



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

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## HOUSTON COUNTY BOARD OF COMMISSIONERS BOARD MEETING AGENDA

**9:00, October 20, 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: 92794563948 and password 283124. Public attendees are requested to mute their line until addressed.\*\*\*\*\***

### CALL TO ORDER

### PLEDGE OF ALLEGIANCE

### APPROVE AGENDA

### CONSENT AGENDA

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

- 1) Approve Claims, Human Service & License Center disbursements.
- 2) Approve amended Resolution 20-48 General Election Absentee Ballot Board
- 3) Affirm the following personnel actions:
  - i. Auditor/Treasurer

### ACTION ITEMS

- 1) Consider re-nominating Theresa Arrick-Kruger to the SSC Board of Directors. (Babinski)
- 2) Consider accepting a Grant Agreement from the Center for Tech and Civic Life to be used “exclusively for the public purpose of planning and operationalizing safe and secure election administration in Houston County in 2020.” (Trehus)

**9:30 Closed Session – Closed Session pursuant to MN Stat. 13D.05, Subd. 3, (b) Attorney/Client Privilege – Mound Prairie Township v. Houston County et. al.**

### ADJOURN

## HOUSTON COUNTY BOARD OF COMMISSIONERS WORKGROUP SESSION AGENDA

**9:50, October 30, 2020, Room 219, Historic Courthouse**

**\*\*\*\*\*The meeting will be accessible to public participants via our conference call line at 312-626-6799 and entering meeting ID: 92794563948 and password 283124. Public attendees are requested to mute their line until addressed.\*\*\*\*\***

**CALL TO ORDER**

**WORKGROUP SESSION**

**1. CARES Act funding update**

RESOLUTION NO. 20-48

**AUTHORIZATION TO ESTABLISH ABSENTEE BALLOT BOARD  
AND UOCAVA BALLOT BOARD FOR 2020 GENERAL ELECTION**

Updated October 20, 2020

BE IT RESOLVED, that the Houston County Board of Commissioners, hereby authorizes the establishment of an Absentee Ballot Board and a UOCAVA Absentee Ballot Board under Chapter 203B.121, Subd 1 of 2017 Minnesota Statutes, pertaining to Ballot Boards; and

BE IT RESOLVED, that these Boards will meet on an as needed basis as determined by the Houston County Auditor-Treasurer during the 46 calendar days prior to each election; and

BE IT RESOLVED, that a minimum of any two people from different major parties can constitute a quorum for a meeting; and

BE IT RESOLVED, that these boards will Accept or Reject absentee ballots and process ballots throughout the Absentee voting period, and

BE IT RESOLVED, that these board will follow all statutory requirements enacted by the Minnesota Legislature and count the absentee ballots after the polls close rather than deliver absentee ballots to the polling sites;

NOW, THEREFORE, BE IT RESOLVED that the Houston County Board of Commissioners approves the establishment of an Absentee Ballot Board and a UOCAVA Absentee Ballot Board and appoints the following election officials to these boards for the November 3, 2020 General Election: Donna Trehus, Polly Heberlein, Mary Gulbranson, Diane Imhoff, Amy Sylling, Annette Christian, Jeanne Feldmeier, Nikki Konkel, Julie Schleich, Celeste Abbot, Dylan Felton, Mary Betz, Michelle Werner and Jeff Babinski.

\*\*\*CERTIFICATION\*\*\*\*\*

STATE OF MINNESOTA  
COUNTY OF HOUSTON

I, Jeff Babinski, do hereby certify that the above is true and correct copy of a resolution adopted by the Houston County Board of Commissioners at the session dated October 20, 2020.

WITNESS my hand and the seal of my office this 20<sup>th</sup> day of October 2020.

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Jeff Babinski, County Administrator



Southeast  
Service  
Cooperative

210 Wood Lake Drive SE  
Rochester, MN 55904  
Phone: 507-288-1282  
Fax: 507-288-7663  
[www.ssc.coop](http://www.ssc.coop)

## CALL FOR NOMINATIONS

### TO THE SOUTHEAST SERVICE COOPERATIVE BOARD OF DIRECTORS

September 24, 2020

TO: Southeast Service Cooperative Active Member Administrators and Board Chairs

FROM: The Southeast Service Cooperative Board of Directors

- The Board of Directors issues this call for nominations to candidacy for the SSC Board of Directors for new terms and remaining terms of positions beginning January 1, 2021. The Board of Directors is comprised of ten positions:
- Six (6) positions are filled by individuals currently serving on boards of education of school districts who represent Public School District Active Education members of the Cooperative.
- Three (3) positions are filled by individuals who are current elected officials, appointed officials, or other employees of a member local government organization.
- One (1) position is filled by an individual who resides in our 11 county region and is selected and appointed by the existing Board of Directors based on expertise related to organizational priorities.

#### Four positions are open this year:

- **Education Positions (2)**
  - One new 4-year term January 1, 2021 – December 31, 2024 (incumbent with terms ending 12/31/2020 Don Leathers)
  - One new 4-year term January 1, 2021 – December 31, 2024 (incumbent with 1-year term ending 12/31/2020 Mike Christensen)
- **Government Position (1)**
  - One new 4-year term January 1, 2021 – December 31, 2024 (incumbent with terms ending 12/31/2020 Tess Arrick-Kruger)
- **Appointed Position (1)**
  - One 3-year term January 1, 2021 – December 31, 2023 (open position)

Below is a current roster, with the open positions highlighted in bold red print:

<u>Name and Member Agency</u>	<u>Term Expires 12/31</u>
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#### **CATEGORY 1: Active Education Members (Public School Districts)**

Mike Christensen, Red Wing	2020
Don Leathers, Austin	2020

Jason Marquardt, Mabel-Canton	2021
Brein Maki, Lewiston-Altura	2021
Jean Roth, Zumbrota-Mazeppa	2022
Monica Sveen-Ziebell, Plainview-Elgin-Millville	2022

**CATEGORY 2: Active Local Government Members (Cities, Counties, and Other Agencies)**

Theresa Arrick-Kruger, Houston County	2020
Mary Blair-Hoeft, City of Byron	2021
Lynn Gorski, City of Owatonna	2023

**NOMINATIONS** for candidacy must be made by a majority vote of the local board or council that holds an active membership in the Southeast Service Cooperative. Category 1 nominations may be made only by voting Education Members (public school districts). **Category 2 nominations may be made only by voting Government Unit Member organizations.** The **nomination petition on the next page** must be completed and received by the Southeast Service Cooperative office by **Thursday, October 29, 2020.** Nominations can be emailed, mailed or faxed – instructions are at the bottom of the nomination form.

**ELECTION:** Printed ballots will be sent by U.S. mail to Southeast Service Cooperative active members on or about Friday, October 30, 2020. This ballot will include the names of all candidates whose nomination petitions have been received by the deadline listed above. The background and experience of each candidate included in the nomination will be printed and distributed to all eligible voters. Each individual serving on the board or council of an active member agency will have one vote. Ballots must be returned to the Southeast Service Cooperative by Tuesday, December 15, 2020. The candidates with the highest number of votes will be declared elected in their respective category by the Southeast Service Cooperative Board Canvassing Committee at its December meeting currently scheduled for Wednesday, December 16, 2020.

**BOARD MEETINGS** have traditionally been held on the fourth Wednesday of the month beginning at 5:30 PM. The Board establishes the meeting schedule at their January meeting. On an average, the meetings last one to two hours.

## Nomination Forms Due 10/29/20

**NOMINATION FORM**  
**on next page**

**Nomination Petition – Local Government Members Category 2**  
Southeast Service Cooperative Board of Directors Election – Terms starting 1/1/2021

**This petition must be received at SSC by Thursday, October 29, 2020.**

**This nominee has agreed to accept this nomination, attested by signature below. We nominate the following individual:**

<p>Name: _____</p> <p>Phone _____ Email _____</p> <p>Address _____ City, State, Zip _____</p> <p>Background and Experience (please list all background and experience which contributes to the candidate's qualifications): _____</p> <p>_____</p> <p>_____</p> <p><b>Nominee's signature (REQUIRED)</b> _____</p>
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**Name of Nominating Organization:** \_\_\_\_\_

Our organization is represented by (#) \_\_\_\_\_ Board Members, of which we represent at least a majority. Following are signatures of Board/Council Members supporting this nomination:


Please complete and return this petition, to be received at SSC by:  
**Thursday, October 29, 2020**

Send or email (PDF with signatures) to: Amy Grover  
Southeast Service Cooperative  
210 Wood Lake Drive SE  
Rochester, MN 55904  
Email: [agrover@ssc.coop](mailto:agrover@ssc.coop), Phone: 507.281.6693, Fax: 507.288.7663



CENTER FOR  
TECH AND  
CIVIC LIFE

October 15, 2020

Houston County, Minnesota

Auditor/Treasurer

304 S Marshall Street

Caledonia, MN 55921

Dear Donna Trehus,

I am pleased to inform you that based on and in reliance upon the information and materials provided by Houston County, the Center for Tech and Civic Life ("CTCL"), a nonprofit organization tax-exempt under Internal Revenue Code ("IRC") section 501(c)(3), has decided to award a grant to support the work of Houston County ("Grantee").

The following is a description of the grant:

**AMOUNT OF GRANT:** \$5,880.00 USD

**PURPOSE:** The grant funds must be used exclusively for the public purpose of planning and operationalizing safe and secure election administration in Houston County in 2020 ("Purpose").

Before CTCL transmits these funds to Grantee, CTCL requires that Grantee review and sign this agreement ("Grant Agreement") and agree to use the grant funds in compliance with the Grant Agreement and with United States tax laws and the laws and regulations of your state and jurisdiction ("Applicable Laws"). Specifically, by signing this letter Grantee certifies and agrees to the following:

1. Grantee is a local government unit or political subdivision within the meaning of IRC section 170(c)(1).
2. This grant shall be used only for the Purpose described above, and for no other purposes.

3. Grantee has indicated that the amount of the grant shall be expended on the following specific election administration needs: Ballot drop boxes, Personal protective equipment (PPE) for staff, poll workers, or voters, Poll worker recruitment funds, hazard pay, and/or training expenses, Temporary staffing, Vote-by-mail/Absentee voting equipment or supplies, and Election administration equipment. Grantee may allocate grant funds among those needs, or to other public purposes listed in the grant application, without further notice to or permission of CTCL.
4. Grantee shall not use any part of this grant to make a grant to another organization, except in the case where the organization is a local government unit or political subdivision within the meaning of IRC section 170(c)(1) or a nonprofit organization tax-exempt under IRC section 501(c)(3), and the subgrant is intended to accomplish the Purpose of this grant. Grantee shall take reasonable steps to ensure that any such subgrant is used in a manner consistent with the terms and conditions of this Grant Agreement, including requiring that subgrantee agrees in writing to comply with the terms and conditions of this Grant Agreement.
5. The grant project period of June 15, 2020 through December 31, 2020 represents the dates between which covered costs may be applied to the grant. The Grantee shall expend the amount of this grant for the Purpose by December 31, 2020.
6. Grantee is authorized to receive this grant from CTCL and certifies that (a) the receipt of these grant funds does not violate any Applicable Laws, and (b) Grantee has taken all required, reasonable and necessary steps to receive, accept and expend the grant in accordance with the Purpose and Applicable Law.
7. The Grantee shall produce a brief report explaining and documenting how grant funds have been expended in support of the activities described in paragraph 3. This report shall be sent to CTCL no later than January 31, 2021 in a format approved by CTCL and shall include with the report a signed certification by Grantee that it has complied with all terms and conditions of this Grant Agreement.
8. This grant may not supplant previously appropriated funds. The Grantee shall not reduce the budget of the County Auditor (“the Election Department”) or fail to appropriate or provide previously budgeted funds to the Election Department for the term of this grant. Any amount supplanted, reduced or not provided in contravention of this paragraph shall be repaid to CTCL up to the total amount of this grant.
9. CTCL may discontinue, modify, withhold part of, or ask for the return all or part of the grant funds if it determines, in its sole judgment, that (a) any of the above terms and conditions of this grant have not been met, or (b) CTCL is required to do so to comply with applicable laws or regulations.
10. The grant project period of June 15, 2020 through December 31, 2020 represents the dates between which covered costs for the Purpose may be applied to the grant.






Your acceptance of and agreement to these terms and conditions and this Grant Agreement is indicated by your signature below on behalf of Grantee. Please have an authorized representative of Grantee sign below, and return a scanned copy of this letter to us by email at [grants@techandcivicliflife.org](mailto:grants@techandcivicliflife.org).

On behalf of CTCL, I extend my best wishes in your work.

Sincerely,



Tiana Epps Johnson

Executive Director

Center for Tech and Civic Life



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CENTER FOR TECH & CIVIC LIFE  
233 N. MICHIGAN AVE., SUITE 1800  
CHICAGO, IL 60601  
[HELLO@TECHANDCIVICLIFE.ORG](mailto:HELLO@TECHANDCIVICLIFE.ORG)

GRANTEE

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_



CENTER FOR TECH & CIVIC LIFE  
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