICES

Solid Waste • Recycling • Zoning
 304 South Marshall Street – Room 209, Caledonia, MN 55921
 Phone: (507) 725-5800 • Fax: (507) 725-5590



STAFF REPORT

8/19/2020

Application Date:
 Hearing Date: 8/27/2020
 Petitioner: Joseph and Laurie Bolduan
 Reviewer: Jim Gardner
 Zoning: Ag Protection
 Address: Not Assigned
 Township: Union
 Parcel Number: 140286000
 Submitted Materials: CUP Application

OVERVIEW

REQUEST

A Conditional Use Permit for a cabin is requested.

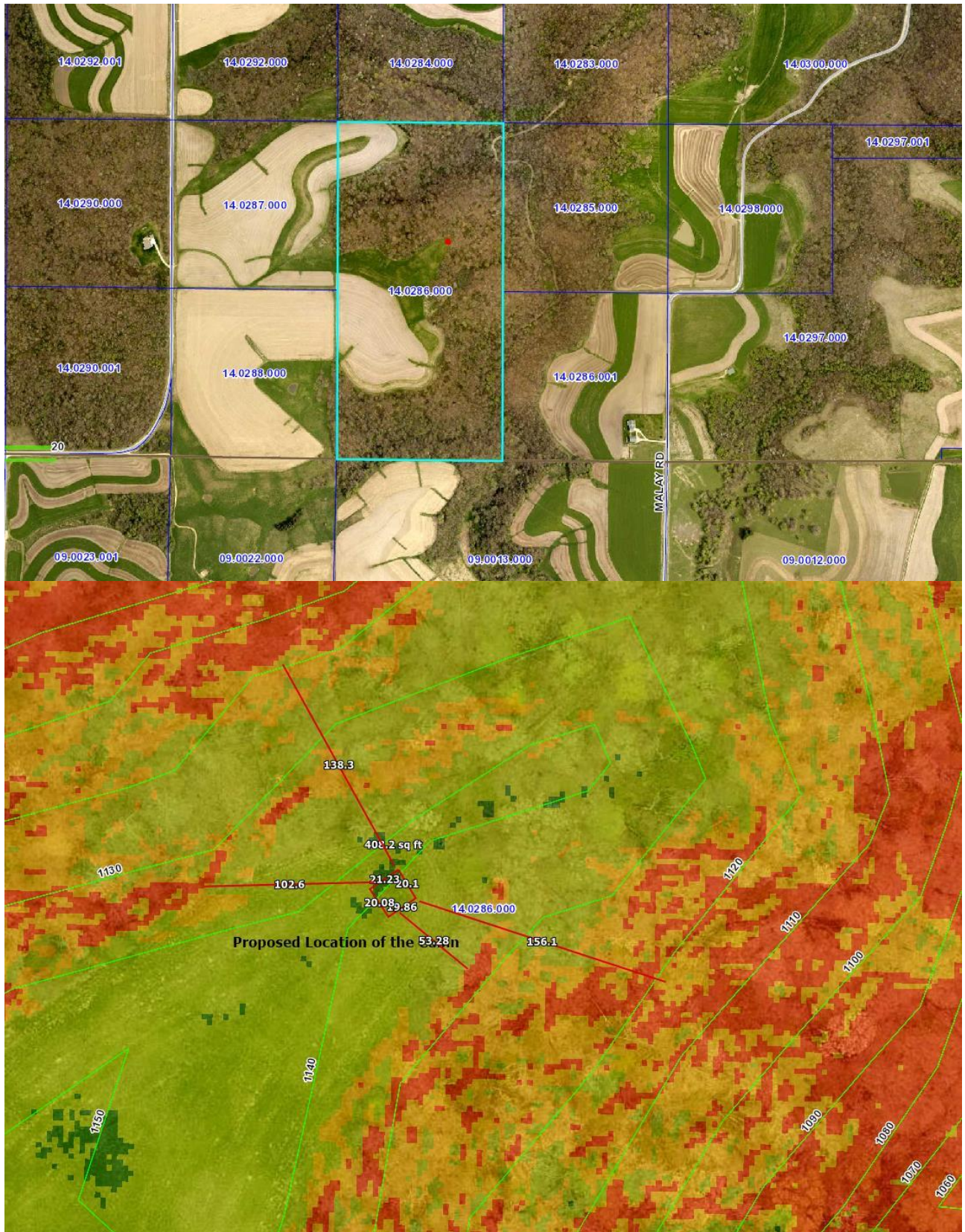
SUMMARY OF NOTEWORTHY TOPICS

The applicants, Joseph and Laurie Bolduan, are requesting to place a cabin on the Northeast edge of their field on parcel no. 14.0286.000. The red X on the map below shows the proposed location of this cabin. The cabin is 20' wide by 20' long and will have a 4' porch on the East side. The second map below depicts slope percentage. Red indicates a slope greater than 24%, which is too steep to build on according to Houston County Ordinance chapters 3.6 subd. 2 and 25.2 subd. 4. The proposed cabin would be placed on level ground and will be more than 40' from the top of the bluff. Houston County Zoning Ordinance chapter 29.17 Subd. 2 states that structures shall be set back at least 40' from the top of a bluff.

Cabins are subject to the following:

- (a) Not more than one (1) cabin per quarter of a quarter section shall be allowed.*
- (b) A cabin shall not have a permanent foundation or basement, or otherwise be permanently attached to the ground.*
- (c) A cabin shall be for transient use only and shall not be used as a permanent, year-around dwelling.*
- (d) No cabin shall have a gross floor area exceeding 400 square feet.*
- (e) Cabins shall not be connected to modern utilities, including electricity, telephone service, and septic.*

A 384 s.f. cabin footprint is proposed. The cabin would have a loft and a deck (in addition to 384 s.f.). The cabin would be placed on piers.



TOWNSHIP AND NEIGHBORHOOD COMMENTS

Neighboring property owners and Union Township were notified of this application and two comments were received.

SITE CHARACTERISTICS

The subject parcel is 80 acres and is connected to two, 40 acre parcels owned by the applicants. The parcel consists of a field, meadow, and wooded acreage. With the proposed cabin location being on top of the bluff, the building envelope is over 95 acres. The soil of the proposed cabin location is a Blackhammer-Southridge silt loam. There is some tendency for this soil to shrink and swell but those soil characteristics can easily be mitigated by adding some sand next to any new foundation. This cabin would be built on piers so this would not be a problem at all.

EVALUATION

NA: 6, 8, 9, 11, 12, 14

Section 11.05 of the Houston County Zoning Ordinance requires the following:

Subdivision 1. Findings. The Planning Commission shall not recommend a conditional use permit unless they find the following:

1. That the proposed use conforms to the County Land Use Plan.

Staff Analysis: Yes. There are no other known cabins in the same quarter-quarter section as the proposed cabin. 0100.0507 Subd 2. Policy 1 of the current Houston County Land Use Plan States: *Promote land management practices that protect the natural resources in the County including wetlands, sloughs, bluffs, woodlands, and prime agricultural areas.* The applicants, Joseph and Laurie Bolduan, own parcels 14.0286.000, 14.0287.000, and 14.0288.000 totaling 160 combined acres. There are no buildings on either of the three parcels making the proposed cabin the only structure on the property. The proposed cabin would be a place for the applicants to stay on their property making it easier for them to manage and care for their land.

2. That the applicant demonstrates a need for the proposed use.

Staff Analysis: Yes. There are no structures or places to stay anywhere on the three parcels. This cabin would give them an area to sleep and stay on their land. Having a place to stay will give the applicants more ability to manage, utilize, and steward the land.

3. That the proposed use will not degrade the water quality of the County.

Staff Analysis: Yes. This proposed cabin will be built on piers. Very little soil disturbance will result from the placement of this cabin.

4. That the proposed use will not adversely increase the quantity of water runoff.

Staff Analysis: Yes. Very little soil disturbance will happen as a result of setting in the piers and placing the cabin on top.

5. That soil conditions are adequate to accommodate the proposed use.

Staff Analysis: Yes. The soils on this site can handle the construction and placement of a simple cabin.

6. That potential pollution hazards been addressed and that standards have been met.

Staff Analysis: N/A

7. That adequate utilities, access roads, drainage and other necessary facilities have been or are being provided.

Staff Analysis: Yes. The applicants already have access to their property via a field access road. No utilities will be installed since this is a primitive cabin.

8. That adequate measures have been or will be taken to provide sufficient off-street parking and loading space to serve the proposed use.

Staff Analysis: N/A

9. That facilities are provided to eliminate any traffic congestion or traffic hazard which may result from the proposed use.

Staff Analysis: N/A

10. That the Conditional Use will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purposes already permitted.

Staff Analysis: Yes. There should be little to no effect on surrounding property owners from the proposed cabin.

11. That the establishment of the Conditional Use will not impede the normal and orderly development and improvement of surrounding vacant property for predominant uses in the area.

Staff Analysis: N/A

12. That adequate measures have been or will be taken to prevent or control offensive odor, fumes, dust, noise and vibration, so that none of these will constitute a nuisance, and to control lighted signs and other lights in such a manner that no disturbance to neighboring properties will result.

Staff Analysis: N/A

13. That the density of any proposed residential development is not greater than the density of the surrounding neighborhood or not greater than the density indicated by the applicable Zoning District.

Staff Analysis: Houston County Zoning Ordinance states that no more than one cabin per quarter-quarter is allowed. There are no other known cabins in this quarter-quarter section.

14. That the intensity of any proposed commercial or industrial development is not greater than the intensity of the surrounding uses or not greater than the intensity characteristic of the applicable Zoning District.

Staff Analysis: N/A

15. That site specific conditions and such other conditions are established as required for the protection of the public's health, safety, morals, and general welfare.


Staff Analysis: Yes. The proposed cabin meets all of the setbacks for property lines and top-of-bluff setback.

RECOMMENDATION

The Planning Commission must consider the criteria above. Should the permit be granted, staff recommend requiring the following conditions:

1. The Permittee shall comply with all federal, state, and local laws and regulations;

Proposed motion: Motion to recommend approval of a conditional use permit for James and Audra Wieser for a cabin with the condition above.

Number 2020- CUP- 63692	BOLDUAN,JOSEPH R & LAURIE 140286000 Conditional Use Request Submitted by Amelia M on 7/15/2020	
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CONDITIONAL USE INTRO [\[Edit\]](#) Last updated: 7/15/2020 3:13:23 PM and saved by: Amelia M

A Conditional Use is a land use or development that would not be appropriate generally but may be allowed with appropriate restrictions as provided by official controls upon a finding that specific criteria are met, as outlined in Section 6.5 of the ordinance.

When submitting an application, the information requested in this form is required. You may be asked to provide additional information as deemed necessary by the Zoning Office, the Planning Commission, or the County Board.

A non-refundable application fee and recording fee are required before an application is considered complete.

Prior to completing this form, a pre-application meeting with County Zoning is strongly recommended.

Conditional Use Application **\$700.00**
Fee

Recording Fee **\$46.00**

Application Type:
Conditional Use

APPLICANT INFORMATION [\[Edit\]](#) Last updated: 7/15/2020 3:13:52 PM and saved by: Amelia M

Applicant Name **BOLDUAN,JOSEPH R & LAURIE**

Telephone Number **507-313-8992**

Address **0**

City **Caledonia**

Zip **55921**

Parcel Tax ID **140286000**

Legal Description **W1/2 SE1/4 DOC #236289; DOC 271338; DOC 272655**

Section-Township-Range **34/103/005**

Do you own additional adjacent parcels **Yes**

Township of: **Union**

Applicants are required to inform township boards of their application.

Please reference the table below and contact the official for your township.

I understand I am required to inform my township of my application. **Yes**

Township Contacts

CONDITIONAL USE REQUEST [Edit] Last updated: 7/15/2020 3:15:37 PM and saved by: Amelia M

[Click here to view the Houston County Zoning Ordinance](#)

Describe in detail your request.

We want to build a 20 x 20 cabin with a 4 ft porch on the east side for ATV/UTV storage. It will be supported on piers.

Citation of Ordinance
Section from which the
Conditional Use is
requested:

14.3 1(5)

Requested Dimension:

20 x 20

**Please upload any
supporting documents:**

There are no attached documents.

CONDITIONAL USE FINDING OF FACTS [Edit] Last updated: 7/15/2020 3:31:07 PM and
saved by: Amelia M

[Click here to view the
Houston County Zoning
Ordinance](#)

Findings Required:

**1. That the proposed
use conforms to the
County Land Use Plan.**

Yes

Comments:

Building a cabin 20x20 with a 4 ft width porch on the east side for ATV/UTV storage. It will be built on piers as to not be a permanent building. There will be no septic system or electrical system to the cabin. We will put a partial loft inside for sleeping. This will not be a permanent dwelling, but an occasional use cabin. There is a field road for access.

**2. That the applicant
demonstrates a need for
the proposed use.**

Yes

Comments:

This will be used for a hunting cabin and storage of tools for use at the property.

**3. That the proposed
use will not degrade the
water quality of the
County.**

Yes

Comments:

The building of the cabin will not degrade the water quality during the building project. There is no water access at the cabin.

Yes

4. That the proposed use will not adversely increase the quantity of water runoff.

Comments:

Ground disturbance will be very minimal because the building site is quite level.

5. That soil conditions are adequate to accommodate the proposed use.

Yes

Comments:

We are building on a ridge and there is not marshy soil in the area.

6. That potential pollution hazards have been addressed and standards have been met.

Yes

Comments:

There are no hazardous materials going to be used in the building of the cabin. And no pollution hazard during the building project.

7. That adequate utilities, access roads, drainage and other necessary facilities have been or are being provided.

Yes

Comments:

There will be no utilities provided at the cabin. We have a field drive available for access to the cabin.

8. That adequate measures have been or will be taken to provide sufficient off-street parking and loading space to serve the proposed use.

Yes

Comments:

Over 1/4 mile from County Road 20 and there will be plenty of parking at building site.

9. That adequate facilities are provided to eliminate any traffic congestion or traffic hazard which may result from the proposed use.

Yes

Comments: **There will be off-road parking so no traffic hazard should result from this use.**

Yes

10. That the conditional use will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purposes already permitted.

Comments: **This cabin will not affect anyone else. It will be for the family to use.**

Yes

11. That the establishment of the Conditional Use will not impede the normal and orderly development and improvement of surrounding vacant property for predominant uses in the area.

Comments: **We will not impede the normal orderly development and other improvements of any surrounding vacant properties in the area. This area is all woods and farmland just as the surrounding properties are.**

Yes

12. That adequate measures have been or will be taken to prevent or control offensive odor, fumes, dust, noise and vibration, so that none of these will constitute a nuisance, and to control lighted signs and other lights in such a manner that no disturbance to neighboring properties will result.

Comments: **We won't be a nuisance or create disturbance in the area with the cabin building.**

N/A

13. That the density of any proposed residential development is not greater than the intensity of the surrounding uses or not greater than the

**intensity characteristic
of the applicable zoning
district**Comments: **None****N/A**

14. That the density of any proposed commercial or industrial development is not greater than the intensity of the surrounding uses or not greater than the intensity characteristic of the applicable zoning district.

Comments: **None****Yes**

15. That site specific conditions and such other conditions are established as required for the protection of the public's health, safety, morals, and general welfare.

Comments: **The site conditions and other conditions are already established. The land use will not be changing, the land will remain in ag production. The building addition will not affect the public's health, safety, morals, and general welfare.**

SITE PLAN INFORMATION [Edit] Last updated: 7/15/2020 3:32:55 PM and saved by: Amelia M

A site plan MUST accompany all Applications. You may either upload a drawing or use the interactive map below.

Upload Site Plan **There are no attached documents.**

Use Interactive Map to Create Site Plan

**Layer List:**

☒ NG911 Address Points

Submitted by Applicant



- 12
- ☒ Wells_MWI_Jan_2018
 - ☐ Contours
 - ☒ Septic Permit
 - ☐ Septic Permits
 - ☒ Corporate Limits
 - ☐ Political Townships
 - ☐ Subdivisions
 - ☐ Blocks
 - ☐ Lot Boundaries
 - ☒ Parcels
 - ☒ Roads
 - ☐ Streams
 - ☐ Floodplain (Effective 12/7/2018)
 - ☒ 2017 Imagery

The porch will be on the east side of the building.

Use the space below to
include site plan
comments, if necessary

APPLICATION SUBMITTAL [Edit] Last updated: 7/15/2020 3:37:25 PM and saved by: Amelia M

By checking this box, I **Yes**
grant Houston County
access to my property for
the purpose of evaluating
this application.

By checking this box, I **Yes**
certified that I have notified
my town board of my
application.

By checking this box, I **Yes**
certify that the information
provided in this application
is true and accurate to the
best of my knowledge.

Signature

Date Signed:
07/15/2020

Check this box if Staff
Signature on behalf of
Applicant.

Yes**APP SUBMITTED/PAYMENT SELECTION**

Last updated: 8/3/2020 5:21:37 PM and saved
by: Holly Felten

Fee amount paid: **\$746**

UNION TOWNSHIP REVIEW

[Edit] Last updated: 8/3/2020 5:21:55 PM and saved by: Holly
Felten

Notice to Township

Date email sent:
08/03/2020

APPLICATION DATE

[Edit] Last updated: 8/10/2020 11:56:53 AM and saved by: Holly Felten

**What Stage is the
Application At?**

Application reviewed and determined complete.

**Application Date
(Complete Application)**

7/15/2020

**Date of Notice of
Incomplete Application**

Comments

**Please upload any
supporting documents:**

There are no attached documents.

DATES

[Edit] Last updated: 8/10/2020 11:57:09 AM and saved by: Holly Felten

Advertising Date

8/12/2020

Planning Commission
Meeting Date

8/27/2020

Meeting Time

7:00 PM

Comments

Aaron Lacher

From: Brian Pogodzinski
Sent: Thursday, August 13, 2020 1:51 PM
To: Aaron Lacher
Subject: RE: Conditional Use Notice for Public Hearing

I'm ok with the existing driveway being left as is.

Brian K. Pogodzinski, P.E.
Houston County Engineer

From: aaron.lacher@co.houston.mn.us <aaron.lacher@co.houston.mn.us>
Sent: Monday, August 10, 2020 10:57 AM
To: Brian Pogodzinski <Brian.Pogodzinski@co.houston.mn.us>
Subject: Conditional Use Notice for Public Hearing

*** HOUSTON COUNTY SECURITY NOTICE ***

This email originated from an external sender. Exercise caution before clicking on any links or attachments and consider whether you know the sender. For more information please contact HelpDesk.

Notice of Public Hearing. A hearing on a Conditional Use request will be held at 7:00 PM on 8/27/2020 at the Houston County Courthouse.

Applicant: BOLDUAN,JOSEPH R & LAURIE:
Parcel ID: 140286000

The purpose of the hearing is to consider a request for: We want to build a 20 x 20 cabin with a 4 ft porch on the east side for ATV/UTV storage. It will be supported on piers.

If you have questions or wish to provide comments regarding this request, please respond to this email.

Aaron Lacher

Number: [2020-CUP-63692](#)
Project: Conditional Use Request
Description: BOLDUAN,JOSEPH R & LAURIE | 140286000 |
Created On: 7/15/2020

[View this application](#)

From:

Mark A. Kliniski
9379 Sanden Rd.
Caledonia, MN 55921

Comments from Public

I am in total support of
this application.

16

Thank you

Mark A. Kliniski
8-15-2020

NOTICE OF PUBLIC HEARING

PLEASE TAKE NOTICE:

That an application has been made by Joseph and Laurie Bolduan, 8824 County 20, Caledonia, MN 55921, for a Conditional Use Permit to build a cabin in an agricultural district (Section 14 – 14.3, Subdivision 1, Subsection 5) in Union Township on the following premises, to-wit:

W½ SE¼, Section 34, Township 103, Range 5, Houston County, Minnesota. (Parcel #14.0286.000)

Said applicants standing and making application are as fee owners of said described lands. A hearing on this application will be held at 7:00 p.m. on Thursday, August 27, 2020. Due to the health pandemic, the hearing will be conducted remotely pursuant to MN Statute 13D.021, with Planning Commission Members participating by telephone. Anyone wishing to monitor the meeting by telephone must contact the Zoning Office by calling 507-725-5800 by Tuesday, August 25, 2020.

All persons having an interest in the matter will be given the opportunity to submit comments relative to the granting or denying of said application. Comments should be mailed to the Environmental Services Dept., 304 South Marshall Street, Caledonia, MN 55921, or emailed to aaron.lacher@co.houston.mn.us, and must be received by Tuesday, August 18, 2020. Comments in regard to the petition received by this date will be part of the public record and will be made available for review by the Planning Commission prior to the meeting.

HOUSTON COUNTY PLANNING COMMISSION

By Aaron Lacher

Zoning Administrator

ADV: August 12, 2020

Aaron Lacher

From: craig Frederick <2craig.frederick@gmail.com>
Sent: Monday, August 3, 2020 5:52 PM
To: Aaron Lacher
Subject: Re: Conditional Use Application submitted for 0, BOLDUAN,JOSEPH R & LAURIE, Union Township

*** HOUSTON COUNTY SECURITY NOTICE ***

This email originated from an external sender. Exercise caution before clicking on any links or attachments and consider whether you know the sender. For more information please contact HelpDesk.

Aaron. The township has no concerns.
Thanks
Craig Frederick

On Mon, Aug 3, 2020 at 4:21 PM <Aaron.Lacher@co.houston.mn.us> wrote:
An application for a Conditional Use in Union Township has been submitted.

Applicant name: BOLDUAN,JOSEPH R & LAURIE
Applicant phone number: 507-313-8992
Applicant Address: 0
Requested Conditional Use: We want to build a 20 x 20 cabin with a 4 ft porch on the east side for ATV/UTV storage. It will be supported on piers.

The applicant indicated that they have contacted the Township representative to discuss this project.

The Union Township contact is: Craig Frederick
Phone number: 608-769-9541

After reviewing the application and discussing the application with the applicant, the Township may provide comments to the County. If the township wishes to comment on this application, please reply to this email.

Number: [2020-CUP-63692](#)
Project: Conditional Use Request
Description: BOLDUAN,JOSEPH R & LAURIE | 140286000 |
Created On: 7/15/2020

[View this application](#)

--

Craig Frederick
Cell:608-769-9541
Mail: 2craig.frederick@gmail.com



HOUSTON COUNTY ENVIRONMENTAL SERVICES

Solid Waste • Recycling • Zoning
304 South Marshall Street – Room 209, Caledonia, MN 55921
Phone: (507) 725-5800 • Fax: (507) 725-5590



STAFF REPORT

8/19/2020

Application Date:
Hearing Date: 8/27/2020
Petitioner: Jim Wieser
Reviewer: Jim Gardner
Zoning: Ag Protection
Address:
Township: Yucatan
Parcel Number: 170180000
Submitted Materials: CUP Application

OVERVIEW

REQUEST

A Conditional Use Permit for a cabin is requested.

SUMMARY OF NOTEWORTHY TOPICS

The Applicant is requesting to place a cabin on the Southeast corner of his property. The cabin is 12' wide by 32' long, it is outside of the road setback, and it is greater than 50' from the applicant's property lines. The cabin will replace an RV that was recently removed from the same location (Figure 1).

Cabins are subject to the following:

- (a) Not more than one (1) cabin per quarter of a quarter section shall be allowed.*
- (b) A cabin shall not have a permanent foundation or basement, or otherwise be permanently attached to the ground.*
- (c) A cabin shall be for transient use only and shall not be used as a permanent, year-around dwelling.*
- (d) No cabin shall have a gross floor area exceeding 400 square feet.*
- (e) Cabins shall not be connected to modern utilities, including electricity, telephone service, and septic.*

A 384 s.f. cabin footprint is proposed. The cabin would have a loft and a deck (in addition to 384 s.f.). The cabin would be placed on piers.



Figure 1 Cabin will replace RV in similar location

TOWNSHIP AND NEIGHBORHOOD COMMENTS

No comments from the township or neighbors were received concerning this application.

SITE CHARACTERISTICS

The subject parcel is approximately 80 acres consisting of woodland and meadow, the majority of the terrain is steep. The proposed building locations offers a half acre envelope laid in steep slopes that could be connected to a larger 3+ acres envelope to the northwest. Soils are a Kennebec silt loam. The Soil Survey indicates flooding hazard is commonly a limitation for building on this soil type, however, floodplain is only found on the south side of County 4 in this location. There are no mapped water features or wetlands near the proposed location.

The cabin is proposed at the foot of a saddle that runs from the base of a bluff to the valley floor, however, as the elevation change is less than 50', it was determined not to be a bluff, thus no toe setback is required (Figure 2 & 3). Further to the west, a bluff rises 280+ feet at slopes exceeding 40%.



Figure 2 Slope from top to toe of saddle



Figure 3 Hillshade map

EVALUATION

NA: 6, 8, 9, 11, 12, 14

Section 11.05 of the Houston County Zoning Ordinance requires the following:

Subdivision 1. Findings. The Planning Commission shall not recommend a conditional use permit unless they find the following:

1. That the proposed use conforms to the County Land Use Plan.

Staff Analysis: Yes. This cabin would be the only (known and permitted) cabin in that qtr. qtr. section. Additionally, 0100.0507 Subd 2. Policy 1 of the current Houston County Land Use Plan states: *Promote land management practices that protect the natural resources in the County including wetlands, sloughs, bluffs, woodlands, and prime agricultural areas.* Mr. Wieser's parcel is primarily steep and wooded which is not conducive to agricultural production.

2. That the applicant demonstrates a need for the proposed use.

Staff Analysis: Yes, this proposed cabin would give the applicant a place to stay and would give easier access to his property. This cabin would allow him to focus more on the care of his land and increase his ability to utilize his property.

3. That the proposed use will not degrade the water quality of the County.

Staff Analysis: Yes. The applicant stated that this cabin is on skids. Little, if any soil disturbance would result by placing this pre-constructed cabin on this site.

4. That the proposed use will not adversely increase the quantity of water runoff.

Staff Analysis: Yes. The proposed location of this cabin is on a flat surface so little if any soil disturbance will take place. This proposed cabin is on skids and just has to be set in the desired location.

5. That soil conditions are adequate to accommodate the proposed use.

Staff Analysis: Yes. The soils on this site can accommodate the placement of a simple cabin.

6. That potential pollution hazards been addressed and that standards have been met.

Staff Analysis: N/A

7. That adequate utilities, access roads, drainage and other necessary facilities have been or are being provided.

Staff Analysis: This cabin will not require any utilities. Prior to placing this cabin, the applicant would have to submit a driveway permit for access off of County Road 4.

8. That adequate measures have been or will be taken to provide sufficient off-street parking and loading space to serve the proposed use.

Staff Analysis: N/A

9. That facilities are provided to eliminate any traffic congestion or traffic hazard which may result from the proposed use.

Staff Analysis: N/A

10. That the Conditional Use will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purposes already permitted.

Staff Analysis: Yes. Placement of a primitive cabin should have little to no effect on the surrounding property owners.

11. That the establishment of the Conditional Use will not impede the normal and orderly development and improvement of surrounding vacant property for predominant uses in the area.

Staff Analysis: N/A

12. That adequate measures have been or will be taken to prevent or control offensive odor, fumes, dust, noise and vibration, so that none of these will constitute a nuisance, and to control lighted signs and other lights in such a manner that no disturbance to neighboring properties will result.

Staff Analysis: N/A

13. That the density of any proposed residential development is not greater than the density of the surrounding neighborhood or not greater than the density indicated by the applicable Zoning District.

Staff Analysis: Houston County Zoning Ordinance states that no more than one cabin per quarter-quarter is allowed. There are no other known cabins in this quarter-quarter section.

14. That the intensity of any proposed commercial or industrial development is not greater than the intensity of the surrounding uses or not greater than the intensity characteristic of the applicable Zoning District.

Staff Analysis: N/A

15. That site specific conditions and such other conditions are established as required for the protection of the public's health, safety, morals, and general welfare.


Staff Analysis: Yes. The proposed cabin meets all of the setbacks for property lines, and road setback.

RECOMMENDATION

The Planning Commission must consider the criteria above. Should the permit be granted, staff recommend requiring the following condition:

1. The Permittee shall comply with all federal, state, and local laws and regulations;

Proposed motion: Motion to recommend approval of a conditional use permit for James and Audra Wieser for a cabin with the condition above.

Number 2020- CUP- 64661	Audra 170180000 Conditional Use Request Submitted by Jim Wieser on 7/30/2020	
---	---	---

CONDITIONAL USE INTRO [\[Edit\]](#) Last updated: 7/30/2020 7:27:28 PM and saved by: Jim Wieser

A Conditional Use is a land use or development that would not be appropriate generally but may be allowed with appropriate restrictions as provided by official controls upon a finding that specific criteria are met, as outlined in Section 6.5 of the ordinance.

When submitting an application, the information requested in this form is required. You may be asked to provide additional information as deemed necessary by the Zoning Office, the Planning Commission, or the County Board.

A non-refundable application fee and recording fee are required before an application is considered complete.

Prior to completing this form, a pre-application meeting with County Zoning is strongly recommended.

Conditional Use Application **\$700.00**
Fee

Recording Fee **\$46.00**

Application Type:
Conditional Use

APPLICANT INFORMATION [\[Edit\]](#) Last updated: 7/30/2020 7:29:01 PM and saved by: Jim Wieser

Applicant Name	Audra
Telephone Number	6087691583
Address	2240 County Rd 6
City	La Crescent
Zip	55947
Parcel Tax ID	170180000
Legal Description	SW1/2 SE1/4 NE1/4 & PT SW1/4 NE1/4 & PT NW1/4 NE1/4; SE1/4LY N OF COUNTY 4 EX W 991.60'
Section-Township-Range	13/103/007
Do you own additional adjacent parcels	No

Township of:	Yucatan
--------------	----------------

Applicants are required to inform township boards of their application.

Please reference the table below and contact the official for your township.

I understand I am required to inform my township of my application. **Yes**

Township Contacts

CONDITIONAL USE REQUEST [Edit] Last updated: 7/30/2020 7:36:26 PM and saved by: Jim Wieser

[Click here to view the Houston County Zoning Ordinance](#)

Describe in detail your request.	I am requesting a permit to place a cabin on the Southeast corner of our property.
----------------------------------	---

Citation of Ordinance
Section from which the
Conditional Use is
requested:

14.3 subd.1 (5)

Requested Dimension:

12' x 32'

**Please upload any
supporting documents:**

There are no attached documents.

CONDITIONAL USE FINDING OF FACTS [Edit] Last updated: 7/30/2020 7:52:46 PM and
saved by: Jim Wieser

[Click here to view the
Houston County Zoning
Ordinance](#)

Findings Required:

**1. That the proposed
use conforms to the
County Land Use Plan.**

Yes

Comments:

**It is an adequate distance from each property line and the
road. It also meets all zoning requirements.**

**2. That the applicant
demonstrates a need for
the proposed use.**

Yes

Comments:

**We have and do continue to drive almost daily to the
property. Therefore, having this building will allow for us to
stay there instead of driving late at night and early in the
morning.**

**3. That the proposed
use will not degrade the
water quality of the
County.**

Yes

Comments:

There will be no running water on the property.

**4. That the proposed
use will not adversely
increase the quantity of
water runoff.**

Yes

Comments: **The cabin will be at the bottom of a hill as well as on a flat surface.**

Yes

5. That soil conditions are adequate to accommodate the proposed use.

Comments: **The soil will be used solely for holding the structure.**

Yes

6. That potential pollution hazards have been addressed and standards have been met.

Comments: **All pollution hazards have been addressed and met. No running power will be used at this property.**

Yes

7. That adequate utilities, access roads, drainage and other necessary facilities have been or are being provided.

Comments: **We have all necessary utilities, drainage and facilities; there is an access road leading to the structure's location as well.**

Yes

8. That adequate measures have been or will be taken to provide sufficient off-street parking and loading space to serve the proposed use.

Comments: **We will have adequate parking space at the side of the structure.**

Yes

9. That adequate facilities are provided to eliminate any traffic congestion or traffic hazard which may result from the proposed use.

Comments: **All the parking will be on the property by the structure and will be located off the road, therefore there will be no traffic congestion.**

Yes

10. That the conditional use will not be injurious to the use and enjoyment of other property in the immediate vicinity for the purposes already permitted.

Comments:

The property will be well kept and clean at all times.

Yes

11. That the establishment of the Conditional Use will not impede the normal and orderly development and improvement of surrounding vacant property for predominant uses in the area.

Comments:

It will not hinder normal developmental plans around the property.

Yes

12. That adequate measures have been or will be taken to prevent or control offensive odor, fumes, dust, noise and vibration, so that none of these will constitute a nuisance, and to control lighted signs and other lights in such a manner that no disturbance to neighboring properties will result.

Comments:

There will be no unnecessary lighting or other nuisances such as odor, fumes, noise, etc...

Yes

13. That the density of any proposed residential development is not greater than the intensity of the surrounding uses or not greater than the intensity characteristic of the applicable zoning district

Comments:

The density is much less than the surrounding area.

Yes

14. That the density of any proposed commercial or industrial development is not greater than the intensity of the surrounding uses or not greater than the intensity characteristic of the applicable zoning district.

Comments:

The intensity will be a quiet area used for small family enjoyment in the outdoors.

Yes

15. That site specific conditions and such other conditions are established as required for the protection of the public's health, safety, morals, and general welfare.

Comments:

We have done and followed the proper guidelines to meet the necessary criteria to not affect the public's health and safety.

SITE PLAN INFORMATION [Edit] Last updated: 7/30/2020 7:59:43 PM and saved by: Jim Wieser

A site plan MUST accompany all Applications. You may either upload a drawing or use the interactive map below.

There are no attached documents.

Upload Site Plan

Use Interactive Map to Create Site Plan



Layer List:

- ☒ NG911 Address Points
- ☒ Wells_MWI_Jan_2018
- ☐ Contours
- ☒ Septic Permit
 - ☒ Septic Permits
- ☒ Corporate Limits
- ☒ Political Townships

Submitted by Applicant

13



- ☐ Subdivisions
- ☐ Blocks
- ☐ Lot Boundaries
- ☒ Parcels
- ☐ Roads
- ☒ Streams
- ☐ Floodplain (Effective 12/7/2018)
- ☒ 2017 Imagery

Use the space below to include site plan comments, if necessary

A flat area has be cleaned out in this location for the structure and parking at proper distances from the property line and the road (the location of the drawing is not exact).

APPLICATION SUBMITTAL [Edit] Last updated: 7/30/2020 8:03:04 PM and saved by: Jim Wieser

By checking this box, I grant Houston County access to my property for the purpose of evaluating this application.

Yes

By checking this box, I certified that I have notified my town board of my application.

Yes

By checking this box, I certify that the information provided in this application is true and accurate to the best of my knowledge.

Yes

Signature

Date Signed:
07/30/2020

Check this box if Staff Signature on behalf of Applicant.

No

APP SUBMITTED/PAYMENT SELECTION Last updated: 8/3/2020 5:24:12 PM and saved by: Holly Felten

Fee amount paid: **\$746**

YUCATAN TOWNSHIP REVIEW[\[Edit\]](#)

Last updated: 8/3/2020 5:24:18 PM and saved by: Holly Felten

Felten

Notice to Township

Date email sent:

08/03/2020

APPLICATION DATE[\[Edit\]](#)Last updated: 8/10/2020 11:58:12 AM and saved by: Holly Felten

**What Stage is the
Application At?****Application reviewed and determined complete.****Application Date
(Complete Application)****8/3/2020****Date of Notice of
Incomplete Application****Comments****Please upload any
supporting documents:****There are no attached documents.****DATES**[\[Edit\]](#)Last updated: 8/10/2020 11:58:24 AM and saved by: Holly Felten

Advertising Date

8/12/2020Planning Commission
Meeting Date**8/27/2020**

Meeting Time

7:30 PM

Comments

Aaron Lacher

From: Brian Pogodzinski
Sent: Thursday, August 13, 2020 1:50 PM
To: Aaron Lacher
Subject: RE: Conditional Use Notice for Public Hearing

I'm ok with the existing driveway being left as is.

Brian K. Pogodzinski, P.E.
Houston County Engineer

From: aaron.lacher@co.houston.mn.us <aaron.lacher@co.houston.mn.us>
Sent: Monday, August 10, 2020 10:58 AM
To: Brian Pogodzinski <Brian.Pogodzinski@co.houston.mn.us>
Subject: Conditional Use Notice for Public Hearing

*** HOUSTON COUNTY SECURITY NOTICE ***

This email originated from an external sender. Exercise caution before clicking on any links or attachments and consider whether you know the sender. For more information please contact HelpDesk.

Notice of Public Hearing. A hearing on a Conditional Use request will be held at 7:30 PM on 8/27/2020 at the Houston County Courthouse.

Applicant: Audra:

Parcel ID: 170180000

The purpose of the hearing is to consider a request for: I am requesting a permit to place a cabin on the Southeast corner of our property.

If you have questions or wish to provide comments regarding this request, please respond to this email.

Aaron Lacher

Number: [2020-CUP-64661](#)
Project: Conditional Use Request
Description: Audra | 170180000 |
Created On: 7/30/2020

[View this application](#)

The Decision Band Method is the system the County uses for its formal job evaluation process. This methodology is accepted by the State of Minnesota as a valid classification process for the purpose of the County's mandated comparative worth analysis and reporting. The primary criteria for evaluation of the job duties are based on decision-making, supervision, complexity and difficulty of job responsibilities. Additionally, job value hierarchy and internal equity are also critical elements when reviewing individual jobs and the county's job classification structure. Internal department job comparisons were done for positions as well as comparisons of positions across other departments in the County for the purpose of job and pay equity.

The following jobs require banding adjustments. It is recommended that incumbent employees with upward pay increases be effective to August 2, 2020. Those increases will be done consistent with past practices of placement on the step that is a minimum of 3% above the employee's current wage step. I will forward that specific information tomorrow.

For downward adjustments my recommendation is to freeze employee pay until such time their pay new band indicates an increased adjustment. This is consistent with past practice as well.

Position	Job Family	Current Rating	New Rating
Engineer Assistant	Highway	C41	B25
Engineer Assistant-Survey Crew	Highway	C41	B25
Sign Specialist	Highway	B24	B23
Eligibility Worker	PHHS	B23	B24
Collections Officer	PHHS	B23	B24
Fiscal Supervisor	PHHS	C41	C42
Health Educator	PHHS	C42	C41



Insurance | Risk Management | Consulting

August 5, 2020

Ms. Theresa Arrick-Kruger
Human Resources Director
Houston County
304 South Marshall
Caledonia, MN 55921

Dear Ms. Arrick-Kruger:

Gallagher received updated job descriptions and position analysis questionnaires for 30 positions within the Highway and Public Health and Human Services job family to determine their evaluations using the Decision Band Method® (DBM).

Gallagher reviewed the provided job descriptions, position analysis questionnaires, and conducted follow-up interviews with the Human Resources Director. We additionally reviewed comparable positions at the County and evaluated the positions using the Decision Band Method® (DBM).

Our recommended DBM evaluations are provided on the following pages. The following table summarizes the current and proposed job evaluation ratings.

S.No	Position	Job Family	Current DBM® Rating	Proposed DBM® Rating
1.	Highway Account Clerk	Highway	B22	Same
2.	Accountant	Highway	C41	Same
3.	Engineer Supervisor	Highway	C43	B25
4.	Assistant Engineer (PE)	Highway	C43	Same
5.	Engineer Assistant	Highway	C41	B25
6.	Engineering Assistant- Survey Crew	Highway	C41	B25
7.	County Engineer	Highway	D62	Same
8.	Engineering Technician	Highway	B24-2	Same
9.	Highway Maintenance Foreman	Highway	C41	Same
10.	Highway Maintenance Specialist	Highway	B23-2	Same
11.	Highway Maintenance Specialist- Senior	Highway	B24-2	Same
12.	Diesel/Heavy Equipment Mechanic	Highway	B24-2	Same
13.	Sign Specialist	Highway	B24-2	B23-2
14.	Agency Case Aide	Financial Assistance	B22	Same
15.	Child Support Case Aide	Financial Assistance	B22	Same

S.No	Position	Job Family	Current DBM® Rating	Proposed DBM® Rating
16.	Child Support Officer	Financial Assistance	B24	Same
17.	Eligibility Worker	Financial Assistance	B23	B24
18.	Financial Assistance Division Supervisor	Financial Assistance	C42	Same
19.	Accounting Technician	Fiscal Services	B23	Same
20.	Collections Officer	Fiscal Services	B23	B24
21.	Fiscal Services Supervisor	Fiscal Services	C41	C42
22.	Agency Social Worker	Social Services	C41	Same
23.	Social Worker – Child Protections	Social Services	C41	Same
24.	Social Worker Lead	Social Services	C42	Same
25.	Social Services Supervisor	Social Services	C52	Same
26.	Public Health and Human Services Director	Social Services	D62	Same
27.	Health Educator	Public Health	C42	C41
28.	Public Health Nurse	Public Health	C42	C42
29.	Nurse Case Manager	Public Health	RN- C41 PHN- C42	C41
30.	Public Health Supervisor	Public Health	C52	Same

We appreciate the opportunity to assist the County with its classification needs. If you have any questions or concerns, please email Deeksha Garg at deeksha_garg@ajg.com or contact me at (651) 234-0842. We look forward to assisting you again in the near future.

Sincerely,

Deeksha Garg
Consultant
Arthur J. Gallagher & Co.
Human Resources & Compensation Consulting

Position: Highway Account Clerk

This position is currently rated B22.

Under the general supervision of the Department of Transportation, this position processes accounts payable, codes payroll, and generates standard reports.

We have examined the essential duties of this position and have classified the position using the Decision Band Method® (DBM). The job evaluation shows the following:

Highest Banded Task: B2

Number of Highest Banded Tasks: 5/5

Percent of Time on High Banded Tasks: 100%

Degree of Difficulty/Diversity: Moderate

This classification performs tasks that require “operational” decision-making, such as verifying invoices are properly payable; and preparing disbursement vouchers.

The position performs responsibilities that require decisions about “how” and “when” to perform specified processes. The overall process is defined through operational policies, and this position must operate with these set limits.

The classification receives a subgrade of two (2), because of the moderate complexity and diversity of tasks in the B2 band and grade compared to other B2 rated positions. Thus, we recommend the evaluation of the position remain at the B22 level.

Position: Accountant

This position is currently rated C41.

Under the general supervision of the County Engineer this position maintains the department's financial records including, receives and disburses funds, establishes and oversees financial controls, prepares financial reports and projects budgets

We have examined the essential duties of this position and have classified the position using the Decision Band Method® (DBM). The job evaluation shows the following:

Highest Banded Task: C4
Number of Highest Banded Tasks: 4/4
Percent of Time on High Banded Tasks: 100%
Degree of Difficulty/Diversity: Low

This classification performs tasks that require "process" decision-making, such as creating/maintaining controls for recording the acquisition/disposition of capital assets, infrastructure, and land purchases.

Decisions made at this level are subject to the limits imposed by available technology and resources and to the constraints set by higher-level management and outside program requirements and regulations. Overall, decisions are related to determining the appropriate processes and methods to achieve the assigned goals established by higher level management.

The classification receives a subgrade of one (1), because of the low complexity and diversity of tasks in the C4 band and grade compared to other C4 rated positions. Thus, we recommend the evaluation of the position remain at the C41 level.

Position: Assistant Engineer

This position is currently rated C43.

Reporting to the County DOT Engineer this position assists the County DOT Engineer in the administration of the County Highway Department, with a primary focus in the areas of design and construction.

We have examined the essential duties of this position and have classified the position using the Decision Band Method® (DBM). The job evaluation shows the following:

Highest Banded Task: C4
Number of Highest Banded Tasks: 5/5
Percent of Time on High Banded Tasks: 100%
Degree of Difficulty/Diversity: High

This classification performs tasks that require “process” decision-making, such as providing direct management of construction plan development and drafting; and approving or rejecting plans submitted by staff or consultants.

Decisions made at this level are subject to the limits imposed by available technology and resources and to the constraints set by higher-level management and outside program requirements and regulations. Overall, decisions are related to determining the appropriate processes and methods to achieve the assigned goals established by higher level management.

The classification receives a subgrade of three (3), because of the high complexity and diversity of tasks in the C4 band and grade compared to other C4 rated positions. Thus, we recommend the evaluation of the position remain at the C43 level.

Position: Engineering Supervisor

This position is currently rated C43.

Reporting to the County DOT Engineer this position assists the County DOT Engineer in the administration of the County Highway Department, with a primary focus in the areas of design and construction.

We have examined the essential duties of this position and have classified the position using the Decision Band Method® (DBM). The job evaluation shows the following:

Highest Banded Task: B2
Number of Highest Banded Tasks: 6/6
Percent of Time on High Banded Tasks: 100%
Degree of Difficulty/Diversity: High

This classification performs tasks that require “operational” decision-making, such as providing overseeing engineering staff in completing road design and maintenance; supervising construction plan development drafting by approving or rejecting plans from consultant based on established criteria; and preparing related reports to ensure compliance with processes.

The position performs responsibilities that require decisions about “how” and “when” to perform specified processes. The overall process is defined through operational policies, and this position must operate with these set limits.

The classification receives a subgrade of five (5), because of the high complexity and diversity of tasks in the B2 band and grade compared to other B2 rated positions. Thus, we recommend the evaluation of the position at the B25 level.

Position: Engineering Assistant

This position is currently rated C41.

Under the general direction of the County Engineering Supervisor, this position performs technical services in the maintenance and construction inspection of the County's highways, bridges, airport, parks, and drainage systems. In addition, this position assists with the design of road and bridge projects, establishes right of way, inspects and tests materials for construction projects, and is responsible for bridge inspections and inventory of in-place bridges. This position directs the daily work activities of the Engineering Technicians while lead inspector on construction projects.

We have examined the essential duties of this position and have classified the position using the Decision Band Method® (DBM). The job evaluation shows the following:

Highest Banded Task: B2

Number of Highest Banded Tasks: 2/3

Percent of Time on High Banded Tasks: 75%

Degree of Difficulty/Diversity: High

This classification performs tasks that require “operational” decision-making, such as inspecting and approving contractor work and materials; advising co-workers on projects; and verifying project construction quantities.

The position performs responsibilities that require decisions about “how” and “when” to perform specified processes. The overall process is defined through operational policies, and this position must operate with these set limits.

The classification receives a subgrade of five (5), because of the high complexity and diversity of tasks in the B2 band and grade compared to other B2 rated positions. Thus, we recommend the evaluation of the position at the B25 level.

Position: Engineering Assistant - Survey Crew Chief

This position is currently rated at C41.

Under the general direction of the County Engineering Supervisor, this position performs technical services involving maintenance, preliminary and construction surveying, construction inspection, material testing, setting right-of-way limits and in-design calculations and drafting.

We have examined the essential duties of this position and have classified the position using the Decision Band Method® (DBM). The job evaluation shows the following:

Highest Banded Task: B2

Number of Highest Banded Tasks: 2/3

Percent of Time on High Banded Tasks: 75%

Degree of Difficulty/Diversity: High

This classification performs tasks that require “operational” decision-making, such as preparing sites for construction; leading and directing staff; developing land survey data for construction projects including topography, geology, land use, landowners, and alignments.

The position performs responsibilities that require decisions about “how” and “when” to perform specified processes. The overall process is defined through operational policies, and this position must operate with these set limits.

The classification receives a subgrade of five (5), because of the high complexity and diversity of tasks in the B2 band and grade compared to other B2rated positions. Thus, we recommend the evaluation of the position at the B25 level.

Position: Engineer

This position is currently rated at D62.

The County Engineer is responsible for the administration of the County Department of Transportation (DOT). Reporting to the County Administrator, the County Engineer provides professional civil engineering services and is responsible for preparing and administering a department budget. Additionally, the County Engineer has primary responsibilities for the design, planning, construction, and priority setting for all County road, bridge and culvert work and oversees the local municipal airport operations.

We have examined the essential duties of this position and have classified the position using the Decision Band Method® (DBM). The job evaluation shows the following:

Highest Banded Task: D6
Number of Highest Banded Tasks: 6/6
Percent of Time on High Banded Tasks: 100%
Degree of Difficulty/Diversity: Moderate

This classification performs tasks that require “interpretive” decision-making, such as providing leadership in the development of maintenance programs and oversight of the local county road and bridge system.

Overall, this position performs responsibilities of planning and implementing activities for assigned department which require making interpretive decisions. Decisions made at this level pertain to the means of achieving the goals (ends) established by Band E decisions – specifying what is to be done in lower bands and deploying the allocated resources.

Overall, the classification receives a subgrade of two (2), because of the moderate complexity and diversity of tasks in the D6 band and grade compared to other D6 rated positions. Thus, we recommend position rating remain at D62.

Position: Engineering Technician

This position is currently rated at B24-2.

The Engineering Technician (ET) is a skilled employee reporting to the Engineering Supervisor, working at the general direction of the Engineering Assistants. This position assists County DOT professional/technical staff by performing a wide range of field, laboratory, and office assignments. The position performs technical duties in surveying, construction inspection, and materials testing, and in design calculations and drafting. Also assists with the safety inspection of in-service bridges.

We have examined the essential duties of this position and have classified the position using the Decision Band Method® (DBM). The job evaluation shows the following:

Highest Banded Task: B2

Number of Highest Banded Tasks: 2/3

Percent of Time on High Banded Tasks: 75%

Degree of Difficulty/Diversity: High

This classification performs tasks that require “operational” decision-making such as Conducting field surveys to determine the requirements for construction projects including: topography, geology, land use, landowners, proposed alignment, and ties to section corners; performing quality testing of materials; and inspecting contractor’s work.

The position performs responsibilities that require decisions about “how” and “when” to perform specified processes. The overall process is defined through operational policies, and this position must operate with these set limits.

Overall, the classification receives a subgrade of four (4), because of the high complexity and diversity of tasks in the B2 band and grade compared to other B2 rated positions. Thus, we recommend the evaluation of the position remain at the B24-2 level.

Position: Highway Maintenance Foreman

This position is currently rated C41.

The Maintenance Foreman is responsible for assisting the County Engineer in developing and establishing maintenance policies, procedures and overseeing of Mechanic, Maintenance Specialist and Sign Specialist positions in maintenance and repair of highways, bridges, airport, parks, and drainage systems.

We have examined the essential duties of this position and have classified the position using the Decision Band Method® (DBM). The job evaluation shows the following:

Highest Banded Task: C4

Number of Highest Banded Tasks: 1/5

Percent of Time on High Banded Tasks: 50%

Degree of Difficulty/Diversity: Low

This classification performs tasks that require “process” decision-making, such as planning and prioritizing highway maintenance projects and timelines; inspecting and evaluating highways, bridges, and airport infrastructure for general maintenance/repairs; recommending projects; authorizing minor work; managing maintenance projects; working with contractors; establishing priorities; and determining method of repair and needed materials.

Decisions made at this level are subject to the limits imposed by available technology and resources and to the constraints set by higher-level management and outside program requirements and regulations. Overall, decisions are related to determining the appropriate processes and methods to achieve the assigned goals established by higher level management.

Overall, the classification receives a subgrade of one (1), because of the low complexity and diversity of tasks in the C4 band and grade compared to other C4 rated positions. Thus, we recommend the evaluation of the position remain at the C41 level.

Position: Highway Maintenance Specialist

This position is currently rated B23-2.

Reporting directly to the County DOT Engineer and taking direction from the Highway Maintenance Foreman, the Highway Maintenance Specialist (HMS) performs a variety of road construction and bridge maintenance. The HMS operates bulldozers, motor graders, backhoes, front-end loaders, skid steer loaders, industrial tractors with mowers, sand pull and screen plant, rubber-tired roller, powered broom, and shoulder disc.

Gallagher has examined the essential duties of this position and have evaluated the position using the Decision Band Method® (DBM). The job evaluation shows the following:

Highest Banded Task: B2
Number of Highest Banded Tasks: 4/8
Percent of Time on High Banded Tasks: 80%
Degree of Difficulty/Diversity: High

This classification performs tasks that require “operational” decision-making, such as operating a tandem dump truck; and plow snow with blade attachments and wing; installing culverts and repairing damaged and worn segments of asphalt roads.

The position performs responsibilities that require decisions about “how” and “when” to perform specified processes. The overall process is defined through operational policies, and this position must operate with these set limits.

The classification receives a subgrade of three (3), because of the high complexity and diversity of tasks in the B2 band and grade compared to other B2 rated positions. Thus, we recommend the evaluation of the position remain at the B23-2 level.

Position: Highway Maintenance Specialist Senior

This position is currently rated B24-2.

The Highway Maintenance Specialist Senior (HMSS) is a skilled craft employee reporting to the County Engineer, working under the general direction of the Highway Maintenance Foreman performs all job duties of a Highway Maintenance Specialist. This position assists the Foreman in providing work direction to the Mechanic, Maintenance Specialists, the Sign Specialist, and summer help in the absence of the Foreman.

Gallagher has examined the essential duties of this position and have evaluated the position using the Decision Band Method® (DBM). The job evaluation shows the following:

Highest Banded Task: B2

Number of Highest Banded Tasks: 4/4

Percent of Time on High Banded Tasks: 100%

Degree of Difficulty/Diversity: High

This classification performs tasks that require “operational” decision-making, such as assisting in coordinating the highway maintenance staff by assigning work schedules and equipment usage; training crew on equipment usage and ensure work is completed as per established standards and schedule; inspecting road and bridge maintenance repair activities such as surface patching, pothole repairs.

The position performs responsibilities that require decisions about “how” and “when” to perform specified processes. The overall process is defined through operational policies, and this position must operate with these set limits.

The classification receives a subgrade of four (4), because of the high complexity and diversity of tasks in the B2 band and grade compared to other B2 rated positions. Thus, we recommend the evaluation of the position remain at the B24-2 level.

Position: Diesel/Heavy Equipment Mechanic

This position is currently rated B24-2.

The Equipment Mechanic is a skilled craft employee reporting to the County Engineer, working under the general direction of the Highway Maintenance Foreman. Under minimal supervision, this position is primarily responsible for the diagnosis, repair and maintenance of a variety of the Highway Department's equipment, buildings and tools; and assists with the repair and maintenance of County highways.

Gallagher has examined the essential duties of this position and have evaluated the position using the Decision Band Method® (DBM). The job evaluation shows the following:

Highest Banded Task: B2
Number of Highest Banded Tasks: 3/3
Percent of Time on High Banded Tasks: 100%
Degree of Difficulty/Diversity: High

This classification performs tasks that require "operational" decision-making, such as meeting with operators to trouble-shoot equipment failure and problems; and performing inspections and required preventative maintenance.

The position performs responsibilities that require decisions about "how" and "when" to perform specified processes. The overall process is defined through operational policies, and this position must operate with these set limits.

The classification receives a subgrade of four (4), because of the high complexity and diversity of tasks in the B2 band and grade compared to other B2 rated positions. Thus, we recommend the evaluation of the position remain at the B24-2 level.

Position: Sign Specialist

This position is currently rated B24-2.

The Sign Specialist is a skilled craft employee reporting to the County Engineer, working under the general direction of the Highway Maintenance Foreman. The Sign Specialist is responsible for maintaining all roadside signs inclusive of the selection, fabrication, and installation of all County roadside signage and E-911 signage and assisting/providing back-up to the Engineering Technicians and Maintenance Specialists.

Gallagher has examined the essential duties of this position and have evaluated the position using the Decision Band Method® (DBM). The job evaluation shows the following:

Highest Banded Task: B2

Number of Highest Banded Tasks: 3/3

Percent of Time on High Banded Tasks: 100%

Degree of Difficulty/Diversity: High

This classification performs tasks that require “operational” decision-making, such as printing, fabricating, repairing, installing, and adjusting highway signs; determining sign design, location, and placement in compliance with the Minnesota Manual on Uniform Traffic Control Devices regulations; and verifying utility placement/easements.

The position performs responsibilities that require decisions about “how” and “when” to perform specified processes. The overall process is defined through operational policies, and this position must operate with these set limits.

The classification receives a subgrade of three (3), because of the high complexity and diversity of tasks in the B2 band and grade compared to other B2 rated positions. Thus, we recommend the evaluation of the position at the B23-2 level.

Position: Agency Case Aide

This position is currently rated B22.

Under the general supervision of the Financial Assistance Supervisor this position is responsible for performing a variety of tasks related to the delivery of services by agency child support officers. Primary responsibilities include acting as front line contact, and assisting Child Support Officers gather client information.

Gallagher has examined the essential duties of this position and have evaluated the position using the Decision Band Method® (DBM). The job evaluation shows the following:

Highest Banded Task: B2

Number of Highest Banded Tasks: 2/3

Percent of Time on High Banded Tasks: 80%

Degree of Difficulty/Diversity: Moderate

This classification performs tasks that require “operational” decision-making, such as providing general information to client questions and general client screening; and referring clients to internal and external resources.

The position performs responsibilities that require decisions about “how” and “when” to perform specified processes. The overall process is defined through operational policies, and this position must operate within these set limits.

The classification receives a subgrade of two (2), because of the moderate complexity and diversity of tasks in the B2 band and grade compared to other B2 rated positions. Thus, we recommend the evaluation of the position remain at the B22 level.

Position: Child Support Case Aide

This position is currently rated B22.

Under the general supervision of a unit supervisor this position is responsible for performing a variety of para-professional and office support tasks related to the delivery of services by agency social workers, eligibility workers, and nurse-case managers.

Gallagher has examined the essential duties of this position and have evaluated the position using the Decision Band Method® (DBM). The job evaluation shows the following:

Highest Banded Task: B2

Number of Highest Banded Tasks: 2/3

Percent of Time on High Banded Tasks: 85%

Degree of Difficulty/Diversity: Moderate

This classification performs tasks that require “operational” decision-making, such as assisting Child Support Officers in collecting client information; and processing various applications and referrals.

The position performs responsibilities that require decisions about “how” and “when” to perform specified processes. The overall process is defined through operational policies, and this position must operate with these set limits.

The classification receives a subgrade of two (2), because of the moderate complexity and diversity of tasks in the B2 band and grade compared to other B2 rated positions. Thus, we recommend the evaluation of the position remain at the B22 level.

Position: Child Support Officer

This position is currently rated B24.

Under the general supervision of the Financial Services Supervisor, this position in collaboration with the County Attorney's Office establishes paternity, enforces child support orders, and locates absent parents.

Gallagher has examined the essential duties of this position and have evaluated the position using the Decision Band Method® (DBM). The job evaluation shows the following:

Highest Banded Task: B2

Number of Highest Banded Tasks: 4/4

Percent of Time on High Banded Tasks: 95%

Degree of Difficulty/Diversity: High

This classification performs tasks that require "operational" decision-making, such as managing all aspects of a caseload including: intake; data entry; locating absent parents; processing system-generated tasks; monitoring compliance with court orders; responding to new case information; generating correspondence; and processing case closures; and participating/testifying in court proceedings.

The position performs responsibilities that require decisions about "how" and "when" to perform specified processes. The overall process is defined through operational policies, and this position must operate with these set limits.

The classification receives a subgrade of four (4), because of the high complexity and diversity of tasks in the B2 band and grade compared to other B2 rated positions. Thus, we recommend the evaluation of the position remain at the B24 level.

Position: Eligibility Worker

This position is currently rated B23.

Under the general supervision of the Financial Assistance Director, this position determines the eligibility of applicants and on-going recipients of public assistance programs; communicates program requirements; supports program participants in achieving self-sufficiency; identifies needs and makes referrals to a variety of community resources.

Gallagher has examined the essential duties of this position and have evaluated the position using the Decision Band Method® (DBM). The job evaluation shows the following:

Highest Banded Task: B2

Number of Highest Banded Tasks: 3/3

Percent of Time on High Banded Tasks: 100%

Degree of Difficulty/Diversity: High

This classification performs tasks that require “operational” decision-making, such as interviewing applicants for initial and on-going eligibility for various governmental programs, and gathering relevant documentation; and determining eligibility.

The position performs responsibilities that require decisions about “how” and “when” to perform specified processes. The overall process is defined through operational policies, and this position must operate with these set limits.

The classification receives a subgrade of four (4), because of the high complexity and diversity of tasks in the B2 band and grade compared to other B2 rated positions. Thus, we recommend the evaluation of the position at the B24 level.

Position: Financial Assistance Division Supervisor

This position is currently rated C42.

Reporting to the Public Health & Human Services (PHHS) Director this position administers the County's Income Maintenance and Child Support units. The position ensures that state and federal regulations and guidelines for Income Maintenance/Child Support are met and maintained; and established and assesses divisional goals.

Gallagher has examined the essential duties of this position and have evaluated the position using the Decision Band Method® (DBM). The job evaluation shows the following:

Highest Banded Task: C4

Number of Highest Banded Tasks: 3/3

Percent of Time on High Banded Tasks: 100%

Degree of Difficulty/Diversity: Moderate

This classification performs tasks that require "process" decision-making, such as providing leadership for setting the strategic direction and goals for Financial Assistance Division programs and developing the Agency's financial assistance plan for Income Maintenance and Child Support.

Overall, decisions made at this level are subject to the limits imposed by available technology and resources and to the constraints set by higher-level management. Decisions are related to determining the appropriate processes and methods to achieve the assigned goals established by higher level management.

The classification receives a subgrade of two (2), because of the moderate complexity and diversity of C4 tasks in relation to jobs in the same band. Thus, we recommend evaluation of the position remain at C42.

Position: Accounting Technician

This position is currently rated B23.

Reporting to the Public Health and Human Services (PHHS) this position is responsible for maintaining and balancing accounts; providing technical assistance; preparing required reports and schedules; compiling financial data; and assisting with budget planning and analysis; and audits.

Gallagher has examined the essential duties of this position and have evaluated the position using the Decision Band Method® (DBM). The job evaluation shows the following:

Highest Banded Task: B2

Number of Highest Banded Tasks: 4/5

Percent of Time on High Banded Tasks: 95%

Degree of Difficulty/Diversity: High

This classification performs tasks that require “operational” decision-making, such as processing disbursements; analyzing and correcting vouchers; and monitoring accounts.

The position performs responsibilities that require decisions about “how” and “when” to perform specified processes. The overall process is defined through operational policies, and this position must operate with these set limits.

The classification receives a subgrade of three (3), because of the high complexity and diversity of tasks in the B2 band and grade compared to other B2 rated positions. Thus, we recommend the evaluation of the position remain at the B23 level.

Position: Collections Officer

This position is currently rated B23.

Under the general direction of the Public Health and Human Services (PHHS) Fiscal Supervisor, this position determines and collects funds owed to the county.

Gallagher has examined the essential duties of this position and have evaluated the position using the Decision Band Method® (DBM). The job evaluation shows the following:

Highest Banded Task: B2

Number of Highest Banded Tasks: 6/6

Percent of Time on High Banded Tasks: 100%

Degree of Difficulty/Diversity: High

This classification performs tasks that require “operational” decision-making, such as collecting Medical Assistance estate assets; attending court hearings; and compiling case information.

The position performs responsibilities that require decisions about “how” and “when” to perform specified processes. The overall process is defined through operational policies, and this position must operate with these set limits.

The classification receives a subgrade of four (4), because of the high complexity and diversity of tasks in the B2 band and grade compared to other B2 rated positions. Thus, we recommend the evaluation of the position at the B24 level.

Position: Fiscal Services Supervisor

This position is currently rated C41.

Reporting to the Public Health & Human Services (PHHS) Director, this position oversees financial transactions; develops and maintains agency financial records; supervises the fiscal unit staff; initiates the preparation of the agency budget and individual program budgets; oversees the preparation of multiple fiscal/statistical reports, and develops and maintains internal controls for various audits.

Gallagher has examined the essential duties of this position and have evaluated the position using the Decision Band Method® (DBM). The job evaluation shows the following:

Highest Banded Task: C4

Number of Highest Banded Tasks: 3/3

Percent of Time on High Banded Tasks: 100%

Degree of Difficulty/Diversity: Moderate

This classification performs tasks that require “process” decision-making, such as managing agency accounting operations and financial reporting; drafting and finalizing the department’s annual budget for submission to the County Board of Commissioners.

Overall, decisions made at this level are subject to the limits imposed by available technology and resources and to the constraints set by higher-level management. Decisions are related to determining the appropriate processes and methods to achieve the assigned goals established by higher level management.

The classification receives a subgrade of two (2), because of the moderate complexity and diversity of C4 tasks in relation to jobs in the same band. Thus, we recommend evaluation of the position at C42.

Position: Agency Social Worker

This position is currently rated C41.

Reporting to the Social Services Supervisor or Public Health Supervisor, this position provides direct client services in social work areas and provides work direction to paraprofessional staff.

Gallagher has examined the essential duties of this position and have evaluated the position using the Decision Band Method® (DBM). The job evaluation shows the following:

Highest Banded Task: C4

Number of Highest Banded Tasks: 4/4

Percent of Time on High Banded Tasks: 100%

Degree of Difficulty/Diversity: Low

This classification performs tasks that require “process” decision-making, such as providing case management to individual families by conducting needs assessment, case evaluations and determining appropriate services; and drafting petitions and related case findings and reports.

Overall, decisions made at this level are subject to the limits imposed by available technology and resources and to the constraints set by higher-level management. Decisions are related to determining the appropriate processes and methods to achieve the assigned goals established by higher level management.

The classification receives a subgrade of one (1), because of the moderate complexity and diversity of C4 tasks in relation to jobs in the same band. Thus, we recommend evaluation of the position remain at C41.

Position: Social Worker- Child Protections

This position is currently rated C41.

Reporting to the Social Services Supervisor or Public Health Supervisor, this position provides intensive social work services for the protection, rehabilitation, and care of children for both voluntary and non-voluntary child protective service cases; and provides work direction to paraprofessional staff.

Gallagher has examined the essential duties of this position and have evaluated the position using the Decision Band Method® (DBM). The job evaluation shows the following:

Highest Banded Task: C4

Number of Highest Banded Tasks: 4/4

Percent of Time on High Banded Tasks: 100%

Degree of Difficulty/Diversity: Low

This classification performs tasks that require “process” decision-making, such as case management for families and individual children; interviewing and investigating clients at intake and investigating complaints of abuse and neglect; applying pertaining laws and consulting required agencies; and preparing findings and reports.

Overall, decisions made at this level are subject to the limits imposed by available technology and resources and to the constraints set by higher-level management. Decisions are related to determining the appropriate processes and methods to achieve the assigned goals established by higher level management.

The classification receives a subgrade of one (1), because of the moderate complexity and diversity of C4 tasks in relation to jobs in the same band. Thus, we recommend evaluation of the position remain at C41.

Position: Social Work Lead

This position is currently rated C42.

Reporting to the Social Services Supervisor (SSS) this position provides direct client services in social work areas; assigns work; directs, guides and trains to social workers and case aides; ensures quality control for assigned programs; and assists the SSS in monitoring program compliance and in the evaluation of social workers/case aides.

We have examined the essential duties of this position and have evaluated the position using the Decision Band Method® (DBM). The job evaluation shows the following:

Highest Banded Task: C4

Number of Highest Banded Tasks: 3/3

Percent of Time on High Banded Tasks: 100%

Degree of Difficulty/Diversity: Moderate

This classification performs tasks that require “process” decision-making, such as assisting the SSS in managing adult or children’s services and programs and in identifying program goals for Adult or Children’s Services; and providing work direction and technical expertise to social workers.

Overall, decisions made at this level are subject to the limits imposed by available technology and resources and to the constraints set by higher-level management. Decisions are related to determining the appropriate processes and methods to achieve the assigned goals established by higher level management.

The classification receives a subgrade of two (2), because of the moderate complexity and diversity of C4 tasks in relation to jobs in the same band. Thus, we recommend evaluation of the position remain at C42.

Position: Social Services Supervisor

This position is currently rated C52.

Reporting to the Public Health and Human Services (PHHS) Director, this position is responsible for the administration of County's Social Services programming. Responsibilities include managing intake, child protective services, adult protective services, mental health case management, chemical dependency, commitments, guardianship/ conservatorship, foster care, and day care licensing. The position is also responsible for setting departmental goals, developing a plan to achieve those goals, and assessing outcomes.

Gallagher has examined the essential duties of this position and have evaluated the position using the Decision Band Method® (DBM). The job evaluation shows the following:

Highest Banded Task: C5

Number of Highest Banded Tasks: 3/3

Percent of Time on High Banded Tasks: 95%

Degree of Difficulty/Diversity: Moderate

This classification performs tasks that require "process" decision-making, such as providing leadership for setting the strategic direction and goals for Social Services Division programs and developing the Agency's Social Services plans for intake, child protective services, adult protective services, mental health case management, chemical dependency, commitments, guardianship/ conservatorship, foster care, and day care licensing; and setting action plans, monitoring and assessing progress toward meeting goals.

Overall, decisions made at this level are subject to the limits imposed by available technology and resources and to the constraints set by higher-level management. Decisions are related to determining the appropriate processes and methods to achieve the assigned goals established by higher-level management.

The classification receives a subgrade of two (2), because of the high complexity and diversity of C5 tasks in relation to jobs in the same band. Thus, we recommend evaluation of the position remain at C52.

Position: Public Health and Human Services Director

This position is currently rated at D62.

Reporting to the County Administrator, the Public Health & Human Services Director is responsible for the administration of County agency programs and services and provides leadership to all County PHHS units. Responsibilities include delivery of agency services and fiscal oversight of PHHS service sectors of Children's Services, Adult Services, Public Health, Financial Assistance, and Fiscal operations. This position provides direct supervision of the Department supervisory staff.

Gallagher has examined the essential duties of this position and has evaluated the position using the Decision Band Method® (DBM). The job evaluation shows the following:

Highest Banded Task: D6
Number of Highest Banded Tasks: 4/4
Percent of Time on High Banded Tasks: 100%
Degree of Difficulty/Diversity: Moderate

This classification performs tasks that require "interpretive" decision-making, such as leading an integrated leadership team - developing strategic initiatives and operational objectives in alignment with the Department's mission, vision, and core values for each division; developing and effectuating tactical approaches for all service sectors.

Overall, this position performs responsibilities of planning and implementing activities for assigned department which require making interpretive decisions. Decisions made at this level pertain to the means of achieving the goals (ends) established by Band E decisions – specifying what is to be done in lower bands and deploying the allocated resources.

The classification receives a subgrade of two (2), because of the high complexity and diversity of D6 tasks in relation to jobs in the same band. Thus, we recommend evaluation of the position remain at D62.

Position: Health Educator

This position is currently rated C42.

Reporting to the Public Health Supervisor, this position is responsible for the development and implementation of health education programs for the County. The Health Educator develops, promotes, and delivers health education that addresses local priorities developed through the community health assessment and community health improvement planning process.

Gallagher has examined the essential duties of this position and have evaluated the position using the Decision Band Method® (DBM). The job evaluation shows the following:

Highest Banded Task: C4

Number of Highest Banded Tasks: 3/3

Percent of Time on High Banded Tasks: 95%

Degree of Difficulty/Diversity: Low

This classification performs tasks that require “process” decision-making, such as promoting healthy communities and healthy behavior; through education activities, implementing policy and system changes; assessing community available health services/needs; and identifying community health gaps, barriers, and disparities.

Overall, decisions made at this level are subject to the limits imposed by available technology and resources and to the constraints set by higher-level management. Decisions are related to determining the appropriate processes and methods to achieve the assigned goals established by higher level management.

The classification receives a subgrade of one (1), because of the low complexity and diversity of C4 tasks in relation to jobs in the same band. Thus, we recommend evaluation of the position at C41.

Position: Public Health Nurse

This position is currently rated C42.

Under the general supervision of the Public Health Supervisor, this position is responsible (PHN) is responsible for providing the full range of essential public health services in collaboration with the Public Health team to promote healthy communities and individual behavior.

Gallagher has examined the essential duties of this position and have evaluated the position using the Decision Band Method® (DBM). The job evaluation shows the following:

Highest Banded Task: C4

Number of Highest Banded Tasks: 7/7

Percent of Time on High Banded Tasks: 100%

Degree of Difficulty/Diversity: Moderate

This classification performs tasks that require “process” decision-making, such as providing home visiting services; identifying population health concerns by identifying opportunities for educational activities with clients, recommending County protocols; and performing a variety of community based management activities.

Overall, decisions made at this level are subject to the limits imposed by available technology and resources and to the constraints set by higher-level management. Decisions are related to determining the appropriate processes and methods to achieve the assigned goals established by higher level management.

The classification receives a subgrade of two (2), because of the moderate complexity and diversity of C4 tasks in relation to jobs in the same band. Thus, we recommend evaluation of the position remain at C42.

Position: Nurse – Case Manager (RN)

This position is currently rated C41.

Reporting to the Public Health Supervisor, a Nurse-Case Manager provides Home and Community Based Services (HCBS) and promotes public health by providing public health nursing, casement management for adults and children.

Gallagher has examined the essential duties of this position and have evaluated the position using the Decision Band Method® (DBM). The job evaluation shows the following:

Highest Banded Task: C4

Number of Highest Banded Tasks: 2/2

Percent of Time on High Banded Tasks: 100%

Degree of Difficulty/Diversity: Low

This classification performs tasks that require “process” decision-making, such as completing the MN Choices Assessment and Long Term Care Consultation assessments/reassessments; providing individuals/families information and resources available in the community; and referring clients to appropriate County or community service providers.

Overall, decisions made at this level are subject to the limits imposed by available technology and resources and to the constraints set by higher-level management. Decisions are related to determining the appropriate processes and methods to achieve the assigned goals established by higher level management.

The classification receives a subgrade of one (1), because of the low complexity and diversity of C4 tasks in relation to jobs in the same band. Thus, we recommend evaluation of the position remain at C41.

Position: Public Health Supervisor

This position is currently rated C52.

Reporting to the Public Health and Human Services (PHHS) Director, this position is responsible for the administration of the County's Public Health programming. Responsibilities include administering federal and state programs; family health, environmental health, communicable diseases, health promotion, long term care, Waiver programs, and public health emergency preparedness. The position is also responsible for setting departmental goals, developing a plan to achieve those goals, and assessing outcomes.

Gallagher has examined the essential duties of this position and have evaluated the position using the Decision Band Method® (DBM). The job evaluation shows the following:

Highest Banded Task: C5

Number of Highest Banded Tasks: 3/3

Percent of Time on High Banded Tasks: 90%

Degree of Difficulty/Diversity: Moderate

This classification performs tasks that require "process" decision-making, such as managing and supervising all Public Health programs and services areas; and acting as Agency liaison to regional and state governmental entities.

Overall, decisions made at this level are subject to the limits imposed by available technology and resources and to the constraints set by higher-level management. Decisions are related to determining the appropriate processes and methods to achieve the assigned goals established by higher level management.

The classification receives a subgrade of two (2), because of the high complexity and diversity of C5 tasks in relation to jobs in the same band. Thus, we recommend evaluation of the position remain at C52.