



HOUSTON COUNTY

304 South Marshall Street
Caledonia, MN 55921
TEL (507) 725-5815

Commissioners:
District 1
Dewey Severson
District 2
Eric Johnson
District 3
Robert Burns
District 4
Teresa Walter
District 5
Greg Myhre

HOUSTON COUNTY BOARD OF COMMISSIONERS BOARD SPECIAL MEETING

9:00, January 12, 2021, County Board Room, Historic Courthouse

AGENDA

*******The meeting will be accessible to public participants via our conference call line at 312-626-6799 and entering meeting ID: 996 0382 8167 and password 670111. Public attendees are requested to mute their line until addressed.*******

CALL TO ORDER

PLEDGE OF ALLEGIANCE

APPROVE AGENDA

APPROVE PREVIOUS MINUTES

-Board Meeting January 5, 2021

PUBLIC COMMENT

CONSENT AGENDA

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

- 1) Houston County Hauler License Renewals for 2021. (Lacher)
- 2) Approve initiating a competitive search for an Assessor, MAPE, C53. (Kruger)

ACTION ITEMS

- 1) Consider selecting Official Houston County Newspaper for 2021. (Trehus)
- 2) Consider appointment of Dan Griffin to the Water Planning Committee.
- 3) Consideration of extending the Paid Leave for Coronavirus, granting employees up to 80 hours of sick leave through March 31, 2021, with retroactive application to January 1, 2021. (Kruger)
- 4) Consider appointing Matt Schuldt and Joe Thesing to the EDA Board for 3 year terms. (Wagner)

DISCUSSION ITEMS

- 1) Board Updates (Board Chairman)
- 2) Commissioner Reports and Comments

CLOSING PUBLIC COMMENT

ADJOURN

REMINDERS

PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: January 5, 2021

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:

Dewey Severson, Eric Johnson, Robert Burns, Teresa Walter and Greg Myhre

Others Present via Computer/Phone:

Auditor/Treasurer Donna Trehus, Deputy Auditor/Treasurer Polly Heberlein, IT Director Andrew Milde, Board Clerk Allison Wagner, Reporter Craig Moorhead, Reporter Jordan Gerard, Reporter Charlene Selbee, Finance Director Carol Lapham, Human Resources Director Theresa Arrick-Kruger, Sheriff Mark Inglett, Public Health and Human Services Director John Puleasa, Public Health Supervisor Heather Myhre, Environmental Services Director Aaron Lacher, Environmental Specialist Amelia Meiners, Veterans Service Officer Robert Thoen, Accredited Appraiser Cindy Cresswell, Recorder Susan Schwebach, Engineer Brian Pogodzinski

Presiding: Wagner, Chairperson pro tem

Call to order.

Pledge of Allegiance.

Wagner requested nominations for Chairperson and Vice-Chairperson for the year 2021.

Motion was made by Commissioner Walter to nominate Commissioner Burns for Chairperson 2021, motion was seconded by Commissioner Severson. Motion carried unanimously.

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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Motion was made by Commissioner Johnson to nominate Commissioner Myhre for Vice-Chairperson 2021, motion was seconded by Commissioner Burns. Motion carried unanimously.

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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Chairperson Burns asked for a motion to approve the agenda.

Motion was made by Commissioner Walter, seconded by Commissioner Severson to approve the agenda. Motion carried unanimously.

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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Chairperson Burns asked for approval of the previous board meeting and workgroup session meeting minutes. Chairperson Burns asked for a correction to the minutes of the workgroup session in regard to his statement that the additional business relief funds could be available to farmers, rental property owners, and small business.

Motion was made by Commissioner Myhre, seconded by Commissioner Johnson to approve the board meeting and workgroup session meeting minutes from December 22, 2020 with the correction to the workgroup session minutes. Motion carried unanimously.

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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Public Comment: No public comments were made.

Public Health and Human Services Director Pugleasa and Public Health Supervisor Myhre provided an update on the COVID-19 pandemic and response from Public Health and Human Services. They discussed planning efforts being made in Houston County to distribute vaccines: Houston County Public Health in collaboration with partners including pharmacies, healthcare providers, and others have been vaccinating residents in the current (first) phase. The County had been vaccinating primarily EMS providers. Myhre explained that priority populations, such as healthcare providers and long-term care residents, will be given priority, and it is unclear when more vaccines can be expected. Residents should check with their healthcare providers or reach out to Public Health for more information.

Chairperson Burns called for the opening of the sealed bids for the Official Houston County Newspaper for 2021. Deputy Auditor/Treasurer Heberlein opened a total of two bids, which Auditor/Treasurer Trehus recorded: from The Caledonia Argus and the Fillmore County Journal. After some discussion and consideration of the lower bidder's location and readership, the Commissioners tabled the topic and scheduled a special meeting for Tuesday, Jan. 12 at 9 a.m. for the matter to be discussed further. In the meantime, Trehus would look into the reach of the papers, and also consult with the County attorney on the statutes regarding official newspapers.

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

- 1) Approve Claims, Human Service & License Center disbursements.
- 2) Approve Acceptance of donation for \$3,000 from the Houston County K-9 Foundation. (This is a reimbursement for the K9 lease.) (Inglett)
- 3) Authorize Resolution 21-01, Use of Alternate Methods to Disseminate Bids and Requests. (Pogodzinski)

- 4) Authorize Resolution 21-02, County Participation in State Associations. (Lapham)
- 5) Authorize Resolution 21-03, Minimum Salary for Officials Elected in 2021.
- 6) Authorize Resolution 21-04, Approve 2021 Annual Appropriations. (Lapham)
- 7) Authorize Resolution 21-05, Official 2021 Newspaper. (Trehus)
- 8) Authorize Resolution 21-06, Approve and Grant Powers to Bank of the West. (Trehus)
- 9) Authorize Resolution 21-07, Approve and Grant Powers to ESB Banking. (Trehus)
- 10) Affirm the following personal actions:

i. Environmental Services:

1. Accept resignation of Gary Massman, effective at the end of the day on 1/21/2021, and thank him for his service to the residents of Houston County. (Departmental staffing proposal forthcoming at a later date.)

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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Commissioners thanked Massman for his service to Houston County.

ACTION ITEMS

File No. 1 – Chairperson Burns clarified that there were three seats total (instead of the two seats listed on the agenda) to consider for appointment on the Board of Adjustment.

Commissioner Walter moved, Commissioner Severson seconded, motion unanimously carried to appoint three applicants to the Board of Adjustment: Wayne Runningen, Kenneth Anderson, and Larry Hafner for three year terms.

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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File No. 2 - Commissioner Walter moved, Commissioner Severson seconded, motion unanimously carried to appoint two applicants: Edward Hammell and Larry Hafner to the Planning Commission for three year terms ending 12/31/2023.

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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File No. 3 – Pugleasa asked for approval of guardianship contracts for Human Services. He explained that while these contracts are typically on the consent agenda for approval, he thought it would be helpful to give some more information on the reason for the contracts since they were the first of the year. Pugleasa explained that the County was responsible for guardianship services in some cases where friends or family members are not available and a person has been deemed by a doctor and court proceeding to need a guardian.

Commissioner Johnson moved, Commissioner Severson seconded, motion unanimously carried to approve Guardianship Contracts Human Services for John Miller, Anne Yakle, Gregory Yakle and Fredrick Guardianship Services, LLC.

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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File No. 4 – Pugleasa said that the Houston County Collaborative Governance Agreement had been in place for a number of years. The legislature enacted it so that government agencies could work together collaboratively.

Commissioner Walter moved, Commissioner Severson seconded, motion unanimously carried to approve Houston County Collaborative Governance Agreement.

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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File No. 5 – Accredited Appraiser Cresswell explained the property abatements. The properties requesting the abatements did not appropriately receive homestead deferrals.

Commissioner Walter moved, Commissioner Severson seconded, motion unanimously carried to approve abatements for Davison Properties, LLC Hokah, MN and Barton Heintz.

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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File No. 6 – Engineer Pogodzinski asked the board for approval to replace the current John Deere tractor loader. He shared with the board that this was “one of the most used if not the most used piece of equipment” on job sites.

Commissioner Johnson moved, Commissioner Myhre seconded, motion unanimously carried to approve the purchase of a John Deere Tractor Loader from SEMA equipment.

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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File No. 7 – Chairperson Burns went through the 2020 list of Commissioner Committee Assignments. Commissioners discussed what committees they wanted to serve on in 2021.

Commissioner Johnson moved, Commissioner Myhre seconded, motion carried unanimously for new 2021 Commissioner Committee Assignments.

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

Commissioners discussed a letter that had been sent to the County by the City of La Crescent regarding concerns on some Houston County functions, including the timeliness of the proposed tax statements delivered in November, and assessment issues. It was decided that Commissioner Severson would talk to the City of La Crescent.

The Commissioners discussed department head meetings, including how often they should meet and with whom. It was the general consensus of the board and staff that if department heads met once a month that would be sufficient. Two Commissioners could also attend monthly department head meetings on a rotating basis. Finance Director Lapham offered to put together a tentative schedule to be reviewed at the next workgroup session board meeting.

Chairperson Burns discussed the possibility of getting a courtesy car for the County airport that people could use after they fly into the airport. There were some concerns about insurance for the car. Commissioner Johnson said there could be liability issues.

There being no further business at 12:09 p.m., a motion was made by Commissioner Johnson, seconded by Commissioner Severson, unanimously carried to adjourn the meeting. The next meeting will be a special meeting on January 12, 2021, followed by a workgroup session.

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

Houston County

Agenda Request Form

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

Date Submitted: 6-Jan-21

Person requesting appointment with County Board: Aaron Lacher

Issue:

Houston County Hauler License Renewals for 2021.

Justification:

Action Requested:

Final Approval by the County Board. (Chairman Burns to sign each.)

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

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

**HOUSTON COUNTY
AGENDA REQUEST FORM
January 12, 2021**

Date Submitted: 01.07.2021

By: Tess Kruger, HRD/Facilities Mgr.

APPOINTMENT REQUEST

- **Consideration of extending the Paid Leave for Coronavirus, granting employees up to 80 hours of sick leave through March 31, 2021, with retroactive application to January 1, 2021.**

HR CONSENT AGENDA REQUEST

Assessor's Office

- **Approve initiating a competitive search for an Assessor, MAPE, C53.**

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



Date: January 6, 2021

To: Houston County Commissioners & Staff

From: Allison Wagner, Houston County EDA

RE: Reappointing Matt Schuldt and Joe Thesing to serve on the EDA Board

Recommendation: After discussion, the EDA Board of Directors unanimously passed a motion on January 6, 2021 to recommend that the Houston County Commissioners appoint Matt Schuldt and Joe Thesing to the EDA Board for 3 year terms. Both were currently serving on the board, but their current board terms had expired.

Action Required: A motion made by the Board of Commissioners appointing Matt Schuldt and Joe Thesing to the EDA Board for 3 year terms.