

PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: Tuesday, January 7, 2020

9:00 a.m.

Place: Commissioners Room, Courthouse, Caledonia, MN

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

Others Present: Administrator Babinski; Reporter Moorhead; Finance Director Lapham; Auditor/Treasurer Donna Trehus, Assessor Cresswell, Personnel Director Arrick-Kruger, Deputy Auditor/Treasurer Larissa Erickson, RRSWCD Director Dave Walter, Yvonne Krogstad, Recorder Sue Swebach, Aaron Lacher, Pugleasa, Brian Pogadynski

Presiding: Administrator Babinski, Chairperson pro tem

Call to order. Pledge of Allegiance.

Administrator Babinski requested nominations for Chairperson for the year 2020. Commissioner Walter moved to nominate Commissioner Johnson, Commissioner Burns seconded, unanimously carried.

Chairperson Johnson requested nominations for Vice-Chairperson for the year 2020. Commissioner Walter moved to nominate Commissioner Burns, Commissioner Miller seconded, unanimously carried.

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

Commissioner Walter moved, Commissioner Burns seconded, unanimously carried to unanimously approve the Minutes from December 17, 2019, with amendments.

Public Comment: Yvonne Krogstad questioned the board's approach to the Highway Building project based on her review of the minutes and recent meeting recordings with respect to designing to fit a budget or basing a budget off of a design. She also suggested the project would benefit from inclusion of a solar panel array. She also asked that the vacancy on the extension committee be shared on the county website.

File No. 3 - Dave Walter, RRSWCD Director, addressed the board to request the additional \$14,440 allocation for RRSWCD tabled from the December 17, 2019 Board Meeting. He requested the additional allocations specifically because it would be met by matching state funds. He reviewed a handout provided the board showing the state's matched funds to other counties. Commissioner Burns questioned if it was included in their 2020 budget request. Walter Confirmed it was not due to being turned down in 2019, but requested inclusion again right

before the 2020 budget was finalized. After further discussion, Commissioner Walter suggested the funds could come from the Commissioner's budget, if approved.

File No. 4 - At 10:21, sealed bids for the Official Newspaper for calendar year 2020 filed pursuant to advertisement, were opened and read. It was noted that this is a joint bid for the Spring Grove Herald and the Caledonia Argus. Motion was made by Commissioner Miller, seconded by Commissioner Arnold, and unanimously carried to accept the bid as presented.

<u>Official Newspaper for 2019-JOINT BID</u>	
Spring Grove Herald & Caledonia Argus)	\$7.00 per column inch
<u>Miscellaneous Notices-8.20</u>	No Bid
<u>First Printing of 2019 Financial Statement</u>	
Caledonia Argus	\$6.80 per column inch
<u>Second Printing of 2019 Financial Statement</u>	
Spring Grove Herald	\$6.80 per column inch
<u>Publication of Delinquent Tax List</u>	
Joint bid Spring Grove Herald/Caledonia Argus	\$9.00 per column inch

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

- 1) File No. 1 - Approve payment of the license center and Human Services disbursements and the following claims

a. County Revenue Fund	\$292,780.65
b. Road & Bridge Fund	\$72,035.26
c. Capital Projects Fund	\$13,749.00

Total	\$378,564.91
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- 2) File No. 5 - Authorize Resolution 20-01, Use of Alternate Methods to Disseminate Bids and Requests.

WHEREAS, Minn. Statute § 331A.03 Subd. 3(b), allows a county to use its website or recognized industry trade journals as an alternative to disseminate solicitations of bids, requests for information and requests for proposals;

THEREFORE, BE IT RESOLVED, by the Houston County Board of Commissioners, that the County of Houston will continue to use the Houston County website, www.co.houston.mn.us as an alternative means to disseminate solicitations of bids, requests for information, and requests for proposals for transportation related construction and maintenance projects.

BE IT FURTHER RESOLVED, that any dissemination by alternative means must be in substantially the same format and for the same period of time as a publication would otherwise be required under Minn. Statute § 331A.03 Subd. 3.

- 3) File No. 6 - Authorize Resolution 20-02, County Participation in State Associations.

BE IT RESOLVED, by the Houston County Board of Commissioners, that under the provisions of Chapter 714, Laws of 1961, duly designated representatives of Houston County shall be authorized to participate in the meetings and activities of their respective State Association by membership therein and attendance at meetings thereof, as contemplated by Statute, and by the provisions of Chapter 529, Laws of 1963; and

BE IT FURTHER RESOLVED, that money be appropriated from the County Revenue Fund to defray expenses of such officials in connection therewith, said expenses to be paid upon presentation and allowance of properly itemized claims in an amount not to exceed statute limitations.

- 4) File No. 7 - Authorize Resolution 20-03, Minimum Salary for Officials Elected in 2020.

WHEREAS, The Houston County Board of Commissioners must set a minimum salary for any newly elected officials on a yearly basis;

THEREFORE, BE IT RESOLVED, by the Houston County Board of Commissioners, the following minimum salaries exist for any officials elected in 2020: \$5,000.

- 5) File No. 8 - Approve the Children's Mental Health Screening Grant.
- 6) File No. 2 - Affirm the following personnel actions:
- i. Recorder's Office
 - 1. Change the status of Michelle Werner from probationary to regular effective January 9, 2020.
 - ii. Veterans Service Office / Extension Support
 - 1. Reappoint Robert Thoen to a four-year term as VSO, beginning January 25, 2020 through January 24, 2024.
 - 2. Change the FTE of the vacant Tech Clerk (Extension support) from 1.0 FTE to .75 FTE.
 - 3. Change the FTE of Theresa Gavin-Kubitz from .50 to .75, effective January 20, 2020.
 - iii. Auditor/Treasurer
 - 1. Hire Diane Imhoff as a 67-day Technical Clerk I (B21) at Step 1, effective January 13, 2020 to assist with elections.

iv. Department of Corrections

1. Temporarily change Nancy Welsh's FTE from .7 to 1.0 effective from January 8, 2020 until one week after the vacant Technical Clerk I is hired (provides vacancy coverage and brief training period).

File No. 9 – Commissioner Walter moved, Commissioner Burns seconded, carried to 3-1 with Commissioner Johnson voting Nay to approve the acceptance of the \$10,000 Legacy Grant for the Historic Jail Building Construction Planning Study. Personnel Director Arrick-Kruger spoke about this small grant in relation to the other grants being sought for the Historic Courthouse and Jail buildings. This grant is focused on creating the Construction documents needed to seek further grants for repairs to the exterior of the Jail building in the future. She reminded the Board this is a separate step and doesn't commit the board to use of the facility or to repairing it at this time. The board also discussed the 'step 1' grant for the Courthouse building, which was not approved at the state level this year. They discussed doing the step repairs now instead of waiting on resubmittal of the grant. Administrator Babinski suggested to table further discussion and dedicating a workgroup session to continue the overall facility discussion as a separate meeting topic. Commissioner Johnson expressed his concern with not having a solid plan for the Jail building and working on it and the Highway Department project at the same time.

File No. 10 - Commissioner Walter moved, Commissioner Johnson seconded, unanimously carried to approval of Resolution 20-04, 2020 Appropriations as amended to include an additional \$14,400 for RRSWCD. Commissioner Walter moved, Commissioner Johnson seconded, the amendment, which carried with a 3-1 vote. Commissioner Burns voted Ney, expressing concern with amending the budget so early in the year.

WHEREAS, The Houston County Board of Commissioners approved the 2020 Annual Budget on December 17th 2019;

BE IT RESOLVED, by the Houston County Board of Commissioners, that the following appropriations will be made in 2020 from the appropriate County Revenue Fund:

ORGANIZATION	2020 BUDGET
SE Minnesota Initiative Fund	\$3,750
SEMAAA	\$2,000
SELCO	\$163,478
Emergency Medical Service	\$10,000
SEMCAC - Senior & Caregiver Advocacy	\$1,500
SEMCAC - Senior Nutrition	\$2,000
SEMCAC - Transportation Program (Donation Rides)	\$1,500
Historical Society	\$37,500

Historical Society - Matching Funds (Maximum)	\$5,000
Southern MN Tourism/Historic Bluff Country	\$952
Agricultural Society	\$20,000
Agricultural Society - Prior Year Financials Additional	\$4,000
RRSWCD	\$129,000
RRSWCD - Matching Funds	\$14,400
SE MN EMS	\$5,000
TOTAL	\$395,580

File No. 11 - Commissioner Burns moved, Commissioner Walter seconded, unanimously carried to approve Resolution 20-05, Official Newspaper for 2020.

WHEREAS, Minn. Statute § 375.12 Subd. 1, requires a county to solicitations of bids annually at the first regular meeting for an official paper;

THEREFORE, BE IT RESOLVED, by the Houston County Board of Commissioners, that the following publications have been designated as the Official Newspaper for publication of minutes, public notices, and other routine county business, with the accepted rates for publication expenses:

Caledonia Argus and Spring Grove Herald (Joint Bid)

OFFICIAL NEWSPAPER FOR 2020 Official proceedings of the County Board and all notices required to be published in the county's official paper. Charge per inch (based on a 7 point type, Arial font, with 8 point leading) **\$7.00**
MISCELLANEOUS NOTICES that are not required to be published in the Official Paper (per column inch). Legal Rate **\$8.70** Display Rate **\$8.70**
FIRST PRINTING OF 2019 FINANCIAL STATEMENT Charge per inch (based on a 7 point type, Arial font, with 8 point leading) **\$6.80**
PUBLICATION OF DELINQUENT TAX LIST: Charge per inch (based on a 7 point type, Arial font with 8 point leading) **\$9.00**

File No. 12 - Commissioner Burns moved, Commissioner Miller seconded, unanimously carried to approve the Highway Department request to pre-order Plow Truck for 2021.

Brian Pogodzinski spoke briefly about the plow truck pre-order, necessitated by the 16 month wait-time for delivery. This order is consistent with the County's rotation of plow trucks and would likely replace a 2007 MAC Truck, depending on fleet conditions upon arrival.

File No. 12 - Commissioner Burns moved, Commissioner Walter seconded, unanimously carried to approve budgeted Highway Department equipment purchases for 2020.

File No. 13 - Commissioner Walter moved, Commissioner Miller seconded, unanimously carried to approve Resolution 20-06 Final Contract Acceptance SAP 028-599-085 and SAP 028-604-036 with Minowa Construction.

WHEREAS, Contract No. 290 has in all things been completed, and the County Board being fully advised in the premises;

THEREFORE, BE IT RESOLVED, the Houston County Board of Commissioners, accepts said completed project for and on behalf of the Houston County DOT and authorize final payment.

File No. 14 - Commissioner Burns moved, Commissioner Walter seconded, unanimously carried to approve the CUP for Caledonia Sno-Gophers with the conditions recommended by the Planning Commission:

1. The Permittee shall comply with all federal, state, and local laws and regulations.
2. The County may enter onto the premises at reasonable times and in a reasonable manner to ensure the permit holder is in compliance with the conditions and all other applicable statutes, rules and ordinances.
3. A minimum of 2,400 sf of parking space is required.
4. A zoning permit will be required for the construction of the proposed building. Prior to the issuance of a zoning permit, the applicant shall demonstrate compliance with all applicable accessibility codes.
5. The proposed area is currently part of an area (PID 03.0264.000) covered by an existing conditional use permit (410 CUP – 2019). All uses approved by Permit 410 CUP – 2019 will remain in effect on PID 03.0264.000, but will be extinguished on the new parcel proposed to be exempted from PID 03.0264.000.

File No. 14 - Commissioner Miller moved, Commissioner Burns seconded, unanimously carried to approve the CUP for James and Samantha Cunningham to operate Blackhammer Stables with the conditions recommended by the Planning Commission:

1. The Permittee shall comply with all federal, state, and local laws and regulations.
2. The County may enter onto the premises at reasonable times and in a reasonable manner to ensure the permit holder is in compliance with the conditions and all other applicable statutes, rules and ordinances.
3. The permittee shall provide documentation of compliance with all building codes upon request of the County.

File No. 15 – Commissioner Walter moved, Commissioner Burns seconded, unanimously carried to approve the 2020 Commissioner Committee Assignments.

Administrator Babinski congratulated Engineer Pogodzinski for being nominated as the MCEA Secretary. He informed the board the Schutz Quarry Board of Adjustment Decision had been formally appealed to the court. MCIT has been informed. He also reminded all that there

would be a brief regular board meeting on January 14th for the board to consider award of the 2020A Refunding Bond in addition to the scheduled workshop session.

Commissioner Walter have nothing new to report at this time.

Commissioner Burns attended the airport committee met and plans are moving forward at this point. The Airport still has a vehicle issue, and he is working with Administrator Babinski to provide a courtesy car for use by visiting pilots. MCIT will not cover a courtesy car, so he is exploring a local liability policy and Administer Babinski is checking when a current county vehicle may become excess to need and placed at the airport. Commissioner Burns responded to Yvonne Krogstad's public comment about funding the Highway Department facility. He also re-suggested an addition of \$5.00 to the Wheelage tax to help fund the Highway Department Facility project.

Commissioner Miller attended the Hiawatha Valley mental health meeting and shared the incoming phsycologist had taken another position, so Hiwatha Valley would continue to search for one to work in Caledonia one day a week. Their new facility is not ready as scheduled, but they were hopeful to be complete by April. Miller stated he was present for some of the preliminary discussion for the S&P rating and it all went well. Miller would like to compliment Carol for all her work preparing for the S&P rating review and bond issue.

Commissioner Johnson has nothing new to add as of now. He requested clarity on the federal increase in the Tobacco age limit to age 21.

Yvonne Krogstad provided additional public comment. She restated she didn't intend to say county funds should not be used for more than what we ultimately need.

There being no further business and the time being 11:25 a.m., motion was made by Commissioner Burns, seconded by Commissioner Miller and unanimously carried to adjourn the meeting, the next advertised meeting being Tuesday, January 14, 2020.

BOARD OF COUNTY COMMISSIONERS
HOUSTON COUNTY, MINNESOTA

By: _____
Eric Johnson, Chairperson

Attest: _____
Jeffrey Babinski, County Administrator

PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: Tuesday, January 14, 2020

9:00 a.m.

Place: Room 219, Courthouse, Caledonia, MN

Members Present: Eric Johnson, Teresa Walter and Robert Burns

Members Absent: Jack Miller

Board Workgroup Session

Call to order.

Administrator Babinski and Engineer Pogodzinski provided an update to the Board on developments from a recent meeting between Barrientos Design and the City of Caledonia's Zoning Department. Zoning considerations led Barrientos to make several site layout changes, which they've responded to and have provided the County with several options to adapt the site design to meet the zoning requirements. These include primarily the location of a potential cold storage facility and the main office/shop building and potential changes in the grading plans for the site. The Highway Facility Committee will meet again with Mr. Barrientos to review the changes and additional contractor cost estimates at their next committee meeting.

The workgroup session recessed at 9:25 a.m. to allow for a regular meeting session scheduled for 9:30 a.m. The workgroup session continued at 9:50.

Commissioner Burns provided an update on the airport planning meetings and discussed the logistics of establishing a courtesy car at the airport. He shared news that one of the hangars was changing ownership.

The board discussed the Refugee resettlement executive order and determined to wait and see how the requirement develops, as there is no recent history of refugee resettlement here nor is there a request for resettlement within Houston County at this time.

The workgroup session adjourned at 10:25 a.m.

BOARD OF COUNTY COMMISSIONERS
HOUSTON COUNTY, MINNESOTA

By: _____
Eric Johnson, Chairperson

Attest: _____
Jeffrey Babinski, County Administrator

PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: Tuesday, January 14, 2020

9:30 a.m.

Place: Commissioners Room, Courthouse, Caledonia, MN

Members Present: Eric Johnson, Teresa Walter and Robert Burns

Members Absent: Jack Miller

Others Present: Administrator Babinski; Reporter Moorhead; Finance Director Lapham; Bruce Kimmel- Ehlers

Call to order.

Presiding: Chairman Johnson

Call to order. Pledge of Allegiance.

Item No. 3 - Mr. Bruce Ehlers, Senior Municipal Advisor For Ehlers congratulated the board on the County's re-affirmed "AA" rating from S&P. He further reported that eight (8) sealed proposals for the purchase of the Bonds were received prior to 12:00 p.m., Central time, on January 13, 2020, pursuant to the Preliminary Official Statement distributed to potential purchasers of the Bonds by Ehlers & Associates, Inc., municipal advisor to the County. The proposals have been publicly opened, read and tabulated.

Item No. 4 - Commissioner Burns moved, Commissioner Walter seconded, approved unanimously to approve Resolution 20-07 authorizing the issuance of Bonds series 2020A.

RESOLUTION NO. 20-07

AWARD REFUNDING BONDS, SERIES 2020A

January 14, 2020

WHEREAS, the Houston County Board of Commissioners determined via Resolution 19-51 that it is necessary and expedient to issue the County's \$3,160,000 General Obligation Refunding Bonds, Series 2020A (the "Bonds"), to current refund the County's outstanding General Obligation Jail Bonds, Series 2009C and General Obligation Capital Improvement Plan Bonds, Series 2010A for an interest cost savings; and

WHEREAS, the County has retained Ehlers & Associates, Inc., in Roseville Minnesota (“Ehlers”), as its independent municipal advisor for the Bonds in accordance with Minnesota Statutes, Section 475.60, Subdivision 2(9); and

WHEREAS, Ehlers & Associates, Inc, conducted a Bond Sale on January 13, 2020, receiving eight bids, from which BNY Mellon Capital Management, Pittsburg, PA submitted the most favorable bid;

THEREFORE, BE IT RESOLVED by the Board of Commissioners (the “Board”) of Houston County, Minnesota (the “County”), as follows:

SECTION 1. AUTHORIZATION, SALE AND RECITALS.

1.01. Authorization of Bonds. The Board hereby determines that it is in the best interest of the County to issue its General Obligation Refunding Bonds, Series 2020A (the “Bonds”), pursuant to Minnesota Statutes, Sections 373.40, 641.23, and 475.67, and Chapter 475. The proceeds of the Bonds will be used, together with funds on hand as may be required, to refund, in a current refunding:

(i) the 2021 through 2025 maturities, aggregating \$2,435,000 in outstanding principal amount, of the County’s \$7,250,000 General Obligation Jail Bonds, Series 2009C, dated, as originally issued, as of October 27, 2009 (the “Series 2009C Bonds”); and

(ii) the 2021 and 2022 maturities, aggregating \$650,000 in outstanding principal amount, of the County’s \$2,695,000 General Obligation Capital Improvement Plan Bonds, Series 2010A, dated, as originally issued, as of December 7, 2010 (the “Series 2010A Bonds,” and together with the Series 2009C Bonds, the “Refunded Bonds.”)

The Series 2009C Bonds were originally issued to finance jail and law enforcement center-related costs (the “2009C Project”) of the County’s Criminal Justice Center (the “Facility”). The Series 2010A Bonds were originally issued to finance court-related costs (the “2010A Project”) of the Facility. The Refunded Bonds will be called for redemption and paid on February 17, 2020 (the “Redemption Date”).

The portion of the Bonds (\$2,245,000) being issued to refinance the 2009C Project shall be referred to herein as the 2009C Refunding Bonds, and the portion of the Bonds (\$625,000) being issued to refinance the 2010A Project shall be referred to herein as the 2010A Refunding Bonds.

The maximum amount of principal and interest to become due in any year on all outstanding bonds (including the 2010A Refunding Bonds) issued by the County pursuant to Minnesota Statutes, Section 373.40 (\$435,902.78) will not equal or exceed .12 percent (\$3,008,269.92) of the taxable market value of property in the County (\$2,506,891,600).

been opened, publicly read and considered and the purchase price, interest rates and net interest cost under the terms of each proposal have been determined. The most favorable proposal received is that of BNY Mellon Capital Markets, LLC, in Pittsburgh, Pennsylvania (the “Purchaser”), to purchase the Bonds at a price of \$3,136,451.05 plus accrued interest on all Bonds to the day of delivery and payment, on the further terms and conditions hereinafter set forth.

1.03. Award. The proposal of the Purchaser is hereby accepted, and the Chairperson and County Auditor are hereby authorized and directed to execute a contract on the part of the County with the Purchaser for the sale of the Bonds in accordance with the Terms of Proposal. The good faith deposit of the Purchaser shall be retained and deposited by the County until the Bonds have been delivered and shall be deducted from the purchase price paid at settlement.

1.04. Recitals. All acts, conditions and things which are required by the Constitution and laws of the State of Minnesota to be done, to exist, to happen and to be performed precedent to and in the valid issuance of the Bonds having been done, existing, having happened and having been performed, it is now necessary for this Board to establish the form and terms of the Bonds, to provide security therefor and to issue the Bonds forthwith.

1.05. Savings. It is hereby determined that by the issuance of the Bonds the County will realize a substantial interest rate reduction, a gross savings of approximately \$115,586.38 and a present value savings of approximately \$110,970.86.

See Resolution 20-07 for complete Terms, Registration, Execution and Delivery and schedule information.

There being no further business and the time being 9:51 a.m., motion was made by Commissioner Burns, seconded by Commissioner Walter and unanimously carried to adjourn the meeting and return to the Workgroup Session. The next advertised meeting being a workgroup session on Tuesday, January 21, 2020.

BOARD OF COUNTY COMMISSIONERS
HOUSTON COUNTY, MINNESOTA

By: _____
Eric Johnson, Chairperson

Attest: _____
Jeffrey Babinski, County Administrator

PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: Tuesday, January 28, 2020

9:30 a.m.

Place: Commissioners Room, Courthouse, Caledonia, MN

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

Others Present: Administrator Babinski; Reporter Moorhead; Finance Director Lapham; Deputy Auditor/Treasurer Larissa Erickson, Auditor/Treasurer Donna Trehus, Bruce Kuemichael, Personnel Director Teresa Arrick-Krueger, Yvonne Krogstad,

Call to order.

Presiding: Chairman Johnson

Call to order. Pledge of Allegiance.

Commissioner Burns moved, Commissioner Walter seconded, unanimously carried to approve the agenda, with amendments.

Commissioner Walter moved, Commissioner Burns seconded, unanimously carried to unanimously approve the Minutes from January 7 and January 14 meetings.

Public Comment:

Bruce Kuemichael, Caledonia addressed the board with questions related to the TEP report before the board for decision and expressed concern for the site to be used for housing development.

Ms. Sarah Ness and Mr. Steve Salle from the Southeast Services Cooperative presented their annual “Summary of the Member Value” report and an informative presentation on SSC’s “Future Forward” initiative. Steve Salle, Executive Director, shared that Houston County received over \$87,000 in value as a great return on investment for the \$250 membership cost. He also provided a reminder page for local government services and cooperative purchasing that are available through the cooperative. Sarah Ness gave a presentation on ‘Future Forward’ which connects classrooms to careers and life to learning. The program was designed to create opportunities for youth to potentially stay local with future jobs and link students to local employers for mentorship, training, and development opportunities. The program will fund two community career navigators in the Bluff Country area who will act as liaisons between companies, school counselors, and students. SSC is working on the program cooperatively with Workforce Development, EDAs and others focused on our region.

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

- 1) File No. 1 - Approve payment of the license center and Human Services disbursements and the following claims

a. County Revenue Fund	\$545,685.42
b. Road & Bridge Fund	\$442,495.45
c. Capital Projects Fund	\$1,868.53

Total	\$990,049.10
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- 2) File No. 5 - Authorize **Resolution 20-08 Special Election Judge Appointments.**

WHEREAS, a special election will be held in Houston County on February 11, 2020; and

WHEREAS, Minnesota Statute 204B.21, subd 2, requires election judges for precincts in a municipality to be appointed by the governing body of the municipality; and

WHEREAS, the voting precincts within Houston County have all appointed residents confirmed to meet the qualifications established by the State of Minnesota,

NOW, THEREFOR, BE IT RESOLVED, by the Houston County Board of Commissioners, that the appointments provided by the townships and cities of Houston County are appointed to serve as election judges for the special election on February 11, 2020; and

BE IT FURTHER RESOLVED that the Houston County Board of Commissioners approves reimbursement of an hourly wage paid by the precincts of \$15.00 per hour for election judges and \$15.00 per hour for head election judges for time attending election training and serving as an election judge on Election Day.

- 3) File No. 6 - Authorize **Resolution 20-09 Establish PNP Absentee Ballot Board.**

BE IT RESOLVED, by the Houston County Board of Commissioners, authorizes the establishment of an Absentee Ballot Board and UOCAVA Ballot Board for the Presidential Nomination Primary (PNP) Election to be held on March 3, 2020 and further authorizes the Auditor/Treasurer to appoint individual members.

- 4) File No. 7 - Authorize **Resolution 20-10 Establish Township Election Absentee Ballot Board.**

BE IT RESOLVED, by the Houston County Board of Commissioners, authorizes the establishment of an Absentee Ballot Board and UOCAVA Ballot Board for the Township Elections to be held on March 10, 2020 and further authorizes the Auditor/Treasurer to appoint individual members.

- 5) File No. 8 – Authorize **Resolution 20-11 Establish District 5 Election Absentee Ballot Board.**

BE IT RESOLVED, by the Houston County Board of Commissioners, authorizes the establishment of an Absentee Ballot Board and UOCAVA Ballot Board for the Special Primary and General Elections for the District #5 County Commissioner to be held on February 11, 2020 and April 14, 2020 and further authorizes the Auditor/Treasurer to appoint individual members.

- 6) File No. 9 – Authorize **Resolution 20-16 Bank of the West Account Powers.**

BE IT RESOLVED, the Houston County Board of Commissioners authorizes County Auditor/Treasurer Trehus the authority to open any deposit or share accounts in the name of Houston County and further authorizes Auditor/Treasurer Trehus, Administrator Babinski and Board Chairman Johnson to endorse checks and orders for the payment of money or otherwise withdraw or transfer funds on deposit with this Financial institution.

- 7) File No. 10 - Approve the Ground Lease agreement for Lot 6a at the Houston County Airport.

- 8) File No. 11 - Approve the 2020 Haulers' Licenses.

- 9) File No. 2 - Affirm the following personnel actions:

i. Department of Corrections

1. Hire Barbara Schmitz, as a .8 FTE probationary Technical Clerk I (B21) at Step 4, effective February 11, 2020, conditioned upon a successful criminal history check.

ii. Public Health & Human Services

1. Hire Lauren Arneson as a full time, probationary Agency Social Worker – Adult Services at Step 1, effective February 3, 2020, conditioned upon a successful criminal history check.
2. Change the status of Account Tech Tami Triplett from probationary to regular, effective February 5, 2020.

File No. 12 – Commissioner Miller moved, Commissioner Burns seconded, unanimously carried to approve **Resolution 20-14 Final Acceptance of Contract #294 – Mathy Construction**. Contact #294 completes SAP 028-030-006 at a total cost of \$2,455,306.26.

WHEREAS, Contract No. 294 has in all things been completed, and the County Board being fully advised in the premises; and

THEREFORE, BE IT RESOLVED, the Houston County Board of Commissioners accepts said completed project for and on behalf of the Houston County DOT and authorize final payment as specified herein.

File No. 13 - Commissioner Walter moved, Commissioner Miller seconded, unanimously carried to approve Fahner asphalt crack fill quote for CSAH 16 repairs.

Brian Pogodzinski spoke briefly about the Fahner asphalt crack fill on CSAH 16. Commissioner Burns asked if this is a trial in our county, Pogodzinski stated it is a first in our county but is a proven product in other counties and should have a significant impact on the life of CSAH 16.

File No. 14 - Commissioner Burns moved, Commissioner Miller seconded, unanimously carried to approve **Resolution 20-15 Final Acceptance of Contract #292 – Generation X Construction LLC**. Contact #292 completes SAP 028-599-097 at a total cost of \$110,654.50.

WHEREAS, Contract No. 292 has in all things been completed, and the County Board being fully advised in the premises; and

THEREFORE, BE IT RESOLVED, the Houston County Board of Commissioners accepts said completed project for and on behalf of the Houston County DOT and authorize final payment as specified herein.

File No. 15 - Commissioner Burns moved, Commissioner Walter seconded, unanimously carried to approve the purchase of a budgeted ATV for the Sheriff's Office.

File No. 16 - Commissioner Miller moved, Commissioner Burns seconded, unanimously carried to approve the Minnesota Wetland Conservation Act application submitted by MSM Development LLC for the Horse Track Meadows proposed development and adopt the findings and recommendation of the TEP. The TEP findings show the first proposed project included 75 lots and impacted 6.30 acres of wetlands. The lots were reduced to 55, reducing impact to 2.48 acres of wetland. The development is limited adjacent to the City of La Crescent and fits within the existing Comprehensive Plan. The alternative location was further from the city, involved a similar wetland impact, and required a stream crossing and an additional lift station, resulting in increased costs with similar impacts. The developer will purchase sufficient wetland credits to offset the proposed impact.

File No. 17 - Commissioner Walter moved, Commissioner Miller seconded, 3-1 carried to approve a payment amount change to Rupp, Anderson, Squires & Waldsprger and allocate \$3000 from the Commissioners account and the remainder from the County Attorney's account to settle the bill. Commissioner Johnson requests a roll call vote

District 1 yes
District 2 no
District 3 yes
District 4 yes
District 5 vacant

File No. 18 - Commissioner Miller moved, Commissioner Walter seconded, unanimously carried to approve the Child Support Cooperative Agreement.

File No. 19 - Commissioner Walter moved, Commissioner Burns seconded, unanimously carried to approve the Multi-County SNAP Employment and Training Agreement.

File No. 20 - Commissioner Miller moved, Commissioner Walter seconded, unanimously carried to approve the Hiawatha Valley Mental Health Center contract.

File No. 21 - Commissioner Miller moved, Commissioner Walter seconded, unanimously carried to approve **Resolution 20-12 Election Equipment Grant Application**.

WHEREAS, Minnesota legislature in 2019 authorized an additional \$2 Million in grant funding available to counties, cities, towns, and school districts to assist with the purchase of voting equipment. This is in addition to the \$7 million that was authorized and distributed in 2017. Similar to the 2017 legislative authorization, the legislature in 2019 authorized use of \$2 million in funds to offset up to 50% of optical scan precinct counters, optical scan central counters, or assisted voting devices; or up to 75% of electronic rosters; AND

WHEREAS, to receive funding from the Voting Equipment Grant Account, counties must submit an application to the Minnesota Secretary of State before January 31, 2020; AND

WHEREAS, the County certifies that any funds awarded from the Voting Equipment Grant will be used only to purchase additional Electronic Roster systems meeting the technology requirements of section 201.225 subdivision 2 as certified by the MN Secretary of State; AND

WHEREAS, that by law, the grant may only be used for up to 75% of electronic rosters with the county matching 25% of the cost of the newly purchased equipment; AND

THEREFORE, BE IT RESOLVED, the Houston County Board of Commissioners authorizes Auditor/Treasurer Trehus to apply for grant funding in accordance with the requirements of Minnesota Statutes Section 206.95.

Commissioner Burns moved, Commissioner Miller seconded, unanimously carried to appoint Richard Schild and Wayne Feldmeier to three year teams on the Planning Commission.

Commissioner Burns moved, Commissioner Walter seconded, unanimously carried to appoint Ken Visgar and Franklin Hahn to three year teams on the Board of Adjustment.

File No. 22 - Commissioner Walter moved, Commissioner Burns seconded, unanimously carried to approve **Resolution 20-13 Highway 16 Speed Reduction**.

WHEREAS, the current speed limit in the City of Hokah on Hwy 16 from Main Street (Hwy 44) west of the City to the end of the City limits near 10th Street is currently posted at 55 mph and is slated to be increased to 60 mph; AND

WHEREAS, there were two fatality accidents in this area in 2019, along with other property damage accidents and personal injury accidents as well; AND

WHEREAS, the County shares the concern of the City of Hokah about the speed limit in this area with the structure and terrain of this area would also request MnDOT to conduct studies to review lowering the speed limit in this area;

NOW THEREFORE BE IT RESOLVED, the Houston County Board of Commissioners requests MnDOT's cooperation with the City of Hokah to conduct the necessary studies and strongly consider lowering the speed limit in the City of Hokah on Hwy 16 from Main Street (Hwy 44) west of the City to the end of the City limits near 10th Street where the speed limit is currently 55 mph.

Commissioner Walter attended an EMS meeting, they are still looking for funding to support additional training for rural EMS and Fire Departments. She attended a Workforce Development meeting and attended her first SEMCAC meeting. She said it is amazing how much this organization is involved in - it was a very informative and overwhelming meeting but her excitement level is very high.

Commissioner Burns attended the county transportation coalition for youth, this was his first meeting, and so he listened and learned. He will be attending a SELCO meeting tonight. He attended the Finance sub-committee meeting where the annual audit plan was discussed.

Commissioner Miller had nothing to add at this time due to his vacation.

Commissioner Johnson attended the Root River Watershed meeting, this was also a new one for him. The biggest concern heard related to communications of project priority shifts, which could be addressed through better communication to the committee members. He shared that they are hoping to start the Crooked Creek project this year. He shared an invitation to the Cancer telethon this Saturday in Houston.

No additional public comment.

There being no further business and the time being 11:12 a.m., motion was made by Commissioner Burns, seconded by Commissioner Miller and unanimously carried to adjourn the meeting. The next advertised meeting being a workgroup session on Tuesday, February 4, 2020.

BOARD OF COUNTY COMMISSIONERS
HOUSTON COUNTY, MINNESOTA

By: _____
Eric Johnson, Chairperson

Attest: _____
Jeffrey Babinski, County Administrator

PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: Tuesday, February 4, 2020

9:00 a.m.

Place: Room 219, Courthouse, Caledonia, MN

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

Board Workgroup Session
Call to order.

Administrator Babinski and Engineer Pogodzinski provided an update to the Board on developments from a recent Highway Building Planning Committee meeting. They reviewed the cost estimates provided by another builder based on preliminary design work by Barrientos Design. Engineer Pogodzinski additionally reviewed several aspects of the project where cuts could be considered to get the overall project costs lower. The board asked the committee to seek clarification on the design/build process and review the ideas to lower cost before recommending to the board to proceed with asking Barrientos Design to complete Task 4 of their original proposal. The Committee will also meet with the city zoning office to address some of their preliminary concerns and discuss issues related to water, electrical and zoning variances.

The commissioners stated they had heard concern over the fees being charged at the dump sites for collection of household materials and tires. The commissioners expressed their rationale for the fees, which do not cover all of the costs of collecting the material. They feel that it is fairer to collect a portion of the cost through user fees rather than the fee being shared across all property owners through taxes.

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

BOARD OF COUNTY COMMISSIONERS
HOUSTON COUNTY, MINNESOTA

By: _____
Eric Johnson, Chairperson

Attest: _____
Jeffrey Babinski, County Administrator

PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: Tuesday, February 11, 2020

9:30 a.m.

Place: Commissioners Room, Courthouse, Caledonia, MN

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

Others Present: Administrator Babinski; Reporter Moorhead; Finance Director Lapham;
Deputy Auditor/Treasurer Larissa Erickson, Auditor/Treasurer Donna Trehus,
Personnel Director Teresa Arrick-Krueger

Call to order.

Presiding: Chairman Johnson

Call to order. Pledge of Allegiance.

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

Commissioner Burns moved, Commissioner Walter seconded, unanimously carried to unanimously approve the Minutes from January 28.

Commissioner Walter moved, Commissioner Burns seconded, unanimously carried to unanimously approve the Minutes from February 4 workshop meeting.

Public Comment:

None at this time

Allison Wagner, EDA presented the 2019 annual EDA report and provided a review of the EDA loans provided throughout 2019 and potential upcoming loan requests for 2020. Wagner also updated the board on the Bluff County Collaborative program and opportunities for students in our area. She highlighted the goals for the 2020 program and reminded all of the EDA-sponsored Job Fair to be held in La Crescent the following day.

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

- 1) File No. 1 - Approve payment of the license center and Human Services disbursements and the following claims
 - a. County Revenue Fund \$199,716.50
 - b. Road & Bridge Fund \$133,742.58

c. Capital Projects Fund \$769.44

Total \$333,459.08

- 2) File No. 3 – Approve Agreement for Collection of Lamps with Slipstream Group, Inc.
- 3) File No. 4 - Approve 2020 Guardianship Contract with Fredrick Guardianship Services LLC.
- 4) File No. 5 - Approve **Resolution 20-17 La Crescent Snowmobile Club Gambling License.**

BE IT RESOLVED, the Houston County Board of Commissioners does hereby approve the Minnesota Lawful Gambling Application for Exempt Permit on behalf of the La Crescent Snowmobile Club for gambling activities to be conducted at the La Crescent Snowmobile Club in La Crescent Township, with no waiting period.

- 5) File No. 2 - Affirm the following personnel actions:
- i. Auditor/Treasurer
 - 1. Change the pay class of Beverly Bauer and Diane Imhoff (67-day temporary employees) to Technical Clerk (B22) at Step 1, effective retroactively to their dates of hire (Jan 2020).
 - ii. Department of Corrections
 - 1. Change the date of hire for Barbara Schmitz, .8 FTE probationary Technical Clerk I (B21) from February 11, 2020 to February 13, 2020.
 - iii. Environmental Services
 - 1. Accept the resignation of Julie Amundson, Solid Waste Coordinator, effective noon February 14, 2020 with thanks for 9 years of service to the residents of Houston County.
 - iv. Public Health and Human Services
 - 1. Change the status of Health Educator Audrey Staggemeyer from probationary to regular, effective February 19, 2020.

File No. 6 – Commissioner Walter moved, Commissioner Miller seconded, unanimously carried to approve a \$30,000 EDA Revolving Loan Fund to Lori Kadlec, owner of Kaddy’s Kafe, Inc. in La Crescent at the 2020 set rate and terms (3.75% for 7 years) at the recommendation of the EDA Board.

File No. 7 - Commissioner Burns moved, Commissioner Miller seconded, unanimously carried to approve **Resolution 20-18 MN Federal Recreational Trail Program Grant for La Crescent Snowmobile Club.**

WHEREAS, The County of Houston supports the grant application made to the Minnesota Department of Natural Resources for the Federal Recreational Trail Grant Program; The application is to purchase snowmobile grooming equipment to maintain approximately 62.5 miles of trail for the La Crescent Snowmobile Club; and

WHEREAS, the County of Houston recognizes the twenty-five (25) percent match requirement for the Federal Recreational Trail Program, and matching funds will be provided by the La Crescent Snowmobile Club;

NOW, THEREFORE, BE IT RESOLVED, if the County of Houston is awarded a grant by the Minnesota Department of Natural Resources, the County of Houston agrees to accept the grant award, and may enter into an agreement with the State of Minnesota for the above reference project. The County of Houston will comply with all applicable laws, environmental requirements and regulations as stated in the grant agreement; and

BE IT FURTHER RESOLVED, the County of Houston names the fiscal agent for the County of Houston for this project as Jeff Babinski, County Administrator, 304 S. Marshall St; Room 212C, Caledonia, MN 55921; and

BE IT FURTHER RESOLVED, the Houston County Board of Commissioners does hereby assure the grooming equipment acquired through this grant will be maintained for no less than twenty (20) years or until such time as appropriate disposition actions are approved by the Minnesota Department of Natural Resources.

Administer Babinski reminded all of the District #5 Election today, and requested two Board members for the Canvassing Board will be on Friday at 10:30. Commissioners Johnson and Burns volunteered. He briefly provided an update on the Highway Building project, in that Engineer Pogodzinski has contacted a company to quote and potentially provide the soil boring work needed to proceed with site planning. He also relayed news that Houston County has been recognized as second in the state for Real ID participation rates and credited our staff for helping residents navigate the extra steps to understand the Real ID and Enhanced ID requirements.

Commissioner Walter attended a planning meeting on the One Watershed plan and had positive comments. She also attended the SEMCAC meeting and praised the organization for all it does for the surrounding communities. She attended an Extension Committee meeting and briefly discussed their requests for internship or staffing help with the Fair next year.

Commissioner Burns addressed the Comprehensive Land Use Plan and the meeting scheduled for February 18th to reset the planning efforts. He shared concerns from others that there is not enough county wide involvement, or enough public input opportunity. Administrator Babinski said these concerns would be covered during the February 18th meeting with the CLUP advisory committee. He also shared positive feedback from the discussion “Houston County’s Legacy and Land-Use Impacts” presented by Dr. Carrie Jennings.

Commissioner Miller also spoke positively about Dr. Jennings' discussion. Additionally, he attended the Hiawatha Valley meeting and provided updates on their plans to move into the new building in Caledonia. From the Human Services meeting, he shared news about the Regional Crisis Center which will open soon in Rochester, which will be a welcome facility and option for residents facing mental health challenges.

Commissioner Johnson attended the Land meeting and the EDA meeting. He also relayed news that the Crooked Creek Watershed project will likely receive final approvals and begin this year.

No additional public comment.

There being no further business and the time being 10:14 a.m., motion was made by Commissioner Burns, seconded by Commissioner Miller and unanimously carried to adjourn the meeting. The next advertised meeting being a workgroup session on Tuesday, February 18, 2020.

BOARD OF COUNTY COMMISSIONERS
HOUSTON COUNTY, MINNESOTA

By: _____
Eric Johnson, Chairperson

Attest: _____
Jeffrey Babinski, County Administrator

PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: Tuesday, February 18, 2020

9:00 a.m.

Place: Room 219, Courthouse, Caledonia, MN

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

Board Workgroup Session
Call to order.

Administrator Babinski provided an update to the Board on plans to reset the Comprehensive Land Use Plan process and timeline. The Board agreed to support the effort and concurred that greater public input and public awareness were key components to successfully complete the Comprehensive Land Use Plan update. The Board agreed to a set of County Values to guide the plan development, which include recognition of the cultural and economic importance of agriculture to the community, desire to promote growth, retention and diversification of business activity, protection of our sensitive natural resources and strong desire for citizen participation in all phases of planning and county operations. The board agreed to the proposed actions for more public input through a series of Town-Hall sessions held district by district before the sub-committees draft their topic sessions followed by public hearings once a draft is available and before Planning Commission and Board approval of the plan.

Engineer Pogodzinski provided a brief update (via phone call) on a highway project and the board briefly discussed a couple of updates on the Highway Building project. Administrator Babinski provided a review of options for financing the project for the board's consideration as we near decisions on the project.

Commissioner Johnson shared news that the Township Association plans to hold their annual meeting on March 31st at 5:30 pm.

The workgroup session adjourned at 10:35 a.m.

BOARD OF COUNTY COMMISSIONERS
HOUSTON COUNTY, MINNESOTA

By: _____
Eric Johnson, Chairperson

Attest: _____
Jeffrey Babinski, County Administrator

PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: Tuesday, February 25, 2020

9:30 a.m.

Place: Commissioners Room, Courthouse, Caledonia, MN

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

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

Call to order.

Presiding: Chairman Johnson

Call to order. Pledge of Allegiance.

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

Commissioner Burns moved, Commissioner Walter seconded, unanimously carried to unanimously approve the Minutes from the February 11 Board Meeting.

Commissioner Miller moved, Commissioner Burns seconded, unanimously carried to unanimously approve the Minutes from the February 18 Workshop session.

Public Comment:

None at this time

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

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

Total	\$426,586.91
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- 2) File No. 2 - Affirm the following personnel actions:

- i. Public Health and Human Services
 - 1. Accept the retirement of Sandra Ask, Eligibility Worker, effective the end of the business day May 8, 2020 and thank Sandra for over 14 years of service to the residents of Houston County.
 - 2. Initiate a competitive search for an Eligibility Worker, AFSME B23.
- ii. Sheriff's Office
 - 1. Hire Patricia Goetzinger-Krall as a probationary Jailer/Dispatcher, B23-2, Step 1, effective March 16, 2020, conditioned upon successful completion of background check.
 - 2. Change the classification status of Holly Gleason from Administrative Assistant B21, Step 5, to Administrative Assistant B22, Step 5, retroactive to January 1, 2020.

File No. 3- Commissioner Miller moved, Commissioner Burns seconded, unanimously carried to approve the Service Agreement with Dynamic Lifestyle Innovations for recycling of e-waste collections.

Administer Babinski shared two concerns from Attorney Jandt for the board's awareness related to the company being based in Wisconsin rather than Minnesota, neither of which should prevent the County from approving the contract with the sole e-waste recycler in the area.

File No. 4 - Commissioner Burns moved, Commissioner Walter seconded, unanimously carried to approve the budgeted hook truck purchase for Solid Waste and Recycling Programs for an amount not to exceed \$120,000.

Lacher spoke briefly about the purchase of the hook truck purchase for Solid Waste and Recycling Programs and requested approval for an amount not to exceed \$120,000. He planned to purchase through Boyer on the state bid, but was waiting on an additional quote from another vender. The state-bid truck/hook combo would cost \$118,085.

File No. 5 – Commissioner Walter moved, Commissioner Miller seconded, unanimously carried to approve CUP '2019-CUP-54902' for J & C Farms, Inc. and adopt the findings and conditions recommended by the Planning Committee, with the exception that the rear setback remain at the standard 50' expressed in the Zoning Ordinance and that the Seismographic data provided to neighbors also be provided to the County.

Lacher Spoke about the CUP for J & C Farms Inc. and reviewed the provided information concerning the use of mining explosives and the effects it could have on neighboring property. After the review, Lacher asked to board to modify the Planning Commission's condition of an extra set-back and use the set-backs established in the zoning ordinance. The Board agreed and included the 50 rather than 100 foot setback in the approved conditions. They also modified the condition that blast information be recorded and shared with neighboring properties to also be shared with the County.

File No. 6 – Commissioner Burns moved, Commissioner Miller seconded, unanimously carried to approve the amendment of CUP #284 for J & C Farms, Inc. and adopt the findings and conditions recommended by the Planning Committee, with the exception that the rear setback remain at the standard 50’ expressed in the Zoning Ordinance and that the Seismographic data provided to neighbors also be provided to the County.

Lacher Spoke about the CUP for J & C Farms Inc. and reviewed the provided information concerning the use of mining explosives and the effects it could have on neighboring property. After the review, Lacher asked to board to modify the Planning Commission’s condition of an extra set-back and use the set-backs established in the zoning ordinance. The Board agreed and included the 50 rather than 100 foot setback in the approved conditions. They also modified the condition that blast information be recorded and shared with neighboring properties to also be shared with the County.

File No. 7 – Commissioner Walter moved, Commissioner Miller seconded, unanimously carried to approve the Service Agreement with MNDHS for MFIP.

Pugleasa spoke briefly about the Service Agreement with MNDHS for MFIP. Costs are covered by the state. This year it is at \$180,000 which is a small bump from previous years. This is a routine Service Agreement.

File No. 8 – Commissioner Walter moved, Commissioner Burns seconded, unanimously carried to approve the SEMCAC Service Agreement for Transportation.

Pugleasa spoke briefly about the SEMCAC Agreement for Transportation, which is an annual contract to assist medical assistance clients with transportation for medical reasons.

File No. 9 – Commissioner Walter moved, Commissioner Burns seconded, unanimously carried to appoint Brad Hoscheit to the Extension Committee.

File No. 10 – Commissioner Miller moved, Commissioner Burns seconded, unanimously carried to approve the 2019 Feedlot Financial Report, Annual Report, and Discrepancy List.

File No. 11 – Commissioner Miller moved, Commissioner Burns seconded, unanimously carried to approve the purchase of 4 container replacement containers for recycling program.

File No. 2 – Commissioner Burns moved, Commissioner Walter seconded, unanimously carried to approve the FTE change for Lynn Colsch, Finance Technical Clerk II, B-22, from .6 FTE to .75 FTE effective March 2, 2020.

File No. 12 – Commissioner Burns moved, Commissioner Walter seconded, unanimously carried to approve Resolution 20-19 **Agency Agreement with DOT** and DOT Agency Agreement for Federal Participation in Advance Construction.

BE IT RESOLVED, by Houston County Board of Commissioners that pursuant to Minnesota Stat. Sec 161.36, the Commissioner of Transportation be appointed as Agent of Houston County to accept as its agent, federal aid funds which may be made available for eligible transportation related projects;

BE IT FURTHER RESOLVED, the Board Chairman and County Administrator are hereby authorized and directed for and on behalf of Houston County to execute and enter into an agreement with the Commissioner of Transportation prescribing the terms and conditions of said federal aid participation as set forth and contained in “Minnesota Department of Transportation MnDOT Contract Number 1036514,” a copy of which said agreement was before the County Board and which is made a part hereof by reference.

Pogodzinski explained this agreement sets forth the opportunity to advance a project planned for CSAH 6 from 2022 to 2021 which fits better with overall workload projections and road conditions.

Pogodzinski and Babinski provided a brief update to the board after the Highway Building Committee’s meeting with representatives from the City of Caledonia. They discussed project impacts on electric, water delivery and storm water runoff and city zoning considerations. Administrator Babinski will initiate a re-zoning request now and any variances still needed will be requested once final designs are approved.

Administrator Babinski the workgroup session on March 3rd was cancelled. He also reminded all of the March 19th Veterans Bonanza workshop in La Crosse.

Commissioner Burns shared concern from his Comprehensive Land Use Plan sub-committee on economic development, who recommended the County consider hiring outside consultants to help develop the Comprehensive Land Use Plan. Commissioner Johnson agreed with Commissioner Burns. The Board, by consensus, asked Administrator Babinski to prepare a request for proposal for Board approval.

Commissioner Burns also expressed condolences to Daryl Tessmer’s family and friends. Daryl served as the Houston County Recorder from 1970-1998 and will be missed.

Commissioner Miller attended the Job fair in La Crescent and felt attendance was really good. He attended a SMART bicycle meeting and the Highway building meeting.

Commissioner Johnson attended the One Watershed meeting, and shared updates on the Crooked Creek project, which they are hoping to break ground on soon.

No additional public comment.

There being no further business and the time being 11:29 a.m., motion was made by Commissioner Miller, seconded by Commissioner Walter and unanimously carried to adjourn the meeting. The next advertised meeting being a Board Meeting on Tuesday, March 9, 2020.

BOARD OF COUNTY COMMISSIONERS
HOUSTON COUNTY, MINNESOTA

By: _____
Eric Johnson, Chairperson

Attest: _____
Jeffrey Babinski, County Administrator

PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: Tuesday, March 10, 2020

9:30 a.m.

Place: Commissioners Room, Courthouse, Caledonia, MN

Members Present: Eric Johnson, Teresa Walter, Jack Miller

Not Present: Robert Burns

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

Call to order.

Presiding: Chairman Johnson

Call to order. Pledge of Allegiance.

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

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

Public Comment:

None at this time

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

- 1) File No. 1 - Approve payment of the license center and Human Services disbursements and the following claims

County Revenue Fund	\$78,903.56
Road & Bridge Fund	\$347,683.35

Total	\$426,586.91
	=====

- 2) Approve Budgeted IT Purchases:

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

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

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

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

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

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

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

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

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

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

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

No additional public comment.

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

BOARD OF COUNTY COMMISSIONERS
HOUSTON COUNTY, MINNESOTA

By: _____
Eric Johnson, Chairperson

Attest: _____
Jeffrey Babinski, County Administrator

PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: Tuesday, March 17, 2020

9:00 a.m.

Place: Room 219, Courthouse, Caledonia, MN

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

Board Workgroup Session
Call to order.

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

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

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

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

BOARD OF COUNTY COMMISSIONERS
HOUSTON COUNTY, MINNESOTA

By: _____
Eric Johnson, Chairperson

Attest: _____
Jeffrey Babinski, County Administrator

PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: Tuesday, March 24, 2020

9:30 a.m.

Place: Commissioners Room, Courthouse, Caledonia, MN

*Virtual Meeting Held due to Peacetime Emergency Declaration in response to COVID-19 Pandemic.

Members Present: Eric Johnson

Via Telephone: Teresa Walter, Jack Miller, and Robert Burns

Others Present: Administrator Babinski, Reporter Moorhead, Finance Director Lapham,
Deputy Auditor/Treasurer Larissa Erickson

Via Phone: Sue Schwebach, John Puleasa, Theresa Arrick-Kruger

Call to order.

Presiding: Chairman Johnson

Call to order. Pledge of Allegiance.

Commissioner Walter moved, Commissioner Burns seconded, unanimously carried to approve the agenda, with amendments.

Dist 1:	Yes	Dist 2:	Yes	Dist 3:	Yes	Dist 4:	Yes	Dist 5:	N/A
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Commissioner Walter moved, Commissioner Miller seconded, carried to approve the Minutes from the March 10 Board Meeting.

Dist 1:	Yes	Dist 2:	Yes	Dist 3:	abstain	Dist 4:	Yes	Dist 5:	N/A
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Commissioner Walter moved, Commissioner Miller seconded, unanimously carried to approve the Minutes from the March 17 Work Group Session.

Dist 1:	Yes	Dist 2:	Yes	Dist 3:	Yes	Dist 4:	Yes	Dist 5:	N/A
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Public Comment: None at this time

Commissioner Walter moved, Commissioner Miller seconded, unanimously carried to approve the Consent Agenda, which consisted of the following items after removal of items 5.ii.2 and 5.ii.3:

- 1) File No. 1 - Approve payment of the license center and Human Services disbursements and the following claims

County Revenue Fund

\$256,965.21

Road & Bridge Fund	\$186,938.13

Total	\$443,903.34
	=====

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

Dist 1:	Yes	Dist 2:	Yes	Dist 3:	Yes	Dist 4:	Yes	Dist 5:	N/A
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The following Consent items were tabled for further consideration after Commissioner Miller proposed consideration of a hiring freeze as we face the uncertainty of the COVID-19 pandemic response. Commissioner Burns questioned how the work was currently being performed. PH&HS Director Pogleasa explained the position fills, at a technical clerk level, the position vacated by a retirement, but would provide additional information to the board for future consideration.

- 5.ii.2. Reassign Susan Tostenson to the position of probationary Accounting Clerk, B23, Step 1, and effective April 27, 2020.
- 5.ii.3. Approve a search for a Public Health Case Aide, B22 (position vacated by Susan Tostenson for reassignment to Accounting Clerk position) Put this on hold?

Commissioner Johnson thanked the Caledonia Haulers for their donations to the Sheriff's Office.

File No 3. - Commissioner Walter moved, Commissioner Miller seconded, unanimously carried to approve Resolution 20-20, Peacetime Emergency Declaration in response to COVID-19 pandemic.

Dist 1:	Yes	Dist 2:	Yes	Dist 3:	Yes	Dist 4:	Yes	Dist 5:	N/A
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RESOLUTION NO. 20-20
State of Emergency – COVID-19 Pandemic Event

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

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

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

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

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

WHEREAS, The significant community, organizational, institutional and business responses to the COVID-19 pandemic have the potential to compromise the provision of essential public services, including a reduction in the size of the workforce due to school closures, isolation, or quarantine, and;

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

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

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

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

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

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

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

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

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

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

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

- County staff shall take such action as may be necessary to limit in-person public attendance to as few people as possible for the necessary conduct of the public's business

in a meeting room and enforce social distancing guidelines, or otherwise limit such attendance as may be directed by the County Administrator based on recommendations and guidelines from state and federal authorities.

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

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

File No. 4 - Commissioner Burns moved, Commissioner Walter seconded, unanimously carried to approve a 120 Hour Voluntary Furlough Extension Policy. Arrick-Kruger shared this policy change extends the normal 40 hour furlough opportunity to 120 hours during the declared emergency to provide qualified employees flexibility in caring for self and/or family during this period.

Dist 1:	Yes	Dist 2:	Yes	Dist 3:	Yes	Dist 4:	Yes	Dist 5:	N/A
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File No. 5 – Commissioner Walter moved, Commissioner Miller seconded, carried to approve a Policy on Advancement of Paid Leave during a Declared Public Health Emergency. Arrick-Kruger recommended this policy to provide flexibility with sick leave primarily for new employees, by allowing the advancement of up to 120 hours of paid sick leave after exhausting any earned leave. Arrick-Kruger explained further that these two leave policies were drafted prior to the announcement of new Federal leave programs. Based on the wording of the Federal leave acts, those programs would be applied first before the new county leave/furlough policies are applied. Commissioner Burns expressed concern with policy language related to application of the Federal policies.

Dist 1:	Yes	Dist 2:	Yes	Dist 3:	No	Dist 4:	Yes	Dist 5:	N/A
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File No. 6 - Commissioner Walter moved, Commissioner Miller seconded, unanimously carried to approve Resolution 20-21, EDA Loan Deferments

Dist 1:	Yes	Dist 2:	Yes	Dist 3:	Yes	Dist 4:	Yes	Dist 5:	N/A
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RESOLUTION NO. 20-21
State of Emergency – COVID-19 – EDA Loan Deferments

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

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

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

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

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

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

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

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

WHEREAS, on March 23, 2020, Governor Tim Walz signed Executive Order 20-15 to make more resources available to businesses impacted by Executive Orders 20-04 and 20-08, authorizing local units of government or lending partners that have revolving loan funds that were provided by the State Minnesota Investment Fund program appropriations or Minnesota Investment Fund Disaster program appropriations, may over the next 90 days issue loans to retail and services providers within local revolving loan fund guidelines, and;

THEREFORE, BE IT RESOLVED, by Houston County Board of Commissioners that the Board directs the County Administrator and Leadership Team to review Houston County Economic Development Loan Guidelines and implement changes needed to comply with the Governor's Peacetime Emergency Declaration and Executive Orders, and;

BE IT FURTHER RESOLVED, by Houston County Board of Commissioners that all payments on current Economic Development loans provided through the County are deferred for the next three (3) months and the loan maturity dates be extended three months without change to interest or payment amounts.

DISCUSSION ITEMS

Administer Babinski share details of the current operations of the County, with most operations continuing, but with public access to facilities limited to essential appointments only. He shared the Township association cancelled their meeting for March 31. He stated the special election scheduled for April 14 was still planned to occur as scheduled.

Commissioner Walter: attended the EMS meeting, and attended the Workforce Development meeting; there is a pilot program in Houston County to help past the first year of working, also helping Dads working and child support.

Commissioner Burns: nothing new to add

Commissioner Miller: nothing new to add at this time. Thank you to all our employees.

Commissioner Johnson: wants to thank all the employees, I am proud of them.

No additional public comment.

There being no further business and the time being 11:08 a.m., motion was made by Commissioner Burns, and seconded by Commissioner Johnson and unanimously carried to adjourn the meeting. The next advertised meeting being a Board Workgroup Session on Tuesday, April 07, 2020.

BOARD OF COUNTY COMMISSIONERS
HOUSTON COUNTY, MINNESOTA

By: _____
Eric Johnson, Chairperson

Attest: _____
Jeffrey Babinski, County Administrator

PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: Tuesday, March 31, 2020

9:00 a.m.

Place: Room 219, Courthouse, Caledonia, MN

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

*All Members participated via conference call due to declared peacetime emergency. Conference call information was shared for public participation

Board Workgroup Session

Call to order.

Administrator Babinski provided an update to the Board on county operations and adjustments to meet the changing demands of the COVID-19 response. His two primary concerns for upcoming activities were the District #5 Special Elections and the Local (and County) Boards of Equalization and Adjustment. Concerning the election, he shared all dates and openings for absentee, early and regular voting remained as scheduled. The Auditor/Treasurer is actively working with the polling locations to encourage appropriate social distancing, cleaning, etc. to mitigate concerns with COVID-19 and supporting those locations with cleaning materials and personal protective equipment.

Additionally, the only relief to the Local Boards of Equalization and Adjustment is the allowance of virtual meetings in place of physical meetings. Staff is working to offer each local board access to county virtual meeting tools and keep them updated on any potential procedural changes, to ensure all residents have access to the process.

The Board discussed options for the drop site operations and relayed feedback from the initial weekend closures of the sites.

The Board discussed the potential of an extension of the due date for property tax payments and asked Administrator Babinski to prepare options for further consideration.

The workgroup session adjourned at 10:35 a.m.

BOARD OF COUNTY COMMISSIONERS
HOUSTON COUNTY, MINNESOTA

By: _____
Eric Johnson, Chairperson

Attest: _____
Jeffrey Babinski, County Administrator

PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: Tuesday, April 7, 2020

9:00 a.m.

Place: Room 219, Courthouse, Caledonia, MN

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

*All Members participated via conference call due to declared peacetime emergency. Conference call information was shared for public participation

Board Workgroup Session

Call to order.

Administrator Babinski provided an update to the Board on county operations and adjustments to meet the changing demands of the COVID-19 response. His two primary concerns for upcoming activities remain the District #5 Special Elections and the Local (and County) Boards of Equalization and Adjustment – preparations for both continue.

The Board discussed held further discussion on the potential of an abating the penalties for property tax payments received after the May 15 deadline, but before July 15. Administrator Babinski shared the discussions among other Counties and what may come from statewide action. He will have a resolution prepared for the April 14 Board meeting.

Engineer Pogodzinski joined the conference call and shared information about a potential project that may require program reshuffling. He shared four options with the board under consideration for repair of CSAH 3 west of Brownsville. The area of CSAH 3 has significant degradation due to an unstable peat layer below the road surface. His options ranged from continued temporary surface repairs to replacement of much of the road bed to stabilize the area. His staff will continue to evaluate the road conditions and their design options, so doesn't require board action at this time.

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

BOARD OF COUNTY COMMISSIONERS
HOUSTON COUNTY, MINNESOTA

By: _____
Eric Johnson, Chairperson

Attest: _____
Jeffrey Babinski, County Administrator

PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: Tuesday, April 14, 2020

9:30 a.m.

Place: Commissioners Room, Courthouse, Caledonia, MN

*Virtual Meeting Held due to Peacetime Emergency Declaration in response to COVID-19 Pandemic.

Members Present: Eric Johnson

Via Telephone: Teresa Walter, Jack Miller, and Robert Burns

Others Present: Administrator Babinski, Reporter Moorhead, Finance Director Lapham,
Deputy Auditor/Treasurer Larissa Erickson

Via Phone: Sue Schwebach, John Pugleasa, and Theresa Arrick-Kruger

Call to order.

Presiding: Chairman Johnson

Call to order. Pledge of Allegiance.

Commissioner Burns moved, Commissioner Walter seconded, unanimously carried to approve the agenda, with amendments.

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	N/A
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Commissioner Walter moved, Commissioner Miller seconded, carried to approve the Minutes from the March 24 Board Meeting.

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	N/A
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Commissioner Burns moved, Commissioner Walter seconded, unanimously carried to approve the Minutes from the March 31 Work Group Session.

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	N/A
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Commissioner Walter moved, Commissioner Miller seconded, unanimously carried to approve the Minutes from the April 7 Work Group Session.

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	N/A
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Public Comment: None at this time

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

- 1) File No. 1 - Approve payment of the license center and Human Services disbursements and the following claims

County Revenue Fund	\$256,965.21
Road & Bridge Fund	\$186,938.13

Total	\$443,903.34
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- 2) File No. 3 - Approve Resolution 20-23, State Boat and Water Safety Grant.
INSERT 20-23
- 3) File No. 4 - Approve contract with Tellurian UCAN Inc. for adult mental health crisis stabilization services.
- 4) File No. 5 - Approve contract with Workforce Development Inc. for MFIP/DWP support.
- 5) File No. 6 - Approve contact with Judy Storlie for guardianship services.
- 6) File No. 7 - INFO only: DNR Land Acquisition – Lyle Pohlman.
- 7) File No. 8 - Approve MDA-requested memo for Gypsy Moth spraying.
- 8) File No. 9 - Appoint Elizabeth Houdek to Extension Committee.
- 9) File No. 2 - Affirm the following personnel actions:
 - i. Public Health and Human Services
 1. Hire Tamara Shelton, as a probationary Agency Social Worker - Forensic, C41, Step 3, effective May 1, 2020, conditioned upon successful completion of background check.
 2. Accept the resignation of Tessa Diepenbrock, Agency Social Worker, CMH, effective the end of the work day April 14, 2020, and thank her for her service to the residents of Houston County.
 3. Approve a search for an Agency Social Worker for CMH (position vacated by Tessa Diepenbrock). **Recruitment will be delayed until lift of social distancing requirements

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	N/A
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File No 2. - Commissioner Walter moved, Commissioner Burns seconded, motion carried to reassign Susan Tostenson to the position of probationary Accounting Clerk, B23, Step 1, effective April 27, 2020.

Dist. 1:	No	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	N/A
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Commissioner Walter stated that this is a needed and important position. Commissioner Miller expressed concern with the timing of hiring positions as we face the economic impacts of

the COVID-19 pandemic response. Pugleasa expressed the need for this position and a willingness to delay further recruitment actions for open positions.

File No 2. - Commissioner Walter moved, Commissioner Miller seconded, unanimously carried to table the approval of a search for a Public Health Case Aide, B22 (position vacated by Susan Tostenson for reassignment to Accounting Clerk position).

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	N/A
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File No 10. - Commissioner Burns moved, Commissioner Miller seconded, motion carried to approve the Houston County – Collaborative Design Group, Inc. professional services agreement for Historic Jail Construction Planning.

Dist. 1:	Yes	Dist. 2:	No	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	N/A
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Krueger stated this agreement will provide the County with the architectural drawings of the Historic Jail Building which may be used for future project work on the building. This agreement is funded up to \$10,000 with a competitive grant, with \$8,320 coming from county funds in the 2020 budget. This agreement's approval is required now to keep within the state grant project timeline requirements. One bid received was nearly double the accepted quote from Collaborative Design Group, which the County has worked with in the past on grant submissions.

The Board discussed the timing of the project, but also the implications of passing up the grant money after requesting and then being awarded the grant. Commissioner Johnson reiterated concern over investing in the building without a solid plan for re-use. Commissioner Burns and Miller agreed, but felt the outside would need work, no matter what the use decided and this would allow us to have the documents to proceed in the future, once a use is determined. Commissioner Johnson asked if the grant for construction/repair of the jail could come out before the courthouse. Kruger stated no, unless the Board chose otherwise, we could continue to prioritize the Historic Courthouse for the large grant submissions.

File No. 11 - Commissioner Miller moved, Commissioner Walter seconded, unanimously carried to accept the low bid quotes from Bruening Rock and Milestone Materials for CP 2020-01 for delivery of stockpiled aggregate for various highway projects

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	N/A
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Pogodzinski described this yearly contract which provides aggregate for a variety of planned and budgeted projects in 2020.

File No. 12 - Commissioner Walter moved, Commissioner Burns seconded, unanimously carried to accept all bid quotes for stockpiled aggregate quotes under CP 2020-02 for use in regular maintenance or emergency situations.

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	N/A
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Pogodzinski stated this a yearly contract which provides quick access to materials for routine maintenance or emergency repair situations.

File No. 13 - Commissioner Burns moved, Commissioner Miller seconded, unanimously carried to accept all bid quotes for equipment rental prices under CP 2020-03 for use in regular maintenance or emergency situations.

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	N/A
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Pogodzinski stated this a yearly contract which provides quick access to equipment for routine maintenance or emergency repair situations. Commissioner Burns asked if this covers all emergencies and if expenses would be reimbursed through FEMA. Pogodzinski stated that these rates are valid with or without FEMA reimbursement, but have been accepted in the past by FEMA for reimbursement calculations in qualifying events. Commissioner Miller asked if we ever borrow from Fillmore or Winona Counties. Pogodzinski stated that we rarely do for these items, as most those counties have similar equipment to us and usually need it at the same time as us. He stated county-to-county cooperation is an option to consider in emergency situations.

File No. 14 - Commissioner Walter moved, Commissioner Burns seconded, unanimously carried to accept the low bid quote for CP 2020-06 for Otta Seal Surfacing on CSAH 24.

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	N/A
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Pogodzinski stated this contract provides a surface sealing solution to extend the life of CSAH 24, with some use on CSAH 3 and 6 as well. This product hadn't been used in Houston County in recent years, but Fillmore County has been using it with good success as a cost-efficient method to extend road life and quality.

File No. 15 - Commissioner Walter moved, Commissioner Burns seconded, unanimously carried to accept the low bid for annual liquid chloride purchase for use by County, Townships and Cities from Bluff Country Brine.

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	N/A
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Pogodzinski stated that this is an annual consolidated contract with quantities designated for County, township, and city use.

File No. 16 - Commissioner Walter moved, Commissioner Miller seconded, unanimously carried to approve Resolution 20-24, Final acceptance of Contract 291 with Mathy Construction.

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	N/A
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INSERT RES 20-24

File No. 17 - Commissioner Miller moved, Commissioner Walter seconded, unanimously carried to approve Resolution 20-22, Property Tax Abatements.

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	N/A
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Babinski stated the County Board couldn't change the due-date of Property Tax payments, but did have the authority to address the payment penalties usually assigned to late payments. This resolution authorizes the Auditor/Treasurer to not charge penalty fees on payments received between May 15 and July 15. The resolution excludes escrow payments and previously scheduled automatic bank transfers.
INSERT RES 20-22

DISCUSSION ITEMS

Administrator Babinski and Environmental Services Director Lacher spoke briefly about the drop sites and modifications to procedures to keep employees and the public safe during the Stay-at-Home order. The Board agreed to an interim plan to collect fees without personal contact (cash, check – no change) and accept all products except mattresses as long as residents can drop off/unload without assistance. Social Distancing practices will be enforced to reduce congestion inside the drop site locations.

Administer Babinski reminded all that it was Election Day for the District 5 position with the canvassing board set for Friday, April 17.

Commissioner Walter stated she attended an Extension meeting and said they were requesting to re-allocate funds designated by the board for an intern hire to use for fair preparation, since the intern wasn't hired. She relayed a question about opening Wildcat Park. Babinski stated that annual permit holders could move their trailer to the park, but not hook anything up yet. The park will remain closed in accordance with state guidelines, and opened as soon as able, as guidelines change. She also said Dick Walter as continuing work on seeking grant money for projects at Botcher Park. Finally, she relayed some of the questions she had received concerning the 2021 property valuation statements, which residents recently received.

Commissioner Burns stated that he was at some of the drop sites this weekend and supported them being open as long as people are willing to do the work themselves. He also received questions related to the property valuation statements, and expressed appreciation to the Assessor's office for addressing them.

Commissioner Miller relayed updates from Hiawatha Valley, with positive news concerning their facility move in Caledonia. He requested further discussion on a hiring freeze during the pandemic response.

Commissioner Johnson shared some of the property valuation concerns he's heard from constituents, as well. He shared concern about the rates set for rural preserve – green acres. He also shared that Elizabeth Houdek would be a good addition to the Extension Committee.

No additional public comment.

There being no further business and the time being 11:31 a.m., motion was made by Commissioner Burns, and seconded by Commissioner Miller and unanimously carried to adjourn the meeting. The next advertised meeting being a Board Workgroup Session on Tuesday, April 21, 2020.

BOARD OF COUNTY COMMISSIONERS
HOUSTON COUNTY, MINNESOTA

By: _____
Eric Johnson, Chairperson

Attest: _____
Jeffrey Babinski, County Administrator

PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: Tuesday, April 21, 2020

9:00 a.m.

Place: Room 219, Courthouse, Caledonia, MN

Members Present: Eric Johnson, Teresa Walter, Jack Miller, Robert Burns and Greg Myhre

*All Members participated via conference call due to declared peacetime emergency. Conference call information was shared for public participation

Board Workgroup Session

Call to order.

The Board welcomed District #5 Commissioner Greg Myhre as he began today filling the remaining term of Commissioner Fred Arnold.

Administrator Babinski provided an update to the Board on county operations and adjustments to meet the changing demands of the COVID-19 response. Most operations are stable, with minor changes in support for License Plate renewals and drop site operations.

The Board discussed feedback from the recent Local Boards of Adjustment and Equalization sharing concern over the Rural Preserve land price increase and processing errors discovered from reviewing landowner questions and feedback.

Administrator Babinski provided an update from the Highway Building Planning Committee and ongoing discussions with the Barrientos Design firm as the plans and documents are being finalized for a request for proposal for a construction manager.

The Board briefly discussed committee assignments – Administrator Babinski will have the list ready for review and re-assignments at the April 28 Board meeting.

The workgroup session adjourned at 9:50 a.m.

BOARD OF COUNTY COMMISSIONERS
HOUSTON COUNTY, MINNESOTA

By: _____
Eric Johnson, Chairperson

Attest: _____
Jeffrey Babinski, County Administrator

PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: Tuesday, April 28, 2020

9:30 a.m.

Place: Commissioners Room, Courthouse, Caledonia, MN

*Virtual Meeting Held due to Peacetime Emergency Declaration in response to COVID-19 Pandemic.

Members Present

Via Computer: Eric Johnson, Teresa Walter, Jack Miller, Robert Burns, and Greg Myhre

Others Present: Administrator Babinski, Reporter Moorhead, Finance Director Lapham,

Via Phone: Sue Schwebach, John Puggleasa, Theresa Arrick-Kruger, Heather Myhre, Audrey Staggemeyer

Call to order.

Presiding: Chairman Johnson

Call to order. Pledge of Allegiance.

Commissioner Walter moved, Commissioner Burns seconded, unanimously carried to approve the agenda, with amendments.

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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Commissioner Burns moved, Commissioner Miller seconded, carried to approve the Minutes from the April 14 Board Meeting.

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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Commissioner Burns moved, Commissioner Walter seconded, unanimously carried to approve the Minutes from the April 21 Work Group Session.

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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Public Comment: None at this time

File No. 3 - Krista Ross, Executive Director of SELCO, and the Librarians from Houston County's five community libraries discussed the contract with Houston County to provide funding to the libraries based on the 'rural' residents of the county, not including those within the cities that provide direct library funding. For 2020, the county payment of \$163,477 computed to a \$20.63 per capita level of support. The libraries have requested an annual 3% increase for the next three years under a 2021-2024 contract proposal. Commissioner Walter suggested the

County Board and SELCO meet to negotiate a rate less than 3%, given the current economic situation. The Board will review SELCO's proposal and formalize a decision later into the year.

File No. 4 - Public Health and Human Services Director Pugleasa and team provided an update to the board on COVID-19 activity to date. They provided a history of our Public Health actions thus far and an outlook of what may be ahead for Public Health as this pandemic develops.

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

- 1) File No. 1 - Approve payment of the license center and Human Services disbursements and the following claims

County Revenue Fund	\$55,393.35
Road & Bridge Fund	\$253,297.86

Total	\$308,691.21
	=====

- 2) File No. 2 - Affirm the following personnel actions:

- i. Public Health and Human Services

1. Change the status of Elizabeth Knutson, Public Health Nurse, from probationary to regular effective April 29, 2020.

- ii. Highway

1. Accept the resignation of Robert Ott, DoT Sign Specialist, effective the end of the workday April 30, 2020, with thanks for his service to the residents of Houston County.
2. Approve a search for a DOT Sign Specialist. **Recruitment will be delayed until lift of social distancing requirements

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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File No. 5 - Commissioner Walter moved, Commissioner Miller seconded, unanimously carried to accept the low bid quote from Mathy Construction for SP 028-606-024, which includes paving on CSAH 6.

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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Pogodzinski provided an overview of the project for CSAH 6 and discussed his conversations with the townships affected, who had requested extra paved shoulders for foot and bike traffic. He stated the more travelled half would have 4ft shoulders and the rest would have 2ft shoulders to satisfy the bike travel needs. The contract bid amount from Mathy Construction Totaled \$2,416,084.64, which is 10.27% under the original Engineer's estimate.

File No. 6 - Commissioner Burns moved, Commissioner Miller seconded, unanimously carried to accept the low bid quotes from Icon Constructor's LLC for bridge maintenance on Bridges 28555, 28524, 28522, and 28525.

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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Pogodzinski requested the board's approval for four projects and rejection of two project quotes. The additional two projects were not required this year, but quoted in case costs came within budget to add an additional project to this year's budget. The approved project costs are \$13,742.75 for Bridge 28555, \$11,000 for Bridge 28524, \$26,591.00 for Bridge 28522 and \$19,537.50.

File No. 6 - Commissioner Burns moved, Commissioner Walter seconded, unanimously carried to reject the bid quotes for bridge maintenance on Bridges 28505 and 28523.

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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File No. 7 - Commissioner Miller moved, Commissioner Walter seconded, motion failed to approve the exclusion of the employees of the Houston County Sheriff's Office from the Paid Sick Leave and Expanded Family and Medical Leave pursuant to the Families First Coronavirus Response Act.

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	No	Dist. 4:	No	Dist. 5:	No
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HR Director Arrick-Kruger recommended the Board approve an exclusion of all members of Law Enforcement Labor Services, Inc., Local #60 (Jailer/Dispatcher Unit), Law Enforcement Labor Services, Inc., Local #237 (Licensed Deputy Unit), Law Enforcement Labor Services, Inc., Local #415 (Licensed Lieutenant Unit), and the Minnesota Association of Professional Employee positions of Chief Deputy Sheriff and Jail Administrator from the Paid Sick Leave and Expanded Family and Medical Leave pursuant to the Families First Coronavirus Response Act (FFCRA). The FFCRA allows for employers to exclude emergency responders from the mandatory leave requirements. Arrick-Kruger and Administrator Babinski explained the Sheriff requested this exemption and supported this application of the allowed exception. Those opposed requested additional information before they could consider a positive vote for this exclusion.

DISCUSSION ITEMS

Commissioner Walter voiced positive feedback from a recent policy and public safety committee meeting, where there was discussion about current challenges and the growing trend towards rehabilitation instead of incarceration. She also listened in on the AMC Webinar with Governor Walz and was happy to hear his continued support for County financial concerns.

Commissioner Walter departed the meeting at 11:45, after her update.

Commissioner Burns attended the AMC Transportation Committee meeting, with discussions on the impact on reduced revenue from gas and sales tax and broadband funding. He also shared news a city had received zero bids on their municipal bond proposal.

Commissioner Miller attended a Hiawatha Valley update, and it still sounds like they are on track to move into their new Caledonia office as scheduled.

Commissioner Johnson shared he had received several calls related to the property valuation statements and expressed concern over the questions related to rural preserve values and homestead credits.

Commissioner Myhre questioned Engineer Pogodzinski on why the county does not bill homeowners for chloride application on County gravel roads the way some townships do. He felt it may be an option for the County to save expense on taxpayers by passing the cost to those who directly benefit for the application. Engineer Pogodzinski shared the County has not previously charged residents, under the consideration that County roads are travelled by all residents, but it could be considered. Application of the chloride usually begins in early May and normally to areas in front of houses or businesses, with some businesses paying for longer sections of road. Administrator Babinski and Engineer Pogodzinski will look into a billing option and present the information to the board at a later date.

No additional public comment.

There being no further business and the time being 12:00 a.m., motion was made by Commissioner Burns, and seconded by Commissioner Myhre and unanimously carried to adjourn the meeting. The next advertised meeting being a Board Workgroup Session on Tuesday, May 5, 2020.

BOARD OF COUNTY COMMISSIONERS
HOUSTON COUNTY, MINNESOTA

By: _____
Eric Johnson, Chairperson

Attest: _____
Jeffrey Babinski, County Administrator

PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: Tuesday, May 5, 2020

9:00 a.m.

Place: Commissioners Room, Courthouse, Caledonia, MN

*Virtual Meeting Held due to Peacetime Emergency Declaration in response to COVID-19 Pandemic.

Members Present

Via Computer: Eric Johnson, Teresa Walter, Jack Miller, Robert Burns, and Greg Myhre

Others Present: Administrator Babinski, Reporter Moorhead, Finance Director Lapham,

Via Phone: Theresa Arrick-Kruger, Sheriff Mark Inglett

Call to order.

Presiding: Chairman Johnson

Call to order. Pledge of Allegiance.

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

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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Public Comment: None at this time

File No. 2 - Commissioner Walter moved, Commissioner Myhre seconded, unanimously carried to approve the exclusion of the employees of the Houston County Sheriff's Office, specifically all members of Law Enforcement Labor Services, Inc., Local #60 (Jailer/Dispatcher Unit), Local #237 (Licensed Deputies Unit), Local #415 (Licensed Lieutenant Unit); the Minnesota Association of Professional Employee positions of Chief Deputy Sheriff and Jail Administrator; and the American Federation of State, County and Municipal Employees Council 65 position of Emergency Management Coordinator from the Paid Sick Leave and Expanded Family and Medical Leave pursuant to the Families First Coronavirus Response Act.

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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HR Director Arrick-Kruger and Sheriff Inglett recommended the Board approve this exclusion due to the critical safety and security roles and essential services provided by the employees of the Houston County Sheriff's Office. This exclusion does not apply to the administrative positions supporting the Sheriff's office.

DISCUSSION ITEMS

File No. 3. The Commissioners reviewed and reassigned committee member assignments to Commissioner Myhre. Commissioner Myhre will assume duties on the Finance Standing Committee, the Airport Commission, Planning Commission, Bear Creek Watershed Committee and SEMCAC Board. He will also serve as the County delegate to the AMC General Government sub-committee.

There being no further business and the time being 9:33 a.m., motion was made by Commissioner Walter, and seconded by Commissioner Burns and unanimously carried to adjourn the meeting.

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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Following the Emergency Board Meeting, the Board called their regularly scheduled Board Workgroup Session to Order.

The Board discussed the proposal from SELCO for the next 3-year contract supporting the Libraries of Houston County. SELCO proposed a 3% annual increase to their contract amounts. Commissioner Walter suggested a negotiation session with SELCO was appropriate, given the fiscal uncertainty we currently face. The Board was in consensus and asked Administrator Babinski to arrange the session, with Commissioners Walter and Burns representing the board.

Administrator Babinski updated the Board on current operations of the county and plans for a Preparedness Plan similar to what Executive Order 20-48 required of companies to return to normal operations. He briefed opening up the County facilities would look similar to their closure, in a phased approach. Physical barriers have been placed in key areas and the facility is being prepared for social distancing measures, etc.

The workgroup session adjourned at 10:45.

BOARD OF COUNTY COMMISSIONERS
HOUSTON COUNTY, MINNESOTA

By: _____
Eric Johnson, Chairperson

Attest: _____
Jeffrey Babinski, County Administrator

PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: Tuesday, May 12, 2020

9:35 a.m.

Place: Commissioners Room, Courthouse, Caledonia, MN

*Virtual Meeting Held due to Peacetime Emergency Declaration in response to COVID-19 Pandemic.

Members Present via Computer:

Eric Johnson, Teresa Walter, Jack Miller, Robert Burns, and Greg Myhre

Others Present via Computer/Phone:

Administrator Jeff Babinski, Deputy Auditor/ Treasurer Larissa Erickson, Reporter Moorhead, Finance Director Lapham, Theresa Arrick-Kruger, Sheriff Mark Inglett, and Puleasa

Call to order.

Presiding: Chairman Johnson

Call to order. Pledge of Allegiance.

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

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	NP
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Commissioner Walter moved, Commissioner Burns seconded, carried to approve the Minutes from the April 28 Board Meeting.

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	NP
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Commissioner Burns moved, Commissioner Walter seconded, unanimously carried to approve the Minutes from the May 5 Board Meeting and Work Group Session.

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	NP
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Public Comment: None at this time

Commissioner Myhre Joined the meeting at 9:39 am.

PH&HS provided an update on the COVID-19 pandemic and response. Heather Myhre addressed a common question concerning negative test results for COVID-19. Unlike Wisconsin, Minnesota is not sharing those numbers at a county level. Each state tracks and provides slightly different information, and we'll share what we can from MDH when they share it with us. The

state case rate is doubling every nine days. Although Houston County remains at only two confirmed cases, Allamakee County, Iowa to our south has over 100 cases now. PH&HS is working with local long-term care facilities on PPE mask fitting testing and training. As we see the stay at home order lift we will likely see an uptick in Covid-19 cases.

Commissioner Myhre asked if testing was available in La Crosse: “Yes, depending on the need.” Walters asked if we should be wearing masks. Pogleasa stated that a cloth face covering/homemade mask is only good when you cannot remain 6 feet apart as help to prevent the wearer from spreading anything. From a legal perspective, we cannot force by law the wearing of a mask. The Board expressed interest in more press releases and information to the public addressing mask wear.

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

- 1) File No. 1 - Approve payment of the License Center and Human Services disbursements and the following claims

County Revenue Fund	\$35,637.44
Road & Bridge Fund	\$22,992.57

Total	\$58,630.01
	=====

- 2) File No. 3 – Approve Resolution 20-25 Viking Snowmobile Trail
- 3) File No. 4 – Approve Resolution 20-26 Gopherland Snowmobile Trail
- 4) File No. 5 – Approve Resolution 20-27 La Crescent Snowmobile Trail
- 5) File No. 6 – Approve Resolution 20-28 Houston Money Creek Snowmobile Trail
- 6) File No. 2 - Affirm the following personnel actions:

- i. Sheriff’s Office

1. Hire Kurt Zehnder, Nathan Klinski, Seth Louks, Kaylee Inglett, Doug Inglett and Brett Levin as temporary-casual (67 day) Deputy Sheriffs for Water Patrol and Road Patrol augmentation.

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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ACTION ITEMS

File No. 7 - Commissioner Burns moved, Commissioner Walter seconded, unanimously carried to approve a Conditional Use Permit for Greg Larson to build a dwelling on less than 40 acres in an Ag district in Houston Township, with the following conditions: The permittee shall comply with all federal, state and local laws and regulations.

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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File No. 8 - Commissioner Burns moved, Commissioner Walter seconded, unanimously carried to approve a Conditional Use Permit for Sarah Sander to operate a pet crematorium in an Ag District in Brownville Township, with the following conditions:

1. The Permittee shall comply with all federal, state and local laws and regulations;
2. The County may enter onto the premises at reasonable times and in a reasonable manner to ensure the permit holder is in compliance with the conditions and all other applicable statutes, rules and ordinances.

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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Aaron Lacher spoke briefly on this CUP, and went through the two conditions. Sander owns the land, though the business will be run by others. The building and the permit would stay on this site.

File No. 9 - Commissioner Burns moved, Commissioner Miller seconded, unanimously carried to approve a Conditional Use Permit for Pamela Bauer to operate a pet crematorium in an Ag District in Winnebago Township, with the following conditions:

1. The Permittee shall comply with all federal, state and local laws and regulations;
2. The County may enter onto the premises at reasonable times and in a reasonable manner to ensure the permit holder is in compliance with the conditions and all other applicable statutes, rules and ordinances.

3. The Permittee shall use appropriate cremation bags for animal carcass transport.

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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Aaron Lacher spoke briefly on this CUP, and went through the four conditions. Lacher recommends some discussion on condition number three, which addressed bringing the property parcel into compliance with the County Zoning Ordinance. He explained the property has a potential setback violation resulting from an agricultural building which appears to split the property line. As written, this condition would prevent the applicant from starting their business. The applicant is actively working to resolve this issue. Lacher explained the issue may be more appropriately dealt with during a forthcoming zoning permit process for the construction planned by the applicant. Commissioner Burns recommended removing this condition so the applicant could move forward with the process to operate their business while the property line issue is resolved. Commissioner Johnson also expressed interest in eliminating this condition so it could be dealt with separately. The motion made/passed removed this condition.

File No. 10 – Commissioner Walter moved, Commissioner Miller seconded, unanimously carried to send a letter to our Legislative delegation to request support for extending the DHS waivers and procedure modifications past the peacetime emergency period for COVID-19 response.

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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Pugleasa spoke briefly in support of extending the waivers and procedure modifications past the peacetime emergency period to allow a proper balance of social distancing and other health considerations with the requirements of the many PH&HS programs.

DISCUSSION ITEMS

Administrator Babinski shared that first half of 2020 property tax payments have been coming in at a pace equal to or exceeding last year. As of yesterday, the Auditor/Treasurer had receipted \$9.4 million. There have been some inquiries into the 2-month abatement of payment late fees, but most payments were received on schedule.

He shared that the Household Hazardous Waste collection event has been rescheduled for May 30th to avoid the holiday weekend. Environmental Services is coordinating closely with La Crosse County to ensure we are prepared to execute the event safely, with added measures for HAZMAT and COVID-19 considerations.

He also shared that five precincts have opted for “Mail-in” voting only for the fall elections. The filing period for interested applicants starts runs from May 19 to June 2. Absentee voting for the Primary election begins June 26.

In response to a previous meeting’s discussion, he and Engineer Pogodzinski shared that the average cost per homestead for Chloride application was \$147.92 per homestead. The board continued a discussion to pass the cost of Chloride application along County gravel roads to the affected property owners. Administrator Babinski stated that adding this fee would require a public hearing. Commissioner Myhre requested an action item for consideration at the next meeting to add this fee and schedule a public hearing.

Commissioner Walter attended a personnel meeting for Workforce Development, Inc. to discuss their salary negotiations. She also attended an AMC webinar on COVID-19 topics.

Commissioner Burns attended the land use committee meeting this morning and provided an update on the projects planned this summer. He addressed the CSAH 6 project and issues with fixing a curve on CSAH 25. He also shared the work he had done with Dick Walters at Botcher Park to make it more usable.

Commissioner Miller attended an EDA meeting and shared that a few more companies had taken up the County on the offer to delay payments at this time. EDA is gathering more info on what grant/loan help could be accomplished with County EDA funds. He attended Hiawatha Valley Mental Health meeting, sharing they have moved to the New Caledonia location. Burns asked if we could use EDA funds for business support. Miller stated that EDA has limited funds to help with promotion, but has been actively sharing business news through social media.

Commissioner Johnson spoke about the meeting with Barrientos to finalize the Request for Proposals for a Construction Manager to finalize the design and construct the Highway Department Shop. There were several proposed changes to align the document with the board’s intent. Administrator Babinski will share the final version with the board later this week once received back from Barrientos and it will be on the May 19 workgroup session agenda for review.

Commissioner Myhre attended his first SEMCAC meeting and discussed the many grants they work with.

Public comment: Randy and Mary Mell asked the Board to consider opening Wildcat Park to the seasonal campers. The Board said they were following the Governor's Executive Orders and MN DNR guidance, but would be reviewing it at their next workgroup session.

There being no further business and the time being 11:44 a.m., motion was made by Commissioner Miller, seconded by Commissioner Walter, unanimously carried to adjourn the meeting. The next advertised meeting being a Board Workgroup Session on Tuesday, May 19, 2020.

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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BOARD OF COUNTY COMMISSIONERS
HOUSTON COUNTY, MINNESOTA

By: _____
Eric Johnson, Chairperson

Attest: _____
Jeffrey Babinski, County Administrator

PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: Tuesday, May 19, 2020

8:30 a.m.

Place: Room 219, Courthouse, Caledonia, MN

Members Present: Eric Johnson, Teresa Walter, Jack Miller, Robert Burns and Greg Myhre

*All Members participated via computer/conference call due to declared peacetime emergency.

Conference call information was shared for public participation

Board Workgroup Session

Call to order.

The Board reviewed the proposed Request for Proposal for a Construction Manager to provide the final design and construct a Highway Maintenance Facility. The board was in general agreement that the RFP addressed their concerns for flexibility in construction material options and final design considerations for after a construction manager is hired.

The Board discussed opening Wildcat Park based on the current Executive Order and MN DNR guidance. The Board felt that Wildcat Park should be opened to seasonal campers and those with self-contained camper units while the park facilities (showers/bathrooms/docks) would remain closed until the park could be opened to all recreational camping. Several members of the public attended via phone and expressed their desire to start camping and their ability to do so in a safe manner. The Board asked for the park to be open in the limited capacity starting May 20th.

Administrator Babinski provided an update to the Board on county operations and the planned adjustments to begin opening county facilities slowly and incrementally aligned with the changing guidance within the Governor's Executive Orders. County staff will start offering additional services "by appointment only" to ensure social distancing, cleaning, and other requirements could be met to offer services in a way safe for both the public and county staff.

Commissioner Burns shared that the sign for Botcher Park has been constructed and is ready to install. He felt after discussions with the Highway department, there was enough funds in the Botcher Park budget to take care of the sign and some trail maintenance, but not enough to provide a picnic area at this time.

The workgroup session adjourned at 10:50 a.m.

BOARD OF COUNTY COMMISSIONERS
HOUSTON COUNTY, MINNESOTA

By: _____
Eric Johnson, Chairperson

Attest: _____
Jeffrey Babinski, County Administrator

PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: Tuesday, May 26, 2020

9:30 a.m.

Place: Commissioners Room, Courthouse, Caledonia, MN

*Virtual Meeting Held due to Peacetime Emergency Declaration in response to COVID-19 Pandemic.

Members Present via Computer:

Eric Johnson, Teresa Walter, Jack Miller, Robert Burns, and Greg Myhre

Others Present via Computer/Phone:

Administrator Jeff Babinski, Reporter Moorhead, Finance Director Lapham, HR Director Theresa Arrick-Kruger, PH&HS Director Pugleasa, Assessor Cresswell, Engineer Pogodzinski

Call to order.

Presiding: Chairman Johnson

Call to order. Pledge of Allegiance.

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

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Y
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Commissioner Walter moved, Commissioner Burns seconded, carried to approve the Minutes from the May 12 Board Meeting.

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Y
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Commissioner Walter moved, Commissioner Burns seconded, unanimously carried to approve the Minutes from the May 19 Work Group Session.

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Y
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Public Comment: None at this time

PH&HS provided an update on the COVID-19 pandemic and state-wide trends. They encouraged everyone to remain vigilant as COVID-19 is still spreading around the state and local areas.

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

- 1) File No. 1 - Approve payment of the License Center and Human Services disbursements and the following claims

County Revenue Fund	\$107,407.03
Road & Bridge Fund	\$ 52,975.04

Total	\$160,382.07
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- 2) File No. 3 – Approve assignment of county-issued credit cards to:
 - i. Commissioner Greg Myhre
 - ii. Houston County Public Health
- 3) File No. 4 – Approve Liquor, Wine and Beer Licenses for the following:
 - i. Liquor Licenses, Wine and Strong Beer
 1. Ferndale Golf LLC
 2. Foursome Golf Group LLC dba Valley High Golf Club
 3. Denstad Enterprises Inc. dba Shellhorn Roadhouse
 4. Gasthaus LLC dba Little Miami
 5. City of La Crescent dba Pine Creek Golf Course (Wine and Strong Beer)
 - ii. On Sale Beer Licenses
 1. City of La Crescent dba Pine Creek Golf Course
 2. Lawrence Lake Marina LLC dba Lawrence Lake Marina
 3. Gopher State Sportsmans Club
 4. La Crescent Snowmobile Club
 - iii. Off Sale Beer Licenses
 1. City of La Crescent dba Pine Creek Golf Course
 2. Lawrence Lake Marina dba Lawrence Lake Marina
 3. La Crescent Snowmobile Club
 4. Houston Food Mart
 - iv. Club Liquor License
 1. MaCal Grove Country Club Inc.
- 4) File No. 5 – Approve the 2020 Wildcat Park Management Agreement.
- 5) File No. 2 - Affirm the following personnel actions:
 1. Assessor's Office
 1. Confirm the change of employment status of David Feuerhelm, Appraiser Trainee from probationary to regular effective May 25, 2020.
 2. Confirm the change of employment status of Joseph Olson, Appraiser Trainee from probationary to regular effective May 25, 2020.
 2. Corrections
 1. Approve the temporary change of FTE for Barbara Schmitz, Technical Clerk I, from .8 FTE to 1.0 FTE effective June 2,

2020 until the return to work of the office's 0.7 FTE Technical Clerk I.

3. Public Health & Human Services

1. Extend the probationary period of Karlee Moulton, probationary Social Worker from 6 months ending June 1, 2020 to November 1, 2020. (This is not a reflection on the employee, but due to disruption in DHS Core and County training schedules due to the COVID-19 health emergency preventing the department and employee from completing requisite training. Plans for completing the training are in place.)

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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ACTION ITEMS

File No. 7 - Commissioner Walter moved, Commissioner Miller seconded, unanimously carried to approve the assignment and search for a casual/temporary (67 day) employee, A11 to augment Facility Maintenance staff for additional sanitation efforts due to the COVID-19 health emergency and approve the assignment and search for a casual/temporary (67 day) employee, A11 to augment the License Center for additional support to Driver License Services due to the COVID-19 health emergency.

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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File No. 8 - Commissioner Burns moved, Commissioner Walter seconded, unanimously carried to approve 11 Property Tax abatements for taxes payable in 2020 or earlier.

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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File No. 9 - Commissioner Myhre moved, Commissioner Burns seconded, unanimously carried to approve Resolution 20-29 CARES Act Grant Agreement-Airport.

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	N/A	Dist. 5:	Yes
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Commissioner Walter dropped from the meeting from 10:24 and re-joined at 10:25, missing the vote on this item, but had expressed support for approval.

File No. 10 – Commissioner Burns moved, Commissioner Walter seconded, unanimously carried to accept the low bid quote for project CP 2020-05, Pavement Marking, from Sir Lines-a-Lot for \$116,227.00.

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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Commissioner Myhre moved, Commissioner Walter seconded, unanimously carried to approve developing a fee and charging affected property owners for Chloride treatment along gravel County Highway roads.

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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Engineer Pogodzinski shared that the cost of applying Chloride to County-maintained gravel road surfaces came to \$62,120 in 2019 and was expected to be slightly higher in 2020. He estimated the fees would be about \$200-250 per household based on current application rates and how Townships charge for this service (varies by township). Based on this vote, he will formalize a process to advertise and collect these fees. The fees will be developed and shared with the general public as the 2021 budget is developed and a public hearing will be held before the board makes a final decision to assess these fees to the residents along the County-maintained gravel roads.

File No. 10 – Commissioner Miller moved, Commissioner Burns seconded, unanimously carried to approve and release of a Request for Proposal to hire a Construction Manager to oversee final design and construction of a Highway Department facility and site modifications.

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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DISCUSSION ITEMS

Administrator Babinski reminded all of the Household Hazardous Waste collection event has been rescheduled for May 30th to avoid the holiday weekend. He also addressed the plans for opening the County facilities ‘by appointment only’ and a gradual return to normalized operations.

Commissioner Walter reminded all about the upcoming District IX meeting. She shared information from the EMS Board meeting, with news of how they’ve adapted their training to online resources and are starting to offer limited classes again. She expected a similar funding request as last year’s to help support the regional EMS training program.

Commissioner Burns shared news from an MC webinar discussing state-level funding issues, expressing there was some concern about the state de-funding the CPA. During the Finance Committee meeting, they discussed the county had received 97% of the expected tax revenue from the 1st half of the year payments and that county expenditures were within expectations for this time of the year.

Commissioner Miller commended the La Crescent personnel in charge of the Memorial Day services for doing a good job despite being scaled back from COVID-19 restrictions.

Commissioner Johnson mentioned his water planning committee meeting had been postponed and had a RRWC district meeting scheduled in June.

Commissioner Myhre suggested the staff look at raising the per household fees charged to the townships for solid waste to better balance the expenses assumed within the County budget.

Public comment: None

There being no further business and the time being 11:15 a.m., motion was made by Commissioner Myhre, seconded by Commissioner Burns, unanimously carried to adjourn the meeting. The next advertised meeting being a Board Workgroup Session on Tuesday, June 2, 2020.

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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BOARD OF COUNTY COMMISSIONERS
HOUSTON COUNTY, MINNESOTA

By: _____
Eric Johnson, Chairperson

Attest: _____
Jeffrey Babinski, County Administrator

PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: Tuesday, June 2, 2020

9:00 a.m.

Place: Room 219, Courthouse, Caledonia, MN

Members Present: Eric Johnson, Teresa Walter, Jack Miller, Robert Burns

Not Present: Greg Myhre (joined briefly at end of meeting)

*All Members participated via computer/conference call due to declared peacetime emergency.
Conference call information was shared for public participation

Board Workgroup Session

Call to order.

Auditor/Treasurer Trehus updated the board on her plans for election training and status of acquiring poll pads through grant support from the state.

The Board discussed seasonal reservation policies concerning transfer of sites if a camper is sold/site vacated. The Board agreed that a remaining portion of a camp-site seasonal rental could be transferred, but only for the remaining portion of that year. The purchaser would then go onto the waiting list for consideration and the spot would be opened to the next on the list and/or be included in the lottery, consistent with the Wildcat Park ordinance. The Parks Committee will look at the need to perform the lottery for site assignments for the 2021 camping season. The Board also discussed the steps necessary to open the park to recreational camping, consistent with Executive Order 20-63 and DNR guidelines.

Administrator Babinski provided an update to the Board on county operations and the adjustments made to open county facilities slowly and incrementally. County staff has started offering additional services “by appointment only” to ensure social distancing, cleaning, and other requirements could be met to offer services in a way safe for both the public and county staff.

The Board discussed the timeline on RFP question submission, review, and proposal deadlines for the Highway Department facility.

The workgroup session adjourned at 10:37 a.m.

BOARD OF COUNTY COMMISSIONERS
HOUSTON COUNTY, MINNESOTA

By: _____
Eric Johnson, Chairperson

Attest: _____
Jeffrey Babinski, County Administrator

PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: Tuesday, June 9, 2020

9:30 a.m.

Place: Commissioners Room, Courthouse, Caledonia, MN

*Virtual Meeting Held due to Peacetime Emergency Declaration in response to COVID-19 Pandemic.

Members Present via Computer:

Eric Johnson, Teresa Walter, Jack Miller, Robert Burns, and Greg Myhre

Others Present via Computer/Phone:

Administrator Babinski, Reporter Moorhead, Finance Director Lapham, HR Director Arrick-Kruger, PH&HS Director Puleasa, Assessor Cresswell, Engineer Pogodzinski, Environmental Services Director Lacher, Recorder Schwebach

Call to order.

Presiding: Chairman Johnson

Call to order. Pledge of Allegiance.

Commissioner Burns moved, Commissioner Walter seconded, unanimously carried to approve the agenda as amended.

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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Commissioner Walter moved, Commissioner Burns seconded, carried to approve the Minutes from the May 26 Board Meeting.

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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Commissioner Walter moved, Commissioner Myhre seconded, unanimously carried to approve the Minutes from the June 2 Work Group Session.

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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Public Comment: None at this time

PH&HS provided an update on the COVID-19 pandemic and state-wide trends. They encouraged everyone to remain vigilant as COVID-19 is still spreading around the state and local areas. There are now five confirmed cases within the County. They are not isolated to one community, but fortunately are not within any adult care facility.

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

- 1) File No. 1 - Approve payment of the License Center and Human Services disbursements and the following claims

County Revenue Fund	\$86,277.01
Road & Bridge Fund	\$124,055.34

Total	\$210,332.35
	=====

- 2) File No. 2 - Affirm the following personnel actions:

1. Auditor/Treasurer's Office

1. Hire Nikki Konkel as a Temporary/Casual employee (67 day) effective June 10, 2020 at a pay rate of A11, Step 2 (\$14.30/hr).

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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ACTION ITEMS

File No. 3 – The Commissioners chose to table a request for a letter of support for the Twin Cities-Milwaukee-Chicago Intercity Passenger Rail Project.

File No. 4 - Commissioner Burns moved, Commissioner Walter seconded, unanimously carried to approve an Interim Use Permit for Mathy Construction to operate a temporary Bituminous Plant in an Ag District in La Crescent Township with two conditions: 1. The Permittee shall comply with all federal, state and local laws and regulations; 2. Permit expiration shall be December 31, 2020.

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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File No. 5 - Commissioner Myhre moved, Commissioner Burns seconded, unanimously carried to approve a Conditional Use Permit for George Kittleson to build a dwelling on less than 40 acres in an Ag District in Sheldon Township, with one conditions: The Permittee shall comply with all federal, state and local laws and regulations.

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	N/A	Dist. 5:	Yes
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File No. 6 – Commissioner Burns moved, Commissioner Myhre seconded, unanimously carried to approve a Conditional Use Permit for Joe Macejik to build a cabin in an Ag District in Houston Township, with one conditions: The Permittee shall comply with all federal, state and local laws and regulations.

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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File No. 7 - Commissioner Myhre moved, Commissioner Walter seconded, unanimously carried to approve a Conditional Use Permit for Mark Frickson to operate a custom meat

processing and fresh meat market in an Ag District in Money Creek Township, with two conditions: 1. The Permittee shall comply with all federal, state and local laws and regulations; 2. The County may enter onto the premises at reasonable times and in a reasonable manner to ensure the permit holder is in compliance with the conditions and all other applicable statutes, rules, and ordinances.

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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File No. 8 – Commissioner Burns moved, Commissioner Miller seconded, unanimously carried to accept the low bid offer for Project SAP 028-625-022 Paving on CSAH 25 (Contract No. 306) from Mathy Construction at a cost of \$2,518,951.38.

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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File No. 9 – Commissioner Myhre moved, Commissioner Walter seconded, unanimously carried to approve Resolution 20-29 County State Aide Highway Funds Advance.

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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RESOLUTION NO. 20-29 County State Aid Highway Funds Advance

WHEREAS, the County of Houston is planning to implement County State Aid Street Project(s) in 2020 which will require State Aid funds in excess of those available in its State Aid Regular/Municipal Construction Account, and

WHEREAS, said County is prepared to proceed with the construction of said project(s) through the use of an advance from the County State Aid Construction Fund to supplement the available funds in their State Aid Regular/Municipal Construction Account, and

WHEREAS, the advance is based on the following determination of estimated expenditures:

Account Balance as of June 1, 2020	\$2,284,727.16
Less estimated disbursements:	
Project #028-625-022	\$2,518,951.38
Project #028-606-024 (Federal Portion)	\$1,680,000.00
Total Estimated Disbursements	\$4,198,951.38

Advance Amount (amount in excess of acct balance)	\$1,914,223.84
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WHEREAS, repayment of the funds so advanced will be made in accordance with the provisions of Minnesota Statutes 162.08, Subd. 5 & 7 and Minnesota Rules, Chapter 8820, and

WHEREAS, the County acknowledges advance funds are released on a first-come-first-serve basis and this resolution does not guarantee the availability of funds.

NOW THEREFORE BE IT RESOLVED by the Board of County Commissioners, Houston County, Minnesota, that the Commissioner of Transportation be and is hereby requested to approve this advance for

financing approved County State Aid Highway Project(s) of the County of Houston in an amount up to \$1,914,223.84 in accordance with Minnesota Rules 8820.1500, Subp. 9 and hereby authorize repayments from subsequent accruals to the Regular/Municipal Construction Account of said County from future year allocations until fully repaid.

File No. 10 – Commissioner Burns moved, Commissioner Walter seconded, unanimously carried to approve 30 Property Tax Abatement requests.

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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File No. 11 – Commissioner Myhre moved, Commissioner Burns seconded, unanimously carried to approve Resolution 20-30 Authorization to Accept Next Generation E-911 Grant Funds.

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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RESOLUTION NO. 20-30 AUTHORIZATION TO ACCEPT NEXT GENERATION E-911 GRANT FUNDS

WHEREAS, The Houston County Sheriff's Office on behalf of Houston County as a member of the Southeast Minnesota Emergency Communications Board, has entered into a contract with the State of MN, Dept of Public Safety, Emergency Communications Division to upgrade the GIS system for Houston County and the PSAP. The contract will run from the approval of this resolution to December 31, 2020, and;

WHEREAS, The Houston County Sheriff and County Assessor (GIS Coordinator) are designated as the Authorized Representatives for the Sheriff's Office and Houston County. The Authorized Representatives are also authorized to sign any subsequent amendment or agreement that may be required by the State of MN to achieve the requirements of the grant.

NOW, THEREFORE, BE IT RESOLVED that the Houston County Board of Commissioners accepts the GIS System Upgrade Funds in the amount of \$17,000, and;

BE IT FURTHER RESOLVED that the County Sheriff and County Assessor (GIS Coordinator) are authorized to execute the contracts necessary to complete this upgrade work.

File No. 12 – Commissioner Walter moved, Commissioner Burns seconded, unanimously carried to approve a contract with Brothers Up North LLC to complete work on the Root River Japanese Hops Project. The Contract amount is \$15,040.00, which if funded directly by grant funds.

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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File No. 13 – Commissioner Walter moved, Commissioner Miller seconded, unanimously carried to approve Resolution 20-31 Election Equipment Grant Acceptance. This

grant provides \$12,616.90 for purchase of 13 Electronic Roster devices (poll pads) with a 25% county match of \$4,205.63.

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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**RESOLUTION NO. 20-31
AUTHORIZATION TO ACCEPT GRAND FUNDING
FOR ELECTION EQUIPMENT**

WHEREAS, Minnesota legislature in 2019 authorized an additional \$2 Million in grant funding available to counties, cities, towns, and school districts to assist with the purchase of voting equipment. This is in addition to the \$7 million that was authorized and distributed in 2017. Similar to the 2017 legislative authorization, the legislature in 2019 authorized use of \$2 million in funds to offset up to 50% of optical scan precinct counters, optical scan central counters, or assisted voting devices; or up to 75% of electronic rosters; AND

WHEREAS, by Resolution 20-18, the Houston County Board of Commissioners authorized Auditor/Treasurer Trehus to apply for grant funding in accordance with the requirements of Minnesota Statutes Section 206.95; AND

WHEREAS, the Grant amount awarded to Houston County for purchase of Electronic Rosters amounts to \$12,616.90 with a required minimum match of \$4,205.63; AND

THEREFORE, BE IT RESOLVED, the Houston County Board of Commissioners authorizes Auditor/Treasurer Trehus to accept grant funding in accordance with the requirements of Minnesota Statutes Section 206.95 and execute the purchase of 13 Electronic Roster devices.

File No. 14 – Commissioner Miller moved, Commissioner Burns seconded, unanimously carried to approve Amendment 1 of the Airport Maintenance Operations Grant Contract #1033499 to reflect the additional federal CARES Act funding directed towards Airport operations.

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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File No. 15 – Commissioner Walter moved, Commissioner Burns seconded, unanimously carried to approve Memorandums of Agreement with LELS Units #60, #237, and #415 for COVID-19 related leave.

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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DISCUSSION ITEMS

Administrator Babinski updated the board on county facility operations and COVID-19 restrictions. He also shared news that there were no proposals received from contractors for the development of the Comprehensive Land Use Plan requested by the board. He would designate a future board workgroup session to re-address completion of the Comprehensive Land Use Plan.

Commissioner Walter shared news from the District IX meeting. She also attended a public safety committee meeting and has an extension committee meeting scheduled.

Commissioner Burns requested a Parks Committee meeting to address some of the questions and concerns related to Wildcat Park operations and seasonal camper policies. He also conversed with Caledonia administration about E. Washington Street right-of-way west of the Historic Courthouse building with anticipation of redesigning the entryway and handicap parking access to improve safety. He attended the Recorder's meeting with an Archiving Company presenting their software and scanning methods.

Commissioner Miller also addressed the Wildcat Park questions and shared the board would be receiving a letter from the City of La Crescent after their review of the Local Board of Adjustment and Equalization process.

Commissioner Johnson mentioned the extension committee meeting had been rescheduled and had nothing further to report.

Commissioner Myhre attended a SEMCAC meeting and relayed some of the personnel changes there. He also inquired about the changing the solid waste collection fees charged to townships and cities and an adjustment of the drop site collection fees. Administrator Babinski said staff was reviewing and would address it in the budgeting process discussions.

Public comment: None

There being no further business and the time being 11:31 a.m., motion was made by Commissioner Burns, seconded by Commissioner Myhre, unanimously carried to adjourn the meeting. The next advertised meeting being a Board Workgroup Session on Tuesday, June 19, 2020.

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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BOARD OF COUNTY COMMISSIONERS
HOUSTON COUNTY, MINNESOTA

By: _____
Eric Johnson, Chairperson

Attest: _____
Jeffrey Babinski, County Administrator

PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: Tuesday, June 16, 2020

9:00 a.m.

Place: Room 219, Courthouse, Caledonia, MN

Members Present: Eric Johnson, Teresa Walter, Jack Miller, Robert Burns, Greg Myhre

*All Members participated via computer/conference call due to declared peacetime emergency.

Conference call information was shared for public participation

Board Workgroup Session

Call to order.

The Board reviewed questions submitted by potential bidders related to the Highway Shop Facility Request for Proposals. The board reviewed draft answers from Engineer Pogodzinski and discussed proposed responses, which Engineer Pogodzinski and Administrator Babinski consolidated and provided back to all potential bidders.

The Board met with Assessor Cindy Cresswell to review and prepare for the County Board of Adjustment and Equalization. Assessor Cresswell provided a package for Board review in preparation for the meeting, which detailed the work involved in the assessment year and included board responsibilities, sales ratios, and regional land price comparison.

Administrator Babinski provided an update to the Board on county operations. The Board recommended mandating mask wear by the public when inside county facilities. Administrator Babinski said he would review and implement it once we were able to enforce and provide masks for those without them.

The workgroup session adjourned at 10:37 a.m.

BOARD OF COUNTY COMMISSIONERS
HOUSTON COUNTY, MINNESOTA

By: _____
Eric Johnson, Chairperson

Attest: _____
Jeffrey Babinski, County Administrator

PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: Tuesday, June 23, 2020

9:30 a.m.

Place: Commissioners Room, Courthouse, Caledonia, MN

*Virtual Meeting Held due to Peacetime Emergency Declaration in response to COVID-19 Pandemic.

Members Present via Computer:

Eric Johnson, Teresa Walter, Jack Miller, Robert Burns, and Greg Myhre

Others Present via Computer/Phone:

Administrator Babinski, Reporter Moorhead, Finance Director Lapham, HR Director Arrick-Kruger, PH&HS Director Puleasa, Assessor Cresswell, Engineer Pogodzinski, Environmental Services Director Lacher, Recorder Schwebach

Call to order.

Presiding: Chairman Johnson

Call to order. Pledge of Allegiance.

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

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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Commissioner Burns moved, Commissioner Walter seconded, carried to approve the Minutes from the June 9 Board Meeting.

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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Commissioner Walter moved, Commissioner Myhre seconded, unanimously carried to approve the Minutes from the June 16 Work Group Session.

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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Public Comment: None at this time

PH&HS provided an update on the COVID-19 pandemic and state-wide trends. Cases continue to trend upwards and the age range is trending lower. Local cases are not isolated to one community, so all must be vigilant in following the strategies to avoid viral spread.

Commissioner Miller shared information from a recent meeting with news from the state that the HHS operating waivers requested had been approved in the legislative special session. The

group discussed some of the challenges from a shared state border, and the difference in response and information provided by those communities, where spread continues as well.

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

- 1) File No. 1 - Approve payment of the License Center and Human Services disbursements and the following claims

County Revenue Fund	\$111,707.52
Road & Bridge Fund	\$661,582.73

Total	\$773,290.25
	=====

- 2) File No. 3 – Approve Resolution 20-32 State Boat and Water Safety Grant.

AUTHORIZATION TO EXECUTE THE MINNESOTA DEPARTMENT OF NATURAL RESOURCES 2020 BOAT AND WATER SAFETY GRANT

BE IT RESOLVED that the Houston County Board of Commissioners accepts the State of Minnesota 2020 “Annual County Boat and Water Safety Grant Agreement” Contract #177094; and

BE IT FURTHER RESOLVED that the County Board Chairperson, County Administrator and Sheriff are authorized to execute the Contract and any amendments on behalf of the County of Houston.

- 3) File No. 2 - Affirm the following personnel actions:

1. Highway Department

1. Accept the resignation of Wesley Burroughs, Maintenance Specialist, effective the end of the work day of June 25, 2020 and thank Wees for his service to the residents of Houston County.
2. Initiate a competitive search for a Maintenance Specialist, B23-2.

2. Public Health and Human Services

1. Initiate a competitive search for a Case Aide, B-22, assigned to Public Health.

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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ACTION ITEMS

File No. 4 - Commissioner Burns moved, Commissioner Myhre seconded, unanimously carried to accept the low bid offer for SAP 028-599-093 from Icon Constructors, LLC for a bridge replacement on Prairie Ridge Road in Sheldon Township for a cost of \$551,799.

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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File No. 5 - Commissioner Miller moved, Commissioner Burns seconded, unanimously carried to approve Resolution 20-33 Houston County Veteran's Memorial.

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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AUTHORIZATION TO ACCEPT DONATION OF HOUSTON COUNTY VETERAN'S MEMORIAL

WHEREAS, The Houston County Veteran's Monument Committee has established and maintained a memorial for Houston County Veteran's on the grounds of the Historic Houston County Courthouse; AND

WHEREAS, the non-profit group Houston County Veteran's Monument Committee wishes to disband and turn over ownership and responsibility for the County Veteran's Monument; AND

WHEREAS, the on behalf of the residents of Houston County, the Houston County Board of Commissioners wishes to thank the Monument Committee and associated Veteran's associations for their long-standing efforts to recognize and honor the Veterans of Houston County;

THEREFORE, BE IT RESOLVED, the Houston County Board of Commissioners assumes ownership and responsibility for the Houston County Veteran's Monument and commits to providing the care and maintenance of the monument so it may continue to serve as a reminder to all who visit of the dedication and the sacrifice made by Houston County residents in answering our nation's call.

Commissioner Walter moved, Commissioner Miller seconded, unanimously carried to approve a motion stating: "In the interest of public health and safety, all people must wear a face covering within county facilities when in contact with county employees and citizens." After discussion, the County's Social Distancing and Face Covering (Mask) Policy was updated to reflect that it is mandatory for employees and members of the public to wear masks or facial coverings in County facilities when working with a member of the public or a county employee, including entering and exiting buildings, offices, elevators and halls. Employees may remove masks when at a work area and appropriate social distancing standards may be maintained. Additionally, job-specific requirements (primarily Highway Department, Sheriff's Office) take precedence over this policy change. ADA accommodations will be made and any public unable to comply with the mask policy may contact the office they require service from to arrange an appropriate accommodation. The board agreed to review the policy in 30 days.

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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DISCUSSION ITEMS

Administrator Babinski updated the board on county facility operations and COVID-19 restrictions. He shared a letter received from the City of La Crescent asking for changes in the conduct of next year's Local Board of Assessment and Equalization. Additionally, he shared they board received a funding request from "A Caring Place" – a newly forming residential treatment center for youth aged 6-13 to be located in Minneota, Minnesota. He has asked Public Health and Human Services to review before requesting a board decision. He discussed the status of CARES Act funding, which was still being held at the state, pending resolution by the special legislative session.

Commissioner Walter shared news from a WDI meeting, stating they were very busy with the increased unemployment across the region. WDI has been very busy transferring to online classes to continue service to their growing clientele. The EMS board has been focused on providing PPE to EMS and Fire Department units as well as nursing homes in need. She will request continued funding from the County to the EMS board. She also attended the annual meeting for the La Crosse Solid Waste program. She noted continued increase in the cost of disposing of tires, changes in the way Ag bags would be managed (individual programs, users should only see minor changes), and that La Crosse has funded two additional electric busses.

Commissioner Burns attended the Finance Committee meeting and shared that expenditures and revenue were running close to last year at this point. He addressed the potential for more COVID-19 related costs through the end of the year as case counts continue to rise.

Commissioner Miller shared information from the Parks committee meeting, specifically continued discussions of the lottery system for seasonal camping spot assignment. There will be a follow-up meeting with the Army Corps of Engineers to discuss the lottery requirement from their perspective as the property owners.

Commissioner Johnson attended the Root River One Watershed One Plan meeting. He shared that the Crooked Creek project was pushed back an additional year due to a delay in the engineering work plan approval process. The grant funds allocated to the project expire the end of 2021, so they are concerned/frustrated by the delay. He said they are working on efforts to encourage additional prairie strips at the far-west portion of the watershed through increased CRP payments. He shared news that the County Fair had officially been cancelled. He and Commissioner Walter would be attending the Extension Committee meeting this evening to discuss options for 4H to still provide some form of a judging experience for the youth.

Commissioner Myhre also reference the finance committee meeting and discussed implications of the CARES Act funding.

Public comment: None

There being no further business and the time being 11:31 a.m., motion was made by Commissioner Burns, seconded by Commissioner Myhre, unanimously carried to adjourn the meeting. The next advertised meeting being a Board Workgroup Session on Tuesday, July 9, 2020.

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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BOARD OF COUNTY COMMISSIONERS
HOUSTON COUNTY, MINNESOTA

By: _____
Eric Johnson, Chairperson

Attest: _____
Jeffrey Babinski, County Administrator

PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: Tuesday, June 30, 2020

9:30 a.m.

Place: Commissioners Room, Courthouse, Caledonia, MN

*Virtual Meeting Held due to Peacetime Emergency Declaration in response to COVID-19 Pandemic.

Members Present via Computer:

Eric Johnson, Teresa Walter, Jack Miller, Robert Burns, and Greg Myhre

Others Present via Computer/Phone:

Administrator Babinski, HR Director Arrick-Kruger, Engineer Pogodzinski, County Attorney Jandt

Call to order.

Presiding: Chairman Johnson

Call to order. Pledge of Allegiance.

Commissioner Walter moved, Commissioner Myhre seconded, unanimously carried to approve entering a closed session based on MS Statute 13D.05 subd 3(b) based on Attorney-Client Privilege involving a lawsuit served by Mound Prairie Township against Houston County, et al.

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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The Board of Commissioners went into closed session at 9:02 with all commissioners present as well as Administrator Babinski, Engineer Pogodzinski, HR Director Arrick-Kruger, and County Attorney Jandt.

At 9:51, Commissioner Burns moved, Commissioner Miller seconded, unanimously carried to approve adjourning the closed session and returning to the open meeting.

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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Commissioner Burns moved, Commissioner Miller seconded, unanimously carried to approve the Minutes from the May 26 Board Meeting.

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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Commissioner Walter moved, Commissioner Myhre seconded, unanimously carried to approve retaining Jason Kuboushek of the Paul Revers firm to assist with the Mound Prairie Township against Houston County, et al.

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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There being no further business and the time being 9:54 a.m., motion was made by Commissioner Myhre, seconded by Commissioner Walter, unanimously carried to adjourn the meeting. The next advertised meeting being a Board Workgroup Session on Tuesday, July 9, 2020.

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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BOARD OF COUNTY COMMISSIONERS
HOUSTON COUNTY, MINNESOTA

By: _____
Eric Johnson, Chairperson

Attest: _____
Jeffrey Babinski, County Administrator

PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: Tuesday, July 7, 2020

9:00 a.m.

Members Present: Eric Johnson, Teresa Walter, Jack Miller, Robert Burns, Greg Myhre

*All Members participated via computer/conference call due to declared peacetime emergency.

Conference call information was shared for public participation

Board Workgroup Session

Call to order.

The Board heard concerns from several seasonal campers at Wildcat Park about the required lottery for assignment of the seasonal camping allocations. Commissioner Miller and Burns requested a Parks Committee meeting with the Army Corps of Engineers representative to discuss their recommendation. The park is owned by USACE, but leased and managed by the County. One of the provisions to allow long-term (seasonal) camping on the site is the agreed lottery system contained in County Ordinance #9, Wildcat Park.

The Highway Committee reviewed the results of their initial review of bids for the Construction Manager Contract proposals. The County received 10 bids from companies that all appeared fully qualified to perform the work. The Committee recommended that the entire board interview and select from three companies.

Administrator Babinski discussed the CARES Act funding with the board. The County will receive \$2,266,245 (\$3,325 for Jefferson Township), and each city and township (other than Jefferson) will receive their CARES act funding directly from the State. Funds may be used for Medical, Public Health, limited Payroll, Public Health Measures, and Economic Support. Funds may not be used for replacing lost public revenue (ie property tax relief), payroll not tied to COVID-19, expenses funded through other CARES Act programs, reimbursement to donors, workforce bonuses, severance claims, or per capita payments. Administrator Babinski has organized discussions with the Cities and Townships to help all units understand the CARES Act funding parameters and coordinate economic assistance options. The board suggested the Finance Committee should have overall oversight of the CARES Act funds and the EDA Committee would lead efforts to develop an economic assistance program with a portion of the funds.

Commissioner Walter and Burns provided an update on negotiations with SELCO for library funding.

The workgroup session adjourned at 11:59 a.m.

BOARD OF COUNTY COMMISSIONERS
HOUSTON COUNTY, MINNESOTA

By: _____
Eric Johnson, Chairperson

Attest: _____
Jeffrey Babinski, County Administrator

PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: Tuesday, July 14, 2020

9:30 a.m.

Place: Commissioners Room, Courthouse, Caledonia, MN

*Virtual Meeting Held due to Peacetime Emergency Declaration in response to COVID-19 Pandemic.

Members Present via Computer:

Eric Johnson, Teresa Walter, Jack Miller, Robert Burns, and Greg Myhre

Others Present via Computer/Phone:

Administrator Babinski, Reporter Moorhead, Finance Director Lapham, HR Director Arrick-Kruger, Assessor Cresswell, Engineer Pogodzinski, Environmental Services Director Lacher, Recorder Schwebach

Call to order.

Presiding: Chairman Johnson

Call to order. Pledge of Allegiance.

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

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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Commissioner Walter moved, Commissioner Burns seconded, carried to approve the Minutes from the July 23 Board Meeting.

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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Commissioner Burns moved, Commissioner Walter seconded, carried to approve the Minutes from the July 30 Special Board Meeting.

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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Commissioner Walter moved, Commissioner Myhre seconded, unanimously carried to approve the Minutes from the July 7 Work Group Session.

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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Public Comment: Mr. Dennis Yeiter addressed the board with concerns over ongoing discussions related to the lottery system for assignment of seasonal camping spaces at Wildcat Park. He suggested that 2022 should be the year for the next lottery based on the past lottery

schedule and addressed concern for the necessity of the lottery if there are open seasonal sites available.

PH&HS provided an update on the COVID-19 pandemic and state-wide trends. Houston County added three cases over the weekend. Cases continue to trend slowly upwards as the age range continues to trend lower.

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

- 1) File No. 1 - Approve payment of the License Center and Human Services disbursements and the following claims

County Revenue Fund	\$221,668.05
Road & Bridge Fund	\$19,618.97

Total	\$241,287.02
	=====

- 2) File No. 3 – Approve application for Exempt Permit (gambling license) for Sheldon Valley Sportsman’s Association with no waiting period.

- 3) File No. 2 - Affirm the following personnel actions:

1. Auditor/Treasurer

1. Hire Dylan Felten as a casual/temporary employee (67 Day) at a wage of \$13.68/hr.
2. Hire Eliana Babinski as a casual/temporary employee (67 Day) at a wage of \$13/68/hr.
3. Change the hourly wage of Nikki Konkel, a casual/temporary employee (67 Day) Tech. Clerk I, to B21, step 1 effective retroactively to July 1, 2020.

2. Facilities/Building Maintenance

1. Hire Noah Stigeler as a casual/temporary (67 Day) Assistant Custodian A11-2, Step 2.

3. Sheriff’s Office

1. Change the employment status of Emily Johnson, Jailer/Dispatcher, from probationary to regular effective July 25, 2020.

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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Commissioner Burns moved, Commissioner Myhre seconded, unanimously carried to enter a closed session pursuant to MS Statute 13D.05, Sub. 3(b) to discuss matters protected by attorney-client privilege related to the Mound Prairie Township v. Houston County et al lawsuit.

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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The closed session began at 9:57 am, with Commissioners Johnson, Miller, Walter, Burns and Myhre, Administrator Babinski, HR-Director Arrick-Krueger, County Attorney Jandt, Attorney Kuboushek, Engineer Pogodzinski, and Deputy Engineer Conway present.

At 10:20 am, Commissioner Myhre moved, Commissioner Miller seconded, unanimously carried to end the closed session and return to the regular meeting session. The board was presented with information from Attorney Kuboushek and discussed ongoing litigation. No action was requested.

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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ACTION ITEMS

File No. 4 - Commissioner Johnson moved, Commissioner Burns seconded, unanimously carried to accept the low bid offer for SAP 028-599-095 from VanGundy Excavating LLC, in the amount of \$278,002.00 for a bridge replacement on Gates Coulee Road in Money Creek Township.

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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File No. 5 - Commissioner Burns moved, Commissioner Walter seconded, unanimously carried to approve Resolution 20-34 Final Acceptance of Contract #301, Generation X Construction LLC. Contract #301 completes SAP 028-599-078 at a total cost of \$84,180.00.

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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FINAL ACCEPTANCE OF CONTRACT #293 GENERATION X CONSTRUCTION LLC

WHEREAS, Contract No. 293 has in all things been completed, and the County Board being fully advised in the premises;

THEREFORE, BE IT RESOLVED, the Houston County Board of Commissioners, accepts said completed project for and on behalf of the Houston County DOT and authorize final payment.

File No. 6 - Commissioner Walter moved, Commissioner Burns seconded, unanimously carried to approve Resolution 20-35 Final Acceptance of Contract #293, Minnowa Construction. Contract #293 completes SAP 028-599-096 at a total cost of \$209,005.25.

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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FINAL ACCEPTANCE OF CONTRACT #293 MINNOWA CONSTRUCTION

WHEREAS, Contract No. 293 has in all things been completed, and the County Board being fully advised in the premises;

THEREFORE, BE IT RESOLVED, the Houston County Board of Commissioners, accepts said completed project for and on behalf of the Houston County DOT and authorize final payment.

File No. 7 - Commissioner Walter moved, Commissioner Myhre seconded, unanimously carried to approve Resolution 20-36 County Federal Project Advance for project SAP 028-606-024.

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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County Federal Project Advance

WHEREAS, the County of Houston is planning to construct SP 028-606-024 in the year 2020, which has been programmed by the ATP in the STIP or work plan for the year 2021, and

WHEREAS, said County is prepared to proceed with the construction of said project through the use of an advance from the County State Aid Construction Fund to supplement the available funds in their State Aid Regular/Municipal Construction Account, and

WHEREAS, repayment of the funds so advanced will be made from Federal funds no later than the year in which the ATP has programmed the project.

NOW THEREFORE BE IT RESOLVED by the Board of County Commissioners, Houston County, Minnesota, that the Commissioner of Transportation be and is hereby requested to approve this advance for financing SP 028-606-024 to the County of Houston in an amount up to \$1,680,000 in accordance with Minnesota Rules Minnesota Rules 8820.1500, Subp. 9, and to authorize repayments from their state aid account or from local funds within a requested and approved repayment schedule should said project fail to receive Federal funds for any reason.

File No. 8 - Commissioner Walter moved, Commissioner Burns seconded, unanimously carried to approve the quote from Subsurface, Inc. in the amount of \$47,000 to complete rehabilitation of two culverts on CSAH 6 and CSAH 8.

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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File No. 9 - Commissioner Miller moved, Commissioner Myhre seconded, unanimously carried to approve a Conditional Use Permit for Shannon Fritcher, Winnebago Township, to build a cabin in an Ag District, with the condition the permittee shall comply will all federal, state and local laws and regulations.

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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File No. 10 - Commissioner Johnson moved, Commissioner Burns seconded, unanimously carried to approve the Minnesota Wetland Conservation Act application for Grace Nelson, Caledonia Township.

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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File No. 11 - Commissioner Burns moved, Commissioner Walter seconded, unanimously carried to approve Resolution 20-37 Election CARES Act Grant Application.

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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AUTHORIZATION TO ACCEPT CARES ACT GRANT FUNDING FOR ELECTION SUPPORT

WHEREAS, the Office of the Minnesota Secretary of State is currently soliciting grant applications from counties for grants pursuant to Laws 2020, Chapter 77, section 4 and the Federal CARES Act to provide for additional efforts to make the election process safe, sanitary and effective during this period of the COVID-19 Pandemic; and

WHEREAS, grants will be provided to each county pursuant to a formula set forth in Section H of the grant application provided by the Office of the Secretary of State; and

WHEREAS, the funds provided by the Office of the Secretary of State are provided for the purpose of the uses set forth in the federal CARES Act and as further restricted by Laws 2020, chapter 77, section 4, subdivision 4; and

WHEREAS, those purposes are primarily for the protection of persons involved with the election process including voters, as well as certain other purchases set forth in law; and

WHEREAS, the county will work with the municipalities within the county to determine a fair, equitable, and mutually agreeable allocation of the funds within the County and between municipalities, and if an agreement cannot be reached, the funds will be distributed pursuant to the OSS identified default allocation formula as determined by the Secretary and provided in Section E of the grant application; and

WHEREAS, the grant application is to be completed by the staff of the Auditor and other staff responsible for the administration of elections in this county; and

WHEREAS, the grant application must be completed, certified by a county official, typically the chief county election official, returned to the Office of the Secretary of State and a grant agreement executed prior to the receipt of the funds to which the county is entitled pursuant to Sections E and F of the grant application; and

WHEREAS, Laws 2020, Chapter 77, section 4 requires a 20% match for the grant, with a 25% match for electronic roster purchases; and

WHEREAS, the grant agreement will reflect the grant application for each county; and

WHEREAS, additional assistance may be forthcoming later in this election cycle from state and federal funds, particularly those funds appropriated for these purposes by the Legislature; and

WHEREAS, there are continuing needs throughout the election cycle for both COVID-19 and election security efforts and concomitant costs;

THEREFORE, BE IT RESOLVED that the Houston County Board of Commissioners approves the grant application in the form presented to this board and to be submitted to the Office of the Secretary of State; and

BE IT FURTHER RESOLVED, that the Board hereby appropriates the required match amount as indicated in the application for the purposes set forth in the grant application; and

BE IT FURTHER RESOLVED that the chief elections officer of the County and staff are directed to submit this approved grant application at the earliest opportunity; and

BE IT FURTHER RESOLVED, that when the grant agreement is provided to the chief elections officer of the county, that person is delegated the authority to execute that agreement and return it to the Office of the Secretary of State without further approval by this Board; and

BE IT FINALLY RESOLVED, that the chief elections officer of the county is hereby authorized to apply for any additional funds made available by the state for the defrayment of costs of efforts to combat COVID-19 in the election process and for the enhancement of election security, and to execute any grant agreements required to access those funds from this date until the general election on November 3, 2020.

File No. 12 – The Board considered expanding the Wheelage Tax from \$10 per vehicle to \$20 per vehicle. This originated with discussions of funding Highway department projects and offsetting funds to support the construction of the Highway department facility, as well as address the expected reduction in state aid for road maintenance and construction. After discussion, the board chose to table the proposal.

File No. 13 - Commissioner Burns moved, Commissioner Miller seconded, unanimously carried to approve Resolution 20-39 CARES Act funding.

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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CARES Act Funding

WHEREAS, the Federal CARES Act provided funds to state and local governments to assist with costs related to COVID-19, with the County, cities and townships within the counties each receiving individual allocations from the state, and;

WHEREAS, on July 3, 2020, Houston County received \$2,262,920 from the state Coronavirus Relief Fund (CRF as federal CFDA 21.019), and;

WHEREAS, local funds from the CRF may be used for medical expenses, public health expenses, payroll expenses, compliance with public health measures, and economic support

provided the expenses meet federal guidance as a necessary expenditure related to the COVID-19 public health emergency, are not accounted for in the current budget, and will be expended by December 1, 2020, and;

WHEREAS, unexpended local funds provided to the cities and townships of Houston County will be transferred to Houston County by November 15, 2020 and county funds unallocated by December 1, 2020 must be returned to the state by December 10, 2020;

THEREFORE, BE IT RESOLVED, by Houston County Board of Commissioners that the Board directs the County Administrator and Finance Committee to review the federal and state guidance and ensure Houston County and sub-recipients comply with all conditions of the CARES Act when allocating and tracking use of the CRF funds, and;

BE IT FURTHER RESOLVED, the Board directs the County Administrator and Economic Development Agency Committee to develop and implement a program to provide economic support grants to local businesses and authorizes the Economic Development Agency Committee to make grant award recommendations to the Board for final approval, and;

BE IT FURTHER RESOLVED, the Board directs an initial allocation of \$1,130,000 for the economic support grant program and authorizes the Finance Committee to allocate additional funds for economic assistance once County-specific expenses have been fully funded, and;

BE IT FURTHER RESOLVED, the Board directs the County Administrator to coordinate with the cities and towns of Houston County to synchronize efforts of all local government use of the CARES Act funds for maximum benefit to the residents of Houston County, to include establishment of a consolidated economic support program, and;

BE IT FURTHER RESOLVED, the Board authorizes the Finance Committee to review and recommend allocations of the remaining CRF funds to the board for final approval to cover reasonable and allowed expenses incurred by Houston County.

File No. 14 - Commissioner Miller moved, Commissioner Burns seconded, unanimously carried to approve property tax abatements for ten property owners. The abatements included correcting homestead assignments, Veteran's exclusions, and an error related to a property split calculation.

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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File No. 15 - Commissioner Miller moved, Commissioner Burns seconded, unanimously carried to approve a motion stating: "Subsequent to the Board of Commissioners' March 18, 2020 Declaration of Local Emergency due to the COVID-19 pandemic, the Board hereby authorizes overtime payments for exempt employees. The need for overtime is dictated by influences outside the County Board and employees control and must be a direct result of the County's COVID-19 response. All COVID-19 related overtime must be documented and requires supervisor approval. COVID-19 response emergency overtime will be paid as straight

time and calculated based on the employee's equivalent hourly rate for all hours worked in excess of eighty (80) hours in a two week payroll period. This declaration is retroactive to March 18, 2020."

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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Commissioner Burns moved, Commissioner Myhre seconded, unanimously carried to enter a closed session pursuant to MS Statute 13D.05, Sub. 1(b) to discuss strategy for labor negotiation, including negotiation strategies or developments or discussion and review of labor negotiation proposals, conducted pursuant to MS Statutes 197A.01 to 179A.25.

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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The closed session began at 11:55 am, with Commissioners Johnson, Miller, Walter, Burns and Myhre, Administrator Babinski, HR-Director Arrick-Krueger, and Finance Director Lapham present.

At 12:07 am, Commissioner Miller moved, Commissioner Burns seconded, unanimously carried to end the closed session and return to the regular meeting session. The board an initial discussion in advance of labor negotiations. No action was requested.

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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DISCUSSION ITEMS

Commissioner Walter shared news from the Extension Committee Meeting; specifically that the Extension office has committed to 0% budget increase for 2021. She also discussed the negotiations with SELCO for library funding, and questioned the ability to use CARES Act funding to support the Fair Board due to the fair cancellation.

Commissioner Burns attended the land use meeting.

Commissioner Miller shared information from the Hiawatha Valley meeting, including some of the difficulties they've faced with alternatives to face-to-face meetings with clients. He discussed setting a Parks Committee meeting to resolve the Wildcat Park lottery issue.

Public comment: None

Commissioner Burns moved, Commissioner Myhre seconded, unanimously carried to recess the board meeting at 12:16 and reconvene at 1:00pm in the County Justice Center Emergency Operations Center room for appointments with three companies under consideration for the Construction Manager contract for the Highway Department facility project.

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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The board reconvened at 1:05pm in the County Justice Center Emergency Operations Center room, with Commissioners Johnson, Burns, and Myhre present as well as Engineer

Pogodzinski and Administrator Babinski. Commissioners Miller and Walter continued to participate via zoom. The Board received presentations from Fowler and Hammer, Market and Johnson, and Wieser Brothers. Each presentation and question answer session lasted approximately 45 minutes. The board did not discuss or take further action between or after the completion of the presentations.

There being no further business and the time being 3:50 p.m., motion was made by Commissioner Burns, seconded by Commissioner Myhre, unanimously carried to adjourn the meeting. The next advertised meeting being a Board Workgroup Session on Tuesday, July 21, 2020.

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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BOARD OF COUNTY COMMISSIONERS
HOUSTON COUNTY, MINNESOTA

By: _____
Eric Johnson, Chairperson

Attest: _____
Jeffrey Babinski, County Administrator

PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: Tuesday, July 21, 2020

9:00 a.m.

Members Present: Eric Johnson, Teresa Walter, Jack Miller, Robert Burns, Greg Myhre

*All Members participated via computer/conference call due to declared peacetime emergency.

Conference call information was shared for public participation

Board Workgroup Session

Call to order.

The Board discussed the presentations from the three finalists for the Highway Building project Construction Manager contract presented at the July 14, 2020 Board Meeting. Although impressed by all three finalists, the board considered the overall price of the Construction Manager proposals, the proximity of the companies, and previous project experience as key factors in assessing the proposals. The Board felt they would be ready to finalize a decision at the July 28, 2020 Board Meeting.

The Board discussed extending CEDA's contract for EDA services to assist with creating and administrating the CARES Act Economic Assistance Program.

Commissioner Burns suggested delaying the Wildcat Park seasonal campsite lottery by a year due to a combination of the Auditor/Treasurer's office being shorthanded, busy with elections and work being affected by the COVID-19 pandemic. He also cited the past schedule of lotteries as putting 2021 a more appropriate year for the lottery process.

The Board discussed the ongoing negotiations with SELCO for library support within the County. The Board originally proposed a neutral one-year contract in counter to SELCO's request for a 3% increase annually across a 3 year contract. After discussion, the board reached consensus to propose a one-year contract with a 1.5% increase.

The workgroup session adjourned at 10:20 a.m.

BOARD OF COUNTY COMMISSIONERS
HOUSTON COUNTY, MINNESOTA

By: _____
Eric Johnson, Chairperson

Attest: _____
Jeffrey Babinski, County Administrator

PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: Tuesday, July 28, 2020

9:30 a.m.

Place: Commissioners Room, Courthouse, Caledonia, MN

*Virtual Meeting Held due to Peacetime Emergency Declaration in response to COVID-19 Pandemic.

Members Present via Computer:

Eric Johnson, Teresa Walter, Jack Miller, Robert Burns, and Greg Myhre

Others Present via Computer/Phone:

Administrator Babinski, Reporter Moorhead, Finance Director Lapham, HR Director Arrick-Kruger, Assessor Cresswell, Engineer Pogodzinski, Environmental Services Director Lacher, Recorder Schwebach

Call to order.

Presiding: Chairman Johnson

Call to order. Pledge of Allegiance.

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

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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Commissioner Walter moved, Commissioner Burns seconded, carried to approve the Minutes from the July 14 Board Meeting.

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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Commissioner Burns moved, Commissioner Walter seconded, carried to approve the Minutes from the July 21 Workgroup Meeting.

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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Commissioner Walter moved, Commissioner Myhre seconded, unanimously carried to approve the Minutes from the July 7 Work Group Session.

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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Public Comment: None

PH&HS provided an update on the COVID-19 pandemic and state-wide trends. Access to testing remains a challenge. The board discussed the recent State-wide face covering mandate.

The Board received a presentation from the Houston County Historical Society and a review of their 2020 budget and activities. Shirley Johnson thanked the board for their continued support. Over the last year, they received visitors from 29 states and 4 countries. They have been impacted by the COVID-19 closures, but used the time to tackle their backlog of donated items. They plan to replace the floor finish in their main building's basement at a cost of \$50,000, paid through donations. Their plans to celebrate their 60th anniversary with opening a new building have been delayed. They also highlighted that they have not asked for an increase in the County appropriation in over ten years, and again thanked the board for their support.

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

- 1) File No. 1 - Approve payment of the License Center and Human Services disbursements and the following claims

County Revenue Fund	\$190,491.09
Road & Bridge Fund	\$1,562,815.69

Total	\$1,753,306.78
	=====

- 2) File No. 3 – Approve Peddler's License for Scott Gibson operating under Scenic Concepts selling Aerial Photography services.
- 3) File No. 2 - Affirm the following personnel actions:
 1. Auditor/Treasurer
 1. Accept the resignation of Darlene Peter, Deputy Auditor/Treasurer – License Center, effective the end of the work day August 14, 2020 with thanks to Dar for a total of 22 years of service to the residents of Houston County.
 2. Confirm the initiation of an expedited competitive search for a Deputy Auditor/Treasurer.
 2. Highway Department
 1. Hire Adam Heberlein as a probationary Sign Specialist, B24-2, Step 1, effective August 3, 2020, conditioned upon a successful completion of a background check.
 3. Public Health and Human Services
 1. Assign Rebecca Larson as a probationary Eligibility Worker, B23, Step 1, effective August 3, 2020.
 2. Initiate a competitive search for a Case Aide, B22 to fill the position vacated by Rebecca Larson.

3. Change the employment status of Lauren Arneson, Social Worker, from probationary to regular effective August 3, 2020.
4. Sheriff's Office
 1. Change the employment status of Christopher Frick, Patrol Sergeant, from probationary to regular effective July 10, 2020.

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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ACTION ITEMS

File No. 4 - Commissioner Burns moved, Commissioner Walter seconded, unanimously carried to approve the contingent allocation of \$5,000 to the Houston County Historical Society.

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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File No. 5 - Commissioner Miller moved, Commissioner Burns seconded, unanimously carried to approve an addendum to the 2020-2021 Agreement between Houston County and CEDA for CARES Act economic assistance support.

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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File No. 6 - Commissioner Walter moved, Commissioner Miller seconded, unanimously carried to approve Resolution 20-40 PH&HS TZD Grant for 2020-2021.

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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AUTHORIZATION TO EXECUTE MINNESOTA DEPARTMENT OF PUBLIC SAFETY 2020 TOWARDS ZERO DEATHS STATE ROADS GRANT

BE IT RESOLVED, The Houston County Board of Commissioners authorizes the Houston County Public Health and Human Services to enter into a grant agreement with the State of Minnesota Department of Public Safety to execute the 2020-2021 Toward Zero Deaths Safe Roads Grant Program; and

BE IT FURTHER RESOLVED that the Houston County Board of Commissioners authorizes the County Board Chairperson, County Administrator and the Public Health and Human Services Director to execute such agreements and amendments as necessary to implement the project on behalf of Houston County.

File No. 7 - Commissioner Burns moved, Commissioner Walter seconded, unanimously carried to approve a one-year contract with SELCO for library services within the County.

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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File No. 8 - Commissioner Walter moved, Commissioner Miller seconded, unanimously carried to select Weiser Brothers General Contractor, Inc. as the Construction Manager for the

Highway Building project and authorize the Highway Building Committee to negotiate a final contract for future board approval.

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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DISCUSSION ITEMS

Commissioner Walter discussed the meetings with SELCO and area librarians to settle the SELCO contract for 2021.

Commissioner Burns addressed the Airport Planning Commission meetings and discussed budget implications of several projects, including an environmental study, culvert lining and card reader upgrade for the fuel system. Most would be paid by Airport Grant money, but he expected a \$11.6k cost to the County for these projects. He also discussed continued interest in offering a courtesy car to visiting pilots. Additionally, he attended the finance committee meeting and relayed we are at a 54% spent point, which is on track for the time of year. Finally, he addressed work on Botcher Park and thanked the Highway Shop for mowing some of the trail network there.

Commissioner Myhre addressed potential for budget cuts from the state next year and being prepared to adapt our budget.

Commissioner Johnson stated he had been part of initial labor negotiations

Commissioner Miller addressed discussions from the EDA discussions and CARES Act discussions with the cities and townships. He addressed personnel concerns with the license center. He also initiated a brief discussion with the board about the zoning permit processes and expressed he was satisfied that procedures were being followed by the zoning office. Commissioner Johnson said he'd received complaints that the permitting process is confusing and long – as well as all online. He suggested a paper version of the permit request should be presented to township supervisors the way it used to be.

Public comment: None

Commissioner Burns moved, Commissioner Myhre seconded, unanimously carried to recess the board meeting at 12:16 and reconvene at 1:00pm in the County Justice Center Emergency Operations Center room for appointments with three companies under consideration for the Construction Manager contract for the Highway Department facility project.

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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The board reconvened at 1:05pm in the County Justice Center Emergency Operations Center room, with Commissioners Johnson, Burns, and Myhre present as well as Engineer Pogodzinski and Administrator Babinski. Commissioners Miller and Walter continued to participate via zoom. The Board received presentations from Fowler and Hammer, Market and

Johnson, and Wieser Brothers. Each presentation and question answer session lasted approximately 45 minutes. The board did not discuss or take further action between or after the completion of the presentations.

There being no further business and the time being 11:17 p.m., motion was made by Commissioner Burns, seconded by Commissioner Walter, unanimously carried to adjourn the meeting. The next advertised meeting being a Board Workgroup Session on Tuesday, August 4, 2020.

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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BOARD OF COUNTY COMMISSIONERS
HOUSTON COUNTY, MINNESOTA

By: _____
Eric Johnson, Chairperson

Attest: _____
Jeffrey Babinski, County Administrator

PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: Tuesday, August 4, 2020

9:00 a.m.

Place: Commissioners Room, Courthouse, Caledonia, MN

*Virtual Meeting Held due to Peacetime Emergency Declaration in response to COVID-19 Pandemic.

Members Present via Computer:

Eric Johnson, Teresa Walter, Jack Miller, Robert Burns, and Greg Myhre

Others Present via Computer/Phone:

Administrator Babinski, Reporter Moorhead, Finance Director Lapham, HR Director Arrick-Kruger, Assessor Cresswell, Engineer Pogodzinski, Environmental Services Director Lacher, Recorder Schwebach

Call to order.

Presiding: Chairman Johnson

Call to order. Pledge of Allegiance.

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

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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Public Comment: None

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

- 1) File No. 1 - Approve payment of the License Center and Human Services disbursements and the following claims

County Revenue Fund	\$43,998.72
Road & Bridge Fund	\$8,964.31

Total	\$52,963.03
	=====

- 2) File No. 2 - Affirm the following personnel actions:

1. Auditor/Treasurer

1. Hire Nicole Ranzenberger as a probationary Deputy Auditor/Treasurer – License Center, B22, Step 1, effective

August 11, 2020, conditioned upon successful completion of a background check.

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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ACTION ITEMS

None

DISCUSSION ITEMS

Commissioner Walter reminded all of the Household Hazardous Waste event coming this weekend hosted at the La Crescent Township Maintenance facility.

Public comment: None

There being no further business and the time being 9:08 a.m., motion was made by Commissioner Burns, seconded by Commissioner Walter, unanimously carried to adjourn the meeting. The next advertised meeting being a Board Workgroup Session on Tuesday, August 4, 2020.

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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BOARD OF COUNTY COMMISSIONERS
HOUSTON COUNTY, MINNESOTA

By: _____
Eric Johnson, Chairperson

Attest: _____
Jeffrey Babinski, County Administrator

PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: Tuesday, August 4, 2020

9:10 a.m.

Members Present: Eric Johnson, Teresa Walter, Jack Miller, Robert Burns, Greg Myhre

*All Members participated via computer/conference call due to declared peacetime emergency.

Conference call information was shared for public participation

Board Workgroup Session

Call to order.

The Board discussed creation of a Solid Waste Committee to review the Solid Waste Program. Suggested membership included Commissioners Myhre and Walters, Environmental Services Director Lacher, Administrator Babinski, and potentially representatives from neighboring counties, the La Crosse Solid Waste department, and former program managers.

Commissioner Johnson address discussion with MCIT concerning coverage for Extension and the proposed 'virtual fair' for 4-H participants.

Commissioner Miller addressed an ongoing issue with boat traffic in the west channel, which stems from the no-wake zone markings in the main channel, but no markings in the west channel, which leads to heavy boat traffic, causing damage to resident's docks and boats. He sought and obtained board concurrence to pursue potential solutions on behalf of the west channel residents.

The Board commended the County Surveyor and team for successfully finding and re-marking survey monuments along the river – some of which were placed nearly 80 years ago. Low water allowed the survey teams to access the monument positions.

The workgroup session adjourned at 10:30 a.m.

BOARD OF COUNTY COMMISSIONERS
HOUSTON COUNTY, MINNESOTA

By: _____
Eric Johnson, Chairperson

Attest: _____
Jeffrey Babinski, County Administrator

PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: Tuesday, August 11, 2020

9:30 a.m.

Place: Commissioners Room, Courthouse, Caledonia, MN

*Virtual Meeting Held due to Peacetime Emergency Declaration in response to COVID-19 Pandemic.

Members Present via Computer:

Eric Johnson, Teresa Walter, Jack Miller, Robert Burns, and Greg Myhre

Others Present via Computer/Phone:

Administrator Babinski, Reporter Moorhead, Finance Director Lapham, HR Director Arrick-Kruger, Assessor Cresswell, Engineer Pogodzinski, Environmental Services Director Lacher, Recorder Schwebach

Call to order.

Presiding: Chairman Johnson

Call to order. Pledge of Allegiance.

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

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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Commissioner Walter moved, Commissioner Myhre seconded, carried to approve the Minutes from the July 28 Board Meeting.

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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Public Comment: None

PH&HS provided an update on the COVID-19 pandemic and state-wide trends. Access to testing remains a challenge. Director Pogleasa addressed recent requests for additional information related to the cases within the county. He reiterated the fact that COVID-19 is spreading via community transmission across the entire county and not in any specific place, therefor providing information on cases per zip codes or by specific establishment risks disclosing personal health information and would do more harm than good. He reiterated that case investigation and contact tracing were the best tools for the County's efforts to stem COVID-19 spread and individual residents could best protect themselves by following MDH and CDC guidance to maintain social distancing, avoid large crowds, use a mask or face covering, practice good hygiene, and stay home if you feel sick. "We recognize the recommendations are

anything but convenient, but they are the best public health measures we can all take to reduce the spread of this virus.”

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

- 1) File No. 1 - Approve payment of the License Center and Human Services disbursements and the following claims

County Revenue Fund	\$99,470.99
Road & Bridge Fund	\$61,227.60

Total	\$160,698.59
	=====

- 2) File No. 2 - Affirm the following personnel actions:

1. Public Health and Human Services

1. Hire Myra Harris Johnson as a probationary Children’s Mental Health Social Worker, C41, Step 3, effective September 1, 2020, conditioned on successful completion of a background check.

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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ACTION ITEMS

File No. 2 - Commissioner Walter moved, Commissioner Miller seconded, unanimously carried to approve an additional staff position of a Deputy Auditor/Treasurer – License Center, B22 and authorize a competitive search for the position with use of a recent applicant pool for hiring.

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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File No. 5 - Commissioner Myhre moved, Commissioner Miller seconded, unanimously carried to table a motion to approve a contract with DDA for a market analysis wage study until further review by the Finance Committee.

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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File No. 6 - Commissioner Walter moved, Commissioner Myhre seconded, unanimously carried to accept the low bid offer for CP 2020-09 Crack filling repair for the Houston County Airport and CSAH 26 from Money Creek to the west county line from Fahmer Asphalt Sealers LLC. For the price of \$20,400.

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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File No. 7 - Commissioner Myhre moved, Commissioner Walter seconded, unanimously carried to adopt the findings of the Planning Commission and approve a Conditional Use Permit for mineral extraction in the Agricultural Protection District for Abnet Properties, LLC., subject to the 10 conditions recommended by the Planning Commission.

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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File No. 8 - Commissioner Myhre moved, Commissioner Miller seconded, unanimously carried to approve a Conditional Use Permit for a non-farm dwelling for Jesse and Andrea Sylvester, Mound Prairie Township, subject to the two conditions recommended by the Planning Commission.

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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File No. 9 - Commissioner Johnson moved, Commissioner Myhre seconded, unanimously carried to approve a Conditional Use Permit for essential services in the Agricultural Protection District for Northern Natural Gas, La Crescent Township, subject to the two conditions recommended by the Planning Commission.

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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File No. 10 - Commissioner Myhre moved, Commissioner Walter seconded, motion carried to approve a Property Tax Abatement for Mark Schulte, et. al. due to a 2019 property split involving 23 property parcels

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	No	Dist. 4:	Yes	Dist. 5:	Yes
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File No. 11 - Commissioner Walter moved, Commissioner Johnson seconded, unanimously carried to approve Resolution 20-41: Houston County COVID_19 Contact Tracing and Public Information.

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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HOUSTON COUNTY COVID-19 CONTACT TRACING AND PUBLIC INFORMATION

BE IT RESOLVED, The Houston County Board of Commissioners recognizes the efforts of Houston County Public Health and Human Services to provide Case Investigation and Contact Tracing as the most effective way for the County to assist in controlling and preventing the spread of COVID-19 within the County; and

BE IT FURTHER RESOLVED that the Houston County Board of Commissioners recognizes that community spread is occurring within Houston County and surrounding communities, and identifying locations as a source of COVID-19 spread is counter-productive. Instead, the board recognizes spread occurs person-to-person and the same level of vigilance should apply no matter where our residents find themselves. Further, the Board encourages all businesses and residents to continue to comply with state and federal guidance to prevent the spread of COVID-19.

File No. 12 - Commissioner Burns moved, Commissioner Walter seconded, unanimously carried to approve Resolution 20-42: Houston County 2020 Elections and Executive Order 20-81.

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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**HOUSTON COUNTY 2020 ELECTIONS
AND EXECUTIVE ORDER 20-81**

WHEREAS, the Governor issued Executive Order 20-81, mandating the wear of face coverings in indoor businesses and indoor public settings, and;

WHEREAS, the Minnesota Secretary of State issued guidance titled “Impact of the Governor’s Face Covering Executive Order on Voting in Minnesota” which reiterates the requirement for individuals to wear a face covering into a voting facility unless they are specifically exempted from the order as a child under 5 or “individuals with a medical condition, mental health condition, or disability that makes it unreasonable for the individual to maintain a face covering.” The memo directs polling places to do the following if individuals are not wearing a face covering upon arrival: 1.) Inform voters of the Governor’s facial covering mandate; 2.) Encourage the use of curbside voting (if they are unwilling to wear a face covering); and 3.) If the voter insists on voting in the polling place without a face covering, record any violation of the face covering order but do not prevent the voter from voting if eligible, and;

WHEREAS, the memo continues to direct “the name and addresses of a voter that refuses to comply with the state mandate be recorded and reported to appropriate authorities.”, and;

WHEREAS, the County Attorney provided a response to the County Auditor/Treasurer addressing concern with the potential for the guidance to “hinder, discourage, obstruct, and possibly deny the constitutional right of non-masked citizens to vote;

THEREFORE, BE IT RESOLVED, The Houston County Board of Commissioners concurs with the County Attorney’s concern that the Secretary of State’s guidance creates a potential to affect the constitutional right of all citizens to vote and concurs that the right to vote is so important that we have to be very careful with any perceived chilling, hindrance, obstruction or denial of the vote; and

BE IT FURTHER RESOLVED that the Houston County Board of Commissioners supports the County Attorney’s guidance to offer non-face-covered residents a face covering and take no further action to single out, stop, or otherwise hinder a voter attempting to vote without a face mask, including not making a notation regarding a failure to wear a mask because of the implied/actual threat of criminal or civil sanctions for voting without a face covering.

DISCUSSION ITEMS

Administrator Babinski shared a reminder that a regular board meeting session would be added as-needed to each regularly scheduled board workgroup session to allow primarily for timely actions related to CARES Act funding and other pandemic response actions. If the session is needed, the agenda will be posted and shared in advance of the meeting, otherwise, the

board will proceed with the regularly scheduled workgroup session. He also shared the EDA Committee had finalized the rules and forms for the Economic Assistance Grant Program and would launch the program officially on August 14th via the County's EDA website.

Commissioner Burns shared the Hazardous Household Waste collection event in La Crescent served 117 customers. He extended the board's thanks to the La Crescent Township for hosting the event in their facility and a special thank you to Al's Concrete for use of their parking lot area as a holding location for event participants.

Commissioner Burns departed the meeting at 11:08.

Commissioner Myhre attended the SEMCAC meeting and shared that they have hired a new Headstart program coordinator. He also shared that SEMCAC had received \$1M in funding to put into various support programs.

Commissioner Miller attended the Hiawatha Valley meeting. He said they expressed interaction with clients via zoom, etc. was still a struggle and they looked forward to returning to more face to face interaction with their clients. They still hope to conduct an open house at their new facility in Caledonia. He also attended the regional ECB (radio committee) meeting, where the group discussed efforts to ease cross-border communications with Iowa-based agencies. Finally, he stated the Personnel Committee had met again with the 49ers and initially with the AFSME unit to begin negotiations.

Commissioner Walter shared that the Extension Committee discussed plans to move forward with limited showcasing of animals for the 4-H program after the fair was cancelled. They had also discussed some alternative fund-raising opportunities related to the 100th anniversary of 4-H in Houston County.

Commissioner Johnson attended a Water Planning meeting where they moved funding around to support various projects. He also expressed concern over the Crooked Creek Watershed Project and the delays associated with engineer reviews. He proposed a letter of support from the board and agreed to initiate the letter. He shared the Highway Building Committee had a good initial meeting with Weiser Brothers and talked through some changes to the facility design to simplify and reduce cost of construction. They also discussed possibly completing the salt/sand storage facility this fall and work that could be done internally by the Highway Department staff to accelerate the project.

Public comment: None

There being no further business and the time being 11:30 p.m., motion was made by Commissioner Walter, seconded by Commissioner Myhre, carried to adjourn the meeting. The next advertised meeting being a Board Workgroup Session on Tuesday, August 18, 2020.

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	N/A	Dist. 4:	Yes	Dist. 5:	Yes
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BOARD OF COUNTY COMMISSIONERS
HOUSTON COUNTY, MINNESOTA

By: _____
Eric Johnson, Chairperson

Attest: _____
Jeffrey Babinski, County Administrator

PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: Tuesday, August 18, 2020

9:00 a.m.

Place: Commissioners Room, Courthouse, Caledonia, MN

*Virtual Meeting Held due to Peacetime Emergency Declaration in response to COVID-19 Pandemic.

Members Present via Computer:

Eric Johnson, Teresa Walter, Jack Miller, Robert Burns, and Greg Myhre

Others Present via Computer/Phone:

Administrator Babinski, Reporter Moorhead, Finance Director Lapham, HR Director Arrick-Kruger, Assessor Cresswell, Engineer Pogodzinski, Environmental Services Director Lacher, Recorder Schwebach

Call to order: 9:10 am

Presiding: Chairman Johnson

Call to order. Pledge of Allegiance.

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

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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Public Comment: None

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

- 1) File No. 1 - Approve payment of the License Center and Human Services disbursements and the following claims

County Revenue Fund	\$53,951.08
Road & Bridge Fund	\$571,290.40

Total	\$625,241.48
	=====

- 2) File No. 2 - Affirm the following personnel actions:

1. Auditor/Treasurer

1. Hire Nicole Konkel as a probationary Deputy Auditor/Treasurer – License Center, B22, Step 1, effective

August 19, 2020, conditioned upon successful completion of a background check.

2. Accept the resignation of Larissa Erickson effective August 18, 2020.

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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Public comment: None

There being no further business and the time being 9:20 a.m., motion was made by Commissioner Walter, seconded by Commissioner Myhre, unanimously carried to adjourn the meeting. The next advertised meeting being a Board Workgroup Session on Tuesday, August 18, 2020.

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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BOARD OF COUNTY COMMISSIONERS
HOUSTON COUNTY, MINNESOTA

By: _____
Eric Johnson, Chairperson

Attest: _____
Jeffrey Babinski, County Administrator

PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: Tuesday, August 18, 2020

9:20 a.m.

Members Present: Eric Johnson, Teresa Walter, Jack Miller, Robert Burns, Greg Myhre

*All Members participated via computer/conference call due to declared peacetime emergency.

Conference call information was shared for public participation

Board Workgroup Session

Call to order.

The Highway Building Committee provided an update to the Board on ongoing discussions with Weiser Brothers General Contractors, LLC on design changes and other open project scoping decisions pending. The committee also presented an initial overall program budget estimate and discussed the areas of high estimate variance, such as site soil work and the sand/salt storage facility. The committee felt better estimates would be available after a follow-up meeting with Wieser Brothers scheduled for August 28th.

Administrator Babinski briefly discussed CARES Act funding with the board and shared that the business grant applications were coming in and all was on track for a review by the EDA committee on September, 2.

The Board reviewed portions of the 2021 budget for the general fund and identified several questions for the finance committee to review before the next budget review with the board.

The Board discussed revising and reinitiating the RFP for help with the Comprehensive Land Use Plan and discussed the impact of the COVID-19 pandemic on efforts to update the plan with the desired levels of community-wide input.

The workgroup session adjourned at 11:30 a.m.

BOARD OF COUNTY COMMISSIONERS
HOUSTON COUNTY, MINNESOTA

By: _____
Eric Johnson, Chairperson

Attest: _____
Jeffrey Babinski, County Administrator

PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: Tuesday, August 25, 2020

9:30 a.m.

Place: Commissioners Room, Courthouse, Caledonia, MN

*Virtual Meeting Held due to Peacetime Emergency Declaration in response to COVID-19 Pandemic.

Members Present via Computer:

Eric Johnson, Teresa Walter, Jack Miller, Robert Burns, and Greg Myhre

Call to order: 9:31 am

Presiding: Chairman Johnson

Call to order. Pledge of Allegiance.

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

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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Commissioner Walter moved, Commissioner Myhre seconded, unanimously carried to approve the August 4, 2020 Board Meeting and Workgroup Session minutes.

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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Commissioner Walter moved, Commissioner Myhre seconded, unanimously carried to approve the August 11, 2020 Board Meeting minutes.

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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Commissioner Myhre moved, Commissioner Miller seconded, unanimously carried to approve the August 18, 2020 Board Meeting and Workgroup Session minutes.

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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Public Comment: None

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

- 1) File No. 1 - Approve payment of the License Center and Human Services disbursements and the following claims

County Revenue Fund	\$24,164.30
Road & Bridge Fund	\$8,309.06

Total

\$32,473.36
=====

- 2) Approve purchase of Service Agreement with Woods Psychological Services, LLC.
- 3) Accept the donation of \$1000 from Dean Ott (“Just Breathe” Suicide prevention/intervention) for the Sheriff’s Office to purchase less-lethal equipment.
- 4) Accept the donation of \$622 from the Houston County Veteran’s Monument Committee for future expenses of the Houston County Veteran’s Memorial.
- 5) File No. 2 - Affirm the following personnel actions:
 1. Auditor/Treasurer
 1. Hire Amy Sylling as a casual/temporary employee (67 days) at a wage of \$13.68/hr.
 2. Environmental Services
 1. Hire Jon Moldenhauer as a Drop-Site Supervisor, casual employee, Drop-Site wage scale, Step 1.
 3. Highway Department
 1. Hire Michael Buxengard as a probationary Maintenance Specialist, B23-2, Step 1, effective September 9, 2020, conditioned upon successful completion of a background check.

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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Public comment: None

ACTION ITEMS

File No. 2 - Commissioner Burns moved, Commissioner Miller seconded, unanimously carried to approve an eliminating the Comprehensive Major Medical (CMM) insurance plan option, based on low enrollment and union contract agreements.

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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File No. 3 - Commissioner Burns moved, Commissioner Walter seconded, unanimously carried to approve Resolution 20-43, Final Acceptance of Contract CP 2020-05-Sir Lines-A-Lot. Contract CP 2020-05 is completed at a total cost of \$117,571.98.

RESOLUTION NO. 20-43 FINAL ACCEPTANCE OF CP 2020-05 PAVEMENT MARKING- SIR LINES-A-LOT

WHEREAS, Project CP 2020-05 has in all things been completed, and the County Board being fully advised in the premises;

THEREFORE, BE IT RESOLVED, the Houston County Board of Commissioners, accepts said completed project for and on behalf of the Houston County DOT and authorize final payment.

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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File No. 4 - Commissioner Miller moved, Commissioner Myhre seconded, unanimously carried to approve Resolution 20-43, Authorization to Execute Minnesota Grant Agreement for Airport Improvement Excluding Land Acquisition. This grant offers a 70% state share, 30% local share, with local cost of \$3,060 for runway crack filling.

RESOLUTION NO. 20-44

AUTHORIZATION TO EXECUTE MINNESOTA GRANT AGREEMENT FOR AIRPORT IMPROVEMENT EXCLUDING LAND ACQUISITION (1044698)

BE IT RESOLVED, the Houston County Board of Commissioners, accepts the state of Minnesota Agreement No. 1044698 "Grant Agreement for Airport Improvement Excluding Land Acquisition" for State Project A2801-32 at the Houston County Airport.

BE IT FURTHER RESOLVED, the County Board Chair and County Administrator are authorized to execute this Agreement and any amendments on behalf of the County of Houston.

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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File No. 5 - Commissioner Walter moved, Commissioner Myhre seconded, unanimously carried approve the purchase of 10 Poll Pads with Election CARES Act grant dollars.

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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File No. 6 - Commissioner Burns moved, Commissioner Myhre seconded, unanimously carried to approve 2020 Budget Amendments related to previous board decisions, including FTE changes and approved purchases, and to State PERA Aid changes.

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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DISCUSSION ITEMS

Commissioner Burns relayed comments from the Finance Committee and discussed upcoming budget reviews. He attended a collaborative meeting with the Schools and said they were addressing how to deliver community education programs in our current environment. He also relayed the Bob Botcher Park sign was ready.

Commissioner Walter attended a solid waste committee meeting where they were considering changes to the rates charged to townships and cities, which haven't been adjusted in 5 years. They were also considering reviews of other local counties' programs for ideas to enhance our current programs. Currently, the solid waste revenues consist of \$360,000 from cities and townships, \$120,000 from fees collected at drop sites, and \$140,000 from the county tax levy.

Commissioner Miller updated the board on Union negotiations. He also updated the board on his progress to address a ‘no-wake’ area along the west channel for Mississippi river traffic.

Commissioner Myhre had also attended the finance and solid waste committee meetings.

Commissioner Johnson provided an update on the Crooked Creek Watershed Project – locally, there is confidence the engineering plan developed for the South Fork Lake project as well as funds available within the Root River One Watershed One Plan budget. Therefore, they plan to proceed without the originally planned grant, which has been held up by the state engineering plan review process. The project would take place on the Klinski property. He also provided a brief update on the Highway Building project and spoke specifically about the planning to move the Sheriff’s impound facility.

Commissioner Burns inquired about the lease for the Caledonia Drop Site location and the status of communicating with the Army Corps of Engineers about the Wildcat Park Seasonal Camper lottery.

There being no further business and the time being 10:41 a.m., motion was made by Commissioner Burns, seconded by Commissioner Myhre, unanimously carried to adjourn the meeting. The next advertised meeting being a Board Workgroup Session on Tuesday, September 1, 2020.

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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BOARD OF COUNTY COMMISSIONERS
HOUSTON COUNTY, MINNESOTA

By: _____
Eric Johnson, Chairperson

Attest: _____
Jeffrey Babinski, County Administrator

PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: Tuesday, September 1, 2020

9:20 a.m.

Members Present: Eric Johnson, Teresa Walter, Jack Miller, Robert Burns, Greg Myhre

*All Members participated via computer/conference call due to declared peacetime emergency.

Conference call information was shared for public participation

Board Workgroup Session

Call to order.

The Board reviewed the results of the Planning Commission's meeting on August 31, 2020 and discussed the recommendation related to the Conditional Use Permit for Eric and Amy Wink, Caledonia Township. The Board discussed options with the Zoning Administrator asked for additional information from him and Soil and Water for consideration of the CUP at the next Board Meeting.

The Board reviewed the General Fund and Road and Bridge Fund proposed 2021 budgets with Administrator Babinski, Finance Director Lapham and Department Heads. The Board emphasized their goal of a zero levy increase for 2021. The board recessed at 12:48 and resumed budget review at 1:30 pm.

The workgroup session adjourned at 3:30 p.m.

BOARD OF COUNTY COMMISSIONERS
HOUSTON COUNTY, MINNESOTA

By: _____
Eric Johnson, Chairperson

Attest: _____
Jeffrey Babinski, County Administrator

PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: Tuesday, September 8, 2020

9:30 a.m.

Place: Commissioners Room, Courthouse, Caledonia, MN

*Virtual Meeting Held due to Peacetime Emergency Declaration in response to COVID-19 Pandemic.

Members Present via Computer:

Eric Johnson, Teresa Walter, Jack Miller, Robert Burns, and Greg Myhre

Call to order: 9:31 am

Presiding: Chairman Johnson

Call to order. Pledge of Allegiance.

Commissioner Walter moved, Commissioner Myhre seconded, unanimously carried to approve the agenda, as amended.

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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Commissioner Walter moved, Commissioner Burns seconded, unanimously carried to approve the August 26, 2020 Board Meeting minutes.

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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Commissioner Walter moved, Commissioner Miller seconded, unanimously carried to approve the September 1, 2020 Board Meeting minutes.

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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Public Comment: None

Public Health and Human Services provided an update on the COVID-19 Pandemic, focusing on continued efforts to manage cases and provide contact tracing. They discussed some challenges with the data from the state through the MEDS system (cases assigned to wrong county, etc.). They also discussed efforts to work with the schools to provide a predictive model for case projection, which is providing a better information for the school decision makers.

Commissioner Burns moved, Commissioner Walter seconded, carried (4-1) to approve the Consent Agenda, which consisted of the following items:

- 1) File No. 1 - Approve payment of the License Center and Human Services disbursements and the following claims

County Revenue Fund	\$637,232.12
Road & Bridge Fund	\$18,187.27

Total	\$655,419.39
	=====

2) File No. 2 - Affirm the following personnel actions:

1. Department of Corrections
 1. Change the status of Technical Clerk Barbara Schmitz from probationary to regular at the completion of 1,040 work hours.
2. Environmental Services
 1. Hire Josh Erickson as a Drop-Site Supervisor, 67-day casual/temporary employee, Drop-Site wage scale, Step 1.
3. Finance Department
 1. Change the status of Account Clerk Lynn Colsch from probationary to regular at the completion of 1,040 work hours.
4. Highway Department
 1. Change the status of Highway Maintenance Specialist Christopher Frank from probationary to regular effective September 16, 2020.
5. 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.
6. Veterans Services
 1. Hire Adolphus (Brad) White s a 67-day casual/temporary employee at a wage of \$13.68/hr, conditioned upon successful completion of the VA criteria.
7. Auditor/Treasurer
 1. Accept the resignation of Nicole Ranzenberger, Deputy Auditor/Treasurer – License Center, effective the end of the work day September 18, 2020.

Dist. 1:	No	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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Public comment: None

ACTION ITEMS

File No. 3 - Commissioner Burns moved, Commissioner Walter seconded, unanimously carried to approve payments to 97 businesses under round 1 of the Houston County CARES

Business Relief Grant program. Round 1 provided \$475,682 to local businesses, with individual grants up to \$5,000 per business.

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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File No. 4 - Commissioner Miller moved, Commissioner Burns seconded, unanimously carried to approve to approve payments to 23 businesses under round 2 of the Houston County CARES Business Relief Grant program. This first award under round 2 provided \$108,200 to local businesses, with individual grants up to \$5,000 per business. After reviewing the initial applications, the EDA Committee recommended expansion of the eligibility criteria to include additional sole proprietor-owned businesses and non-profits with physical locations and at least 1 employee. Additional round 2 applications will be accepted through October 5, 2020.

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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File No. 5 - Commissioner Burns moved, Commissioner Myhre seconded, unanimously carried to approve a Conditional Use Permit for Joe and Laurie Boldun (Union Township) to build a cabin in an Ag District, subject to 1 condition recommended by the Planning Commission.

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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File No. 6 - Commissioner Myhre moved, Commissioner Miller seconded, unanimously carried to approve a Conditional Use Permit for James and Audra Wieser (Caledonia Township) to build a cabin in an Ag District, subject to 1 condition recommended by the Planning Commission.

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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File No. 7 - Commissioner Myhre moved, Commissioner Walter seconded, carried (4-1) to approve a Conditional Use Permit for Eric and Amy Wink (Caledonia Township) to build a cabin in an Ag District, subject to 5 conditions.

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	No	Dist. 4:	Yes	Dist. 5:	Yes
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File No. 7 – Prior to approval of the Conditional Use Permit for Eric and Amy Wink, the Board of Commissioners reviewed the results of the findings of the Planning Commission, which led to the Planning Commission’s recommendation to disapprove this permit. The board reviewed Finding #5 (soil conditions) and Finding #1 (permitted use).

Commissioner Myhre moved, Commissioner Burns seconded, unanimously approved to re-affirm the Planning Commission’s positive Finding #1 (permitted use), adding that the proposed use “conforms to the county land use plan” and the “Erosion Control Plan would satisfy the slope concerns” raised by this cabin’s placement.

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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Commissioner Myhre moved, Commissioner Walter seconded, carried (3-2) to approve Finding #5 (soil conditions) based on the understanding a “Erosion Control Plan would satisfy

the slope concerns” raised by this cabin’s placement. Commissioner Myhre stated Soil and Water had conducted an on-site visit and felt an Erosion Control Plan would mitigate any erosion concerns from the site’s sloped position. Commissioner Johnson shared the Township’s recommendation to approve the Conditional Use Permit. Commissioner Burns expressed concern the site’s slope amount required a variance through the Board of Adjustment.

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	No	Dist. 4:	No	Dist. 5:	Yes
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Commissioner Myhre moved to remove Rich Schield and Wayne Feldmeier from the Planning Commission and seek replacements for the remainder of their term, specifying their behavior was uncalled for at the recent Planning Commission meeting. The motion failed for lack of a second. Several Commissioners expressed concern with their behavior. The Board Chair will address them individually. The Board Chair and Administrator agreed to address behavior and meeting decorum with both the Planning Commission and Board of Adjustment at their next scheduled meetings.

File No. 8 – Commissioner Miller moved to approve implementation of seven position banding adjustments recommended by Arthur J. Gallagher & Co., the county’s consultant. The motion failed for lack of a second. The seven changes would have adjusted the bands of 7 positions.

File No. 9 – Commissioner Walter moved, Commissioner Burns seconded, carried (3-2) to approve a contract with David Drown Associates (DDA) for a wage and compensation study at a cost of \$21,750.

Dist. 1:	No	Dist. 2:	Yes	Dist. 3:	No	Dist. 4:	No	Dist. 5:	No
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Commissioner Burns moved, Commissioner Miller seconded, unanimously carried to allocate \$25,000 of CARES Act funds towards a facility project to improve the west entrance door for health and safety improvement. The project will replace the current door with a hands-free sliding door and expand the secure drop box for contact-less drop off of correspondence, ballots, etc.

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	No	Dist. 5:	Yes
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DISCUSSION ITEMS

File No. 10 - Auditor/Treasurer Trehus reviewed the financial status of the County, detailing the status of investment accounts, bank account balances and cash flow of the County’s accounts.

Commissioner Johnson shared details from the Highway Building planning meetings, stating the committee continues to work with Wieser Brothers and associates to clarify details of the project and attempts to work towards the board’s budgeting goals. Current estimates are down to \$6.4M. As details are refined, the goal remains to get the project under \$6M. Commissioner Johnson also shared details of the EDA Committee’s discussions and review of the business grant applications.

Commissioner Walter addressed attendance at the Joint Board of Public Health meeting with Fillmore County. She also mentioned efforts to review the 2021 budget and plan to set the preliminary levy at the September 22 board meeting.

Commissioner Miller echoed Commissioner Johnson's comments, having attended the same meetings.

Commissioner Myhre shared details of the finance committee review of the Public Health and Human Services budget.

There being no further business and the time being 12:21 p.m., motion was made by Commissioner Burns, seconded by Commissioner Miller, unanimously carried to adjourn the meeting. The next advertised meeting being a Board Workgroup Session on Tuesday, September 15, 2020.

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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BOARD OF COUNTY COMMISSIONERS
HOUSTON COUNTY, MINNESOTA

By: _____
Eric Johnson, Chairperson

Attest: _____
Jeffrey Babinski, County Administrator

PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: Tuesday, September 15, 2020

9:00 a.m.

Place: Commissioners Room, Courthouse, Caledonia, MN

*Virtual Meeting Held due to Peacetime Emergency Declaration due to COVID-19 Pandemic.

Members Present via Computer:

Eric Johnson, Teresa Walter, Jack Miller, Robert Burns, and Greg Myhre

Call to order: 9:00 am

Presiding: Chairman Johnson

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

- 1) File No. 1 - Approve payment of the License Center and Human Services disbursements and the following claims

County Revenue Fund	\$47,382.55
Road & Bridge Fund	\$814,181.95

Total	\$861,564.50
	=====

- 2) File No. 2 - Affirm the following personnel actions:

1. Auditor/Treasurer

1. Hire Annette Christian as a casual/temporary (67-days) employee at a wage of \$13.68/hr.

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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There being no further business and the time being 9:06 a.m., motion was made by Commissioner Burns, seconded by Commissioner Johnson, unanimously carried to adjourn the meeting. The next advertised meeting being a Board Workgroup Session on Tuesday, August 18, 2020.

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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BOARD OF COUNTY COMMISSIONERS
HOUSTON COUNTY, MINNESOTA

By: _____
Eric Johnson, Chairperson

Attest: _____
Jeffrey Babinski, County Administrator

PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: Tuesday, September 15, 2020

9:10 a.m.

Members Present: Eric Johnson, Teresa Walter, Jack Miller, Robert Burns, Greg Myhre

*All Members participated via computer/conference call due to declared peacetime emergency.

Conference call information was shared for public participation

Board Workgroup Session

Call to order.

The Board reviewed the Public Health and Human Services budget as well as the Solid Waste and Recycling program budget. After review, the board is considering a change to the fee assessed to each household through the cities and townships. The fee was last adjusted to \$3.50 per household per month. A change to \$4.00 per household per month would offset the increased program costs since the fee was last adjusted in 2016.

Administrator Babinski briefly discussed CARES Act funding with the board.

The workgroup session adjourned at 12:15 a.m.

BOARD OF COUNTY COMMISSIONERS
HOUSTON COUNTY, MINNESOTA

By: _____
Eric Johnson, Chairperson

Attest: _____
Jeffrey Babinski, County Administrator

PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: Tuesday, September 22, 2020

9:30 a.m.

Place: Commissioners Room, Courthouse, Caledonia, MN

*Virtual Meeting Held due to Peacetime Emergency Declaration in response to COVID-19 Pandemic.

Members Present via Computer:

Eric Johnson, Teresa Walter, Jack Miller, Robert Burns, and Greg Myhre

Call to order: 9:31 am

Presiding: Chairman Johnson

Call to order. Pledge of Allegiance.

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

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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Commissioner Walter moved, Commissioner Myhre seconded, unanimously carried to approve the September 8, 2020 Board Meeting minutes.

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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Commissioner Walter moved, Commissioner Myhre seconded, unanimously carried to approve the September 15, 2020 Board Meeting and Workgroup Session minutes.

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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Public Comment: None

Public Health and Human Services provided an update on the COVID-19 Pandemic and the increase in cases in the County and region. Although the region's increase has occurred mostly in the college age range, our local increases are not confined to that age range.

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

- 1) File No. 1 - Approve payment of the License Center and Human Services disbursements and the following claims

County Revenue Fund	\$118,765.32
Road & Bridge Fund	\$18,601.96

Total

\$137,367.28
=====

2) File No. 2 - Affirm the following personnel actions:

1. Auditor/Treasurer

1. Hire Amy Jeannie Feldmeier as a casual/temporary employee (67 days) at a wage of \$13.68/hr to support 2020 election activity.

2. Public Health and Human Services

1. Change the status of Social Worker Alexie Krause from probationary to regular effective September 23, 2020.

3. Sheriff's Office

1. Change the status of Jailer/Dispatcher William Gavin from probationary to regular effective September 30, 2020.

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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Public comment: None

ACTION ITEMS

File No. 3 - Commissioner Burns moved, Commissioner Myhre seconded, unanimously carried to accept the low bid of Minnowa Construction, in the amount of \$89,394.20 for SAP 28-599-092 for Bridge Replacement on Eitzen Creek Drive in Winnebago Township.

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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File No. 4 - Commissioner Burns moved, Commissioner Walter seconded, unanimously carried to approve to Resolution 20-45 Final Acceptance of Contract CP 2020-01(A) Bruning Rock Products, Inc. Contract 302 is completed at a total cost of \$130,152.09.

RESOLUTION NO. 20-45

FINAL ACCEPTANCE OF CP 2020-01 (A) BRUENING ROCK PRODUCTS, INC.

WHEREAS, Project CP 2020-01 (A) has in all things been completed, and the County Board being fully advised in the premises;

THEREFORE, BE IT RESOLVED, the Houston County Board of Commissioners, accepts said completed project for and on behalf of the Houston County DOT and authorize final payment.

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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File No. 5 - Commissioner Walter moved, Commissioner Myhre seconded, unanimously carried to the Community Support Program (CSP) Grant agreement with the Minnesota Department of Human Services.

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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Commissioner Burns moved, Commissioner Miller seconded, with the motion failing 2-3 (nay from Johnson, Walter, Myhre) to reappoint Cindy Cresswell as County Assessor for a subsequent 4 year term. Administrator Babinski recommended the Board reappoint Assessor Cresswell for a four-year term, required under MS Statute 263.071 at the completion of her first term. Commissioner Walter expressed concern with past communication issues with the Assessor's office and property owners and the City of La Crescent during their last Local Board of Equalization meetings. Assessor Cresswell responded with a reminder of her past requests for additional staff help, which came after the specific incidents mentioned. Following the vote, Commissioner Burns expressed concern for how to proceed, given shortages in the Assessor position in neighboring counties. He also expressed support for Assessor Cresswell, given the work accomplished while short-handed and under the demand of the State to correct issues caused by previous staff. Commissioner Johnson expressed this action "isn't a termination" and tabled further discussion until another meeting.

Dist. 1:	Yes	Dist. 2:	No	Dist. 3:	Yes	Dist. 4:	No	Dist. 5:	No
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File No. 7 - Commissioner Miller moved, Commissioner Walter seconded, unanimously carried to approve an updated procurement policy for Federal Grants.

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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File No. 8 - Commissioner Burns moved, Commissioner Myhre seconded, motion carried (4-1, Miller opposed) to approve Resolution 20-46 2021 Preliminary Levy with a 3% increase over the 2020 budget. Administrator Babinski and Finance Director Lapham shared the latest budget plan, which called for a 2.5% budget increase, but did not take into account the unsettled negotiations with the seven labor union groups. They proposed a couple of possible additional budget cuts and expense shifts to capital improvement funds, but proposed a preliminary 3% to allow for the uncertainty of the unsettled union agreements. Commissioner Miller asked what else could be done to decrease the budget by 3% and if furloughs should be considered if the settlements push expenses over the preliminary budget.

Resolution 20-46

ADOPTION OF 2021 PRELIMINARY LEVY

BE IT RESOLVED, that the proposed levy after the deduction of County Program Aid (CPA), in the amount of \$12,845,561 be made on all taxable property in the County of Houston for taxes payable in 2021 in the following amounts by County Fund:

County Revenue	\$ 8,480,501
Road & Bridge	2,240,277
Human Services	1,850,212
Bond Fund – 2017A Jail Bonds	497,123
Bond Fund – 2020A Jail Bonds	865,725

Total	\$13,933,838

Less CPA	(1,088,277)

Total Levy	\$12,845,561
	=====

Dist. 1:	No	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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File No. 9 - Commissioner Walter moved, Commissioner Johnson seconded, unanimously carried to approve Resolution 20-47 2021 Preliminary Budget.

Resolution 20-47
ADOPTION OF 2021 PRELIMINARY OPERATING BUDGET

BE IT RESOLVED, that the Board of the County Commissioners, Houston County, Minnesota adopts the proposed budget for 2021 for Revenue and Expenditures within the following funds:

	Revenue	Expenditures	Revenues Over (Under) Expenditures
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County Revenue	\$11,900,508	\$11,800,712	\$ 99,796
Road & Bridge	9,624,413	9,624,413	0
Human Services	6,830,829	6,830,829	0
Debt Service	1,362,848	1,362,848	0
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Grand Total	\$29,718,598	\$29,618,802	\$ 99,796
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Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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File No. 10 - Commissioner Burns moved, Commissioner Walter seconded, unanimously carried to approve Resolution 20-48 Authorization to Establish Absentee Ballot Board and UOCAVA Ballot Board for 2020 General Election.

RESOLUTION NO. 20-48
AUTHORIZATION TO ESTABLISH ABSENTEE BALLOT BOARD
AND UOCAVA BALLOT BOARD FOR 2020 GENERAL ELECTION

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.

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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File No. 11 - Commissioner Burns moved, Commissioner Myhre seconded, unanimously carried to authorize \$250,000 of the federal CARES Act funds for the purchase of IT equipment necessary to improve access to remote working.

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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DISCUSSION ITEMS

Commissioners Walter discussed news from recent participation in AMC Policy Committee meetings, with discussion on out-of-home placement increases and funding for mental health issues. She also shared that she had spoken at the La Crescent Montessori school, providing insight to the students on the role of a County Commissioner and functions of County government.

Commissioner Burns discussed his AMC Policy Committee meetings, with the Transportation Committee focused on replacing lost gas tax revenue and rules around wetlands. He also recommended the County consider specific CARES Act contributions to Hiawatha Valley, SEMCAC, SEMCHRA, and WDI.

Commissioner Miller also addressed his AMC Policy Committee meetings, with the Public Health and Human Services Committee focused on the continuation of operational waivers spurred by the pandemic response period, funding for mental health and opioid abuse, and salary increase for DAC.

Commissioner Myhre shared that he attended the AMC general government policy meeting. He said during introductions that counties shared their preliminary levy increases, which ranged from 1-7%.

Commissioner Johnson attended the AMC Natural Resources Policy group meetings. Their priorities with budget cuts in mind were focused on solid waste energy site MPCA guidelines, ditches, and watershed districts.

There being no further business and the time being 11:32 a.m., motion was made by Commissioner Miller, seconded by Commissioner Myhre, unanimously carried to adjourn the meeting. The next advertised meeting being a Board Workgroup Session on Tuesday, September 15, 2020.

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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BOARD OF COUNTY COMMISSIONERS
HOUSTON COUNTY, MINNESOTA

By: _____
Eric Johnson, Chairperson

Attest: _____
Jeffrey Babinski, County Administrator

PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: Tuesday, October 6, 2020

9:00 a.m.

Place: Commissioners Room, Courthouse, Caledonia, MN

*Virtual Meeting Held due to Peacetime Emergency Declaration due to COVID-19 Pandemic.

Members Present via Computer:

Eric Johnson, Teresa Walter, Jack Miller, Robert Burns, and Greg Myhre

Call to order: 9:00 am

Presiding: Chairman Johnson

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

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

- 1) File No. 1 - Approve payment of the License Center and Human Services disbursements and the following claims

County Revenue Fund	\$47,382.55
Road & Bridge Fund	\$814,181.95

Total	\$861,564.50
	=====

- 2) Approve Resolution 20-49 Aquatic Invasive Species Prevention Aid

RESOLUTION NO. 20-49

AQUATIC INVASIVE SPECIES PREVENTION AID

WHEREAS, 2014 Session Law Chapter 308 enacted by the Legislature provides Minnesota counties a County Program Aid grant for Aquatic Invasive Species (AIS) prevention. The amount designated for each county is based on the number of watercraft trailer launches as well as the number of watercraft trailer parking spaces within each county. Houston County was allocated \$22,755 for 2021 and years following (5 watercraft trailer launches and 50 watercraft trailer parking spaces), and

WHEREAS, the legislation requires that Houston County must establish, by resolution or through adoption of a plan, guidelines for the use of the proceeds which are to prevent the introduction or limit the spread of aquatic invasive species at all access sites within the county, and

WHEREAS, the county may appropriate the proceeds directly or may use any portion of the proceeds to provide funding to a soil and water conservation district in the county, for a joint powers board or cooperative agreement with another political subdivision, a watershed district in the county, or a

lake association located in the county. Any money appropriated by the county to a different entity or political subdivision must be used as required under this section, and

WHEREAS, the county must submit a copy of its guidelines for use of the proceeds to the Department of Natural Resources by December 31 of the year the payments are received, and

WHEREAS, maintaining an ongoing effort to inform the public of resource needs, resource impairments and resource protection matters has been identified as the most important tool in addressing water resource concerns in the Houston County Water Plan, the fight against Aquatic Invasive Species is included in this educational effort and will continue to be a cornerstone of Houston County's Water Plan.

NOW THEREFORE, BE IT RESOLVED the Board of Commissioners of Houston County, Minnesota designate oversight of Houston County's AIS prevention efforts to the Root River Soil and Water Conservation District and delegates to them the responsibility to prepare, implement and report annually a plan to allocate the funding in accordance with the above legislation.

3) File No. 2 - Affirm the following personnel actions:

1. Auditor/Treasurer

1. Hire Celeste Abbot as a casual/temporary (67-days) employee at a wage of \$13.68/hr. to support 2020 Election activity.
2. Amend Resolution 20-48 General Election Absentee Ballot Board to include Celeste Abbot.

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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File No. 3 – Commissioner Burns moved, Commissioner Myhre seconded, unanimously carried to approve property tax abatement requests from Justin Meyer and Charles Little, both of which had Homestead Tax Credits removed from their property in error.

File No. 4 – Commissioner Miller moved, Commissioner Walter seconded, motion carried (4-1, nay: Johnson) to deny property tax abatement requests from Jerry Holter and Molly Coughlin.

At 9:35 am, Commissioner Walter moved, Commissioner Myhre seconded, unanimously carried to enter a closed session pursuant to MN Stat. 13D.05, Subd. 3, (b) Attorney/Client Privilege to discuss MAPE Grievance 2020-13-008016 filed on behalf of Cynthia Cresswell-Hatleli. The closed session was attended by Commissioners Miller, Johnson, Burns, Walter and Myhre, Attorney Jandt, and Administrator Babinski. At 10:00 am, Commissioner Myhre moved, Commissioner Walter seconded, unanimously carried to end the closed session. Attorney Jandt summarized that the board discussed the grievance filed by MAPE and the response process. No action was taken at this time, so grievance process will proceed with Step 1 and 2.

At 10:03 am, Commissioner Burns moved, Commissioner Walter seconded, unanimously carried to enter a closed session pursuant to MN Stat. 13D.03, Subd. 1. (b) “to consider strategy for labor negotiations, including negotiation strategies or developments or discussion and review of labor negotiation proposals.” The closed session was attended by Commissioners Miller, Johnson, Burns, Walter and Myhre, Administrator Babinski, HR Director Arrick-Kruger, and Finance

Director Carol Lapham. At 10:38 am, Commissioner Miller moved, Commissioner Burns seconded, unanimously carried to end the closed session. Administrator Babinski summarized the Board discussed current and ongoing negotiations with the labor units associated with the county.

There being no further business and the time being 10:38 a.m., motion was made by Commissioner Myhre, seconded by Commissioner Burns, unanimously carried to adjourn the meeting.

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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BOARD OF COUNTY COMMISSIONERS
HOUSTON COUNTY, MINNESOTA

By: _____
Eric Johnson, Chairperson

Attest: _____
Jeffrey Babinski, County Administrator

PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: Tuesday, October 6, 2020

10:40 a.m.

Members Present: Eric Johnson, Teresa Walter, Jack Miller, Robert Burns, Greg Myhre

*All Members participated via computer/conference call due to declared peacetime emergency.

Conference call information was shared for public participation

Board Workgroup Session

Call to order.

Administrator Babinski updated the Board on CARES Act spending and discussed a project proposal to use CARES Act funds to create safer working environments, to include projects at the County's solid waste dropsites. The Board also discussed potential direct support to the organizations that provide support to County residents, such as Hiawatha Valley and Workforce Development, Inc.

The Board discussed the recent incident in Eitzen with the CASPER Survey personnel and suggested the board approve a resolution or memo at their next meeting to seek an apology from MDH on behalf of the City of Eitzen for statements made in the media regarding the incident.

The workgroup session adjourned at 11:01 a.m.

BOARD OF COUNTY COMMISSIONERS
HOUSTON COUNTY, MINNESOTA

By: _____
Eric Johnson, Chairperson

Attest: _____
Jeffrey Babinski, County Administrator

PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: Tuesday, October 13, 2020

9:30 a.m.

Place: Commissioners Room, Courthouse, Caledonia, MN

*Virtual Meeting Held due to Peacetime Emergency Declaration in response to COVID-19 Pandemic.

Members Present via Computer:

Eric Johnson, Teresa Walter, Jack Miller, Robert Burns, and Greg Myhre

Call to order: 9:30 am

Presiding: Chairman Johnson

Call to order. Pledge of Allegiance.

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

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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Commissioner Walter moved, Commissioner Burns seconded, unanimously carried to approve the September 22, 2020 Board Meeting minutes.

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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Commissioner Burns moved, Commissioner Walter seconded, unanimously carried to approve the October 6, 2020 Board Meeting and Workgroup Session minutes.

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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Public Comment: None

Public Health and Human Services Director Pugleasa shared the unfortunate news of Houston County's first COVID-19 related death within the county. His team remains focused on three tasks; 1. providing vetted data and messaging about the virus, 2. continued contact tracing as we are made aware of positive cases, and 3. consulting with school districts and businesses on response and mitigation strategies. He also shared that the Public Health team would change their reporting from daily reporting to a weekly format and shared links to where daily updates could be found. This shift allows his team to focus more on contact tracing and consulting and less on providing redundant reporting.

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

- 1) File No. 1 - Approve payment of the License Center and Human Services disbursements and the following claims

County Revenue Fund	\$104,459.45
Road & Bridge Fund	\$1,902,879.03

Total	\$2,007,338.48
	=====

- 2) Reappoint Brad Felten and Arlyn Pohlman to the Crooked Creek Watershed Board, with terms beginning December 1, 2020 through November 30, 2023.
- 3) Approved Resolution 20-50 Gambling Permit, Whitetails Unlimited.

RESOLUTION NO. 20-50
MINNESOTA LAWFUL GAMBLING PERMIT APPROVAL
WHITETAILED UNLIMITED

BE IT RESOLVED, the Houston County Board of Commissioners does hereby approve the Minnesota Lawful Gambling Application for Exempt Permit on behalf of Whitetails Unlimited, Houston County for gambling activities to be conducted at MaCal Grove Country Club on December 4, 2020, with no waiting period.

- 4) Approved Resolution 20-51 Gambling Permit, Ring & Run, Inc.

RESOLUTION NO. 20-51
MINNESOTA LAWFUL GAMBLING PERMIT APPROVAL
WHITETAILED UNLIMITED

BE IT RESOLVED, the Houston County Board of Commissioners does hereby approve the Minnesota Lawful Gambling Application for Exempt Permit on behalf of Ring & Run, Inc. for gambling activities to be conducted at Schmitty's TimeOut Tavern on December 5, 2020, with no waiting period.

- 5) File No. 2 - Affirm the following personnel actions:

1. Sheriff's Office

1. Reassign Ben Novak to the position of probationary Lead Jailer (Detention Sgt.) B32-2, effective October 26, 2020.

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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ACTION ITEMS

Administrator Babinski provided a brief summary that the Board met in a Special Session on October 12, 2020 at 11:00 am to hold a closed session pursuant to MN Statute 13D.05, Subd.

3, (b) Attorney/Client Privilege in response to the MAPE grievance filed on behalf of Ms. Cindy Creswell-Hatleli. Upon motion by Commissioner Miller, seconded by Commissioner Burns and unanimously carried, the board entered a closed session attended by the Commissioners, Attorney Jandt, Administrator Babinski and HR Director Arrick-Kruger. Commissioner Myhre moved, Commissioner Burns seconded, unanimously approved to end the closed session at 11:27. Commissioner Burns moved, seconded by Commissioner Miller, unanimously approved to adjourn the Special Session at 11:28 am. During the closed session, the Board met with the personnel committee members to review the information presented by MAPE during Step 2 of the grievance process.

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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Commissioner Walter moved, Commissioner Myhre seconded, carried 3-2 (Miller, Burns opposed) to reject the Step 2 Grievance filed by MAPE on behalf of Ms. Cindy Cressell-Hatleli.

Dist. 1:	No	Dist. 2:	Yes	Dist. 3:	No	Dist. 4:	Yes	Dist. 5:	Yes
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File No. 3 - Commissioner Burns moved, Commissioner Miller seconded, unanimously carried to approve a memorandum to the Minnesota Department of Health Director concerning the CASPER Study incident in Eitzen. The Commissioners expressed frustration with previous communication with the Department of Health and inability to properly investigate the incident. All felt the city of Eitzen deserved an apology for the treatment of unreported allegations as fact without proper investigation.

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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File No. 4 - Commissioner Burns moved, Commissioner Walter seconded, unanimously carried to approve installation of permanent protective glass partitions in the Historic Courthouse and CCS facilities with up to \$11,000 of CARES Act funds.

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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File No. 5 - Commissioner Miller moved, Commissioner Myhre seconded, unanimously carried to approve awarding round 2(b) CARES Act Business Assistance Grants. Allison Wagner shared the EDA Committee's recommendation to approve 66 additional grants to businesses and non-profit entities under 'round 2' rules, totaling \$313,690.27. She also discussed EDA Committee's expanded rules for 'round 3' and the deadline of October 30 for any additional applications.

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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File No. 6 - Commissioner Burns moved, Commissioner Myhre seconded, unanimously carried to approve a \$5000 grant request from MDA for continued efforts in 2021 to control/eradicate Japanese Hops along the Root River Corridor.

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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File No. 7 - Commissioner Walter moved, Commissioner Burns seconded, unanimously carried to approve Resolution 20-52 Prioritized Bridge Replacement List.

**RESOLUTION NO. 20-52
PRIORITIZED BRIDGE REPLACEMENT LIST**

WHEREAS, Houston County has reviewed the pertinent data on bridges requiring replacement, rehabilitation, or removal, supplied by local citizenry and local units of government, and

WHEREAS, Houston County has identified those bridges that are high priority and that require replacement, rehabilitation, or removal within the next five years;

NOW, THEREFORE BE IT RESOLVED that the following deficient bridges are high priority and Houston County intends to replace, rehabilitate, or remove these bridges as soon as possible when funds are available,

Old Bridge #	Road # or Name	Total Project Cost	Township Bridge/or State Aid Funds	Federal Funds	Bridge Bonding	Local Funds	Proposed Construction Year
L4012	Rooster Valley Road	328,440.00	308,440.00	-	-	20,000.00	2021
L4009	Rooster Valley Road	328,440.00	308,440.00	-	-	20,000.00	2021
28501	Looney Valley Road	861,900.00	841,900.00	-	-	20,000.00	2021
L3997	Freeburg Ridge Road	986,816.00	966,816.00	-	-	20,000.00	2021
L4038	Hauge Hill Road	376,625.00	356,625.00	-	-	20,000.00	2022
88421	CSAH 12	366,221.00	230,989.00	-	83,232.00	52,000.00	2022
L3984	Wiebke Hill Road	384,157.00	364,157.00	-	-	20,000.00	2023
L3983	Wiebke Hill Road	384,157.00	364,157.00	-	-	20,000.00	2023
7540	CSAH 10	511,502.00	374,605.00	-	84,897.00	52,000.00	2023
88431	CSAH 20	373,545.00	236,648.00	-	84,897.00	52,000.00	2023
6937	CR 249	381,016.00	22,421.00	-	86,595.00	272,000.00	2024
4543	Oakland Drive	644,047.00	624,047.00	-	-	20,000.00	2024

L9502	Pfeffer Valley Road	410,718.00	390,718.00	-	-	20,000.00	2025
3968	Sylling Road	410,718.00	390,718.00	-	-	20,000.00	2025
		6,748,302.00	5,780,681.00	-	339,621.00	628,000.00	

FURTHERMORE, Houston County does hereby request authorization to replace, rehabilitate, or remove such bridges; and

FURTHERMORE, Houston County does hereby request financial assistance with eligible approach grading and engineering costs on township bridges, as provided by law.

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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File No. 8 - Commissioner Walter moved, Commissioner Myhre seconded, unanimously carried to adopt the findings of the Planning Commission and approve a Conditional Use Permit for Andrew and Kristi Esser to build an accessory building in a Residential District in La Crescent Township, with one condition applied.

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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File No. 9 - Commissioner Walter moved, Commissioner Miller seconded, unanimously carried to approve Resolution 20-53 Final Acceptance of Contract CP 2020-01 (B) Milestone Materials. Contract 308 was competed at a total cost of \$176,316.49.

**RESOLUTION NO. 20-53
FINAL ACCEPTANCE OF CP 2020-01 (A) MAINTENANCE ROCK
MILESTONE MATERIALS**

WHEREAS, Project CP 2020-01 (B) has in all things been completed, and the County Board being fully advised in the premises;

THEREFORE, BE IT RESOLVED, the Houston County Board of Commissioners, accepts said completed project for and on behalf of the Houston County DOT and authorize final payment.

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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File No. 10 - Commissioner Walter moved, Commissioner Burns seconded, unanimously carried to the 2021 Multi-County SNAP Employment and Training agreement with Workforce Development, Inc. to provide employment and training services for eligible SNAP program participants.

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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File No. 11 - Commissioner Miller moved, Commissioner Walter seconded, unanimously carried to approve Foster Care Education Transportation Agreements with each of the four School Districts within Houston County.

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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DISCUSSION ITEMS

Administrator Babinski shared that Bid Package #1 for the Highway Facility project was released and bids are due October 21, 2020. Bid Package #1 includes the site work, main building materials, and the Salt/Sand shed facility. After Highway Committee review, the bids will be brought to the board on October 27th for review and acceptance. He also share an update on the License Center, which is now able to process Drivers Licenses again after a protracted wait for the state to complete a background check on our employee. He also shared there is a Public Hearing scheduled for October 27th to review the 2021 Fee Schedule, to include an increase in fees charged to the Townships and Cities for Solid Waste and the potential addition of a fee to specific property owners for dust control (chloride treatment) along county-maintained gravel roads. At Board request, this hearing was rescheduled to 6:30pm on October 27th.

Commissioners Walter reminded the board of the AMC District 9 meeting scheduled for November 2, 2020. She also discussed the Extention Committee meeting and reported they supported 517 entries in the modified 4-H county fair show. Although only a quarter of normal participation, they felt the modifications for social distancing were a successful balance of safety and allowing the 4-H students to showcase their hard work.

Commissioner Burns shared a discussion on the airport from the Land Use Committee meeting. He also discussed looking for grant funding to continue the improvements made to Botcher Park, which has seen an uptick in visits since the sign was posted and shared. He also discussed meeting with zoning staff and a property owner to seek resolution with the DNR over a flood plain related issue.

Commissioner Miller discussed the Eitzen incident with MDH during the SHAK committee meeting. He also attended the radio board meeting and relayed discussion of using CARES Act funds for communication equipment improvements, specifically with cross-border communication requirements.

Commissioner Myhre questioned using CARES Act funds for the planned improvements to the steps leading to the East entrance of the Historic Courthouse.

Commissioner Johnson discussed the Highway Building Committee's recent meeting with Weiser Brothers/HSR to review detailed plans of the HVAC requirements and other facility details. He expressed confidence they are headed in the right direction and that the county is getting its best bang for the buck on the project.

Commissioner Johnson ended the meeting with another recognition of the County's first loss of life from the COVID-19 pandemic and expressed sympathy on behalf of the county.

There being no further business and the time being 11:16 a.m., motion was made by Commissioner Miller, seconded by Commissioner Myhre, unanimously carried to adjourn the meeting. The next advertised meeting being a Board Meeting and Workgroup Session on Tuesday, October 20, 2020.

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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BOARD OF COUNTY COMMISSIONERS
HOUSTON COUNTY, MINNESOTA

By: _____
Eric Johnson, Chairperson

Attest: _____
Jeffrey Babinski, County Administrator

PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: Tuesday, October 20, 2020

9:00 a.m.

Place: Commissioners Room, Courthouse, Caledonia, MN

*Virtual Meeting Held due to Peacetime Emergency Declaration due to COVID-19 Pandemic.

Members Present via Computer:

Eric Johnson, Teresa Walter, Jack Miller, Robert Burns, and Greg Myhre

Call to order: 9:00 am

Presiding: Chairman Johnson

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

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

- 1) File No. 1 - Approve payment of the License Center and Human Services disbursements and the following claims

County Revenue Fund	\$193,126.17
Road & Bridge Fund	\$69,684.81

Total	\$262,810.98
	=====

- 2) Approve amended Resolution 20-48 General Election Absentee Ballot Board

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.

3) File No. 2 - Affirm the following personnel actions:

1. Auditor/Treasurer

1. Hire Kathlene Barnet as a probationary Deputy Auditor/Treasurer – License Center, B-22, Step 1, effective October 21, 2020, conditioned upon successful completion of background checks.

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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File No. 3 – Commissioner Walter moved, Commissioner Miller seconded, carried 3-2 (Johnson, Myhre opposed) to re-nominate Theresa Arrick-Kruger to the SSC Board of Directors. Commissioner Johnson and Myhre expressed concern of conflict of interest related to SSC and the county's insurance program.

Dist. 1:	Yes	Dist. 2:	No	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	No
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File No. 4 – Commissioner Walter moved, Commissioner Myhre seconded, unanimously carried to accept a grant agreement from the Center for Tech and Civic Life to be used for the purpose of planning and operationalizing safe and secure election administration. Auditor/Treasurer Trehus shared the opportunity for this grant to help offset some of the extra costs with the 2020 election.

At 9:30 am, Commissioner Burns moved, Commissioner Myhre seconded, unanimously carried to enter a closed session pursuant to MN Stat. 13D.05, Subd. 3, (b) Attorney/Client Privilege to discuss Mound Prairie Township v. Houston County et. al. The closed session was attended by Commissioners Miller, Johnson, Burns, Walter and Myhre, Attorney Jandt, Administrator Babinski, Engineer Pogodzinski, Justin Conway, and Attorney Kuboushek. At 10:19 am, Commissioner Burns moved, Commissioner Miller seconded, unanimously carried to end the closed session. Administrator Babinski provided a brief summary that the board reviewed the current case status with Attorney Kuboushek and no board action was required at this time.

The board discussed and subsequently requested Administrator Babinski cancel the regularly scheduled workshop session on November 3, 2020 in deference to Election Day activities and reminded everyone to exercise their right to vote.

There being no further business and the time being 10:21 a.m., motion was made by Commissioner Walter, seconded by Commissioner Burns, unanimously carried to adjourn the meeting.

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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BOARD OF COUNTY COMMISSIONERS
HOUSTON COUNTY, MINNESOTA

By: _____
Eric Johnson, Chairperson

Attest: _____
Jeffrey Babinski, County Administrator

PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: Tuesday, October 20, 2020

10:25 a.m.

Members Present: Eric Johnson, Teresa Walter, Jack Miller, Robert Burns, Greg Myhre

*All Members participated via computer/conference call due to declared peacetime emergency.

Conference call information was shared for public participation

Board Workgroup Session

Call to order.

Administrator Babinski and Environmental Director Lacher updated the Board on the potential CARES Act funded project to upgrade the facilities at the county's drop sites. Lacher share his research and initial quotes from two prospective bidders. The board requested he continue to work with the companies to refine their quotes and confirm availability of material to complete the project.

The Board discussed status of Eric Augedahl's building permit request and efforts between Commissioner Burns and Lacher to work with the DNR to resolve the flood plain issues on the property.

The board discussed potential concerns with Highway Department operations this winter with respect to potential impacts of COVID-19 infections and contact quarantine requirements when the drivers already operate in routine isolation. Staff agreed to follow up and review options.

The workgroup session adjourned at 11:15 a.m.

BOARD OF COUNTY COMMISSIONERS
HOUSTON COUNTY, MINNESOTA

By: _____
Eric Johnson, Chairperson

Attest: _____
Jeffrey Babinski, County Administrator

PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: Tuesday, October 27, 2020

9:30 a.m.

Place: Commissioners Room, Courthouse, Caledonia, MN

*Virtual Meeting Held due to Peacetime Emergency Declaration in response to COVID-19 Pandemic.

Members Present via Computer:

Eric Johnson, Teresa Walter, Jack Miller, Robert Burns, and Greg Myhre

Call to order: 9:30 am

Presiding: Chairman Johnson

Call to order. Pledge of Allegiance.

Commissioner Walter moved, Commissioner Burns seconded, unanimously carried to approve the agenda, as amended.

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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Commissioner Walter moved, Commissioner Myhre seconded, unanimously carried to approve the October 13, 2020 Board Meeting minutes.

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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Commissioner Walter moved, Commissioner Miller seconded, unanimously carried to approve the October 20, 2020 Board Meeting and Workgroup Session minutes.

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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Public Comment: None

Public Health and Human Services Director Pogleasa shared the unfortunate news of Houston County's second COVID-19 related death within the county. He also discussed testing initiatives by the state to provide more availability to test in rural areas. There is an initiative for mail-in saliva testing being trialed in several counties before state-wide implementation. Our residents are eligible to be tested in Winona, at the recently established testing center there.

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

- 1) File No. 1 - Approve payment of the License Center and Human Services disbursements and the following claims

County Revenue Fund	\$34,787.36
Road & Bridge Fund	\$28,264.10

Total	\$63,051.46
	=====

- 2) File No. 3 – Approve the 2021-2022 CREST Agreement.
- 3) File No. 4 – Approve the Community Health Board-Joint Powers Agreement and Delegation Agreement.
- 4) File No. 2 - Affirm the following personnel actions:
 1. Board of Adjustment
 1. Accept the resignation of Bryan Van Gorp, effective October 13, 2020.
 2. Advertise for three vacant positions, with understanding two board members may re-apply for additional terms (Hafner completing 2nd term, Anderson completing 1st).
 2. Planning Commission
 1. Advertise for two vacant positions, with understanding two board members may re-apply for additional term (Hafner completing 2nd term, Hammell completing 2nd term).
 3. Extension Office/Veteran Services
 1. Change the status of part-time Technical Clerk Jennifer Burrichter from probationary to regular at the completion of 1040 working hours.
 4. Public Health and Human Services
 1. Change the status of Social Worker Karlee Moulton from probationary to regular effective November 1, 2020.
 2. Change the status of Social Worker Tamara Shelton from probationary to regular effective November 1, 2020.
 3. Change the status of Account Clerk Susan Tostenson from probationary to regular effective October 27, 2020.

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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Kurt Wane, Principal Planner for MnDOT District 6, provided an annual update to the Board on district activities affecting state roads in and around Houston County. He focused primarily on the Statewide Transportation Improvement Program (STIP) which covers the next four years of planned activity. He also addressed the Capital Highway Investment Plan, or those activities planned for 5-10 years out. There are three bridge repairs for Hwy 76 planned within the STIP, and MnDOT intends to repair one of them yet this fall, if conditions remain favorable. He discussed regional projects as well, specifically work planned along the Hwy 52 corridor. Finally, he shared that MnDOT has projected a \$400M loss in revenue for the 2020-2021 biennium, so expect work plans to change.

At 10:31 am, Commissioner Walter moved, Commissioner Burns seconded, unanimously approved to enter a closed session pursuant to MN Statute 13D.05, Subd. 3, (b) Attorney/Client Privilege to discuss a directed mitigation session related to the Shutz Quarry lawsuit with Attorney Jay Squires. The closed session was attended by the Commissioners, Administrator Babinski, Environmental Services Director Lacher, and Attorney Squires. At 11:17 am, Commissioner Burns moved, Commissioner Walters seconded, unanimously approved to end the closed session and return to open session. Attorney Squires summarized that the board discussed options and strategies related to the court-ordered mediation session, to include discussion on his recommendation to have a mediation team composed of a Commissioner and Board of Adjustment representative.

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes

Commissioner Johnson moved, Commissioner Myhre seconded, failed 3-2 (Miller, Burns, Walter opposed) to appoint Commissioner Myhre as the Board representative without a member of the Board of Adjustment in attendance.

Dist. 1:	No	Dist. 2:	Yes	Dist. 3:	No	Dist. 4:	No	Dist. 5:	Yes
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Commissioner Burns moved, Commissioner Miller seconded, passed 3-2 (Johnson, Myhre opposed) to appoint Commissioner Myhre as the Board representative along with one member of the Board of Adjustment participating in the mediation session.

Dist. 1:	Yes	Dist. 2:	No	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	No
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ACTION ITEMS

File No. 5 – The board, by consent, decided to table action Bid Package 13A, package 31A, and unit prices related to the construction of the Highway Department building project until November 4, 2020. The board delayed action due to the City of Caledonia’s decision to table the Conditional Use Permit until an agreement could be reached on the design and cost sharing of city water system upgrades to support the requirements of the new highway facility.

File No. 6 - Commissioner Miller moved, Commissioner Burns seconded, unanimously carried to approve rejecting Bid Package 13B Fabric Covered Steel Framed Storage Building. The bids received were considered to be too expensive and/or incomplete.

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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File No. 7 – The board, by consent, decided to table approving the Airport Farmland Lease agreement. The signed agreement hadn’t been returned to the county in time for today’s meeting.

File No. 8 - Commissioner Walter moved, Commissioner Myhre seconded, unanimously carried to approve spending \$50,000 of the CARES Act funds to provide new shed facilities at the drop sites to allow staff to work in facilities that meet COVID-19 requirements.

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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DISCUSSION ITEMS

Administrator Babinski shared a reminder of the Public Hearing scheduled for 6:30 pm on October 27th to review the 2021 Fee Schedule, to include an increase in fees charged to the Townships and Cities for Solid Waste and the potential addition of a fee to specific property owners for dust control (chloride treatment) along county-maintained gravel roads.

Commissioners Walter congratulated Allison Wagner for her recognition as one of this year's Rising Stars Under 40 in the region. She addressed the Region 9 AMD District meeting attended by the board.

Commissioner Burns shared he had attended the finance committee meeting and all appeared on track for 2020 spending. He discussed an issue with the Eric Augedahl building permit request, sharing news that DNR had a possible working solution to the flood plain requirements.

Commissioner Miller attended the radio board meeting and planned to follow up with the Sheriff's Office on a couple issues. He also shared ongoing discussion from the Highway Shop project, including the status of the bid packages received and ongoing communication with the City of Caledonia.

Commissioner Johnson discussed the Highway Building Committee's recent activity to resolve the city's concerns with an agreement on the water main project and thoughts on the bid packages received thus far. He proposed a special meeting on November 4 to discuss the specifics of the water main project agreement due to the previous cancellation of the November 3 meeting due to election day activities.

Commissioner Johnson ended the meeting with recognition of the County's second loss of life from the COVID-19 pandemic and expressed sympathy on behalf of the county.

There being no further business and the time being 12:01 a.m., motion was made by Commissioner Myhre, seconded by Commissioner Walter, unanimously carried to adjourn the meeting. The next meeting being a special Board Meeting on Wednesday, November 4, 2020.

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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BOARD OF COUNTY COMMISSIONERS HOUSTON COUNTY, MINNESOTA

By: _____
Eric Johnson, Chairperson

Attest: _____
Jeffrey Babinski, County Administrator

PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: Tuesday, October 27, 2020

6:30 p.m.

Members Present: Eric Johnson, Teresa Walter, Jack Miller, Robert Burns, Greg Myhre

*Walter and Miller participated via computer/conference call due to declared peacetime emergency. Conference call information was shared for public participation

Public Hearing

Commissioner Johnson called the session to order and led those present in the Pledge of Allegiance.

Administrator Babinski provided an overview of the proposed fee changes for 2021, including the addition of a fee for Septic System Permit additions, a fee for calcium chloride treatments on County State-Aid Highway gravel roads, and a change to fees charged to cities and townships for sharing the costs of the County's Solid Waste program.

There were no comments for/against the proposed change to 2021 Fee Schedule, with the exception of the potential for charging for chloride treatments on CSAH gravel roads. Generally, those in attendance were in favor of charging the affected residents for chloride treatment, suggesting it was a fair comparison to the way some townships charge for chloride treatment on their roads. One resident suggested that, like other townships, the county could pay for the first \$100 of the treatment and charge the property owner along the road for the rest of the cost.

There was mixed support for the change in fees to the townships and cities to support the cost of the Solid Waste program. While most recognized the basis for the fee change, they were concerned with the timing of the change, as their levy and budget cycle run differently than the county's. Several indicated a smaller increase this year and an additional increase next year would work better for their budgets.

The public hearing adjourned at 8:00 p.m. No formal action was taken by the board.

BOARD OF COUNTY COMMISSIONERS
HOUSTON COUNTY, MINNESOTA

By: _____
Eric Johnson, Chairperson

Attest: _____
Jeffrey Babinski, County Administrator

PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: Wednesday, November 4, 2020

1:00 pm

Place: Virtual Meeting Held due to Peacetime Emergency Declaration in response to COVID-19 Pandemic.

Members Present via Computer:

Eric Johnson, Teresa Walter, Jack Miller, Robert Burns, and Greg Myhre

Call to order: 1:00 pm

Presiding: Chairman Johnson

Call to order. Pledge of Allegiance.

Commissioner Burns moved, Commissioner Walter seconded, unanimously carried to approve the agenda, as amended.

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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Public Comment: None

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

- 1) File No. 1 - Approve payment of the License Center and Human Services disbursements and the following claims

County Revenue Fund	\$34,787.36
Road & Bridge Fund	\$28,264.10

Total	\$63,051.46
	=====

- 2) File No. 3 – Approve the 2021-2022 Detention Center Inter-Agency Service Agreement.

- 3) File No. 2 - Affirm the following personnel actions:

1. Sheriff's Office

1. Hire Tyler Heiden, Isiah Bunker, and Kendra Heim as temporary-casual (67 day) Deputy Sheriffs.

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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ACTION ITEMS

File No. 4 - Commissioner Miller moved, Commissioner Myhre seconded, unanimously carried to approve award of CARES Act Business grants to the EDA Committee recommended “Round 3” recipients, and allocate an additional \$9,291.36 of CARES Act funding to provide for all eligible grant applications received. With these additional grants, the County awarded 241 grants to businesses, non-profits, and farms totaling \$1,157,166.36.

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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File No. 5 - Commissioner Miller moved, Commissioner Myhre seconded, unanimously carried to approve award of \$380,000 in CARES Act funds to the School districts and private schools within the County based on a \$125 per student rate.

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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The board, by consent, authorized Administrator Babinski and Engineer Pogodzinski to meet with city staff and develop an agreement with the City of Caledonia to facilitate the installation of a water main loop off the city’s current system to support the highway building project design requirements. The board agreed to split the cost of the project with the city at a proposed rate of two-thirds of the cost borne by the county and to have the county take the lead in securing contracts for the project’s construction. The city was waiting on a revised project estimate from their engineers, but expected it to be less than the previous estimate of \$150,000. The county’s portion of the project cost will be offset partially by the design changes in fire suppression systems allowed with the water pressure supplied by the water loop line.

DISCUSSION ITEMS

Administrator Babinski shared that the fee changes addressed at the public hearing on October 27th would be scheduled for the agenda on 10 November.

Commissioner Burns reported from the collaborative meeting held with the schools, sharing issues of mental health costs are affecting the region.

Commissioner Miller attended Hiawatha Valley meeting, sharing they had a good year, despite all of the pandemic concerns/effects and are settled well into their new facility in Caledonia.

Commissioner Johnson discussed the agreement with Winona County for jailing their inmates. He proposed we continue to engage with Winona and regional counties to push a long-term support agreement rather than them building another under-utilized jail in the region.

There being no further business and the time being 2:19 p.m., motion was made by Commissioner Miller, seconded by Commissioner Johnson, unanimously carried to adjourn the meeting. The next advertised meeting being a Regular Board Meeting on Tuesday, November 10, 2020.

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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BOARD OF COUNTY COMMISSIONERS
HOUSTON COUNTY, MINNESOTA

By: _____
Eric Johnson, Chairperson

Attest: _____
Jeffrey Babinski, County Administrator

PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: Tuesday, November 17, 2020

9:00 a.m.

Place: Commissioners Room, Courthouse, Caledonia, MN

*Virtual Meeting Held due to Peacetime Emergency Declaration due to COVID-19 Pandemic.

Members Present via Computer:

Eric Johnson, Teresa Walter, Jack Miller, Robert Burns, and Greg Myhre

Call to order: 9:00 am

Presiding: Chairman Johnson

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

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

- 1) File No. 1 - Approve payment of the License Center and Human Services disbursements and the following claims

County Revenue Fund	\$49,886.28
Road & Bridge Fund	\$114,087.91

Total	\$163,974.19
	=====

- 2) Approve CARES Act fund allocations for facility improvements (\$50,000), PPE and cleaning supplies (up to \$20,000).

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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File No. 3 – Commissioner Miller moved, Commissioner Johnson seconded, unanimously carried to approve the Construction Manager Contract with Weiser Brothers General Contractor, Inc.

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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File No. 4 – Commissioner Burns moved, Commissioner Miller seconded, unanimously carried to approve a letter of support for Public Health and a call to Community Action to help stop the spread of Coronavirus. The board hopes a friendly reminder that everyone has a part to play in stemming the spread of Coronavirus within our community. The board discussed recent increases in cases across the county, impact on school programs and senior and assisted living

facility residents, specifically. He commissioners expressed their concern for local medical facilities who are reaching capacity to support additional COVID-19 patients.

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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There being no further business and the time being 9:41 a.m., motion was made by Commissioner Walter, seconded by Commissioner Burns, unanimously carried to adjourn the meeting.

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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BOARD OF COUNTY COMMISSIONERS
HOUSTON COUNTY, MINNESOTA

By: _____
Eric Johnson, Chairperson

Attest: _____
Jeffrey Babinski, County Administrator

PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: Tuesday, November 17, 2020

9:45 a.m.

Members Present: Eric Johnson, Teresa Walter, Jack Miller, Robert Burns, Greg Myhre

*All Members participated via computer/conference call due to declared peacetime emergency.

Conference call information was shared for public participation

Board Workgroup Session

Call to order.

The Board discussed a staffing concern raised by Auditor/Treasurer Trehus looking for extra help to process property transaction documents. With the current low interest rates, property transactions (sales, refinancing, property splits) have increased with no indication of slowing. This issue has been discussed by the personnel committee, which tasked staff to review potential immediate solutions as well as addressing long-term solutions, to include staff realignment, process change, etc.

Administrator Babinski provided an update on COVID-19 effects on staff, with several offices being impacted by positive cases and/or immediate contacts leading to quarantines. So far, all staff areas continue to function, though some by remote work.

Commissioner Burns asked for further discussion on bonding options to support the Highway Building construction project. He also provided an update on Adam Augedahl's pending building permit – a company was scheduled to re-survey and begin developing a waterway plan. He shared news from an AMC planning meeting that the state's projected deficit had reduced from \$4.5B to \$3.5B, an improvement, but no known impact on projected CPA in the coming years.

The workgroup session adjourned at 11:43 a.m.

BOARD OF COUNTY COMMISSIONERS
HOUSTON COUNTY, MINNESOTA

By: _____
Eric Johnson, Chairperson

Attest: _____
Jeffrey Babinski, County Administrator

PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: Wednesday, November 24, 2020

9:30 am

Place: Virtual Meeting Held due to Peacetime Emergency Declaration in response to COVID-19 Pandemic.

Members Present via Computer:

Eric Johnson*, Teresa Walter, Jack Miller, Robert Burns, and Greg Myhre

*Commissioner Johnson joined intermittently due to also attending a mediation session

Call to order: 9:30 am

Presiding: Vice-Chairman Burns

Call to order. Pledge of Allegiance.

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

Dist. 1:	Yes	Dist. 2:	NA	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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Commissioner Walter moved, Commissioner Miller seconded, unanimously carried to approve the minutes of the October 27, 2020 Public Hearing.

Dist. 1:	Yes	Dist. 2:	NA	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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Commissioner Walter moved, Commissioner Myhre seconded, unanimously carried to approve the minutes of the October 17, 2020 Board Meeting and Workgroup Session

Dist. 1:	Yes	Dist. 2:	NA	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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Public Comment: None

During the COVID-19 update, PH&HS Director Pugleasa expressed concern with the continued spike in local cases, especially leading into the holiday period and increased indoor activity. He shared contact tracers regionally and across the state are reaching points of capacity and making adjustments to be able to continue to leverage contact tracing to slow spread of the virus. The board discussed impact of various healthcare providers and employers providing conflicting messaging on quarantine requirements. Testing availability has increased through state-funded saliva testing either at sites like in Winona or via home tests, which can be ordered for free.

Commissioner Miller moved, Commissioner Walter seconded, unanimously carried to approve the Consent Agenda, which consisted of the following items (after removing one item for further discussion):

- 1) File No. 1 - Approve payment of the License Center and Human Services disbursements and the following claims

County Revenue Fund	\$120,980.96
Road & Bridge Fund	\$4,844.89

Total	\$125,825.85
	=====

- 2) File No. 3 – Approve the 2021 Amendment #8 to the Food Service Contract – Jail.
- 3) File No. 4 – Approve the 2021 VSO Operational Enhancement Grant Program.
- 4) File No. 5 – Approve Resolution 20-57 VSO Operational Enhancement Grant Authorization.

COUNTY VETERANS SERVICE OFFICE OPERATIONAL ENHANCEMENT GRANT PROGRAM

BE IT RESOLVED, the Houston County Board of Commissioners enter into the attached Grant Agreement with the Minnesota Department of Veterans Affairs (MDVA) to conduct the following program: County Veterans Service Office Operational Enhancement Grant Program. The grant must be used to provide outreach to the county's veterans; to assist in the reintegration of combat veterans into society; to collaborate with other social service agencies, educational institutions, and other community organizations for the purposes of enhancing services offered to veterans; to reduce homelessness among veterans; and to enhance the operations of the county veterans service office, as specified in Minnesota Statutes 197.608 and Minnesota Laws 2019, Chapter 10 Article 1, Section 37, Subdivision 2. This Grant should not be used to supplant or replace other funding.

THEREFORE, BE IT RESOLVED, the Houston County Board of Commissioners, authorizes Robert Thoen, the County Veterans Service Officer to execute the FY2021 CVSO Grant Agreement for the above-mentioned Program on behalf of Houston County.

- 5) File No. 2 - Affirm the following personnel actions:
 1. Assessor's Office
 1. Assign Lucas Onstad from B24 Step 3, Certified MN Appraiser – Income Qualified to B25 Step 3, Accredited MN Appraiser effective retroactively to November 17, 2020.

2. Assign Joseph Olson from B22 Step 2, Appraiser Trainee to B24 Step 1, Certified MN Appraiser – Income Qualified effective November 25, 2020.
3. Assign David Feuerhelm from B22 Step 2, to B23 Step 1, Certified MN Appraiser effective November 25, 2020.
4. Accept the resignation of Leilani Powell, effective immediately with thanks for her service to the residents of Houston County.

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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Emily Johnson, Manager of the Houston County Fair, presented the Houston County Agricultural Society's 2020 budget to the board, seeking the \$4,000 allocation the Board holds in reserve pending the budget presentation. Emily discussed the hard decision to cancel the fair, but reported they were able to roll over all of the contracts to next year's fair, so the decision wasn't as costly as it could have been. She reported the Fair Board covered 100% of the premiums and split the other expenses of the 4H livestock showcase, allowing those events to continue in a revised format. She also reported they had continued with the construction of the new livestock facility, with the doors installed this week. All work was done with money already raised, with some funds rolling over to Phase II work planned for spring.

ACTION ITEMS

File No. 6 - Commissioner Johnson moved, Commissioner Walter seconded, unanimously carried to approve award of the additional \$4,000 allocation to the Houston County Agricultural Society.

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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File No. 7 - Commissioner Walter moved, Commissioner Myhre seconded, unanimously carried to approve award CARES Act funds to the SELCO (\$10,250), SEMCAC (\$10,000), SEMMS (\$5,000) and Hiawatha Valley (\$5,554).

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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File No. 8 - Commissioner Miller moved, Commissioner Walter seconded, motion failed (Burns, Myhre opposed, Johnson not present) to approve the remaining CARES Expenditures with the exclusion of an additional \$30,000 allocation for businesses affected by the Governor's Executive Order 20-99 "Dial Back" period.

Dist. 1:	Yes	Dist. 2:	NA	Dist. 3:	No	Dist. 4:	Yes	Dist. 5:	No
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File No. 8 - Commissioner Myhre moved, Commissioner Burns seconded, motion passed to approve the remaining CARES Expenditures with the inclusion of an additional \$30,000 allocation for businesses affected by the Governor's Executive Order 20-99 "Dial Back" period.

Dist. 1:	Yes	Dist. 2:	NA	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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The board discussed the logistics of executing the "Dial Back" grants in the short time prior to the December 1 deadline, with an agreement to advertise through social media and direct contact

with the previous grant recipients. The additional grant will provide up to \$1,000 to those businesses directly affected by the most recent Governor's order restricting services for bars, restaurants, gyms, and similar businesses. This allocation will utilize CARES Act money returned to the county from several cities and townships.

File No. 2 - Commissioner Miller moved, Commissioner Burns seconded, motion carried (3-1, Walter opposed) to authorize a competitive search for an Appraiser Trainee/Certified MN Appraiser/Accredited MN Appraiser, which was removed from the Consent Agenda. Commissioner Walter recommended tabling this action until the results of mediation session for the MAPE grievance on behalf of Ms. Cresswell-Hatleli are determined. Assessor Cresswell expressed concern with the office's ability to sustain workload requirements without a full staff. HR Director Arrick-Kruger confirmed the timeline of the hiring process and that the process could be cancelled if warranted by the results of the grievance resolution.

Dist. 1:	Yes	Dist. 2:	NA	Dist. 3:	Yes	Dist. 4:	No	Dist. 5:	Yes
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DISCUSSION ITEMS

Administrator Babinski shared an update on the start of the Highway Department project, with the start of the site preparation and removal of the old salt/stand storage facility. Highway Department staff pitched in and re-constructed the Sheriff's impound facility at its new location. He provided information on a small group meeting to address the Auditor/Treasurer's manning concern with property transaction documents. The surveyor's office will be providing additional help for an immediate solution, with further work to be done to address long-term solutions. Auditor/Treasurer Trehus has responded and asked to wait until the New Year to address process review.

The County's Truth in Taxation public hearing is scheduled for December 8, at 1800. Remote attendance is available and preferred, but in-person attendance will be available for those not able to join remotely.

The December Board schedule includes Board Meetings on December 1 and 15. An additional Board Meeting/Workgroup session will be held December 8th primarily to review the final budget decisions.

Commissioner Walter shared a call from a member of the Historical Society who urged use of the state legacy grant funds to fix the east steps to historical standards so as to not impact future grant opportunities. She shared discussion with MnDOT and the Highway Department concerning the possibility of replacing the intersection of CSAH 3 and State Highway 26 at Brownsville. They are considering a 'round-a-bout' intersection project. She relayed news from the Workforce Development board, which has been very busy with the increased unemployment. From the EMS board, she shared they faced continued request for PPE. They had also discussed opiate use increases, specifically in Rice County, which has set up a rehabilitation program. She attended the Canvassing board for the general election and commended Auditor/Treasurer Trehus for the

successful election, rounding out a year with 6 election cycles. Finally, she received notice that La Crosse would be raising their Solid Waste fees for next year.

Commissioner Miller expressed condolences on behalf of the board for the passing of Commissioner Tim Gabrielson from Mower County. He shared he had also received a call about the steps project and expressed concern that turning down the grant would impact future potential grants. He recommended following through with the grant process. He shared news that “Stoney Point” has been changed, but would be working with the City of La Crescent to address the concern.

Commissioner Myhre attended a Public Health meeting and shared news from the Finance Committee.

Commissioner Burns expanded on the Finance Committee meeting and said the committee would meet again on 1 December to address suggested changes discussed today. He also attended the AMC Transportation Committee policy meeting.

There being no further business and the time being 11:05 a.m., motion was made by Commissioner Myhre, seconded by Commissioner Walter, unanimously carried to adjourn the meeting. The next advertised meeting being a Regular Board Meeting on Tuesday, December 1, 2020.

Dist. 1:	Yes	Dist. 2:	NA	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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BOARD OF COUNTY COMMISSIONERS
HOUSTON COUNTY, MINNESOTA

By: _____
Robert Burns, Vice-Chairperson

Attest: _____
Jeffrey Babinski, County Administrator

PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: Wednesday, December 1, 2020

9:30 am

Place: Virtual Meeting Held due to Peacetime Emergency Declaration in response to COVID-19 Pandemic.

Members Present via Computer:

Eric Johnson, Teresa Walter, Jack Miller, Robert Burns, and Greg Myhre

Call to order: 9:30 am

Presiding: Chairman Johnson

Call to order. Pledge of Allegiance.

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

Dist. 1:	Yes	Dist. 2:	NA	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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Public Comment: None

During the COVID-19 update, PH&HS Director Pugleasa shared the county had experienced 3 more COVID-19 related deaths. He also shared that over half of the county's total cases have occurred within the last month, emphasizing the continued rate of infection across the entire community. He discussed some of the preliminary planning discussions related to delivering vaccines when they become available.

Commissioner Walter moved, Commissioner Burns seconded, unanimously carried to approve the Consent Agenda, which consisted of the following items (after removing one item for further discussion):

- 1) File No. 1 - Approve payment of the License Center and Human Services disbursements and the following claims

County Revenue Fund	\$419,076.24
Road & Bridge Fund	\$589,917.93

Total	\$1,008,994.17
	=====

- 2) File No. 3 – Approve the 2021 Grant Contract Agreements for Snowmobile Grant-in-Aid Program FY 2021 Maintenance and Grooming Grants for:
 - i. Gopherland Trail (\$48,633.60)

- ii. La Crescent Trail (\$17,869.50)
- iii. Money Creek and TH 76 Trail (\$23,301.83)
- iv. Viking Ridge Spring Grove (\$20,042.43)

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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ACTION ITEMS

File No. 4 - Commissioner Walter moved, Commissioner Miller seconded, unanimously carried to accept the low bids for Bid Package #2, with the exception of 32A (Asphalt) and 9E (Concrete Polishing) which require more review from the highway building planning committee and the general contractor.

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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File No. 5 - Commissioner Burns moved, Commissioner Myhre seconded, unanimously carried to approve the rezoning request from Cory and Jacky Baker, Yucatan Township for parcel 170051002 and 170005004 from Agricultural Protection to Residential with the condition that the rezoned area shall only contain one buildable lot unless a plat is approved under section 36 of the Houston County Zoning Ordinance.

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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DISCUSSION ITEMS

Administrator Babinski reminded the board that there will be a Board Meeting/Workgroup session on December 8th primarily to review the final budget changes before setting the budget and levy on December 15th. He shared some of the discussion from the Finance Committee meeting, with Commissioner Burns and Commissioner Myhre sharing additional information from the meeting. Commissioner Burns shared he recommended the board consider reducing the Levy to a 2% increase based on budget reductions obtained, but with concern that the unsettled salary negotiations would require the board to plan on spending money from reserves again in 2021. Others expressed continued desire to get to a point of not increasing the levy.

Commissioner Myhre and others shared calls from property owners who recently received their Truth in Taxation notifications. He asked if there were any way for the board to change the values set for rural preserve acres, which saw a large increase this year. Assessor Creswell reiterated her previous comments, explaining the land values based on sales studies for our county would be \$2,900 per acre, but without the 'outside influence' of hunting land sales, similar acres are selling for \$2,500, so she set the rural preserve price at that level. She worked closely with the Department of Revenue to set the appropriate price level for rural preserve land, which the state had been recommending the county increase the value of for several years.

Auditor/Treasurer Trehus reviewed the county's investment accounts with the board after which the board discussed the reserve funds available for the Highway Department project. The

board asked Administrator Babinski to proceed with arranging the option to bond \$3 million dollars to provide funding for half the project without using all of the Road and Bridge fund reserves. Previous calculations show the debt payments could be covered by the current wheelage tax, so no levy or additional taxes would be required to finance the project.

Commissioner Burns pointed out that Houston County is the only county in our region that does not charge a local option sales tax (.5%). The Department of Revenue statistics suggest this would provide over \$400,000 in revenue annually. Several of the commissioners expressed desire to not add additional taxes.

Commissioner Walter congratulated Commissioner Burns for his selection as the Chair of the Joint Board of Health (with Fillmore County).

Commissioner Johnson attended the Root River One Watershed One Plan meeting. They are approaching the end of their first funding period and have been asked to provide a review of the experience so far as one of the early 'one watershed' entities. He also relayed discussion with Winona Commissioners about their Jail project and expressed concerns for our jail's status/budget when Winona stops sending their inmates to our facility. He suggested we study options for taking on a Juvenile Center, as the need remains for one within our region.

The Commissioners joined in thanking Doug Twite for 43 (44 counting a work program) years serving the residents of Houston County and wish him a happy retirement.

There being no further business and the time being 11:25 a.m., motion was made by Commissioner Burns, seconded by Commissioner Myhre, unanimously carried to adjourn the meeting. The next advertised meeting being a Workgroup Session on Tuesday, December 8, 2020.

Dist. 1:	Yes	Dist. 2:	NA	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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BOARD OF COUNTY COMMISSIONERS
HOUSTON COUNTY, MINNESOTA

By: _____
Eric Johnson, Chairperson

Attest: _____
Jeffrey Babinski, County Administrator

PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: Wednesday, December 8, 2020

9:00 am

Place: Virtual Meeting Held due to Peacetime Emergency Declaration in response to COVID-19 Pandemic.

Members Present via Computer:

Eric Johnson, Teresa Walter, Jack Miller, Robert Burns

Members not present: Greg Myhre

Call to order: 9:10 am

Presiding: Chairman Johnson

Call to order. Pledge of Allegiance.

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

Dist. 1:	Yes	Dist. 2:	NA	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	NP
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Commissioner Walter moved, Commissioner Miller seconded, unanimously carried to approve the minutes of the November 24, 2020 Board Meeting.

Dist. 1:	Yes	Dist. 2:	NA	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	NP
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Commissioner Walter moved, Commissioner Burns seconded, unanimously carried to approve the minutes of the December 1, 2020 Board Meeting.

Dist. 1:	Yes	Dist. 2:	NA	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	NP
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Public Comment: None

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

- 1) File No. 1 - Approve payment of the License Center and Human Services disbursements and the following claims

County Revenue Fund	\$53,707.90
Road & Bridge Fund	\$10,027.04

Total	\$63,734.94
	=====

- 2) File No. 3 - Approve final CARES Act Spending Plan.
- 3) File No. 2 - Affirm the following personnel actions:
 1. Highway Department
 1. Accept the resignation of Doug Twite, Engineering Assistant, effective at the end of his shift on December 18, 2020 and thank him for 43 years of service to the residents of Houston County!
 2. Approve a competitive search for an Engineering Assistant or Engineering Technician.
 2. Sheriff's Office
 1. Hire Amy Gehrke as a probationary Jailer/Dispatcher, B23-2 Step 1, effective December 28, 2020.
 3. Public Health and Human Services
 1. Approve the carryover of Heather Myhre's 2020 unused vacation accrual to 2021 due to the work duties and demands of the COVID-19 pandemic.

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	NP
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ACTION ITEMS

File No. 4 - Commissioner Burns moved, Commissioner Miller seconded, unanimously carried to accept proposal from Bolton & Menk to design, inspect and administer the culvert lining project at the Houston County Airport with a local cost of \$2,200.

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	NP
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File No. 5 - Commissioner Burns moved, Commissioner Walter seconded, unanimously carried to approve the purchase of two portable message trailers (mobile Highway signs) for a total cost of \$39,092.

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	NP
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File No. 6 - Commissioner Walter moved, Commissioner Miller seconded, unanimously carried to approve the 2021-2023 contract with Schneider Geospatial, LLC for Beacon, GeoPermits, Staff Augmentation and Parcel Maintenance.

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	NP
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There being no further business and the time being 9:45 a.m., motion was made by Commissioner Walter, seconded by Commissioner Burns, unanimously carried to adjourn the meeting. The next advertised meeting being a Workgroup Session on Tuesday, December 8, 2020.

Dist. 1:	Yes	Dist. 2:	NA	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	NP
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BOARD OF COUNTY COMMISSIONERS
HOUSTON COUNTY, MINNESOTA

By: _____
Eric Johnson, Chairperson

Attest: _____
Jeffrey Babinski, County Administrator

PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: Tuesday, December 8, 2020

9:45 a.m.

Members Present: Eric Johnson, Teresa Walter, Jack Miller, Robert Burns

Members Not Present: Greg Myhre

*All Members participated via computer/conference call due to declared peacetime emergency.
Conference call information was shared for public participation

Board Workgroup Session

Call to order.

The Board reviewed the budget changes proposed by the finance committee, which result in the neutral levy request for 2021. As is, the budget has a \$34,000 surplus, but union negotiations remain open with 5 units. The board discussed the non-union employee wage grid and the salary proposals for the elected leadership positions and recommended no cost of living changes.

Commissioner Johnson expressed concern that the county staff is top heavy and asked the board if they should review the decision to have a County Administrator position. Commissioner Miller shared the concern with the top-heavy staff numbers. Commissioner Walter and Burns expressed support for the position.

Finance Director Lapham reviewed the presentation requirements for the Truth in Taxation briefing, to be held December 8, 2020 at 6:00pm.

The workgroup session adjourned at 11:25 a.m.

BOARD OF COUNTY COMMISSIONERS
HOUSTON COUNTY, MINNESOTA

By: _____
Eric Johnson, Chairperson

Attest: _____
Jeffrey Babinski, County Administrator

PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: Wednesday, December 15, 2020

9:00 am

Place: Virtual Meeting Held due to Peacetime Emergency Declaration in response to COVID-19 Pandemic.

Members Present via Computer:

Eric Johnson, Teresa Walter, Jack Miller, Robert Burns, Greg Myhre

Call to order: 9:30 am

Presiding: Chairman Johnson

Call to order. Pledge of Allegiance.

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

Dist. 1:	Yes	Dist. 2:	NA	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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Commissioner Burns moved, Commissioner Walter seconded, unanimously carried to approve the minutes of the December 8, 2020 Board Meeting and Workgroup Session.

Dist. 1:	Yes	Dist. 2:	NA	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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Public Comment: None

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

- 1) File No. 1 - Approve payment of the License Center and Human Services disbursements and the following claims

County Revenue Fund	\$90,958.54
Road & Bridge Fund	\$11,722.30

Total	\$102,680.84
	=====

- 2) File No. 3 – Approve the 2021 Ability Building Center contract for Woodland Industries support to County Dropsite/Recycling program.
- 3) File No. 4 - Approve a three-year extension to the property lease with Keith Comstock for the Caledonia Drop Site.

4) File No. 5 - Approve 2021 Tobacco Licenses for:

- i. Houston Food Mart, Houston
- ii. River Valley Convenience Store, Houston
- iii. Dollar General, Houston

5) File No. 2 - Affirm the following personnel actions:

1. Sheriff's Office

1. Change the status of Brady Auger, Jailer/Dispatcher from probationary to regular effective January 8, 2021.

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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The Board of Commissioners extended a hearty congratulations and thank you to the following county employees for their steadfast service to the people of Houston County: Marilyn S. Moore and Sheila M. Schroeder for 25 years of service; Susanne M. Bubnitz, Ann E. Diersen, Holly J. Gleason, Heather L. Myhre, Shawn L. Peter, Luke T. Sass, and Susan K. Schwebach for 20 years of service; Duane D. Brownlee Jr, Daniel T. Coogan, Andrew J. Milde, and Matthew W. Seitz for 15 years of service; and Kelly J. Petersen for 10 years of service.

At 9:59 am, Commissioner Miller moved, Commissioner Walter seconded, unanimously carried to enter a closed session pursuant to MS Statute 13D.05, Sub. 3(b) to discuss matters protected by attorney-client privilege related to the Mound Prairie Township v. Houston County et al lawsuit with Attorney Kuboushek.

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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The closed session began at 9:59 am, with Commissioners Johnson, Miller, Walter, Burns and Myhre, Administrator Babinski, Engineer Pogodzinski, and Attorney Kuboushek present.

At 10:16am, Commissioner Burns moved, Commissioner Miller seconded, unanimously carried to end the closed session and return to the regular meeting session. Attorney Kuboushek provided a brief summary that he would continue to work on mediation options for the board.

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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At 10:25 am, Commissioner Miller moved, Commissioner Walter seconded, unanimously carried to enter a closed session pursuant to MS Statute 13D.05, Sub. 3(b) to discuss matters protected by attorney-client privilege related to the Schutz Quarry MCIT File No. 18PC0852 with Attorney Jay Squires.

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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The closed session began at 10:25 am, with Commissioners Johnson, Miller, Walter, Burns and Myhre, Administrator Babinski, Environmental Services Director Lacher, and Attorney Squires present.

At 10:45am, Commissioner Burns moved, Commissioner Myhre seconded, unanimously carried to end the closed session and return to the regular meeting session. Attorney Squires provided a brief summary that he reviewed ongoing mediation discussions with the board.

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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Mr. Bruce Kimmel, Municipal Advisor, Ehlers, provided the board with a pre-sale report for the bonding of \$3,000,000 for use to construct the County Highway Department facility. The bond would be a 'state aid' bond, backed by payments from the County's State Aid for highway maintenance. The Board's intention is to fund the bond with the current Wheelage Tax, which would offset the payments from the state aid funds. Mr. Kimmel shared the county has AA rating and could expect to see an interest rate at a near record low, with the possibility of even receiving bids including a premium, given recent bond awards in other municipalities. Bids will be received and brought to the board for sale approval at the January 24, 2021 board meeting.

ACTION ITEMS

File No. 6 - Commissioner Myhre moved, Commissioner Miller seconded, unanimously carried to approve Resolution 20-58 Providing for the Sale of \$3,090,000 General Obligation State Aid Bonds, Series 2021A.

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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RESOLUTION NO. 20-58

SALE OF \$3,090,000 GENERAL OBLIGATION STATE AID BONDS, SERIES 2021A

WHEREAS, Houston County, Minnesota (the "County") from time to time will issue tax-exempt and tax-advantaged governmental bonds; and

WHEREAS, under the Internal Revenue Code of 1986, as amended and related regulations (the "Code"), and Securities and Exchange Commission (the "SEC") the County is required to take certain actions after bond issuance to ensure that interest on those bonds remains in compliance with the Code and SEC; and

WHEREAS, the County has determined to adopt a policy regarding how the County will carry out its compliance responsibilities via written procedures, and to that end, has caused to be prepared documents titled Post-Issuance Debt Compliance Policy and Post-Issuance Debt Compliance Procedures; and

WHEREAS, the County Board (the "Board") of the County has reviewed the Post-Issuance Debt Compliance Policy in connection with the Post-Issuance Debt Compliance Procedures and has determined that it is in the best interest of the District to adopt the Policy.

NOW THEREFORE, BE IT RESOLVED BY HOUSTON COUNTY, MINNESOTA; the Board approves the Policy as shown in the form attached; and

BE IT FURTHER RESOLVED; County staff are authorized to take all actions necessary to carry out the Post-Issuance Debt Compliance Policy and Post-Issuance Debt Compliance Procedures.

File No. 7 - Commissioner Burns moved, Commissioner Walter seconded, unanimously carried to approve Resolution 20-62 Post Issuance Debt Compliance Policy and adopting the Post Issuance Debt Compliance Policy and Procedures.

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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RESOLUTION NO. 20-62

POST-ISSUANCE DEPT COMPLIANCE POLICY FOR TAX-EXEMPT AND TAX-ADVANTAGED GOVERNMENT BONDS

WHEREAS, Houston County, Minnesota (the “County”) from time to time will issue tax-exempt and tax-advantaged governmental bonds; and

WHEREAS, under the Internal Revenue Code of 1986, as amended and related regulations (the “Code”), and Securities and Exchange Commission (the “SEC”) the County is required to take certain actions after bond issuance to ensure that interest on those bonds remains in compliance with the Code and SEC; and

WHEREAS, the County has determined to adopt a policy regarding how the County will carry out its compliance responsibilities via written procedures, and to that end, has caused to be prepared documents titled Post-Issuance Debt Compliance Policy and Post-Issuance Debt Compliance Procedures; and

WHEREAS, the County Board (the “Board”) of the County has reviewed the Post-Issuance Debt Compliance Policy in connection with the Post-Issuance Debt Compliance Procedures and has determined that it is in the best interest of the District to adopt the Policy.

NOW THEREFORE, BE IT RESOLVED BY HOUSTON COUNTY, MINNESOTA; the Board approves the Policy as shown in the form attached; and

BE IT FURTHER RESOLVED; County staff are authorized to take all actions necessary to carry out the Post-Issuance Debt Compliance Policy and Post-Issuance Debt Compliance Procedures.

File No. 8 - Commissioner Miller moved, Commissioner Johnson seconded, unanimously carried to approve the January 1, 2021 – December 31, 2023 Labor Agreement between Houston County and the International Union of Operating Engineers, Local No. 49. HR Director Arrick-Kruger explained this agreement merged two Local 49’ers groups into one unit. The agreement

provides a 0% COLA for one year, with wages only to be renegotiated for 2022-2023. The agreement also allows all members to participate in the 49'ers health plan and provides an initial employee contribution of 95%, subject to an annual limit of 4.9% cap on any premium changes during the contract period. The cost of the agreement to the 2021 budget is \$62,000.

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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File No. 9 - Commissioner Burns moved, Commissioner Walter seconded, unanimously carried to approve the departmental budget amendments and adjustments for CARES Act expenses to the 2020 budget. The net effect of the departmental adjustments on the 2020 budget brought the planned \$449,478 deficit down to \$335,118. The unallocated payroll dollars from the CARES Funding decreased that deficit by \$291,173 for a 2020 bottom line budgeted deficit of \$43,945.

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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File No. 10 - Commissioner Miller moved, Commissioner Walter seconded, unanimously carried to approve the 2021 Non-Union Wage Grid with a 0% COLA adjustment. HR Director Arrick-Kruger shared this as the recommendation of the personnel committee and emphasized that it did not prevent non-union employees from progressing through step promotions, if otherwise eligible. Commissioner Burns questioned if the board could later change the non-union wage grid if the board felt it was appropriate after agreements are settled with the other county employee bargaining units. He was assured the board could make that change in the future if they wished to.

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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File No. 11 - Commissioner Miller moved, Commissioner Johnson seconded, unanimously carried to approve Resolution 20-59 Salary for Houston County Elected Officials. The salary for the elected County Attorney and County Commissioners remains unchanged from 2020. The salary for the elected County Sheriff, Auditor/Treasurer and Recorder reflect adjustments made to align their salary with the equivalent step increases a non-elected employee may receive.

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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ESOLUTION NO. 20-59

2021 Salary for Houston County Elected Officials

WHEREAS, Minnesota Statute 375.01 Subd. 1, 384.151 Subd. 1a, 385.373 Subd. 1a, 386.015 Subd. 2, 387.20 Subd. 1,b, 388.18 Subd. 2, collectively state the salary of Houston County Elected Officials must be established on an annual basis by board resolution;

THEREFORE, BE IT RESOLVED, the Houston County Board of Commissioners authorizes the 2021 salary of the Commissioners to be \$19,016.34; and

BE IT FURTHER RESOLVED, the Houston County Board of Commissioners authorizes the 2021 salary of the County Auditor/Treasurer to be \$83,657.60; and

BE IT FURTHER RESOLVED, the Houston County Board of Commissioners authorizes the 2021 salary of the County Recorder to be \$65,998.40; and

BE IT FURTHER RESOLVED, the Houston County Board of Commissioners authorizes the 2021 salary of the County Sheriff to be \$107,598.40; and

BE IT FURTHER RESOLVED, the Houston County Board of Commissioners authorizes the 2021 salary of the County Attorney to be \$116,653.66.

File No. 12 - Commissioner Burns moved, Commissioner Walter seconded, unanimously carried to approve Resolution 20-60 – 2021 Final Budget. Finance Director Lapham reviewed the final budget numbers with the board, which reflect reductions resulting in a \$34,XXX surplus without an increase to the 2020 levy amount.

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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RESOLUTION NO. 20-60

ADOPTION OF 2021 OPERATING BUDGET

BE IT RESOLVED, the Houston County Board of Commissioners adopts the budget for 2021 Revenue and Expenditures within the following funds:

	Revenue	Expenditures	Revenues Over (Under) Expenditures
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County Revenue	\$11,699,408	\$11,664,744	\$ 34,664
Road & Bridge	9,453,526	9,453,526	0
Human Services	6,830,829	6,830,829	0
Debt Service	1,362,848	1,362,848	0
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Grand Total	\$29,346,611	\$29,311,947	\$ 34,664
	=====	=====	=====

File No. 13 - Commissioner Miller moved, Commissioner Burns seconded, unanimously carried to approve Resolution 20-61 – 2021 Final Certified Levy. Finance Director Lapham explained the approved final budget allowed for a 2021 levy without any increase over 2020. Commissioner Johnson thanked the staff and finance committee for getting the levy down to a zero percent increase, but stated he'd like to see it further reduced to a -1% to provide some relief to taxpayers. The board discussed the impact of that on the fund balance, including the yet unknown impact of union agreement settlements. The other commissioners expressed agreement

with the sentiment of further reductions, but also expressed concern over future costs increases, uncertainty in state aid money and other potential losses of revenue.

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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RESOLUTION NO. 20-61

ADOPTION OF 2021 LEVY

BE IT RESOLVED, the Houston County Board of Commissioners authorizes the certified levy after the deduction of County Program Aid (CPA), in the amount of \$12,405,057 be made on all taxable property in the County of Houston for taxes payable in 2021 in the following amounts by County Fund:

County Revenue	\$ 8,245,548
Road & Bridge	2,069,390
Human Services	1,850,212
Bond Fund – 2017A Jail Bonds	497,123
Bond Fund – 2020A Jail Bonds	865,725

Total	\$13,527,998
Less CPA	(1,088,277)

Total Levy	\$12,439,721
	=====

File No. 14 - Commissioner Myhre moved, Commissioner Johnson seconded, unanimously carried to approve an abatement for John Fischel, Houston, MN.

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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File No. 15 - Commissioner Walter moved, Commissioner Miller seconded, unanimously carried to the Family Child Care Variance Policy.

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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File No. 16 - Commissioner Walter moved, Commissioner Burns seconded, unanimously carried to approve the lease agreement with Pitney Bowes for mailing base, postage meter rental, and service agreement.

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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File No. 17 - Commissioner Burns moved, Commissioner Walter seconded, motion failed (3-2, Miller, Johnson, Myhre opposed) to approve the Minnesota Historical and Cultural Heritage Grant Agreement with the Minnesota Historical Society for rehabilitative construction of the east stairs of the historical courthouse building. HR/Facilities Director Arrick-Kruger presented the grant agreement, which provided for a 50% match of funds from the Historical Society to replace the east stairs with historically accurate stone steps. The project estimate was \$142,000, which included funding for engineering and construction, preservation oversight, and

contingency funds. She stated the project would be bid out via a request for proposal based on the agreed standards with the Historical Society, so the project could come in less than the estimate. The board previously asked for a review of alternatives, which included an approximately \$80,000 estimate for stone steps, but not to the specifics of the stone proposed for historic preservation. She also presented quote for cement steps, which with some potential modification would fall under \$25,000. The board discussed previous suggestions that turning down this grant project may impact planned application for additional preservation funding for repairing the roof of the historic courthouse. Commissioner Miller proposed using some of the banked capital improvement funds to keep the county on the grant trail. Commissioner Johnson suggested that the steps and roof project could both be completed with local money only without going through the grant process in the future.

Dist. 1:	Yes	Dist. 2:	No	Dist. 3:	No	Dist. 4:	Yes	Dist. 5:	No
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Commissioner Miller moved, Commissioner Myhre seconded, carried (3-2, Burns, Water opposed) to abolish the office of County Administrator as of 31 December 2020. Commissioner Johnson stated he proposed this change at last week's workgroup session as an avenue to control the budget, knowing that many people in the county are hurting due to the status of the economy. He is concerned about future impacts of Winona's new jail on our operations and the potential impacts at the state level on the County Program Aid funds, so needed to find savings where possible, and as this was the newest staff addition, should be removed first. Commissioner Walter expressed support for the position and cited the unanimous decision to create the position in the past. Commissioner Miller expressed that things have changed with Covid-19 and the cloudy future of the jail and state funding. Commissioner Burns expressed support for the position and questioned the plans for operating without the position.

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	No	Dist. 4:	No	Dist. 5:	Yes
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DISCUSSION

Administrator Babinski shared the application period was still open for positions on the Extension committee and Water Planning Committee. He also shared news that the state just approved another round of business economic relief. Two rounds would be handled at the state level, but the third round provides \$387,594 to the county to distribute to local businesses.

Commissioner Miller shared he attended the SHAK meeting and MCIT meetings, both of which were primarily focused on COVID-related subjects. He shared that Commissioner Ward (Winona County) was elected to a full term on the MCIT board. He also attended the radio meeting and passed along information from a meeting with the La Crescent City council.

Commissioner Walter attended the Winona-La Crescent One Watershed One Plan meeting.

Commissioner Burns provided an update on county-owned cemetery plots.

Commissioner Johnson shared info from a recent HRA meeting. He stated they were having a reorganization meeting in January and also shared information about a pilot project in Rushford concerning home improvement loans.

PUBLIC COMMENT: None

There being no further business and the time being 1:28 p.m., motion was made by Commissioner Miller, seconded by Commissioner Myhre, unanimously carried to adjourn the meeting. The next meeting being a Workgroup Session on Tuesday, December 22, 2020.

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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BOARD OF COUNTY COMMISSIONERS
HOUSTON COUNTY, MINNESOTA

By: _____
Eric Johnson, Chairperson

Attest: _____
Jeffrey Babinski, County Administrator

PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: Wednesday, December 22, 2020

9:00 a.m

Place: Virtual Meeting Held due to Peacetime Emergency Declaration in response to COVID-19 Pandemic.

Members Present via Computer:

Eric Johnson, Teresa Walter, Jack Miller, Robert Burns, Greg Myhre

Call to order: 9:05 am

Presiding: Chairman Johnson

Call to order. Pledge of Allegiance.

Commissioner Miller moved, Commissioner Walter seconded, unanimously carried to approve the agenda with the addition of the rehire of 67 employee-Dylan Felten to monitor the front door of the courthouse until such time the doors are unlocked.

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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Commissioner Burns moved, Commissioner Myhre seconded Motion passed 4-1 Vote to approve the minutes of the December 15, 2020 Board Meeting with the correction of File No. 17 with clarification of the MN Historical and Cultural Grant Agreement. Commissioner Johnson will speak with Jeff Babinski regarding this correction. Commissioner Walter had not had a chance to review entirely with a no vote.

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	No	Dist. 4:	No	Dist. 5:	Yes
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Public Comment: None

Commissioner Burns moved, Commissioner Walter seconded, unanimously carried to approve the payment of License Center and Human Services claims.

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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- 1) File No. 1 - Approve payment of the License Center and Human Services disbursements and the following claims

County Revenue Fund	\$92,105.63
Road & Bridge Fund	\$70,976.82

Total	\$163,082.45

- 2) File No. 2 – Consider Approval of the Addendum to the Professional Services contract with CEDA for an additional 8 hours per week. (Arrick-Kruger). Motion passed unanimously.

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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This position would provide services to the Board of Commissioners including Clerk to the Board and transcription of county board minutes, publishing minutes in the newspapers, and preparing board packets. HR Director Arrick-Kruger explained that Ron from CEDA wanted a clear scope of the job description, which will be provided. This position will be reviewed after 45 days to determinate whether this is a workable situation with the board and Auditor/Treasurer's office. Attorney Samuel Jandt has reviewed this Addendum with HR Director Arrick-Kruger and found that the board has statutory authority to appoint and should be a workable solution and a good step forward to resolve some of the issues. Commissioner Burns asked if anyone from CEDA would be able to perform the duties or if it was up to Allison Wagner. HR Director Arrick-Kruger informed the board that it would be Allison Wagner performing the duties. The cost for the one-day additional contract would come from the budget surplus of \$34,000 from changes made at the end of year. The normal contract for CEDA duties are distinct and must be kept separate from the duties of the board clerk. This position does not include anything Advisor assistance related to the Board. Closed session performed by the board would not include this clerk position and would require stepping away from the meeting.

- 3) File No. 3 – Assign Cindy Cresswell-Hateli as an Accredited Minnesota Appraiser, B-25, Step 5. Effective January 1, 2021. Motion passed 3-2 Vote.

Dist. 1:	No	Dist. 2:	Yes	Dist. 3:	No	Dist. 4:	Yes	Dist. 5:	Yes
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This will allow Ms. Cresswell to retain her accrued PERA under her assessor rules. Sick leave and vacation accrual would be paid out at her current rate of pay as County Assessor. Commissioner Burns asked what the outcome would be for the hiring of County Assessor after the first of the year. He indicated his concern of availability of Assessors to be found. Commissioner Johnson assured the board that discussion would occur after the first of the year and within 90 days, an Assessor would be appointed, either in house or within the labor force.

- 4) File No. 4 - Approve abatement requests for Tony Becker, Hokah and Michelle Benson, Spring Grove.

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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There being no further business and the time being 9:40 a.m. Motion was made by Commissioner Burns, seconded by Commissioner Miller, unanimously carried to adjourn the meeting. The next advertised meeting being a full Board Meeting on Tuesday, January 5, 2021.

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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BOARD OF COUNTY COMMISSIONERS
HOUSTON COUNTY, MINNESOTA

By: _____
Robert Burns, Chairperson

Attest: _____
Donna Trehus, Auditor/Treasurer

PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: Tuesday, December 22, 2020

9:40 a.m.

Members Present: Eric Johnson, Teresa Walter, Jack Miller, Robert Burns, Greg Myhre

*All Members participated via computer/conference call due to declared peacetime emergency.

Conference call information was shared for public participation

Board Workgroup Session

Call to order.

The Board discussed some items for moving forward for next year. Commissioner Johnson led the discussion for how to move forward with Department Head Meetings. The consensus was to have the departments meet together with a couple of commissioners either bi-monthly or on a monthly basis. Once a month the Land Use and Finance Committee continue to meet on their own so having, all of the department heads together does integrate the departments together. Commissioner Johnson agreed that the intent is not to give one department head more authority than another as the positions are all to serve one purpose as a team to provide services to the County. Commissioner Burns felt that if there was an issue with a department head, he/she could make an appointment with the board. Commissioner Burns felt the county as a whole should strive for open meetings and appoint a couple of commissioners to head this up. Commissioner Walter felt that this could be brought up at the January organizational meeting to discuss. Commissioner Johnson indicated that he has spoken with Dewey Severson, who will be sworn in on January 4, 2021 along with Commissioner Burns and Commissioner Myhre.

The Swearing in Ceremony will take place at 9:00 a.m. on Monday, January 4. The Honorable Judge Sturino will preside,

Discussion was held regarding the additional funds being allocated for the business relief program passed through Legislation for small Businesses. Commissioner Burns added that he hoped that farmers, rental property owners and small business owners could all apply. More information in the next few weeks should be rolling out regarding the details involved in who is eligible. Finance Director Lapham reminded the board that it will be on the EDA Agenda the first Wednesday in January for discussion.

Commissioner Burns inquired about the County Courthouse back steps issue and asked if we had a design. He suggested that we get in contact with the Highway Department.

Commissioners Burns had been in contact with Arnie Beneke and informed that there is a station wagon available to lease for \$442 p/year at the Houston County Airport. Arne Beneke has offered to insure the vehicle. Much discussion was held on whether that would be feasible and would be acceptable with the County's insurance through MCIT. Commissioner Miller asked who would be responsible for the fuel costs and where to store the automobile when not in use.

Commissioner Burns will get together with Engineer Pogodzynski and HR Director Arrick-Kruger and bring some information to the Board.

Commissioner Miller inquired about the status of the Job Site shed completion. Finance Director Lapham added that there is no set completion date of the work at this time.

Commissioner Johnson, along with the entire board expressed their appreciation and thanked Commissioner Miller for his past service and expertise while serving. Mr. Miller expressed that he enjoyed his time on the board and looking forward to relaxing more.

The workgroup session adjourned at 10:10 a.m.

BOARD OF COUNTY COMMISSIONERS
HOUSTON COUNTY, MINNESOTA

By: _____
Robert Burns, Chairperson

Attest: _____
Donna Trehus, Auditor/Treasurer