

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 Pogleasa, 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. The item was removed from the consent agenda. 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 21-06, Approve and Grant Powers to Bank of the West. (Trehus)
- 8) Authorize Resolution 21-07, Approve and Grant Powers to ESB Banking. (Trehus)
- 9) 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 Yackle, Gregory Yackle 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

PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: January 12, 2021

9:36 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, IT Director Andrew Milde, Finance Director Carol Lapham, Human Resources Director Theresa Arrick-Kruger, Public Health and Human Services Director John Puleasa, Environmental Services Director Aaron Lacher, Recorder Susan Schwebach, Engineer Brian Pogodzinski, Economic Development Director Allison Wagner

Board Workgroup Session

Call to order.

Commissioners discussed department head meetings. Finance Director Lapham shared with the board that the department heads had had a meeting the day before. She said it was the general consensus of the department heads that meeting once a month would be sufficient moving forward. It was decided that the meetings would be the fourth Monday of each month at 1:30 p.m. Two Commissioners would attend the meetings on a rotating basis. Lapham would organize the meetings.

Economic Development Director Wagner shared with the board that the County had received \$367,594.71 from the State of Minnesota to be used for a business relief grant (and grant administration) for County businesses that were impacted by an executive order related to the COVID-19 pandemic. The challenge with this money was that the amount was much smaller than the \$1,187,166.36 that the Commissioners had allocated in CARES Act funding to go towards business relief. The County would need to prioritize what businesses to award. Wagner recommended first come first serve to ensure equity. Wagner shared with the board that it was the recommendation of the EDA board to start with payments to businesses directly affected by Executive Order 20-99 including bars, restaurants, gyms, and fitness centers. Commissioners agreed with the recommendation and discussed possibly expanding the grant to other businesses after the first round. After discussion it was the general consensus that the matter should be brought before the board for an official vote at the next Commissioner meeting.

Commissioner Myhre asked the other board members about the possibility of opening the County doors. The doors were currently locked to the public due to COVID-19. Commissioners asked for feedback from Health and Human Services Director Pugleasa. After discussion it was the general consensus of the board to keep the doors closed and continue with appointment only until February, and reevaluate at that time.

Commissioner Myhre asked about a replacement for a solid waste employee. Commissioners also discussed a possible curtesy car for the airport and liability concerns.

The workgroup session ended at 10:27 a.m.

BOARD OF COUNTY COMMISSIONERS

HOUSTON COUNTY, MINNESOTA

By: _____
Robert Burns, Chairperson

Attest: _____
Donna Trehus, Auditor/Treasurer

PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: January 12, 2021

9:05 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, IT Director Andrew Milde, Reporter Craig Moorhead, Reporter Jordan Gerard, Reporter Charlene Selbee, Finance Director Carol Lapham, Human Resources Director Theresa Arrick-Kruger, Public Health and Human Services Director John Pugleasa, Environmental Services Director Aaron Lacher, Recorder Susan Schwebach, Engineer Brian Pogodzinski, Economic Development Director Allison Wagner

Presiding: Chairperson Burns

Call to order.

Pledge of Allegiance.

Motion was made by Commissioner Johnson to approve the special meeting agenda, 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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Chairperson Burns noted to remove selecting an official County newspaper from the consent agenda list in the December meeting minutes. Motion was made by Commissioner Walter, seconded by Commissioner Severson to approve the board meeting minutes from December 12, 2020 with the correction to 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.

Commissioner Walter moved, Commissioner Severson seconded, motion unanimously carried to approve the consent agenda, which consisted of the following items:

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

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

File No. 1 – Commissioners discussed two bids for the official Houston County Newspaper 2021. Commissioner Walter noted that the Fillmore County Journal did not reach the northeast corner of La Crescent in her district. Auditor/Treasurer Trehus informed the board that the Caledonia Argus did reach 75% of readers in Houston County. Commissioner Johnson said that according to State statute, a newspaper could not increase its bid more than 10% from year to year. Reporter Gerard requested to amend the bid for the Caledonia Argus keeping it the same as the 2020 bid.

Commissioner Walter moved, Commissioner Severson seconded, motion unanimously carried to select the Caledonia Argus as the Official Houston County Newspaper for 2021 at the amended bid rate. The amended bid was as follows:

Official Newspaper for 2021

Caledonia Argus

Official proceedings of the County Board \$7.00 per column inch

Miscellaneous Notices

Legal Rate \$8.70 per column inch

Display Rate \$8.70 per column inch

Printing of 2020 Financial Statements \$7.00 per column inch

Publication of Sample Ballot Information \$7.00 per column inch

Publication of Tax Forfeiture Information \$7.00 per column inch

Publication of Delinquent Tax List \$9.00 per column inch

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 Johnson seconded, motion unanimously carried to appoint Dan Griffin to the Water Planning Committee. The term would expire in 2021 as he would be taking over a term for someone who would no longer be serving on the committee.

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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File No. 3 – Commissioner Myhre moved, Commissioner Johnson seconded, motion unanimously carried to approve 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.

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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File No. 4 – Commissioner Myhre moved, Commissioner Severson seconded, motion unanimously carried to appoint Matt Schuldt and Joe Thesing to the EDA board for three-year terms.

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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CLOSING PUBLIC COMMENT

No closing public comments were made.

DISCUSSION ITEMS

Commissioners briefly updated the board on recent meetings they had attended.

There being no further business at 9:35 a.m., a motion was made by Commissioner Johnson to adjourn the meeting. The meeting was adjured after hearing no objections. The next meeting will be a workgroup session on January 19, 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: January 19, 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, IT Director Andrew Milde, Finance Director Carol Lapham, Human Resources Director Theresa Arrick-Kruger, Environmental Services Director Aaron Lacher, Recorder Susan Schwebach, Engineer Brian Pogodzinski, Interim Assessor Lucas Onstad, Board Clerk Allison Wagner

Board Workgroup Session

Call to order.

Commissioners discussed the Local Road Improvement Program (LRIP) with Engineer Pogodzinski. Pogodzinski said there were two cities and one township that wanted to submit projects in 2021. It was the general consensus of the board that Pogodzinski should work with the County Attorney on an agreement to be used for LRIPs.

Commissioners discussed guidance for the Highway Department as to when and how to provide maintenance work for cities and townships with Pogodzinski.

Commissioners discussed the Assessor office position. They also discussed the Assessor office with Interim Assessor Lucas Onstad.

Commissioners discussed workgroup sessions, including frequency and time of the meetings. It was the general consensus of the board to consider a revised board schedule at the next regular meeting. The revised schedule would include three regular board meetings per month with one workgroup session per month. Each would begin at 9:00 a.m. Committee meetings before Board of Commissioner meetings would begin around 8:15 a.m. and end in time for BOC meetings around 8:55 a.m.

Commissioners discussed additional items with staff, including the solid waste department, and the County bond.

The workgroup session ended at 10:19 a.m.

BOARD OF COUNTY COMMISSIONERS

HOUSTON COUNTY, MINNESOTA

By: _____
Robert Burns, Chairperson

Attest: _____
Donna Trehus, Auditor/Treasurer

PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: January 26, 2021

9:32 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, IT Director Andrew Milde, Board Clerk Allison Wagner, Reporter Craig Moorhead, Reporter Charlene Selbee, Finance Director Carol Lapham, Human Resources Director Theresa Arrick-Kruger, Public Health and Human Services Director John Pogleasa, Public Health Supervisor Heather Myhre, Accredited Appraiser Cindy Cresswell, Chief Deputy Recorder Mary Betz, Engineer Brian Pogodzinski, DDA Tessia Melvin, Interim Assessor Lucas Onstad, Tom Tornstrom, Bob Schuldt, Roy Lemke

Presiding: Chairperson Burns

Call to order.

Pledge of Allegiance.

Commissioners requested that action item number four be tabled until the following meeting. Motion was made by Commissioner Johnson, seconded by Commissioner Severson to approve the agenda with the change. 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, seconded by Commissioner Myhre to approve the special board meeting and workgroup session meeting minutes from January 12, 2021. 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 Walter, seconded by Commissioner Myhre to approve the workgroup session meeting minutes from January 19, 2021. 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.

Tessia Melvin from David Drown Associates (DDA) Company gave the board a compensation study update. She updated the board on the process, timeline, and scope of work for the study. It was the general consensus of the board that DDA should move forward with the scope of work as presented.

At 10:02 a.m., Commissioner Johnson moved, Commissioner Severson seconded, motion unanimously carried to go into closed session. All Commissioners, Auditor/Treasurer Donna Trehus, and Human Resources Director Theresa Arrick-Kruger attended the closed session.

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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At 10:42 a.m., Commissioner Johnson moved, Commissioner Severson seconded, motion unanimously carried to end the closed session and return to the regular meeting session. Kruger provided a brief summary of the closed session. The closed session had been held to consider a strategy for labor negotiations.

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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Bruce Kimmel from Ehlers presented to the board the results of the Houston County 2021A State Aid bond sale. Motion by Severson seconded by Myhre, motion unanimously carried to approve Resolution No. 20-10 below as presented.

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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RESOLUTION NO. 21-10

RESOLUTION AUTHORIZING ISSUANCE, AWARDING SALE, PRESCRIBING THE FORM AND DETAILS AND PROVIDING FOR THE PAYMENT OF \$2,945,000 GENERAL OBLIGATION STATE AID BONDS, SERIES 2021A

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

SECTION 1. AUTHORIZATION AND SALE.

1.01. Authorization. By resolution adopted on December 15, 2020, this Board hereby determined it to be in the best interests of the County to issue its General Obligation State Aid Bonds, Series 2021A (the “Bonds”) in the approximate aggregate principal amount of \$3,090,000 to finance a portion of the cost of a new highway maintenance facility in the County (the “Project”). Pursuant to Minnesota Statutes, Section 162.181, the principal amount of the Bonds will not exceed the total of the County’s state aid allotments in the years 2019 and 2020 (\$9,411,102). The principal of and interest due in any calendar year on the Bonds, including any similar obligations of the County which are outstanding (\$219,577.50), does not exceed 90 percent of the amount of

the 2020 annual allotment (\$2,601,217), received by the County from the construction account in the county state aid highway fund.

1.02. Sale. Pursuant to the Terms of Proposal and the Preliminary Official Statement prepared on behalf of the County by Ehlers & Associates, Inc. (“Ehlers”), municipal advisors to the County, sealed or electronic proposals for the purchase of the Bonds were received at or before the time specified for receipt of proposals. The proposals have been opened and 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 Northland Securities, Inc., in Minneapolis, Minnesota, and associates (the “Purchaser”), to purchase the Bonds at a price of \$3,050,077.42 plus accrued interest, if any, on all Bonds to the day of delivery and payment, on the further terms and conditions hereinafter set forth.

1.03. Award. The sale of the Bonds is hereby awarded to the Purchaser, 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.

SECTION 2. BOND TERMS; REGISTRATION; EXECUTION AND DELIVERY.

2.01. Maturities; Interest Rates; Denominations and Payment. The Bonds shall be originally dated as of the date of issuance thereof, shall be in the denomination of \$5,000 each, or any integral multiple thereof, of single maturities, shall mature on April 1 in the years and amounts stated below, and shall bear interest from date of issue until paid or duly called for redemption at the annual rates set forth opposite such years and amounts, as follows:

<u>Year</u>	<u>Amount</u>	<u>Rate</u>	<u>Year</u>	<u>Amount</u>	<u>Rate</u>
2023	\$175,000	2.000%	2031	\$200,000	1.000%
2024	175,000	2.000	2032	205,000	1.000
2025	180,000	2.000	2033	205,000	1.000
2026	185,000	2.000	2034	210,000	1.100
2027	185,000	2.000	2035	210,000	1.200
2028	190,000	2.000	2036	215,000	1.300
2029	195,000	2.000	2037	215,000	1.350
2030	200,000	2.000			

The Bonds shall be issuable only in fully registered form. The interest thereon and, upon surrender of each Bond, the principal amount thereof shall be payable by check or draft issued by the Registrar described herein, provided that, so long as the Bonds are registered in the name of a securities depository, or a nominee thereof, in accordance with Section 2.06 hereof, principal and interest shall be payable in accordance with the operational arrangements of the securities depository.

2.02. Dates and Interest Payment Dates. Upon initial delivery of the Bonds pursuant to Section 2.07, and upon any subsequent transfer or exchange pursuant to Section 2.05, the date of authentication shall be noted on each Bond so delivered, exchanged or transferred. Interest on the Bonds shall be payable on each April 1 and October 1, commencing October 1, 2021, to the owners of record thereof as of the close of business on the fifteenth day of the immediately preceding month, whether or not such day is a business day. Interest shall be computed on the basis of a 360-day year composed of twelve 30-day months.

2.03. Redemption. Bonds maturing in 2031 and later years shall be subject to redemption at the option of the County, in whole or in part, in such order of maturity dates as the County may select and, within a maturity, by lot as selected by the Registrar (or, if applicable, by the bond depository in accordance with its customary procedures), in integral multiples of \$5,000, on April 1, 2030, and on any date thereafter, at a price equal to 100% of the principal amount thereof and accrued interest to the date of redemption. At least 30 days before the date specified for redemption of any Bond, the County Auditor shall cause notice of redemption to be published if and as required by law, and mailed by first class mail, postage prepaid, to the Registrar and to the Holders, as hereinafter defined, of all Bonds to be redeemed at their addresses as they appear on the Bond Register, provided that notice shall be given to any securities depository in accordance with its operational arrangements. No defect in or failure to give such notice of redemption shall affect the validity of proceedings for the redemption of any Bond not affected by such defect or failure.

2.04. Appointment of Initial Registrar. The County hereby appoints Bond Trust Services Corporation, in Roseville, Minnesota as the initial bond registrar, transfer agent and paying agent (the "Registrar"). The Chairperson and County Auditor are authorized to execute and deliver, on behalf of the County, a contract with the Registrar. Upon merger or consolidation of the Registrar with another corporation, if the resulting corporation is a bank or trust company authorized by law to conduct such business, such corporation shall be authorized to act as successor Registrar. The County agrees to pay the reasonable and customary charges of the Registrar for the services performed. The County reserves the right to remove the Registrar upon thirty days' notice and upon the appointment of a successor Registrar, in which event the predecessor Registrar shall deliver all cash and Bonds in its possession to the successor Registrar and shall deliver the bond register to the successor Registrar.

2.05. Registration. The effect of registration and the rights and duties of the County and the Registrar with respect thereto shall be as follows:

(a) Register. The Registrar shall keep at its principal corporate trust office a bond register in which the Registrar shall provide for the registration of ownership of Bonds and the registration of transfers and exchanges of Bonds entitled to be registered, transferred or exchanged.

(b) Transfer of Bonds. Upon surrender for transfer of any Bond duly endorsed by the registered owner thereof or accompanied by a written instrument of transfer, in form satisfactory to the Registrar, duly executed by the registered owner thereof or by an attorney duly authorized by the registered owner in writing, the Registrar shall authenticate

and deliver, in the name of the designated transferee or transferees, one or more new Bonds of a like aggregate principal amount and maturity, as requested by the transferor. The Registrar may, however, close the books for registration of any transfer after the fifteenth day of the month preceding each interest payment date and until such interest payment date.

(c) Exchange of Bonds. Whenever any Bonds are surrendered by the registered owner for exchange the Registrar shall authenticate and deliver one or more new Bonds of a like aggregate principal amount and maturity, as requested by the registered owner or the owner's attorney in writing.

(d) Cancellation. All Bonds surrendered upon any transfer or exchange shall be promptly canceled by the Registrar and thereafter disposed of as directed by the County.

(e) Improper or Unauthorized Transfer. When any Bond is presented to the Registrar for transfer, the Registrar may refuse to transfer the same until it is satisfied that the endorsement on such Bond or separate instrument of transfer is valid and genuine and that the requested transfer is legally authorized. The Registrar shall incur no liability for the refusal, in good faith, to make transfers which it, in its judgment, deems improper or unauthorized.

(f) Persons Deemed Owners. The County and the Registrar may treat the person in whose name any Bond is at any time registered in the bond register as the absolute owner of the Bond, whether the Bond shall be overdue or not, for the purpose of receiving payment of or on account of, the principal of and interest on the Bond and for all other purposes; and all payments made to any registered owner or upon the owner's order shall be valid and effectual to satisfy and discharge the liability upon Bond to the extent of the sum or sums so paid.

(g) Taxes, Fees and Charges. For every transfer or exchange of Bonds (except for an exchange upon a partial redemption of a Bond), the Registrar may impose a charge upon the owner thereof sufficient to reimburse the Registrar for any tax, fee or other governmental charge required to be paid with respect to such transfer or exchange.

(h) Mutilated, Lost, Stolen or Destroyed Bonds. In case any Bond shall become mutilated or be destroyed, stolen or lost, the Registrar shall deliver a new Bond of like amount, number, maturity date and tenor in exchange and substitution for and upon cancellation of any such mutilated Bond or in lieu of and in substitution for any Bond destroyed, stolen or lost, upon the payment of the reasonable expenses and charges of the Registrar in connection therewith; and, in the case of a Bond destroyed, stolen or lost, upon filing with the Registrar of evidence satisfactory to it that the Bond was destroyed, stolen or lost, and of the ownership thereof, and upon furnishing to the Registrar of an appropriate bond or indemnity in form, substance and amount satisfactory to it, in which both the County and the Registrar shall be named as obligees. All Bonds so surrendered to the Registrar shall be canceled by it and evidence of such cancellation shall be given to the

County. If the mutilated, destroyed, stolen or lost Bond has already matured or been called for redemption in accordance with its terms it shall not be necessary to issue a new Bond prior to payment.

(i) Authenticating Agent. The Registrar is hereby designated authenticating agent for the Bonds, within the meaning of Minnesota Statutes, Section 475.55, Subdivision 1, as amended.

(j) Valid Obligations. All Bonds issued upon any transfer or exchange of Bonds shall be the valid obligations of the County, evidencing the same debt, and entitled to the same benefits under this Resolution as the Bonds surrendered upon such transfer or exchange.

2.06. Securities Depository. The following provisions shall apply, unless otherwise designated by the Purchaser:

(a) For purposes of this section the following terms shall have the following meanings:

“Beneficial Owner” shall mean, whenever used with respect to a Bond, the person in whose name such Bond is recorded as the beneficial owner of such Bond by a Participant on the records of such Participant, or such person’s subrogee.

“Cede & Co.” shall mean Cede & Co., the nominee of DTC, and any successor nominee of DTC with respect to the Bonds.

“DTC” shall mean The Depository Trust Company of New York, New York.

“Participant” shall mean any broker-dealer, bank or other financial institution for which DTC holds Bonds as securities depository.

“Representation Letter” shall mean the Representation Letter pursuant to which the sender agrees to comply with DTC’s Operational Arrangements.

(b) The Bonds shall be initially issued as separately authenticated fully registered bonds, and one Bond shall be issued in the principal amount of each stated maturity of the Bonds. Upon initial issuance, the ownership of such Bonds shall be registered in the bond register in the name of Cede & Co., as nominee of DTC. The Registrar and the County may treat DTC (or its nominee) as the sole and exclusive owner of the Bonds registered in its name for the purposes of payment of the principal of or interest on the Bonds, selecting the Bonds or portions thereof to be redeemed, if any, giving any notice permitted or required to be given to registered owners of Bonds under this resolution, registering the transfer of Bonds, and for all other purposes whatsoever, and neither the Registrar nor the County shall be affected by any notice to the contrary. Neither the Registrar nor the County shall have any responsibility or obligation to any Participant, any person claiming a beneficial ownership interest in the Bonds under or through DTC or any Participant, or any other person which is not shown on the bond register as being a registered owner of any Bonds,

with respect to the accuracy of any records maintained by DTC or any Participant, with respect to the payment by DTC or any Participant of any amount with respect to the principal of or interest on the Bonds, with respect to any notice which is permitted or required to be given to owners of Bonds under this resolution, with respect to the selection by DTC or any Participant of any person to receive payment in the event of a partial redemption of the Bonds, or with respect to any consent given or other action taken by DTC as registered owner of the Bonds. So long as any Bond is registered in the name of Cede & Co., as nominee of DTC, the Registrar shall pay all principal of and interest on such Bond, and shall give all notices with respect to such Bond, only to Cede & Co. in accordance with DTC's Operational Arrangements, and all such payments shall be valid and effective to fully satisfy and discharge the County's obligations with respect to the principal of and interest on the Bonds to the extent of the sum or sums so paid. No person other than DTC shall receive an authenticated Bond for each separate stated maturity evidencing the obligation of the County to make payments of principal and interest. Upon delivery by DTC to the Registrar of written notice to the effect that DTC has determined to substitute a new nominee in place of Cede & Co., the Bonds will be transferable to such new nominee in accordance with paragraph (e) hereof.

(c) In the event the County determines that it is in the best interest of the Beneficial Owners that they be able to obtain Bonds in the form of bond certificates, the County may notify DTC and the Registrar, whereupon DTC shall notify the Participants of the availability through DTC of Bonds in the form of certificates. In such event, the Bonds will be transferable in accordance with paragraph (e) hereof. DTC may determine to discontinue providing its services with respect to the Bonds at any time by giving notice to the County and the Registrar and discharging its responsibilities with respect thereto under applicable law. In such event the Bonds will be transferable in accordance with paragraph (e) hereof.

(d) The execution and delivery of the Representation Letter to DTC by the Chairperson or County Auditor is hereby authorized and directed.

(e) In the event that any transfer or exchange of Bonds is permitted under paragraph (b) or (c) hereof, such transfer or exchange shall be accomplished upon receipt by the Registrar of the Bonds to be transferred or exchanged and appropriate instruments of transfer to the permitted transferee in accordance with the provisions of this resolution. In the event Bonds in the form of certificates are issued to owners other than Cede & Co., its successor as nominee for DTC as owner of all the Bonds, or another securities depository as owner of all the Bonds, the provisions of this resolution shall also apply to all matters relating thereto, including, without limitation, the printing of such Bonds in the form of bond certificates and the method of payment of principal of and interest on such Bonds in the form of bond certificates.

2.07. Execution, Authentication and Delivery. The Bonds shall be prepared under the direction of the County Auditor and shall be executed on behalf of the County by the signatures of the Chairperson and the County Auditor, provided that the signatures may be printed, engraved or lithographed facsimiles of the originals. In case any officer whose signature or a facsimile of whose signature shall appear on the Bonds shall cease to be such officer before the delivery of any

Bond, such signature or facsimile shall nevertheless be valid and sufficient for all purposes, the same as if such officer had remained in office until delivery. Notwithstanding such execution, no Bond shall be valid or obligatory for any purpose or entitled to any security or benefit under this Resolution unless and until a certificate of authentication on the Bond has been duly executed by the manual signature of an authorized representative of the Registrar. Certificates of authentication on different Bonds need not be signed by the same representative. The executed certificate of authentication on each Bond shall be conclusive evidence that it has been authenticated and delivered under this Resolution. When the Bonds have been prepared, executed and authenticated, the County Auditor shall deliver them to the Purchaser upon payment of the purchase price in accordance with the contract of sale heretofore executed, and the Purchaser shall not be obligated to see to the application of the purchase price.

2.08. Form of Bonds. The Bonds shall be prepared in substantially the form found at EXHIBIT A hereto.

SECTION 3. USE OF PROCEEDS. There is hereby established on the official books and records of the County a General Obligation State Aid Bonds, Series 2021A Construction Fund (the “Construction Fund”), which shall continue to be maintained until payment of all costs and expenses incurred in construction of the Project to be financed by the Bonds. To the Construction Fund there shall be credited \$3,050,077.42 of the proceeds of the Bonds, representing the estimated costs of the Project (\$3,003,605.42) and costs of issuance of the Bonds (\$46,472.00), and from the Construction Fund there shall be paid capital costs incurred by the County in the construction of the Project and costs of issuance of the Bonds. Any Bond proceeds not needed for the foregoing purpose shall be transferred to the General Obligation State Aid Bonds, Series 2021A Debt Service Fund established in Section 4 hereof.

SECTION 4. GENERAL OBLIGATION STATE AID BONDS, SERIES 2021A DEBT SERVICE FUND. There is hereby created and shall be maintained on the official books and records of the County a General Obligation State Aid Bonds, Series 2021A Debt Service Fund (the “Debt Service Fund”), the moneys in which shall be used solely for the payment of the principal of and interest on the Bonds. From the proceeds of the Bonds, the amounts specified in Section 3 hereof, if any, shall be deposited in the Debt Service Fund. There is hereby irrevocably appropriated to the Debt Service Fund, out of moneys allotted and to be allotted to the County from its account in the county state aid highway fund of the State of Minnesota, such amount as shall be sufficient to pay the principal of and interest on the Bonds when due, on the dates and in the amounts as follows:

<u>Year</u>	<u>Principal Amount</u>	<u>Interest payable on</u>	
		<u>April 1</u>	<u>October 1</u>
2021	--	--	\$27,925.19
2022	--	\$23,163.75	23,163.75
2023	\$175,000	23,163.75	21,413.75
2024	175,000	21,413.75	19,663.75
2025	180,000	19,663.75	17,863.75
2026	185,000	17,863.75	16,013.75
2027	185,000	16,013.75	14,163.75
2028	190,000	14,163.75	12,263.75
2029	195,000	12,263.75	10,313.75
2030	200,000	10,313.75	8,313.75
2031	200,000	8,313.75	7,313.75
2032	205,000	7,313.75	6,288.75
2033	205,000	6,288.75	5,263.75
2034	210,000	5,263.75	4,108.75
2035	210,000	4,108.75	2,848.75
2036	215,000	2,848.75	1,451.25
2037	215,000	1,451.25	--

The County Auditor shall follow the procedure set forth in Minnesota Statutes, Section 162.181, Subdivision 4, for obtaining such funds. If at any time the moneys in the Debt Service Fund should be insufficient to pay all principal and interest due on the Bonds, the County Auditor shall nevertheless pay the same from any moneys on hand in the general fund of the County, and the moneys so used shall be restored to the general fund from the moneys next received by the County from the construction or maintenance account in the county state aid highway fund of the State of Minnesota, which are not required for the payment of additional principal and interest, or from the proceeds of taxes levied pursuant to Section 5 hereof.

SECTION 5. PLEDGE OF TAXING POWERS. For the prompt and full payment of the principal of and interest on the Bonds as such payments respectively become due, the full faith, credit and unlimited taxing powers of the County shall be and are hereby irrevocably pledged. However, it is estimated that the state aid highway allotments appropriated for the payment of such principal and interest in Section 4 hereof will be sufficient to pay the principal and interest when due, and accordingly no tax is levied at this time. However, if an actual or anticipated deficiency should arise in the receipt of such allotments, the County shall levy an ad valorem tax upon all taxable property in the County in accordance with Minnesota Statutes, Section 475.61, in an amount sufficient to eliminate the actual or anticipated deficiency.

SECTION 6. DEFEASANCE. When all of the Bonds have been discharged as provided in this section, all pledges, covenants and other rights granted by this Resolution to the registered owners of the Bonds shall cease. The County may discharge its obligations with respect to any Bonds which are due on any date by depositing with the Registrar on or before that date a sum

sufficient for the payment thereof in full; or, if any Bond should not be paid when due, it may nevertheless be discharged by depositing with the Registrar a sum sufficient for the payment thereof in full with interest accrued from the due date to the date of such deposit. The County may also discharge its obligations with respect to any prepayable Bonds called for redemption on any date when they are prepayable according to their terms, by depositing with the Registrar on or before that date an amount equal to the principal, interest and redemption premium, if any, which are then due, provided that notice of such redemption has been duly given as provided herein. The County may also at any time discharge its obligations with respect to any Bonds, subject to the provisions of law now or hereafter authorizing and regulating such action, by depositing irrevocably in escrow, with a bank or trust company qualified by law as an escrow agent for this purpose, cash or securities which are authorized by law to be so deposited, bearing interest payable at such time and at such rates and maturing or callable at the holder's option on such dates as shall be required to pay all principal, interest and redemption premiums to become due thereon to maturity or earlier designated redemption date.

SECTION 7. TAX COVENANTS; ARBITRAGE MATTERS; REIMBURSEMENT AND CONTINUING DISCLOSURE.

7.01. Covenant. The County covenants and agrees with the owners from time to time of the Bonds, that it will not take, or permit to be taken by any of its officers, employees or agents, any action which would cause the interest on the Bonds to become includable in gross income of the recipient under the Internal Revenue Code of 1986 (the "Code") and applicable Treasury Regulations (the "Regulations"), and covenants to take any and all affirmative actions within its powers to ensure that the interest on the Bonds will not become includable in gross income of the recipient under the Code and the Regulations. The County has not and will not enter into any lease, management contract, operating agreement, use agreement or other contract relating to the use or operation of the Project, or any portion thereof, which would cause the Bonds to be considered "private activity bonds" or "private loan bonds" pursuant to Section 141 of the Code. The County hereby approves the procedures for post-issuance compliance presented to the Board prior to this meeting.

7.02. Arbitrage Certification. The Chairperson and County Auditor being the officers of the County charged with the responsibility for issuing the Bonds pursuant to this Resolution, are authorized and directed to execute and deliver to the Purchaser a certificate in accordance with the provisions of Section 148 of the Code and applicable Regulations, stating that on the basis of facts, estimates and circumstances in existence on the date of issue and delivery of the Bonds, it is reasonably expected that the proceeds of the Bonds will not be used in a manner that would cause the Bonds to be "arbitrage bonds" within the meaning of the Code and the applicable Regulations.

7.03. Arbitrage Rebate. (a) It is hereby found that the County has general taxing powers, that no Bond is a "private activity bond" within the meaning of Section 141 of the Code, that 95% or more of the net proceeds of the Bonds are to be used for local governmental activities of the County, and that the aggregate face amount of all tax-exempt obligations (other than private activity bonds) issued by the County and all subordinate entities thereof during the year 2021 is

not reasonably expected to exceed \$5,000,000. Therefore, pursuant to the provisions of Section 148(f)(4)(D) of the Code, the County shall not be required to comply with the arbitrage rebate requirements of paragraphs (2) and (3) of Section 148(f) of the Code.

(b) Notwithstanding the provisions of paragraph (a) of this Section 7.03, if the arbitrage rebate provisions of Section 148(f) of the Code applies to the Bonds, the County hereby covenants and agrees to make the determinations, retain records and rebate to the United States the amounts at the times and in the manner required by said Section 148(f) and applicable Regulations.

7.04. Reimbursement. The County certifies that the proceeds of the Bonds will not be used by the County to reimburse itself for any expenditure with respect to the Project which the County paid or will have paid more than 60 days prior to the issuance of the Bonds unless, with respect to such prior expenditures, the County shall have made a declaration of official intent which complies with the provisions of Section 1.150-2 of the Regulations; provided that a declaration of official intent shall not be required (i) with respect to certain de minimis expenditures, if any, with respect to the Project meeting the requirements of Section 1.150-2(f)(1) of the Regulations, or (ii) with respect to “preliminary expenditures” for the Project as defined in Section 1.150-2(f)(2) of the Regulations, including engineering or architectural expenses and similar preparatory expenses, which in the aggregate do not exceed 20% of the “issue price” of the Bonds.

7.05. Qualified Tax-Exempt Obligations. The Board hereby designates the Bonds as “qualified tax-exempt obligations” for purposes of Section 265(b)(3) of the Code relating to the disallowance of interest expense for financial institutions, and hereby finds that the reasonably anticipated amount of tax-exempt obligations which are not private activity bonds (not treating qualified 501(c)(3) bonds under Section 145 of the Code as private activity bonds for the purpose of this representation) and are not excluded from this calculation by Section 265(b)(3)(C)(ii) of the Code which have been and will be issued by the County and all subordinate entities during calendar year 2021 does not exceed \$10,000,000.

7.06. Continuing Disclosure. (a) Purpose and Beneficiaries. To provide for the public availability of certain information relating to the Bonds and the security therefor and to permit the Purchaser and other participating underwriters in the primary offering of the Bonds to comply with amendments to Rule 15c2-12 promulgated by the SEC under the Securities Exchange Act of 1934 (17 C.F.R. § 240.15c2-12), relating to continuing disclosure (as in effect and interpreted from time to time, the Rule), which will enhance the marketability of the Bonds, the County hereby makes the following covenants and agreements for the benefit of the Owners (as hereinafter defined) from time to time of the Outstanding Bonds. The County is the only obligated person in respect of the Bonds within the meaning of the Rule for purposes of identifying the entities in respect of which continuing disclosure must be made. If the County fails to comply with any provisions of this section, any person aggrieved thereby, including the Owners of any Outstanding Bonds, may take whatever action at law or in equity may appear necessary or appropriate to enforce performance and observance of any agreement or covenant contained in this section, including an action for a writ of mandamus or specific performance. Direct, indirect, consequential and punitive damages shall not be recoverable for any default hereunder to the extent permitted by law. Notwithstanding

anything to the contrary contained herein, in no event shall a default under this section constitute a default under the Bonds or under any other provision of this resolution. As used in this section, Owner or Bondowner means, in respect of a Bond, the registered owner or owners thereof appearing in the bond register maintained by the Registrar or any Beneficial Owner (as hereinafter defined) thereof, if such Beneficial Owner provides to the Registrar evidence of such beneficial ownership in form and substance reasonably satisfactory to the Registrar. As used herein, Beneficial Owner means, in respect of a Bond, any person or entity which (i) has the power, directly or indirectly, to vote or consent with respect to, or to dispose of ownership of, such Bond (including persons or entities holding Bonds through nominees, depositories or other intermediaries), or (ii) is treated as the owner of the Bond for federal income tax purposes.

(b) Information To Be Disclosed. The County will provide, in the manner set forth in subsection (c) hereof, either directly or indirectly through an agent designated by the County, the following information at the following times:

- (1) on or before twelve (12) months after the end of each fiscal year of the County, commencing with the fiscal year ending December 31, 2020, the following financial information and operating data in respect of the County (the “Disclosure Information”):
 - (A) the audited financial statements of the County for such fiscal year, prepared in accordance with generally accepted accounting principles in accordance with the governmental accounting standards promulgated by the Governmental Accounting Standards Board or as otherwise provided under Minnesota law, as in effect from time to time, or, if and to the extent such financial statements have not been prepared in accordance with such generally accepted accounting principles for reasons beyond the reasonable control of the County, noting the discrepancies therefrom and the effect thereof, and certified as to accuracy and completeness in all material respects by the fiscal officer of the County; and
 - (B) to the extent not included in the financial statements referred to in paragraph (A) hereof, the information for such fiscal year or for the period most recently available of the type contained in the Official Statement under headings: “VALUATIONS – Current Property Valuations,” “DEBT – Direct Debt,” “TAX RATES, LEVIES AND COLLECTIONS – Tax Levies and Collections” and “GENERAL INFORMATION – US Census Data – Population Trend” and “– Employment/Unemployment Data,” which information may be unaudited.

Notwithstanding the foregoing paragraph, if the audited financial statements are not available by the date specified, the County shall provide on or before such date unaudited financial statements in the format required for the audited financial statements as part of the Disclosure Information and, within 10 days after the receipt thereof, the County shall provide the audited financial statements. Any or all of the Disclosure Information may be incorporated by reference, if it is

updated as required hereby, from other documents, including official statements, which have been submitted to the Municipal Securities Rulemaking Board (MSRB) through its Electronic Municipal Market Access System (EMMA) or to the SEC. If the document incorporated by reference is a final official statement, it must be available from the MSRB. The County shall clearly identify in the Disclosure Information each document so incorporated by reference. If any part of the Disclosure Information can no longer be generated because the operations of the County have materially changed or been discontinued, such Disclosure Information need no longer be provided if the County includes in the Disclosure Information a statement to such effect; provided, however, if such operations have been replaced by other County operations in respect of which data is not included in the Disclosure Information and the County determines that certain specified data regarding such replacement operations would be a Material Fact (as defined in paragraph (2) hereof), then, from and after such determination, the Disclosure Information shall include such additional specified data regarding the replacement operations. If the Disclosure Information is changed or this section is amended as permitted by this paragraph (b)(1) or subsection (d), then the County shall include in the next Disclosure Information to be delivered hereunder, to the extent necessary, an explanation of the reasons for the amendment and the effect of any change in the type of financial information or operating data provided.

- (2) In a timely manner not in excess of ten business days after the occurrence of the event, notice of the occurrence of any of the following events (each a Material Fact):
 - (A) Principal and interest payment delinquencies;
 - (B) Non-payment related defaults, if material;
 - (C) Unscheduled draws on debt service reserves reflecting financial difficulties;
 - (D) Unscheduled draws on credit enhancements reflecting financial difficulties;
 - (E) Substitution of credit or liquidity providers, or their failure to perform;
 - (F) Adverse tax opinions, the issuance by the Internal Revenue Service of proposed or final determinations of taxability, Notices of Proposed Issue (IRS Form 5701-TEB) or other material notices or determinations with respect to the tax status of the security, or other material events affecting the tax status of the security;
 - (G) Modifications to rights of security holders, if material;
 - (H) Bond calls, if material, and tender offers;
 - (I) Defeasances;
 - (J) Release, substitution, or sale of property securing repayment of the securities, if material;
 - (K) Rating changes;
 - (L) Bankruptcy, insolvency, receivership or similar event of the obligated person;
 - (M) The consummation of a merger, consolidation, or acquisition involving an obligated person or the sale of all or substantially all of the assets of the obligated person, other than in the ordinary course of business, the entry into a definitive agreement to undertake such an action or the termination

of a definitive agreement relating to any such actions, other than pursuant to its terms, if material;

- (N) Appointment of a successor or additional trustee or the change of name of a trustee, if material;
- (O) Incurrence of a financial obligation of the obligated person, if material, or agreement to covenants, events of default, remedies, priority rights, or other similar terms of a financial obligation of the obligated person, any of which affect security holders, if material; and
- (P) Default, event of acceleration, termination event, modification of terms, or other similar events under the terms of a financial obligation of the obligated person, any of which reflect financial difficulties.

For purposes of the events identified in paragraphs (O) and (P) above, the term “financial obligation” means (i) a debt obligation; (ii) a derivative instrument entered into in connection with, or pledged as security or a source of payment for, an existing or planned debt obligation; or (iii) a guarantee of (i) or (ii). The term “financial obligation” shall not include municipal securities as to which a final official statement has been provided to the MSRB consistent with the Rule.

As used herein, for those events that must be reported if material, an event is “material” if it is an event as to which a substantial likelihood exists that a reasonably prudent investor would attach importance thereto in deciding to buy, hold or sell a Bond or, if not disclosed, would significantly alter the total information otherwise available to an investor from the Official Statement, information disclosed hereunder or information generally available to the public. Notwithstanding the foregoing sentence, an event is also “material” if it is an event that would be deemed material for purposes of the purchase, holding or sale of a Bond within the meaning of applicable federal securities laws, as interpreted at the time of discovery of the occurrence of the event.

For the purposes of the event identified in (L) hereinabove, the event is considered to occur when any of the following occur: the appointment of a receiver, fiscal agent or similar officer for an obligated person in a proceeding under the U.S. Bankruptcy Code or in any other proceeding under state or federal law in which a court or governmental authority has assumed jurisdiction over substantially all of the assets or business of the obligated person, or if such jurisdiction has been assumed by leaving the existing governing body and officials or officers in possession but subject to the supervision and orders of a court or governmental authority, or the entry of an order confirming a plan of reorganization, arrangement or liquidation by a court or governmental authority having supervision or jurisdiction over substantially all of the assets or business of the obligated person.

- (3) In a timely manner, notice of the occurrence of any of the following events or conditions:
 - (A) the failure of the County to provide the Disclosure Information required under paragraph (b)(1) at the time specified thereunder;

- (B) the amendment or supplementing of this section pursuant to subsection (d), together with a copy of such amendment or supplement and any explanation provided by the County under subsection (d)(2);
- (C) the termination of the obligations of the County under this section pursuant to subsection (d);
- (D) any change in the accounting principles pursuant to which the financial statements constituting a portion of the Disclosure Information are prepared; and
- (E) any change in the fiscal year of the County.

(c) Manner of Disclosure.

- (1) The County agrees to make available to the MSRB through EMMA, in an electronic format as prescribed by the MSRB, the information described in subsection (b).
- (2) All documents provided to the MSRB pursuant to this subsection (c) shall be accompanied by identifying information as prescribed by the MSRB from time to time.

(d) Term; Amendments; Interpretation.

- (1) The covenants of the County in this section shall remain in effect so long as any Bonds are Outstanding. Notwithstanding the preceding sentence, however, the obligations of the County under this section shall terminate and be without further effect as of any date on which the County delivers to the Registrar an opinion of Bond Counsel to the effect that, because of legislative action or final judicial or administrative actions or proceedings, the failure of the County to comply with the requirements of this section will not cause participating underwriters in the primary offering of the Bonds to be in violation of the Rule or other applicable requirements of the Securities Exchange Act of 1934, as amended, or any statutes or laws successory thereto or amendatory thereof.
- (2) This section (and the form and requirements of the Disclosure Information) may be amended or supplemented by the County from time to time, without notice to (except as provided in paragraph (c)(3) hereof) or the consent of the Owners of any Bonds, by a resolution of this Board filed in the office of the recording officer of the County accompanied by an opinion of Bond Counsel, who may rely on certificates of the County and others and the opinion may be subject to customary qualifications, to the effect that: (i) such amendment or supplement (a) is made in connection with a change in circumstances that arises from a change in law or regulation or a change in the identity, nature or status of the County or the type of operations conducted by the County, or (b) is required by, or better complies with, the provisions of paragraph (b)(5) of the Rule; (ii) this section as so amended or supplemented would have complied with the requirements of paragraph (b)(5) of the Rule at the time of the primary offering of the Bonds, giving effect to any

change in circumstances applicable under clause (i)(a) and assuming that the Rule as in effect and interpreted at the time of the amendment or supplement was in effect at the time of the primary offering; and (iii) such amendment or supplement does not materially impair the interests of the Bondowners under the Rule.

If the Disclosure Information is so amended, the County agrees to provide, contemporaneously with the effectiveness of such amendment, an explanation of the reasons for the amendment and the effect, if any, of the change in the type of financial information or operating data being provided hereunder.

- (3) This section is entered into to comply with the continuing disclosure provisions of the Rule and should be construed so as to satisfy the requirements of paragraph (b)(5) of the Rule.

SECTION 8. CERTIFICATION OF PROCEEDINGS.

8.01. Registration. The County Auditor is hereby authorized and directed to file a certified copy of this resolution in the records of the County, together with such additional information as required, and to issue a certificate that the Bonds have been duly entered upon the County Auditor's bond register.

8.02. Certification of Records. The officers of the County are hereby authorized and directed to prepare and furnish to the Purchaser and to Dorsey & Whitney LLP, Bond Counsel, certified copies of all proceedings and records of the County relating to the Bonds and to the financial condition and affairs of the County, and such other affidavits, certificates and information as may be required to show the facts relating to the legality and marketability of the Bonds as they appear from the books and records under their custody and control or as otherwise known to them, and all such certified copies, certificates and affidavits, including any heretofore furnished, shall be deemed representations of the County to the facts recited herein.

8.03. Official Statement. The Preliminary Official Statement relating to the Bonds, prepared and distributed by Ehlers is hereby approved. Ehlers is hereby authorized on behalf of the County to prepare and deliver to the Purchaser within seven business days from the date hereof a supplement to the Official Statement listing the offering price, the interest rates, selling compensation, delivery date, the underwriters and such other information relating to the Bonds required to be included in the Official Statement by Rule 15c2-12 adopted by the SEC under the Securities Exchange Act of 1934. The officers of the County are hereby authorized and directed to execute such certificates as may be appropriate concerning the accuracy, completeness and sufficiency of the Official Statement.

8.04. Authorization of Payment of Certain Costs of Issuance of the Bonds. The County authorizes the Purchaser to forward the amount of Bond proceeds allocable to the payment of issuance expenses to Old National Bank, on the closing date for further distribution as directed by Ehlers.

Upon vote being taken thereon the following voted in favor thereof: Dewey Severson, Eric Johnson, Robert Burns, Teresa Walter and Greg Myhre and the following voted against the same: none. whereupon the resolution was declared duly passed and adopted.

EXHIBIT A

UNITED STATES OF AMERICA
STATE OF MINNESOTA
HOUSTON COUNTY

GENERAL OBLIGATION STATE AID BONDS, SERIES 2021A

R-____ \$_____

<u>Interest Rate</u>	<u>Maturity Date</u>	<u>Date of Original Issue</u>	<u>CUSIP No.</u>
___%	April 1, 20__	February 24, 2021	

REGISTERED OWNER: CEDE & CO.

PRINCIPAL AMOUNT: THOUSAND DOLLARS

HOUSTON COUNTY, MINNESOTA (the "County"), acknowledges itself to be indebted and hereby promises to pay to the registered owner named above, or registered assigns, the principal sum specified above on the maturity date specified above, with interest thereon from the date hereof at the annual rate specified above, payable on April 1 and October 1 in each year, commencing October 1, 2021, to the person in whose name this Bond is registered at the close of business on the fifteenth day (whether or not a business day) of the immediately preceding month, all subject to the provisions referred to herein with respect to the redemption of the principal of this Bond before maturity. Interest hereon shall be computed on the basis of a 360-day year composed of twelve 30-day months. The interest hereon and, upon presentation and surrender hereof, the principal hereof are payable in lawful money of the United States of America by check or draft drawn on Bond Trust Services Corporation, Roseville, Minnesota, as bond registrar, transfer agent and paying agent (the "Registrar"), or its designated successor under the Resolution described herein. For the prompt and full payment of such principal and interest as the same respectively become due, the full faith and credit and taxing powers of the County have been and are hereby irrevocably pledged.

This Bond is one of an issue in the aggregate principal amount of \$2,945,000 issued pursuant to a resolution adopted by the Board of Commissioners on January 26, 2021 (the "Resolution") to finance the cost of a new highway maintenance facility in the County and is issued pursuant to and in full conformity with the Constitution and laws of the State of Minnesota thereunto enabling, including Minnesota Statutes,

Chapter 475 and Section 162.181. The Bonds are issuable only in fully registered form, in denominations of \$5,000 or any multiple thereof, of single maturities.

Bonds having stated maturity dates in the years 2031 and thereafter are each subject to redemption at the option of the County, in whole or in part, in such order of maturity dates as the County may select and, within a maturity, by lot as selected by the Registrar (or, if applicable, by the bond depository in accordance with its customary procedures), in integral multiples of \$5,000, on April 1, 2030, and on any date thereafter, at a price equal to 100% of the principal amount thereof plus interest accrued to the date of redemption. At least 30 days before the date specified for the redemption of any Bond the County will cause notice of redemption to be published if and to the extent required by law, and to be mailed by first class mail (or, if applicable, provided in accordance with the operational arrangements of the bond depository), to the registered owner of any Bond to be redeemed at the owner's address as it appears on the Bond Register maintained by the Registrar, but no defect in or failure to give such notice of redemption shall affect the validity of proceedings for the redemption of any Bond not affected by such defect or failure. Upon surrender to the Registrar of any Bond which has been redeemed in part, a new Bond or Bonds will be delivered to the owner without charge, representing the unredeemed portion of the principal of the Bond so surrendered.

As provided in the Resolution and subject to certain limitations set forth therein, this Bond is transferable upon the books of the County at the principal office of the Registrar, by the registered owner hereof in person or by the owner's attorney duly authorized in writing upon surrender hereof together with a written instrument of transfer satisfactory to the Registrar, duly executed by the registered owner or the owner's attorney; and may also be surrendered in exchange for Bonds of other authorized denominations. Upon such transfer or exchange the County will cause a new Bond or Bonds to be issued in the name of the transferee or registered owner, of the same aggregate principal amount, bearing interest at the same rate and maturing on the same date, subject to reimbursement for any tax, fee or governmental charge required to be paid with respect to such transfer or exchange.

The County and the Registrar may deem and treat the person in whose name this Bond is registered as the absolute owner hereof, whether this Bond is overdue or not, for the purpose of receiving payment and for all other purposes, and neither the County nor the Registrar shall be affected by any notice to the contrary.

Notwithstanding any other provisions of this Bond, so long as this Bond is registered in the name of Cede & Co., as nominee of The Depository Trust Company, or in the name of any other nominee of The Depository Trust Company or other securities depository, the Registrar shall pay all principal of and interest on this Bond, and shall give all notices with respect to this Bond, only to Cede & Co. or other nominee in accordance with the operational arrangements of The Depository Trust Company or other securities depository as agreed to by the County.

The Bonds have been designated as "qualified tax-exempt obligations" pursuant to the provisions of Section 265(b)(3) of the Internal Revenue Code of 1986, as amended.

IT IS HEREBY CERTIFIED, RECITED, COVENANTED AND AGREED that all acts, conditions and things required by the Constitution and laws of the State of Minnesota to be done, to exist, to happen and to be performed preliminary to and in the issuance of this Bond in order to make it a valid and binding general obligation of the County in accordance with its terms, have been done, do exist, have happened and have been performed as so required; that, prior to the issuance hereof, the Board of County Commissioners

has by the Resolution irrevocably pledged and appropriated to a separate and special debt service fund, to be maintained for the payment of this and other bonds issued under Section 162.181, as long as any of such bonds are outstanding, an amount of the moneys allotted and to be allotted to the County from its account in the county state aid highway fund sufficient to pay when due the principal of and interest on all bonds; that, if in any year the moneys so allotted and transferred to the debt service fund should be insufficient to pay all such principal and interest due in such year, the County is obligated to pay such deficiency out of its general fund and to levy a direct, irrepealable, ad valorem tax upon all taxable property within its corporate limits for the repayment of such deficiency, which levy may be made without limitation as to rate or amount; and that the issuance of this Bond does not cause the indebtedness of the County to exceed any constitutional or statutory limitation of indebtedness.

This Bond shall not be valid or become obligatory for any purpose or be entitled to any security or benefit under the Resolution until the Certificate of Authentication hereon shall have been executed by the Registrar by manual signature of one of its authorized representatives.

IN WITNESS WHEREOF, Houston County, Minnesota, by its Board of Commissioners, has caused this Bond to be executed on its behalf by the facsimile signatures of the Chairperson and County Auditor and has caused this Bond to be dated as of the date set forth below.

HOUSTON COUNTY, MINNESOTA

Donna Trehus, Auditor/Treasurer

Robert Burns, Chairperson

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 shared with the board that their work had shifted to a vaccine effort in the County. Pugleasa stated there was a lack of available vaccine. The State had prioritized Group A1. The County had focused on vaccinating this group especially EMS providers. Myhre added that Houston County is considered a vaccine provider. When the County receives vaccines they must administer them within 72 hours. This is a tight timeline for the County with it being unclear when and how much vaccine the County will receive. Public Health had established a jot form where County residents could express interest in receiving a vaccine when vaccines become available for their priority group. Public Health will use the forms to contact people as more vaccines become available.

Commissioners requested one change to an item on the consent agenda that the Department Head meeting schedule rotation be revised. Commissioner Walter moved, Commissioner Myhre seconded, motion unanimously carried to approve the consent agenda with the change, which consisted of the following items:

1) Assign Lucas Onstad to classification C-53, Step 1, effective January 13, 2021.
(Auditor/Treasurer designated Lucas Onstad Assessor during the pending search for Assessor pursuant to Minn. Stat. § 273.061, Subd. (2b). (Kruger)

- 2) Assign Cindy Cresswell-Hatleli, to pay out of class of \$35.50/hour on a temporary basis to provide training effective January 21, 2021. (Kruger)
- 3) Approve Department Head Meetings 2021 schedule. (Lapham)
- 4) Approve guardianship contracts – Clinton Brainard, Sandra Fitting, Bonnie Gregerson, Terry Lee Lund, Vergie Rud, and Judy Storlie. (Pugleasa)
- 5) Approve Resolution No. 21-08 Authorization to Establish Absentee Ballot Board and UOCAVA Ballot Board for Township Elections as shown below. (Trehus)

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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RESOLUTION NO. 21-09

AUTHORIZATION TO ESTABLISH ABSENTEE BALLOT BOARD AND UOCAVA BALLOT BOARD FOR TOWNSHIP ELECTIONS

January 26, 2021

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 9, 2021 and further authorizes the Auditor/Treasurer to appoint individual members.

ACTION ITEMS

File No. 1 – Commissioner Johnson moved, Commissioner Severson seconded, motion unanimously carried to approve Change Order No. 1 from Wieser Brothers to replace (150') of 24" existing, corroded, storm sewer pipe.

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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File No. 2 - Commissioner Severson moved, Commissioner Walter seconded, motion unanimously carried to approve Change Order No. 2 to upgrade the sectional doors with the light curtain in lieu of pneumatic bottom edges.

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 Myhre seconded, motion unanimously carried to approve purchasing two Vemeer mowers from Hammell Equipment for a net purchase price of \$13,950.00.

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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File No. 4 – Item was tabled until next meeting.

File No. 5 – Commissioners discussed the LRIP (Local Road Improvement Program). Discussion included what township/city projects to sponsor/support. Cities and townships would need a sponsorship from the County in order to apply for grant funds from the program. While it

was the general consensus of the board that the County should support all interested projects, the extent of the County's involvement was also discussed. Members discussed whether or not the County should provide additional services beyond the sponsorship, such as engineering for the projects, and whether a contract should be put in place requiring cities and townships to hire their own engineering services. Members discussed liability and timeline concerns with the County providing engineering services for the projects. Commissioner Johnson asked if counties who sponsor LRIP programs could require sponsored entities to provide their own engineering. Engineer Pogodzinski said other counties did have contracts in place that required cities or townships to do their own engineering and that the State allowed this. Township representatives at the meeting expressed that hiring their own engineering firm instead of having the County provide those services would be costly for them, especially without knowing if the LRIP money would be awarded. Motion by Commissioner Myhre, seconded by Commissioner Severson to sponsor all township/city projects, but not provide additional engineering services for the projects. Motion passed 4-1 with Commissioner Johnson voting no, stating that this response was due to lack of clarity.

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	No	Dist. 4:	Yes	Dist. 5:	Yes
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File No. 6 – Motion by Johnson, seconded by Severson, motion carried unanimously to approve agreement, amendment 1 of Weiser's contract, allowing Weiser to act on the County's behalf to purchase materials for the new highway shop, tax exempt.

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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File No. 7 – Motion by Walter, seconded by Severson, motion carried unanimously to approve 2021 Hiawatha Valley Mental Health Center (HVMHC) contract and rates for adult and children's mental health services.

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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File No. 8 – Motion by Walter, seconded by Severson, motion carried unanimously to approve purchase of service agreement with ABC Woodland.

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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File No. 9 – Motion by Walter, seconded by Severson, motion carried unanimously to approve amendment to Foster Care School Transportation agreement with La Crescent-Hokah School District. The amendment added the La Crescent-Hokah Montessori & STEM School as a party to the agreement.

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

Commissioners briefly discussed recent committee meetings.

There being no further business at 12:24 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 regular meeting on Feb. 2, 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: February 2, 2021

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:

Dewey Severson (joined the meeting at 9:14 a.m.), Eric Johnson, Robert Burns, Teresa Walter, and Greg Myhre

Others Present via Computer/Phone:

Auditor/Treasurer Donna Trehus, Reporter Craig Moorhead, Reporter Charlene Selbee, Finance Director Carol Lapham, Human Resources Director Theresa Arrick-Kruger, Public Health and Human Services Director John Pogleasa, Public Health Supervisor Heather Myhre, Engineer Brian Pogodzinski, Water Planner/Technician Root River SWCD Daniel Wermager, Recorder Susan Schwebach, Engineering Supervisor Justin Conway, Houston County Economic Development Director Allison Wagner, Attorney Jason Kuboushek, Yvonne Krogstad

Presiding: Chairperson Burns

Call to order.

Pledge of Allegiance.

Motion was made by Commissioner Walter, seconded by Commissioner Johnson to approve the agenda. All members present voted yes (Commissioner Severson had not yet joined the meeting). Motion carried.

Dist. 1:		Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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Motion was made by Commissioner Johnson, seconded by Commissioner Myhre to approve the meeting minutes from January 26, 2021. All members present voted yes (Commissioner Severson had not yet joined the meeting). Motion carried.

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

Commissioner Severson moved, Commissioner Walter seconded, motion carried to approve the Consent Agenda. Commissioner Burns abstained due to a conflict of interest with item No.1:

- 1) Assign Patrick Burns to Engineering Assistant Step 9, effective April 1, 2021. (Lateral transfer, same pay rate)
- 2) Initiate a competitive search for a Maintenance Foreman
- 3) Initiate a competitive search for a Licensed Deputy
- 4) Approve the ZieglerCat Customer Support Agreement for (3/1/2021-2/29/2024) for \$6,000.26/year (budgeted item).
- 5) Approve 2020 Pay Equity Compliance Report

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Abstain	Dist. 5:	Yes
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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 shared with the board that they had been working to vaccinate County residents as they received vaccine shipments. They had vaccinated residents the week before. It had been a learning experience and had went well. Public Health had established a jot form on where County residents could express interest in receiving a vaccine when vaccines become available for their priority group. Public Health will use the forms to contact people as more vaccines become available.

ACTION ITEMS

File No. 1 – Commissioner Johnson moved, Commissioner Severson seconded, motion unanimously carried to approve engineering agreement with Bolton & Menk for the watermain loop design and inspection.

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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File No. 2 - Commissioner Johnson moved, Commissioner Severson seconded, motion unanimously carried to approve request to increase the SELCO 2021 appropriation budget to \$165,977 as reflected in the signed contract which was approved by the Board on July 28, 2020. This is a \$47 increase over the approved budget amount reflected in Resolution 21-04 approved on January 5, 2021.

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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Houston County Economic Development Authority (EDA) Director Allison Wagner presented the Houston County EDA Annual Report for 2020. Wagner said some of the highlights from the year included awarding COVID Relief CARES Act dollars to 245 eligible businesses for a total of \$1,187,166.36 in grant funds. She also said the EDA had a total of 13 active, low-interest, revolving EDA loans, and that at the end of 2020, the EDA had \$457,771.06 available to lend to qualifying businesses. She encouraged businesses who were starting or expanding to reach out to the EDA on the revolving loan fund program. The EDA had continued its work on an initiative to help farmers. As a part of this initiative, they offered a free webinar series for farmers. Videos could be watched on the EDA website at:

<https://houstoncountymn.com/agriculture/>. They had also continued work with partners on the Bluff Country Collaborative (BCC), a partnership aiming to create work-based learning opportunities by connecting students to local businesses and community organizations.

At 9:54 a.m., Commissioner Severson moved, Commissioner Johnson seconded, motion unanimously carried to go into closed session. All Commissioners, Auditor/Treasurer Donna Trehus, Engineering Supervisor Justin Conway, Engineer Brian Pogodzinski, and Attorney Jason Kubouschek attended the closed session.

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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At 10:25 Commissioner Johnson moved, Commissioner Severson seconded, motion unanimously carried to end the closed session and return to the regular meeting session. Attorney Kubouschek provided a brief summary of the closed session. The closed session had been held to discuss the Mound Prairie Township lawsuit litigation. He had given the board an update, and they had discussed meetings for a possible settlement.

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

Commissioners briefly discussed recent committee meetings and updated board members.

There being no further business at 10:34 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 regular meeting on Feb. 9, 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: February 9, 2021

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:

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

Others Present via Computer/Phone:

Auditor/Treasurer Donna Trehus, Reporter Craig Moorhead, Reporter Charlene Selbee, Finance Director Carol Lapham, Human Resources Director Theresa Arrick-Kruger, Public Health and Human Services Director John Pogleasa, Public Health Supervisor Heather Myhre, Social Services Supervisor Bethany Moen, Engineer Brian Pogodzinski, Water Planner/Technician Root River SWCD Daniel Wermager, District Manager SWCD Dave Walter, Board Clerk Allison Wagner

Presiding: Chairperson Burns

Call to order.

Pledge of Allegiance.

Commissioner Johnson said items No. 3 and 4 from action items should be tabled until the next regular board meeting. Motion was made by Commissioner Johnson, seconded by Commissioner Severson, motion unanimously carried to approve the agenda with the changes noted.

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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Motion was made by Commissioner Severson, seconded by Commissioner Walter, motion 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: No public comments were made.

Public Health and Human Services Director Pogleasa and Public Health Supervisor Myhre provided an update on the COVID-19 pandemic and response from Public Health and Human Services. They shared with the board that they had vaccinated 407 people on Friday, February 5th at the Four Seasons Community Center in Caledonia: 85 second-round doses and 322 first-round

doses. Pugleasa said they were almost done vaccinating focus group 1A. 15-16% of the Houston County population had been vaccinated. This includes vaccinations that Houston County Public Health, pharmacies, and healthcare providers have given. Myhre said that each time Public Health has a vaccine day, they are learning and making adjustments to make the process as efficient as possible. They asked the public to try to arrive to appointments as close to the appointment time as possible. If residents arrive early it is helpful if they wait inside their vehicles and enter the building as close the appointment time as possible, so that Public Health can make sure there are not too many people in the building at once. They also shared that Fillmore and Houston County had received some grant funds to share to help offset staffing costs for vaccinating residents.

Commissioner Walter moved, Commissioner Severson seconded, motion unanimously carried to approve the Consent Agenda.:

- 1) Change Nicole Konkell's employment status from probationary Deputy Auditor/Treasurer – Licence Center to regular status B22, Step 2 effective February 18, 2021.

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

File No. 1 – Commissioner Walter moved, Commissioner Severson seconded, motion unanimously carried to approve MOA: One Watershed One Plan Mississippi River-Winona La Crescent Watershed Memorandum of Agreement.

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 Myhre seconded, motion unanimously carried to approve Resolution 21-11 Local Agency Bond Resolution. The resolution is below.

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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RESOLUTION 21-11 Local Agency Bond Resolution Houston County

WHEREAS, the County of Houston has issued and sold bonds, dated January 25, 2021, in the amount of \$2,945,000 exclusively for the purpose of establishing, locating, relocating, constructing, reconstructing or improving its State Aid Highways in accordance with Minnesota Statute 162.181, and

WHEREAS, said County of Houston has irrevocably pledged to the sinking funds from which said obligations are payable, that amount of their future State Aid allotments needed to pay the principal and interest thereon; which principal payments shall be made from the Construction Account and the interest payments made from their Maintenance Account, and

WHEREAS, the County agrees to certify to the Commissioner of Transportation within 30 days following issuance of the bond, the amount of total obligation and the amount of

principal and interest required to be paid annually in accordance with Minnesota Rules 8820.1500, Subp. 11.

NOW, THEREFORE, BE IT RESOLVED: That the Commissioner of Transportation be and is hereby requested upon receipt of this resolution to annually certify to the Commissioner of Finance the sum of money required for the principal and interest on said bonds.

File No. 3 – Item tabled until next meeting.

File No. 4 – Item tabled until next meeting.

File No. 5 - Commissioner Johnson moved, Commissioner Myhre seconded, motion unanimously carried to approve Change Order No. 3 to install a colored (painted) roof over the highway office in lieu of galvalume as originally proposed.

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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File No. 6 - Commissioner Johnson moved, Commissioner Myhre seconded, motion unanimously carried to approve State of MN OSA 2020 engagement letter and authorize signatures of Board Chair and Finance Director.

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, motion unanimously carried to approve ratification of MCCC Amendment No. 7 – Maintenance and Support Agreement – Property Tax. This agreement is necessary to ensure tax program support until a new, windows-based system is in place.

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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File No. 8 - Commissioner Johnson moved, Commissioner Myhre seconded, motion unanimously carried to approve request for the transfer of \$500,000 from Road & Bridge funds to 37-809 Capital Project Highway Facility to cover the 2021/01/31 fund deficit after the project payments approved on 2021/01/26.

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 Johnson seconded, motion unanimously carried to approve 2021-2023 Law Enforcement Labor Services, Inc., Local 237 (License Deputies Unit) and 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. 10 - Commissioner Severson moved, Commissioner Myhre seconded, motion unanimously carried to approve grant extension as presented and authorize Chairperson Burns to sign DocuSign documents.

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

Chairperson Burns updated the board that the Meyer Building was in need of a new furnace that would be replaced soon.

Commissioners discussed the possibility of summarizing future resolutions within board minute summaries that are printed in the official newspaper. It had been the County's policy to print resolutions in the official newspaper in full. It was the general consensus of the board to only print a summary of resolutions in the official newspaper going forward. If residents wanted to read the resolutions in their entirety, residents could read them on the County website or in a resolution book kept at the Historic Courthouse.

Commissioner Johnson asked if the County should open its doors to the public. The doors had been locked due to the Covid-19 pandemic, and residents had been entering the Historic Courthouse by appointment only. It was the general consensus of the board to unlock the door starting Tuesday, February 16th. Masks would still be required by all entering the building. Human Resources Director Theresa Arrick-Kruger and Auditor Donna Trehus would work on a rotating schedule for employees to monitor the door and remind those entering to wear masks and social distance.

There being no further business at 10:43 a.m., a motion was made by Commissioner Myhre, seconded by Commissioner Johnson, unanimously carried to adjourn the meeting. The next meeting will be a workgroup session on February 16th. The next regular meeting will be on February 23, 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: February 16, 2021

9:01 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, Finance Director Carol Lapham, Human Resources Director Theresa Arrick-Kruger, Recorder Susan Schwebach, Board Clerk Allison Wagner

Board Workgroup Session

Call to order.

Commissioners discussed the 45-day review of the Houston County/CEDA addendum to the Professional Services Agreement providing an additional eight hours of CEDA services per week to assist the County as Clerk to the Board of Commissioners. It was the general consensus of the Board and CEDA that things were going well, and that the eight additional contract hours per week was sufficient time to complete the additional work.

Commissioners discussed additional items, including Association of Minnesota Counties (AMC) updates, various meetings Board members had attended, and progress on the County highway shop. Commissioners also discussed the Assessor office position, Solid Waste Department, and got an update from the Recorder's Office.

The workgroup session ended at 10:17 a.m.

BOARD OF COUNTY COMMISSIONERS

HOUSTON COUNTY, MINNESOTA

By: _____
Robert Burns, Chairperson

Attest: _____
Donna Trehus, Auditor/Treasurer

PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: February 23, 2021

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:

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

Others Present via Computer/Phone:

Auditor/Treasurer Donna Trehus, Reporter Craig Moorhead, Reporter Charlene Selbee, Finance Director Carol Lapham, Human Resources Director Theresa Arrick-Kruger, Public Health and Human Services Director John Pugleasa, Social Services Supervisor Bethany Moen, Financial Assistance Supervisor Karen Kohlmeyer, Engineer Brian Pogodzinski, Environmental Services Director Aaron Lacher, Recorder Susan Schwebach, Chief Deputy Recorder Mary Betz, Probationary Assessor Lucas Onstad, Board Clerk Allison Wagner, Yvonne Krogstad

Presiding: Chairperson Burns

Call to order.

Pledge of Allegiance.

Motion was made by Commissioner Walter, seconded by Commissioner Severson, motion 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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Motion was made by Commissioner Johnson, seconded by Commissioner Severson, motion unanimously carried to approve the board meeting minutes from February 9, 2021.

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, seconded by Commissioner Walter, motion unanimously carried to approve the workgroup session minutes from February 16, 2021.

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 provided an update on the COVID-19 pandemic and response from Public Health and Human Services. He shared with the board that 21.3% of Houston County's population had received at least their first dose of vaccine. This included shots administered by Houston County Public Health and its partners. Public Health had administered 1,470 first doses and several hundred second doses. Pugleasa said that he was happy with the progress they had made with the doses they had been provided. He stated that more residents want the vaccine than they currently had been given to administer.

At 9:38 a.m., Commissioner Severson moved, Commissioner Walter seconded, motion unanimously carried to go into closed session pursuant to Minn. Stat. § 13D.03, Subd. 1 (b) to consider strategy for labor negotiations. All Commissioners, Auditor/Treasurer Donna Trehus, and Human Resources Director Theresa Arrick-Kruger attended the closed session.

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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At 10:12 a.m., Commissioner Johnson moved, Commissioner Severson seconded, motion unanimously carried to return to the regular board session. Human Resources Director Theresa Arrick-Kruger gave a summary that in the closed session, they had discussed strategies for labor negotiations.

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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CONSENT AGENDA

Board members discussed moving Consent Items No. 3, 4, and 5 from the consent agenda to the regular agenda under action items. Commissioner Walter moved, Commissioner Myhre seconded, motion unanimously carried to approve the revised consent agenda as listed below.

- 1) Approve Service Agreement with Dynamic Lifecycle Innovations. (Lacher)
- 2) Accept a citizen donation to Houston County K-9 for \$100.00. (Inglett)
- 6) Change the employment status of Myra Harris Johnson, Social Worker, from probationary to regular, effective March 1, 2021. (Kruger)

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

Board members discussed Item No. 3 (originally on the consent agenda) as an action item. Commissioner Walter moved, Commissioner Severson seconded, motion carried to appoint Lucas Onstad as probationary County Assessor C-53, Step 3, effective immediately conditioned on approval of the Commissioner of Revenue. The term would be from from the date of appointment, 2/22/21, for four years through December 31, 2024. Motion passed 4-1. Commissioner Johnson abstained from voting because of a distant relation to Onstad.

Dist. 1:	Yes	Dist. 2:	Abstain	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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Board members discussed Item No. 4 as an action item (originally on the consent agenda). Commissioner Johnson moved, Commissioner Severson seconded, motion unanimously carried to conduct a competitive search for a Recycling Center Lead.

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Abstain	Dist. 4:	Yes	Dist. 5:	Yes
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Board members discussed Item No. 5 item (originally on the consent agenda) as an action item. Commissioner Walter moved, Commissioner Severson seconded, motion carried 4-1 to conduct a competitive search for a part-time, 14-hour-per-week, clerical position B-21. Commissioner Myhre voted no.

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Abstain	Dist. 4:	Yes	Dist. 5:	No
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File No. 1 – Commissioner Myhre moved, Commissioner Johnson seconded, motion unanimously carried to approve County/Caledonia City Agreement regarding the watermain loop for the new Highway Shop.

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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File No. 2 - Commissioner Johnson moved, Commissioner Myhre seconded, motion unanimously carried to approve Resolutions 21-12 through 21-17 listed below.

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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RESOLUTION NO. 21-12 February 23, 2021

RESOLUTION OF SUPPORT FROM SPONSORING AGENCY

RESOLUTION OF SUPPORT FOR AND AGREEMENT TO SPONSOR THE CITY OF CALEDONIA PURSUIT OF 2020 LOCAL ROAD IMPROVEMENT PROGRAM FUNDING FROM MnDOT FOR THE WARRIOR AVENUE EXTENSION PROJECT

WHEREAS, the Warrior Avenue Extension Project (“Project”) includes North Warrior Avenue between Trunk Highway 76 (“TH 76”) and the north entrance of the Caledonia Middle School / High School Complex; and

WHEREAS, the Local Road Improvement Program (LRIP) administered by the Minnesota Department of Transportation makes available up to \$1,250,000 to apply towards projects on local roads that are regionally significant, result in safety improvements, address transportation deficiencies, and contribute to economic development; and

WHEREAS, the Warrior Avenue Extension project is regionally significant, results in safety improvements, addresses transportation deficiencies, and contributes to economic development for the following reasons:

- 1) By providing direct access to TH 76 for local and commercial traffic,
- 2) By reducing significant congestion at the intersection of Esch Drive and Trunk Highway 44 (“TH 44”), especially during peak school times,

- 3) By providing a paved surface with a 10-ton capacity,
- 4) By expanding pedestrian facilities,
- 5) By connecting with a planned Houston County bike route to Beaver Creek Valley State Park, and
- 6) By expanding access to commercial and industrial properties; and

WHEREAS, the project would not be financially feasible for the City without LRIP funding; and

WHEREAS, the Local Road Improvement Program (LRIP) requires a city, such as Caledonia, that is not a State Aid city, to have a county sponsor and the support of the County Board; and

WHEREAS, the proposed year for project construction is 2022.

NOW, THEREFORE BE IT RESOLVED BY THE HOUSTON COUNTY BOARD OF COMMISSIONERS AS FOLLOWS; that

1. The County supports the City of Caledonia's pursuit of Local Road Improvement Program (LRIP) funds for the construction of North Warrior Avenue between TH 76 and the north entrance of the Caledonia Middle School / High School Complex.
2. The County agrees to sponsor the City of Caledonia's Local Road Improvement Program application to MnDOT.

RESOLUTION NO. 21-13
February 23, 2021

RESOLUTION OF SUPPORT FROM SPONSORING AGENCY

RESOLUTION OF SUPPORT FOR AND AGREEMENT TO SPONSOR THE CITY OF HOUSTON PURSUIT OF 2020 LOCAL ROAD IMPROVEMENT PROGRAM FUNDING FROM MnDOT FOR THE WESTGATE DRIVE RECONSTRUCTION PROJECT

WHEREAS, the Westgate Drive Reconstruction project includes Westgate Drive between West Cedar Street (TH 16) and West Spruce Street (CSAH 13), and

WHEREAS, the Westgate Drive Reconstruction project is regionally significant in that it supports adjacent economic development and business retentions, provides a paved surface with a 10-ton capacity, improves drainage, connects Cedar Street (TH 16) and West Spruce Street (CSAH 13), and provides pedestrian facilities, and

WHEREAS, the Local Road Improvement Program (LRIP) administered by the Minnesota Department of Transportation makes available up to \$1,250,000 to apply towards projects on local roads that are regionally significant, result in safety improvements, address transportation deficiencies, and contribute to economic development, and

WHEREAS, the Local Road Improvement Program (LRIP) requires a city, such Houston, that is not a State Aid city, to have a county sponsor and the support of the County Board, and

WHEREAS, the proposed year for project construction is 2023.

NOW, THEREFORE BE IT RESOLVED BY THE HOUSTON COUNTY BOARD OF COMMISSIONERS AS FOLLOWS; that

1. The County supports the City of Houston's pursuit of Local Road Improvement Program (LRIP) funds for the reconstruction of Westgate Drive between Cedar Street (TH 16) and West Spruce Street (CSAH 13), and
The County agrees to sponsor the City of Houston's Local Road Improvement Program application to MnDOT.

RESOLUTION NO. 21-14
February 23, 2021

RESOLUTION OF SUPPORT FOR THE CITY OF LA CRESCENT PURSUIT OF 2020
LOCAL ROAD IMPROVEMENT PROGRAM FUNDING FROM MnDOT FOR THE
WALNUT STREET RECONSTRUCTION PROJECT

WHEREAS, the Walnut Street Reconstruction project includes Walnut Street between South 1st Street and Walnut Place, and

WHEREAS, the Walnut Street Reconstruction project is regionally significant in that it supports adjacent economic development and business retentions, connects the City's central business district to the new hotel and event center, and serves as the Wagon Wheel Trail trailhead, and

WHEREAS, the Local Road Improvement Program (LRIP) administered by the Minnesota Department of Transportation makes available up to \$1,250,000 to apply towards projects on local roads that are regionally significant, result in safety improvements, address transportation deficiencies, and contribute to economic development, and

WHEREAS, the proposed year for project construction is 2022.

NOW, THEREFORE BE IT RESOLVED BY THE HOUSTON COUNTY BOARD OF COMMISSIONERS AS FOLLOWS; that

1. The County supports the City of La Crescent's pursuit of Local Road Improvement Program (LRIP) funds for the reconstruction of Walnut Street between South 1st Street and Walnut Place.

RESOLUTION NO. 21-15
February 23, 2021

RESOLUTION OF SUPPORT FROM SPONSORING AGENCY

RESOLUTION OF SUPPORT FOR AND AGREEMENT TO SPONSOR MOUND PRAIRIE
TOWNSHIP PURSUIT OF 2020 LOCAL ROAD IMPROVEMENT PROGRAM FUNDING
FROM MnDOT FOR THE SOUTH RIDGE ROAD RECONSTRUCTION PROJECT

WHEREAS, the South Ridge Road Reconstruction project includes South Ridge Road between Houston County State Aid Highway 25 and Winona County Road 103, and

WHEREAS, the South Ridge Road Reconstruction project is regionally significant in that it supports adjacent economic development and business retentions, provides a paved surface, improves drainage, improves safety, and connects Houston County State Aid Highway 25 and Winona County Road 103, and

WHEREAS, the Local Road Improvement Program (LRIP) administered by the Minnesota Department of Transportation makes available up to \$1,250,000 to apply towards projects on local roads that are regionally significant, result in safety improvements, address transportation deficiencies, and contribute to economic development, and

WHEREAS, the Local Road Improvement Program (LRIP) requires a township, such Mound Prairie to have a county sponsor and the support of the County Board, and

WHEREAS, the proposed year for project construction is 2021.

NOW, THEREFORE BE IT RESOLVED BY THE HOUSTON COUNTY BOARD OF COMMISSIONERS AS FOLLOWS; that

1. The County supports Mound Prairie Township's pursuit of Local Road Improvement Program (LRIP) funds for the reconstruction of South Ridge Road between Houston County State Aid Highway 25 and Winona County Road 103, and
2. The County agrees to sponsor Mound Prairie Township's Local Road Improvement Program application to MnDOT and perform sponsor tasks.

RESOLUTION NO. 21-16

February 23, 2021

RESOLUTION OF SUPPORT FROM SPONSORING AGENCY

RESOLUTION OF SUPPORT FOR AND AGREEMENT TO SPONSOR WILMINGTON
TOWNSHIP PURSUIT OF 2020 LOCAL ROAD IMPROVEMENT PROGRAM FUNDING
FROM MnDOT FOR THE NINE OAKS SUBDIVISION REHABILITATION PROJECT

WHEREAS, the Nine Oaks Subdivision Rehabilitation project includes that portion of Nine Oaks Road within Wilmington Township, and

WHEREAS, the Nine Oaks Subdivision Rehabilitation project is significant in that it resurfaces the existing pavement in poor condition and creates better drainage, and

WHEREAS, the Local Road Improvement Program (LRIP) administered by the Minnesota Department of Transportation makes available up to \$1,250,000 to apply towards projects on local roads that are regionally significant, result in safety improvements, address transportation deficiencies, and contribute to economic development, and

WHEREAS, the Local Road Improvement Program (LRIP) requires a township, such as Wilmington Township to have a county sponsor and the support of the County Board, and

WHEREAS, the proposed year for project construction is 2021-2022.

NOW, THEREFORE BE IT RESOLVED BY THE HOUSTON COUNTY BOARD OF COMMISSIONERS AS FOLLOWS; that

1. The County supports Wilmington Township's pursuit of Local Road Improvement Program (LRIP) funds for the reconstruction of the Nine Oaks Subdivision Rehabilitation, and
2. The County agrees to sponsor Wilmington Township's Local Road Improvement Program application to MnDOT and perform sponsor tasks.

File No. 3 – Commissioner Walter moved, Commissioner Myhre seconded, motion unanimously carried to approve budget amendment.

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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File No. 4 - Commissioner Johnson moved, Commissioner Myhre seconded, motion unanimously carried to approve purchasing a New Holland C332 Compact Tractor Loader from Caledonia Implement for \$38,000.

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 Severson seconded, motion unanimously carried to approve SP 28-606-024 final acceptance and Resolution 21-18 below.

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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RESOLUTION NO. 21-18

Final Acceptance of Contract #304 – Mathy Construction.

February 23, 2021

WHEREAS, Contract #304 completes SP 028-606-024 at a total cost of \$2,376,849.82.

WHEREAS, Contract No. 304 has in all things been completed, and the County Board being fully advised in the premises;

NOW THEREFORE, BE IT RESOLVED, the Houston County Board of Commissioners accepts said completed project

File No. 6 - Commissioner Myhre moved, Commissioner Johnson seconded, motion unanimously carried to approve SP 28-628-022 final acceptance and Resolution 21-19 below.

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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RESOLUTION NO. 21-19

Final Acceptance of Contract #306 – Mathy Construction.

February 23, 2021

WHEREAS, Contract #306 completes SAP 028-625-022 at a total cost of \$2,554,118.46.

WHEREAS, Contract No. 306 has in all things been completed, and the County Board being fully advised in the premises;

NOW THEREFORE, BE IT RESOLVED, the Houston County Board of Commissioners accepts said completed project

File No. 7 - Commissioner Walter moved, Commissioner Johnson seconded, motion unanimously carried to approve 2021-2023 Law Enforcement Labor Services, Inc. Local #415 (Licensed Lieutenants Unit) and 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. 8 - Commissioner Myhre moved, Commissioner Walter seconded, motion unanimously carried to approve Adult Children's Mobile Crisis Grant Agreement.

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 Severson seconded, motion unanimously carried to approve MFIP/DWP contract with Workforce Development Inc. for required employment training services.

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 Severson seconded, motion unanimously carried to 2021 Semcac contract for transportation services.

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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File No. 11 - Commissioner Johnson moved, Commissioner Severson seconded, motion unanimously carried to approve Houston County State Business Relief grant awards for Round 1 of the Houston county State Business Relief Grant: 41 businesses would be awarded a total of \$302,195.00 in grant funds.

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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File No. 12 - Commissioner Johnson moved, Commissioner Walter seconded, motion unanimously carried to approve the plan for Round 2 of the Houston County State Business Relief Grant. The second round would open on February 26th for businesses negatively affected by an executive order related to the pandemic. \$1,000 would be the maximum grant award businesses could request and the funds would be first come, first served.

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

Commissioners discussed recent meetings they had attended.

There being no further business at 11:47 a.m., a motion was made by Commissioner Myhre, seconded by Commissioner Walter, unanimously carried to adjourn the meeting. The next meeting will be a regular board meeting on March 2, 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: March 2, 2021

9:01 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, Reporter Craig Moorhead, Reporter Charlene Selbee, Finance Director Carol Lapham, Human Resources Director Theresa Arrick-Kruger, Public Health and Human Services Director John Pugleasa, Engineer Brian Pogodzinski, Environmental Services Director Aaron Lacher, Chief Deputy Recorder Mary Betz, Attorney Jay Squires, Board Clerk Allison Wagner

Presiding: Chairperson Burns

Call to order.

Pledge of Allegiance.

Motion was made by Commissioner Walter, seconded by Commissioner Severson, motion 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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Motion was made by Commissioner Johnson, seconded by Commissioner Walter, motion unanimously carried to approve the board meeting minutes from February 23, 2021.

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 provided an update on the COVID-19 pandemic and response from Public Health and Human Services. He shared with the board that 68% of Houston County's population who are 65 and older had received at least their first dose of vaccine. Statewide 53% of individuals 65 and older had received the vaccine. Pugleasa said 25% of Houston County's overall population had been vaccinated with at least one dose of vaccine. He said he anticipated Houston County receiving the new Johnson & Johnson vaccine soon. Houston County would be starting to vaccinate the next category of eligible residents in the near future.

Commissioners watched a video about La Crosse County's Solid Waste Facility. The facility focuses on reuse, resource recovery, recycling, and disposal. The facility is a regional solid waste management system. Residents and businesses in La Crosse County and surrounding counties, including Houston County, are served by the facility.

At 10:00 a.m., Commissioner Myhre moved, Commissioner Severson seconded, motion unanimously carried to go into closed session pursuant to Minn. Stat. 13D.05 Subd. 3 (b) attorney/client privilege regarding Schultz Quarry MCIT File No. 18PC0852. All Commissioners, Auditor/Treasurer Donna Trehus, Environmental Services Director Aaron Lacher, and Attorney Jay Squires attended the closed session.

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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At 10:16 a.m., Commissioner Myhre moved, Commissioner Walter seconded, motion unanimously carried to return to the regular board session. Attorney Squires summarized that in the closed session, they had discussed a settlement regarding Schultz Quarry MCIT File No. 18PC0852.

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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CONSENT AGENDA

Board members discussed removing consent item No. 4 from the consent agenda and moving item No. 3 from the consent agenda to a discussion item. Commissioners thanked Deborah Hartley for her many years of service to Houston County. Commissioner Johnson moved, Commissioner Severson seconded, motion unanimously carried to approve the revised consent agenda as listed below.

- 1) Approve 2021-2023 Xcel MN CFL Recycling Contracts with Houston County. (Lacher)
- 2) Reassign Kelly Petersen from Assessor's Office Tech Clerk I, to probationary Appraiser Trainee, B22, Step 5, effective March 3, 2021. (Kruger)
- 5) Accept the retirement of Deborah Hartley, PHHS Collections Officer, effective the end of the working day April 30, 2021. Thank Deb for her nearly 17 years of service to the residents of Houston County. (Kruger)
- 6) Approve initiating a competitive search for a Collections Officer, B23. (Kruger)
- 7) Change the employment status of Helen Olson, Case Aide, from probationary to regular, effective March 9, 2021. (Kruger)
- 8) Change the employment status of Patricia Goetzinger Krall, Jailer/Dispatcher, from probationary to regular, effective March 16, 2021. (Kruger)

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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Commissioners discussed Item No. 3 (originally on the consent agenda) initiating a competitive search for a Tech Clerk I. Commissioners asked Human Resources Director Theresa Arrick-Kruger to look into the possibility of having the new position serve more than one department. Kruger said she would meet with the department heads to discuss the possibility and report back to the Commissioners at the next board meeting.

ACTION ITEMS

File No. 1 – Commissioner Johnson moved, Commissioner Severson seconded, motion unanimously carried to award the low bid for SAP 028-030-007 to Dunn Blacktop Company in the amount of \$2,212,728.10. This project included the paving for CSAH 8, CSAH 11, and CSAH 33.

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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File No. 2 - Commissioner Severson moved, Commissioner Johnson seconded, motion unanimously carried to approve Resolution 21-20 stating that Houston County opposes MPCA's attempt to adopt California's Low-Emission Vehicle (LEV) and Zero-Emission Vehicle (ZEV) mandates without consulting the legislature. The resolution is provided below.

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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RESOLUTION NO. 21-20

Houston County opposes MPCA's attempt to adopt California's Low-Emission Vehicle (LEV) and Zero-Emission Vehicle (ZEV) mandates without consulting the Legislature

March 2, 2021

WHEREAS, Houston County is responsible for providing essential government services such as transportation infrastructure and solid waste management that promote a vibrant community;

WHEREAS Houston County works tirelessly to be good stewards of our tax dollars and provide these programs in a cost-effective and efficient manner;

WHEREAS, the Minnesota Pollution Control Agency (MPCA) is in the process of adopting California's Low-Emission Vehicle (LEV) and Zero-Emission Vehicle (ZEV) mandates, which are expected to phase-out the sale of fuel-powered passenger vehicles by 2035;

WHEREAS, the adoption of these rules is being conducted by rulemaking, which limits the scope of the discussion to a narrow set of issues, precluding a broader policy debate on the economic development, transportation, energy, and waste disposal impacts of the policy. The proposed rule and process for adopting it also fail to address many of the Minnesota-specific concerns related to our county's demographics and climate.

WHEREAS, the MPCA's own documents show that the plan to mandate California's LEV and ZEV standards is likely to increase the cost of all light-and medium-duty vehicles sold in Minnesota by an average of \$1,139;

WHEREAS, the MPCA estimates the rule will displace 674 million gallons of fuel by 2034, before the phasing out of fuel-powered vehicles, but the MPCA's documents do not address the

long-term consequences on our county's transportation revenues [or the impacts on our local ethanol plant/biofuels industry];

WHEREAS, batteries in electric vehicles weigh ten-times as much as batteries in vehicles with internal combustion engines and include more toxic elements, exposing our county to increased disposal costs and liabilities;

THEREFORE BE IT RESOLVED that Houston County opposes the MPCA's attempt to adopt California's mandates through rulemaking without consulting the Legislature; and

BE IT FURTHER RESOLVED that Houston County encourages the Walz administration to withdraw its proposed rulemaking and bring a proposal to the Legislature where a more comprehensive policy can be considered; and

BE IT FURTHER RESOLVED that Houston County stands ready to advise the Governor, his administration, and our regional Legislators on proactive methods to achieve the goals raised by Governor Walz without adversely impacting our ability to provide public services; and

BE IT FINALLY RESOLVED that Houston County will advocate against this rulemaking to ensure that our concerns about increased costs, lost transportation revenues, and battery waste are contemplated and mitigated.

File No. 3 – Commissioner Severson moved, Commissioner Myhre seconded, motion unanimously carried to approve a Conditional Use Permit with all planning commission recommendations to construct a 400-square-foot, primitive cabin on parcel No. 70232000.

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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File No. 4 - Commissioner Myhre moved, Commissioner Walter seconded, motion unanimously carried to approve settlement agreement for Schultz Quarry MCIT File No. 18PC0852.

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

Commissioners discussed recent meetings they had attended.

There being no further business at 10:44 a.m., a motion was made by Commissioner Myhre, seconded by Commissioner Walter, unanimously carried to adjourn the meeting. The next meeting would be a regular board meeting on March 9, 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: March 9, 2021

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:

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

Others Present via Computer/Phone:

Auditor/Treasurer Donna Trehus, Reporter Craig Moorhead, Reporter Charlene Selbee, Finance Director Carol Lapham, Human Resources Director Theresa Arrick-Kruger, Public Health and Human Services Director John Pugleasa, Public Health Supervisor Heather Myhre, Assistant Engineer Patrick Burns, Environmental Services Director Aaron Lacher, Chief Deputy Recorder Mary Betz, Board Clerk/Houston County EDA Director Allison Wagner, Appraiser Kelly Petersen, Assessor Lucas Onstad, Environmental Specialist Amelia Meiners

Presiding: Chairperson Burns

Call to order.

Pledge of Allegiance.

Motion was made by Commissioner Walter, seconded by Commissioner Myhre, motion 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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Motion was made by Commissioner Severson, seconded by Commissioner Myhre, motion unanimously carried to approve the board meeting minutes from March 2, 2021.

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 shared that, starting on Wednesday, March 10th, the State of Minnesota would open up several vaccine tiers at once and expand eligibility criteria for who can receive a vaccine. Eligible recipients would include food processing workers, as well as some residents with underlying health conditions. Pugleasa said that Houston County was among Minnesota's top 10

counties that had been distributing the vaccine the fastest. He said that 79% of Houston County's population over age 65 had received at least the first dose of the vaccine.

CONSENT AGENDA

Commissioner Walter moved, Commissioner Severson seconded, motion unanimously carried to approve the consent agenda as listed below:

- 1) Approve initiating a competitive search for Tech Clerk I.
- 2) Change the employment status of Kimberly Rommes, Case Aide, from probationary to regular, effective March 22, 2021.

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

File No. 1 – Commissioner Severson moved, Commissioner Johnson seconded, motion unanimously carried to approve Cooperative Purchasing Venture (CPV) for road salt.

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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File No. 2 - Commissioner Myhre moved, Commissioner Severson seconded, motion unanimously carried to award the low bid for FAA AIP No. 3-27-0016-09-21, SP A2803-33 for the airport runway 13/31 culvert lining project, contingent on FAA grant funding. The low bid was awarded to Subsurface, Inc for \$55,001.00.

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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File No. 3 – Commissioner Johnson moved, Commissioner Severson seconded, motion unanimously carried to approve the 2020 Feedlot Program Annual Report and Financial Report.

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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File No. 4 - Commissioner Johnson moved, Commissioner Walter seconded, motion unanimously carried to approve a recommendation from the EDA board to award the remaining Houston County State Business Relief funds in the amount of \$65,399.71 to 66 eligible businesses who had applied for grant funding.

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

Commissioners discussed recent meetings they had attended.

There being no further business at 9:54 a.m., a motion was made by Commissioner Myhre, seconded by Commissioner Walter, unanimously carried to adjourn the meeting. The next meeting would be a workgroup session on March 16, 2021. The next regular Board of Commissioner Meeting would be on March 23, 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: March 16, 2021

9:04a.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, Finance Director Carol Lapham, Sheriff Mark Inglett, Public Health and Human Services Director John Pugleasa, IT Director Andrew Milde, Chief Deputy Recorder Mary Betz, Social Services Supervisor Bethany Moen, Board Clerk Allison Wagner

Board Workgroup Session

Call to order.

Commissioners discussed an LETG payment with Sheriff Inglett. LETG is the software company that runs the CAD system for the Sheriff's Office. Inglett said he had been withholding the maintenance fee for LETG, as the company was not being helpful in fulfilling maintenance requests. The Sheriff's Office had been using the software for six years, and shortly after they began using the software, the original LETG company was purchased by another company. Inglett said that maintenance on the software had been an ongoing issue. Commissioners briefly discussed future options for software with IT Director Milde and Sheriff Inglett.

Commissioners discussed new law changes that would impact the Sheriff's Office with Inglett. Inglett said he planned to meet with Public Health Supervisor John Pugleasa on some of the recent changes, as the Public Health Department would also be impacted by the recent changes.

Commissioners had a finance discussion with Finance Director Lapham.

Commissioners discussed the possibility of thank-you letters or another form of recognition for County employees who would be retiring or leaving the County after many years of service. Commissioners expressed appreciation for County workers, and decided to look into the possibility of further recognizing employees.

Commissioners briefly discussed ideas for using the new American Rescue Plan dollars. Houston County anticipated receiving funds from the plan. It was the general consensus that more information was needed on potential uses and rules regarding the funds.

It was the general consensus of the Commissioners that a person was no longer needed to monitor the door at the Historic Courthouse. This had been a temporary position due to COVID-19. It was the general consensus that the public was following COVID-19 rules regarding mask wearing and social distancing.

Commissioners also briefly discussed additional items including additional help for the Recorder's Office and progress on the Highway Shop.

The meeting was adjured at 10:38 a.m.

BOARD OF COUNTY COMMISSIONERS

HOUSTON COUNTY, MINNESOTA

By: _____
Robert Burns, Chairperson

Attest: _____
Donna Trehus, Auditor/Treasurer

PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: March 23, 2021

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:

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

Others Present via Computer/Phone:

Auditor/Treasurer Donna Trehus, Reporter Craig Moorhead, Reporter Charlene Selbee, Finance Director Carol Lapham, Human Resources Director Theresa Arrick-Kruger, Public Health and Human Services Director John Pugleasa, Public Health Supervisor Heather Myhre, Environmental Services Director Aaron Lacher, Chief Deputy Recorder Mary Betz, Board Clerk/Houston County EDA Director Allison Wagner, Environmental Specialist Amelia Meiners, Pest Mitigation and Response Section Manager MN MDA Danielle DeVito, Root River Soil and Water Conservation District Dave Walter, Caledonia City Clerk/Administrator Adam Swann, Max Forester, Area Wildlife Supervisor MN DNR Brandon Schad

Presiding: Chairperson Burns

Call to order.

Pledge of Allegiance.

Motion was made by Commissioner Walter, seconded by Commissioner Severson, motion 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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Motion was made by Commissioner Johnson, seconded by Commissioner Severson, motion unanimously carried to approve the board meeting minutes from March 9, 2021.

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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Motion was made by Commissioner Severson, seconded by Commissioner Walter, motion unanimously carried to approve the workgroup session from March 16, 2021.

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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Public Comment: Dave Walter told the board that he had received his COVID-19 vaccine from Houston County Public Health and they had done a great job.

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 shared that Public Health was continuing to vaccinate residents. It was becoming more challenging to determine eligibility, and they were relying on residents to provide information to them. Pugleasa said it was still important to social distance and wear a mask even after being vaccinated, and that this should be done until the community reached herd immunity.

CONSENT AGENDA

Commissioner Walter moved, Commissioner Johnson seconded, motion unanimously carried to approve the consent agenda as listed below:

- 1) Accept the resignation of James Gardner, Environmental Services Specialist effective the end of the business day March 16, 2021. (Kruger)
- 2) Approve initiating a competitive search for a probationary Environmental Services Specialist. (Kruger)
- 3) Extend the Paid Leave for Coronavirus, granting employees up to 80 hours of sick leave through May 31, 2021. (Kruger)

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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At 9:30 a.m. Kimberly Thielen from the Minnesota Department of Agriculture (MDA) provided information on upcoming Gypsy Moth treatments in Houston County. She said Gypsy Moths are invasive and one of the most destructive pests in the U.S. MDA was working to slow the population spread in the U.S. A product called SPLAT GM-O would be used to slow the spread in Houston County. The product is organic, biodegradable, and used to disrupt mating. Residents who live in areas where the product would be used would be notified by MDA.

At 9:50 a.m. Dave Walter from the Root River Soil and Water Conservation District gave an update on what the District had done in 2020 and was planning for in 2021. He shared with the board that the district had been around for 82 years. Walter also highlighted the staff. He shared that they managed over 20 programs through their office. Some of the projects they have worked on or are currently working on included the Wetland Conservation Act, helping manage the Water Plan, Aquatic Invasive Species Program, Cover Crop Program, Feedlot Program, Brush Management Program, and more.

ACTION ITEMS

File No. 1 – Commissioner Walter moved, Commissioner Severson seconded, motion unanimously carried to approve Resolution 21-21 for County purchase of approximately 19.2 acres from Tim Bichel to add to the Root River Wildlife Management Area. Resolution is below.

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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Resolution 21-21
Houston County
Board of County Commissioners
Review of Proposed State Land Acquisition

In accordance with; Minnesota Statutes 84.944, Subd. 3, 97A.145, Subd. 2, and 97C.02 the Commissioner of the Department of Natural Resources on 3/9/2021, provided the county board with a description of lands to be acquired by the State of Minnesota for Wildlife Management Area purposes.

Lands to be acquired are described as follows:

All that part of the East Half of the Southeast Quarter of Section 31, Township 104 North, Range 4 West, Houston County, Minnesota, lying north of the Root River, EXCEPTING THEREFROM the following described parcels:

Parcel 1:

Beginning at a point 660 feet south of the northeast corner of the Southeast Quarter of said Section 31; thence West 330 feet; thence South 980 feet to the north bank of the Root River; thence East 330 feet along the river; thence North 980 feet to the place of beginning and there terminating.

Parcel 2:

The North Half of the Northeast Quarter of the Southeast Quarter of said Section 31.

Subject to easements, reservations, and restrictions, if any, of record.
Containing 18.57 acres, more or less.

Further subject to the proprietary and sovereign rights of the State of Minnesota in all that portion of the land lying below the natural ordinary high watermark of the Root River; not intending however, to deprive the fee owners of the usual riparian rights that attach to the land riparian to the navigable public body of water incident to the ownership thereof.

This is a preliminary version of the legal description. This description is intended to generally describe the property in the proposed transaction. However, the final legal description is subject to change for reasons including but not limited to correcting errors, ensuring accuracy, and/or after property surveying.

File No. 2 - Commissioner Myhre moved, Commissioner Severson seconded, motion unanimously carried to award the low bid for SAP 028-599-099 to Icon Constructors, LLC in the amount of \$926,789.00 for a replacement on Freeburg Ridge Road in Crooked Creek Township.

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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File No. 3 – Commissioner Myhre moved, Commissioner Severson seconded, motion unanimously carried to negotiate a 5-year Master Agreement Contract with Bolten and Menk as an airport consultant and Work Order #1 for the Environmental Review. Consultant selection is required in order to utilize FAA and MnDOT Aeronautics Funds for engineering on future airport projects.

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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File No. 4 - Commissioner Severson moved, Commissioner Myrhe seconded, motion carried 4-1 to approve hiring John Campe as an appraiser for the airport. Having the property appraised would be the first step in a possible plan to purchase approximately 7 acres of land for airport improvements.

Dist. 1:	Yes	Dist. 2:	No	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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File No. 5 - Commissioner Walter moved, Commissioner Johnson seconded, motion unanimously carried to approve the 2021-2023 Labor Agreement between Law Enforcement Services, Inc. Local #60 (Non-licensed Jailers/Dispatchers Unit) and County of Houston.

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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File No. 6 - Commissioner Johnson moved, Commissioner Walter seconded, motion unanimously carried to approve the 2021-2023 Labor Agreement Minnesota Association of Professional Employees (MAPE) and 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. 7 - Commissioner Walter moved, Commissioner Severson seconded, motion carried 3-2 to approve a contract with G-Cubed services for Septic Inspection Services. Commissioner Burns voted yes saying this was a stop-gap measure to help the department. Commissioners Johnson and Myhre voted no with Commissioner Johnson stating he wanted to explore other avenues before entering an agreement.

Dist. 1:	Yes	Dist. 2:	No	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	No
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File No. 8 - Commissioner Walter moved, Commissioner Severson seconded, motion unanimously carried to approve Resolution 21-22 Transfer of Real Property in Houston County to the City of Caledonia. The resolution is below.

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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RESOLUTION NO. 21-22

TRANSFER OF REAL PROPERTY IN HOUSTON COUNTY TO THE CITY OF CALEDONIA

WHEREAS, there is a property within the City of Caledonia, Houston County, Minnesota as follows:

Parcel ID# 21.0022.000

The West Sixty (60) feet of the South Sixty (60) feet of Lot One (1) in Block Two (2) of the Original Plat of the Village of Caledonia;

Together with an easement over and across the West Ten (10) feet of the East Sixty (60) feet of the West 120 feet of the South Sixty (60) feet of Lot One (1) Block Two (2) of the Original Plat of the Village of Caledonia.

WHEREAS, Houston County has accepted a Quit Claim Deed from property owners, John H. Hauser Sr. and Diane Hauser, husband and wife that conveys ownership of the above described parcel to Houston County.

WHEREAS, a special assessment of \$33,594.06 for the removal of the hazardous building was placed on Parcel ID #21.0022.000 per the request of City Administrator, Adam Swann on February 22, 2021.

WHEREAS, the City of Caledonia has requested to purchase the parcel as described above for the fair market value price of \$13,200.00 by means of a Quit Claim Deed.

WHEREAS, the proceeds from the sale price will pay all delinquent taxes and the remaining balance will be applied to the assessment that was placed on the property.

WHEREAS, the City of Caledonia as represented by City Administrator, Adam Swann, intends to waive the remaining portion of the special assessment not repaid to the City from the sale proceeds documented in the City's letter dated March 5, 2021.

NOW, THEREFORE, BE IT RESOLVED, that the County of Houston accepts the request for the current fair market value (\$13,200.00) as purchase price from the City of Caledonia and approves the conveyance of Parcel 21.0022.000 from Houston County to the City of Caledonia.

DISCUSSION ITEMS

Chairman Burns said there was a boiler that was down at the County Justice Center. The boiler would need to be replaced as parts were not available to fix it. The cost was estimated to be around \$51,000.00.

There being no further business at 11:55 a.m., a motion was made by Commissioner Myhre, seconded by Commissioner Johnson, unanimously carried to adjourn the meeting. The next meeting would be a Regular Board Meeting on April 6, 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: April 6, 2021

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:

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

Others Present via Computer/Phone:

Auditor/Treasurer Donna Trehus, Reporter Craig Moorhead, Reporter Charlene Selbee, Finance Director Carol Lapham, Human Resources Director Theresa Arrick-Kruger, Public Health and Human Services Director John Pugleasa, Environmental Services Director Aaron Lacher, Recorder Susan Schwebach, Board Clerk/Houston County EDA Director Allison Wagner, Environmental Specialist Amelia Meiners, Tanner Kubitz, Treyton Kubitz, Terrie Deboer, County Engineer Brian Pogodzinski, County Assessor Lucas Onstad Theresa Kubitz, Dick Walter

Presiding: Chairperson Burns

Call to order.

Pledge of Allegiance.

Motion was made by Commissioner Walter, seconded by Commissioner Severson, motion 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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Motion was made by Commissioner Walter, seconded by Commissioner Myhre, motion unanimously carried to approve the board meeting minutes from March 9, 2021.

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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Motion was made by Commissioner Severson, seconded by Commissioner Walter, motion unanimously carried to approve board meeting minutes from March 23, 2021.

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 provided an update on the COVID-19 pandemic and response from Public Health and Human Services. He shared that Public Health was continuing to vaccinate residents. Houston County would be doing two clinics during the week. They had received some of the Johnson & Johnson vaccine. Houston County Public Health was anticipating vaccinating around 700 residents the week of April 7th. Commissioners thanked Public Health and volunteers for vaccinating residents.

CONSENT AGENDA

Commissioner Walter moved, Commissioner Johnson seconded, motion unanimously carried after some discussion to approve the consent agenda except for items 2 and 4. Those items were tabled for the following week. Commissioner Myhre wanted to see the job description for the County Engineer prior to reappointing the position. Items below were approved.

- 1) Approve Generation X Construction License Application and Delivery Agreement. (Lacher)
- 2) Tabled until next meeting.
- 3) Change the employment status of Kathlene Barnet, Deputy Auditor/Treasurer-License Center, from probationary to regular, effective April 21, 2021. (Kruger)
- 4) Tabled until next meeting.
- 5) Reassign Christopher Hartley, from Highway Maintenance Specialist B23-2 to Maintenance Foreman C41, Step 2, effective April 12, 2021. (Kruger)
- 6) Approve initiating a competitive search for a probationary Highway Maintenance Specialist. (Kruger)
- 7) Hire Gerry Klug as a temporary/casual Technical Clerk B-21, Step 5. (On call basis as may be needed.) (Kruger)
- 8) Add Dennis Yeiter, La Crescent, Mn to the “Parks Committee” as a community member effective immediately. (Trehus)
- 9) Publish and post “Notice of Public Hearing” to amend the Wildcat Park Ordinance No. 9. – Park Rules and Regulations for Wildcat Park. The required public hearing will be scheduled for April 27th at 10:00 a.m. during the regularly scheduled Board of Commissioner’s meeting. A copy of proposed changes will be available at the Houston County Auditor’s office. (Trehus)

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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At 9:30 a.m. Tanner Kubitz presented his Eagle Scout Project to the Commissioners. The project would be installing a 175 ft. cross-buck fence at Botcher Park in Houston County. The fence would be between the park and the parking lot to keep unwanted motorized vehicles out of the park. It was the general consensus of the Commissioners that they supported the project. They thanked Kubitz for the presentation.

ACTION ITEMS

File No. 1 – Commissioner Walter moved, Commissioner Myhre seconded, motion unanimously carried to approve the Department of Agriculture Grant Contract Agreement for implementing and maintaining noxious weed control programs.

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 Myhre seconded, motion carried with Commissioner Severson abstaining to approve issuing County credit cards to Lucas Onstad and Dewey Severson.

Dist. 1:	Abstain	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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File No. 3 – Commissioner Johnson moved, Commissioner Severson seconded, motion unanimously carried to accept the liquid chloride quote from Northern Salt Inc. for 0.995 cents per unit. This would be for County, township, and city roadways. It would be a reduction from previous years.

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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File No. 4 - Commissioner Myhre moved, Commissioner Walter seconded, motion unanimously carried to accept CP 2021-01 shouldering bid from Bruening Rock Products for \$267,638.45.

Dist. 1:	Yes	Dist. 2:	No	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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File No. 5 - Commissioner Severson moved, Commissioner Johnson seconded, motion unanimously carried to accept all stockpile quotes. Engineer Pogodzinski explained that they had several quotes from throughout the County. They accepted all quotes so they could use various stockpiles getting the lowest cost depending on project location.

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 Walter seconded, motion unanimously carried to accept CP 2021-03 equipment rental quotes. All quotes would be accepted to have options for projects, and in the event of a disaster. They would start with the lowest rate, and move down the list if the needed equipment was not available.

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, motion unanimously carried to accept CP 2021-04 crack fill quote from Farhrner Asphalt for \$21,750.00.

Dist. 1:	Yes	Dist. 2:	No	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	No
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File No. 8 - Commissioner Johnson moved, Commissioner Severson seconded, motion unanimously carried to accept CP 2021-05 pavement marking bid from AAA Striping Services Co. for \$184,015.24.

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 Myhre seconded, motion unanimously carried to accept CP 2021-06 seal coat bid from Scott Construction Inc. for \$233,083.36 and overrun quantities.

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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File No. 10 - Commissioner Severson moved, Commissioner Myhre seconded, motion unanimously carried to approve Master Agreement with Bolten and Menk for professional services at the County Airport.

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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File No. 11 - Commissioner Walter moved, Commissioner Severson seconded, motion carried 4-1 to approve Work Order No. 1 for land acquisition services with Bolten and Menk. Commissioner Johnson voted no. With FAA funding covering at least 90% of the project the cost to the County for Work Order #1 cost was expected to be no more than \$1,930.00.

Dist. 1:	Yes	Dist. 2:	No	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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DISCUSSION ITEMS

Chairman Burns said County staff had been working with an architect to put together a proposal to be bid out for the County steps outside the Historic Courthouse. He shared he had met with the Sheriff's office regarding new statutes that would affect the department.

Commissioners discussed the potential bike trail that was in preliminary stages from Houston to Hokah and Hokah to La Crescent. Chairman Burns and Commissioner Johnson had attended a meeting regarding the bike trail. Commissioner Johnson said this was a good project as long as there were willing land owners for the project.

Commissioners discussed progress being made on the County Highway Shop.

There being no further business at 10:55 a.m., a motion was made by Commissioner Johnson, seconded by Commissioner Severson, unanimously carried to adjourn the meeting. The next meeting would be a Regular Board Meeting on April 13, 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: April 13, 2021

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:

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

Others Present via Computer/Phone:

Auditor/Treasurer Donna Trehus, Reporter Craig Moorhead, Reporter Charlene Selbee, Finance Director Carol Lapham, Human Resources Director Theresa Arrick-Kruger, Public Health and Human Services Director John Pugleasa, Public Health Supervisor Heather Myhre, Environmental Services Director Aaron Lacher, Recorder Susan Schwebach, Board Clerk/Houston County EDA Director Allison Wagner, Environmental Specialist Amelia Meiners, County Engineer Brian Pogodzinski, County Assessor Lucas Onstad, IT Director Andrew Milde, Accredited Appraiser Cindy Cresswell, DDA Tessia Melvin

Presiding: Chairperson Burns

Call to order.

Pledge of Allegiance.

Motion was made by Commissioner Walter, seconded by Commissioner Severson, motion 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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Motion was made by Commissioner Severson, seconded by Commissioner Johnson, motion unanimously carried to approve the board meeting minutes from April 6, 2021.

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 provided an update on the COVID-19 pandemic and response from Public Health and Human Services. He shared that Public Health was continuing to vaccinate residents. He said that for the first time the week prior they did not fill one of the vaccination clinics. He said they saw a lot of demand for the Johnson & Johnson

vaccination clinic, and that the Johnson & Johnson clinic had filled up in record time. Pugglesea said that they had been notified that all Johnson and Johnson vaccines had been put on pause for the time being. He said that the goal was to continue to vaccinate residents until the community had reached a level of herd immunity.

CONSENT AGENDA

Commissioner Walter moved, Commissioner Johnson seconded, motion unanimously carried to approve the consent agenda except for Item No. 5. Item No. 5 was moved to action items. Items approved are listed below.

- 1) Approval to conduct a competitive search for an Appraiser Trainee. (Kruger)
- 2) Approval of contract with Vanguard to conduct quintile review and staff training. (Onstad, Kruger, see attached agreement)
- 3) Hire Terry Ranzenberger as a probationary Recycling Center Lead, B-23, Step 3, effective, April 28, 2021, conditioned upon successful completion of background check. (Kruger)
- 4) Reappoint Brian Pogodzinski, County Engineer to a 4 year term pursuant to Minn. Stat. 163.07, effective May 1, 2021 through April 30, 2025. (Kruger)
- 5) Moved to action items.
- 6) Board approval to submit a letter to MDA regarding gypsy moth project. (Meiners)

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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At 9:38 a.m. Commissioner Walter Moved, Commissioner Myhre seconded, motion unanimously carried to move to a Closed Session pursuant to Minn. Stat. § 13D.03, Subd. 1, (b) to discuss labor negotiations and the DDA Compensation work. All Commissioners, Auditor/Treasurer Donna Trehus, Finance Director Carol Lapham, Human Resources Director Theresa Arrick-Kruger, and Tessia Melvin from DDA attended the closed session.

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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At 10:51 a.m. Commissioner Walter Moved, Commissioner Myhre seconded, motion unanimously carried to move back to the regular session. Commissioner Walter provided a brief summary of the closed session. She said that they had discussed labor negotiations, wage issues, and preliminary information. No decisions had been made in the closed session.

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

File No. 1 – Commissioner Myhre moved, Commissioner Johnson seconded, motion unanimously carried to approve the Settlement Agreement with Kruckow Companies, LLC.

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 Myhre seconded, motion unanimously carried to accept the Airport Coronavirus Response Grant Program and authorize Brian Pogodzinski as the Sponsor's Official Representative to sign the grant agreement.

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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File No. 3 – Commissioner Myhre moved, Commissioner Johnson seconded, motion unanimously carried to award the low bid from Zenke, Inc. in the amount of \$75,434.50 for the 2021 Watermain Improvements.

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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File No. 4 - Commissioner Johnson moved, Commissioner Severson seconded, motion carried 4-1 to send a letter to Clean Chickens Co. Commissioner Burns voted no. The company would be coming to Houston County for about a week in the summer of 2021 with their USDA mobile slaughtering unit to assist farmers on their farms in slaughtering chickens.

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	No	Dist. 4:	Yes	Dist. 5:	Yes
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File No. 5 - Commissioner decided to table approving the 2021 Non-Represented Pay Grid until the next meeting.

DISCUSSION ITEMS

Commissioners discussed recent meetings they had attended including a Land Use Committee Meeting, Highway Department Meeting, and Southeast MN Communication Board meeting.

There being no further business at 10:20 a.m., a motion was made by Commissioner Johnson, seconded by Commissioner Severson, unanimously carried to adjourn the meeting. The next meeting would be a Workgroup Session on April 20, 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: April 20, 2021

9:00a.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, Finance Director Carol Lapham, EDA Director/Board Clerk Allison Wagner, Recorder Susan Schwebach

Board Workgroup Session

Call to order.

Commissioners discussed various discussion items including an Augedahl construction project, Crooked Creek flood control project, the zoning department, setback requirements, tax abatements, a possible new bike trail, the Historic County Courthouse steps, and work being completed in the Board of Commissioner Meeting Room.

Commissioners Walter and Severson shared with the board that they had attended a Board of Equalization meeting in La Crescent. Commissioner Walter commented that County staff had done a good job with the meeting.

Commissioner Walter shared that the Solid Waste annual meeting was scheduled for June 29th. She also gave an update that the Eagle Scout project was moving forward at Botcher Park and that materials had been purchased.

The meeting was adjured at 10:15 a.m.

BOARD OF COUNTY COMMISSIONERS

HOUSTON COUNTY, MINNESOTA

By: _____
Robert Burns, Chairperson

Attest: _____
Donna Trehus, Auditor/Treasurer

PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: April 27, 2021

9:01 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, Reporter Craig Moorhead, Reporter Charlene Selbee, Finance Director Carol Lapham, Human Resources Director Theresa Arrick-Kruger, Public Health and Human Services Director John Pugleasa, Public Health Supervisor Heather Myhre, Environmental Services Director Aaron Lacher, Recorder Susan Schwebach, Board Clerk/Houston County EDA Director Allison Wagner, Environmental Specialist Amelia Meiners, County Engineer Brian Pogodzinski, IT Director Andrew Milde, Executive Director SELCO Krista Ross, La Crescent Librarian Kayce Gentry, Houston Librarian Liz Gibson, Spring Grove Librarian Dawn Johnson, Caledonia Librarian Stephanie Eggert, Hokah Librarian Kristen Plummer, Helen Olson, Michelle Schulte

Presiding: Chairperson Burns

Call to order.

Pledge of Allegiance.

Motion was made by Commissioner Severson, seconded by Commissioner Myhre, motion 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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Motion was made by Commissioner Johnson, seconded by Commissioner Walter, motion unanimously carried to approve the board meeting minutes from April 13, 2021.

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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Motion was made by Commissioner Walter, seconded by Commissioner Severson, motion unanimously carried to approve the board workgroup session minutes from April 20, 2021.

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 Pogleasa and Public Health Supervisor Myhre provided an update on the COVID-19 pandemic and response from Public Health and Human Services. They shared that there had been an increase in cases in Houston County in the past week. The cases had been seen in middle and high school students who were not yet eligible to be vaccinated. Pogleasa shared that they were starting to see vaccination saturation meaning that there were now multiple options for residents to get vaccinated. He shared that Houston County vaccination clinics were not always filling to capacity indicating that those who wished to receive the vaccination had already done so.

At 9:15 a.m. the Houston County Librarians along with SELCO gave a library presentation to the board. The presentation included 2020 library statistics. While overall circulation had been down in 2020 due to COVID-19 things like live virtual programming and other virtual library services had seen an increase in participation. The librarians asked for a \$40,000 increase in funding overall from Houston County. If the libraries received the increase they would disburse it to each local library and use it to pay staff. Each city levy in Houston County includes funding for each local library while the County also has a separate library levy. The County's levy is for the rural residents of Houston County who do not reside in a city. Librarians noted that there was a gap between the dollar amount per capita that cities contributed in comparison to the County contribution. Cities in Houston County were paying more per person than the County.

At 10:00 a.m. a public hearing was held to discuss Houston County Ordinance No. 9-Park Rules and Regulations Wildcat Park. The board discussed with members of the public changes to the Seasonal Site Policy, and the number of seasonal campsites. There would be 35 seasonal sites with the proposed changes. The proposed changes would allow applicants to trade, swap or switch seasonal sites with another applicant within two weeks of the Lottery without prior approval of the Parks Committee. A form would need to be provided to the Park Manager with notification of the site swap and would need to be signed by both parties.

CONSENT AGENDA

Commissioner Myhre moved, Commissioner Johnson seconded, motion unanimously carried to approve the consent agenda except for Item No. 5, 9, and 10. Those items would be moved to action items. Items approved are listed below.

- 1) Approval of agreement for the management and operations of Wildcat Park for the 2021 camping season. (Trehus)
- 2) Planning Commission and BOA will utilize the same format for meetings as the County Board does. (Lacher/Milde)

- 3) Assign David Feuerhelm from B23 Step 1, to B24 Step 1, Certified MN Appraiser – Income Qualified effective retro to April 7, 2021 (date of MN Board of Assessors decision). (Kruger)
- 4) Accept the resignation of Aaron Lacher, Environmental Services Director, effective the end of the business day May 14, 2021, and thank him for his service to the residents of Houston County. (Kruger)
- 5) Moved to action items.
- 6) Appoint Amelia Meiners as the Houston County Zoning Administrator pursuant to Minn. Statute 394.29, effective May 17, 2021. (Kruger)
- 7) Appoint Amelia Meiners as the Interim Houston County Environmental Services Director, D61, Step 1, effective May 17, 2021. (Kruger)
- 8) Initiate a competitive search for a 1 FTE, Technical Clerk 1, B21. (Kruger)
- 9) Moved to action items.
- 10) Moved to action items.

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

File No. 1 – Commissioner Johnson moved, Commissioner Severson seconded, motion unanimously carried to approve the transfer of \$150,000 in airport entitlement funds to the City of Owatonna, MN for the Owatonna Degner Regional Airport with repayment due no later than May 15, 2022.

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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File No. 2 - Commissioner Johnson moved, Commissioner Myhre seconded, motion unanimously carried to accept Change Order No. 4 for the Houston County Highway Shop: First, changes to the architectural and structural plans to accommodate for PEMB drawings. Second, relocate electric service equipment. Third, add sand inceptor to truck wash waste piping.

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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File No. 3 – Commissioner Severson moved, Commissioner Myhre seconded, motion unanimously carried to approve the 2020 EMPG report and request for signatures.

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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File No. 4 - Commissioner Johnson moved, Commissioner Severson seconded, motion unanimously carried to approve the 2021 Non-Represented Pay Grid.

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 Severson seconded, motion unanimously carried to approve the contract with Collaborative DesignGroup for CDs for the east steps to the Historic Courthouse.

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, motion unanimously carried to approve a floor covering proposal from Hiller Commercial Floors for \$5,781.60 for the Commissioner Room remodel.

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 Johnson seconded, motion unanimously carried to approve an abatement policy allowing staff to approve abatements under \$3,000.

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 unanimously carried to approve Ordinance No. 9 – Parks Rules and Regulations Wildcat Park. There would be 35 seasonal sites. A lottery system would be used for the sites. Applicants could trade, swap or switch seasonal sites with another applicant within two weeks of the lottery without prior approval of the Parks Committee. A form would need to be provided to the Park Manager with notification of the site swap and would need to be signed by both parties.

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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File No. 9 – (Originally on the consent agenda) Commissioner Myhre moved, Commissioner Johnson seconded, motion unanimously carried to approve hiring Rick Frank as a 67 day employee to assist with the administration of the Houston County Solid Waste Ordinance and provision of recycling and solid waste services. The employee would also assist with other duties as needed at an hourly rate of \$50.00.

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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File No. 10 – (Originally on the consent agenda) Commissioner Johnson moved, Commissioner Severson seconded, motion unanimously carried to approve a temporary contract with Winona County to supplement feedlot obligations.

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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Item No. 5 from the consent agenda initiating a competitive search for an Environmental Services Director was tabled.

DISCUSSION ITEMS

Commissioners discussed recent meetings they had attended. Commissioner Johnson said that Engineer Pogodzinski was finding savings for the County Highway Shop by looking into refurbished furniture. Commissioners discussed reimbursements from the State and how the State is sometimes delayed in their reimbursements. Commissioners also discussed the Eagle Scout project at Botcher Park. Commissioner Burns shared that there were more scouts that were looking for projects if the County had additional potential project ideas.

There being no further business at 12:01 a.m., a motion was made by Commissioner Johnson, seconded by Commissioner Severson, unanimously carried to adjourn the meeting. The next Board of Commissioner meeting would be on May 4, 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: May 4, 2021

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:

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

Others Present via Computer/Phone:

Auditor/Treasurer Donna Trehus, Reporter Craig Moorhead, Reporter Charlene Selbee, Finance Director Carol Lapham, Human Resources Director Theresa Arrick-Kruger, Public Health and Human Services Director John Pugleasa, Board Clerk/Houston County EDA Director Allison Wagner, County Engineer Brian Pogodzinski, Chief Deputy Recorder Mary Betz

Presiding: Chairperson Burns

Call to order.

Pledge of Allegiance.

Motion was made by Commissioner Johnson, seconded by Commissioner Severson, motion 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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Motion was made by Commissioner Walter, seconded by Commissioner Severson, motion unanimously carried to approve the board meeting minutes from April 27, 2021.

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 provided an update on the COVID-19 pandemic and response from Public Health and Human Services. He said that as of May 3, 2021 63% of Houston County's population 16 and over had received their COVID-19 vaccination. That number put Houston County 7th in the State of Minnesota. Pugleasa said that 95% of Houston County's 65 and older population had received a vaccination. That number was 4th in the State. 51% of Houston County's overall population had been vaccinated. Pugleasa estimated that around 75% of the County's population should be vaccinated to reach herd immunity. He said the Pfizer vaccine could be approved for 12-15 year olds soon, and that vaccinating school aged students

prior to the next school year would help the County reach herd immunity. Puleasa also noted that there were some people in the community both young and old who were unable to be vaccinated. He said that if others who could get vaccinated did receive the vaccine it would help protect those in the community who were unable to receive the vaccine.

CONSENT AGENDA

Commissioner Severson moved, Commissioner Myhre seconded, motion unanimously carried to approve the consent agenda. Items approved are listed below.

- 1) Hire Lee Langager as a probationary Technical Clerk, B21, Step 4, effective May 5, 2021 conditioned upon successful completion of background check. (Kruger)
- 2) Reassign Tami Triplett from an Accounting Technician, B23, to probationary Collections Officer, B23, effective May 5, 2021 (lateral transfer). (Kruger)
- 3) Initiate a competitive search for an Accounting Technician, B23. (Kruger)
- 4) Authorize Auditor/Treasurer to conduct a public sale for property located in the City of Houston at 315 S Chase Street, pursuant to M.S. 282.01; to be held at 10:00 a.m. on Monday, June 7, 2021, in the Commissioners Room at the Houston County Historic Courthouse. (Trehus) See Resolution No. 21-23 below.

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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Resolution No. 21-23

BE IT RESOLVED THAT Parcel #24.0222.000 of tax-forfeited land, located in the City of Houston, Minnesota be classified as non-conservation land: that the minimum sale price be set at \$33,300.00, and that authorization for a public sale of this land be granted, pursuant to M.S. 282.01; that the sale will be held at 10:00 a.m. on Monday, June 7, 2021, by the Houston County Auditor-Treasurer in the Commissioners Room at the Houston County Courthouse; the property will be sold for not less than the minimum sale price; and full payment of the purchase price and the additional costs shall be due at the time of sale.

WHEREAS, Parcel ID #24.0222.000 consists of Lot 6 of Block 33 of Mons Anderson's Addition to the City (formally Village) of Houston, Minnesota according to the plat thereof on file and of record in the office of the Houston County Recorder.

ACTION ITEMS

File No. 1 – Commissioner Johnson moved, Commissioner Severson seconded, motion unanimously carried to approve change order requests No. 5, 6, 7, and 8 for the Highway Department Building. The change orders included a storage shed, plumbing steel reinforcement, eliminating fire pumps, and shifting money from labor to materials. The overall costs with all change orders came to around \$1,000.00 for the County.

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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File No. 2 - Commissioner Severson moved, Commissioner Walter seconded, motion unanimously carried to approve repair for CSAH 20, 24" x 90' culvert. The culvert would be lined with the repair.

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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File No. 3 – Commissioner Severson moved, Commissioner Walter seconded, motion unanimously carried to approve CSAH 4, 18, and 19.

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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File No. 4 - Commissioner Walter moved, Commissioner Johnson seconded, motion unanimously carried to approve Host County Contract for Mobile Crisis Response.

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

Commissioners held a moment of silence in honor of Recorder Susan Schwebach who had passed away.

Chairman Burns updated the board that he had attended a Hiawatha Valley Mental Health Meeting. He also told the board he had met with Fillmore County and would be meeting with Winona County regarding their environmental services departments. Chairman Burns said he had worked at a COVID-19 vaccination second clinic for Public Health.

Commissioner Johnson recommended that the Commissioners revisit their emergency deceleration that had been put in place in March of 2020 due to COVID-19 at the next workgroup session meeting. Commissioner Johnson commended the Sheriff's office for their work the week prior.

There being no further business at 10:05 a.m., a motion was made by Commissioner Johnson, seconded by Commissioner Severson, unanimously carried to adjourn the meeting. The next Board of Commissioner meeting would be on May 11, 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: May 11, 2021

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:

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

Others Present via Computer/Phone:

Auditor/Treasurer Donna Trehus, Reporter Craig Moorhead, Reporter Charlene Selbee, Finance Director Carol Lapham, Human Resources Director Theresa Arrick-Kruger, Public Health and Human Services Director John Pugleasa, Public Health Supervisor Heather Myhre, Board Clerk/EDA Director Allison Wagner, Interim Recorder Mary Betz, Engineer Brian Pogodzinski, Sheriff Mark Inglett, Environmental Services Director Aaron Lacher, Zoning Administrator Amelia Meiners, Chief Deputy Brian Swedberg

Presiding: Chairperson Burns

Call to order.

Pledge of Allegiance.

Motion was made by Commissioner Walter, seconded by Commissioner Severson, motion 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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Motion was made by Commissioner Johnson, seconded by Commissioner Walter, motion unanimously carried to approve the board meeting minutes from May 4, 2021.

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. Pugleasa stated that case numbers in the County had gone up in the last month. He also said that the Pfizer vaccine had recently been approved for 12-15 year school age children. He noted that the Pfizer vaccine required ultra cold storage and the County had not yet administered it. The County had been in contact with other health partners who could administer the Pfizer

vaccine to residents. Myhre shared that Public Health had logged over 400 volunteer hours related to vaccine administration. This included volunteer vaccinators and other volunteers working at vaccination clinics. County staff and board members expressed appreciation for all the volunteer hours.

CONSENT AGENDA

Commissioner Severson moved, Commissioner Walter seconded, motion unanimously carried to approve the consent agenda. Items approved are listed below.

- 1) Approve 2021 State of Minnesota Federal Boating Safety Supplemental Patrol Grant Contract Agreement.
- 2) Consent to pursue reimbursement for expenses incurred for State mandated Telephone Cardiopulmonary Resuscitation training for the County's dispatch staff.
- 3) Approve Memorandum of Understanding between Houston County and the La Crosse County Hazardous Materials Facility for the 2021 Remote Household Waste Collection Events.
- 4) Reassign Mary Betz, (current Chief Deputy Recorder) as the interim County Recorder, to fulfill the unexpired term of Sue Schwebach at prior incumbent's current salary, effective May 12, 2021. Said term to expire December 31, 2022.
- 5) Reassign Michelle Werner (current Deputy Recorder) as the interim Chief Deputy Recorder, B23, Step 2, effective May 12, 2021. Initiate a competitive search for a Deputy Recorder, B21.
- 6) Hire Travis Lapham, as a probationary Sheriff's Deputy C42, Step 4, effective June 7, 2021, conditioned upon satisfactory completion of a background check.
- 7) Accept the resignation of Daniel Coogan, Sheriff's Deputy, effective the end of the business day August 14, 2021, and thank Deputy Coogan for his 16 years of service to the residents of Houston County.
- 8) Approve a competitive search for a Sheriff's Deputy.

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

File No. 1 – Commissioner Severson moved, Commissioner Walter seconded, motion unanimously carried to approve a CUP to build a dwelling in La Crescent Township for Anthony Krenzke. The motion included adopting the Planning Commission's findings and recommendations including that 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. 2 - Commissioner Myhre moved, Commissioner Johnson seconded, motion unanimously carried to approve a CUP amendment to the current CUP issued by La Crescent Township in 2012 for Robert Ott. All original conditions would still apply to the CUP

amendment including that 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. 3 – Commissioner Johnson moved, Commissioner Walter seconded, motion unanimously carried to approve CUP to expand a feedlot from 434 animal units to 800 a.u. in Mayville Township for Tom and Cole Hoscheit. The motion included adopting the Planning Commission’s findings and included four 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 in a reasonable manner to ensure the permit holder is in compliance with the conditions and all other applicable statutes, rules, and ordinances; 3. No manure, mud or dirt associated with the operation of the site shall be applied, spilled, tracked, or otherwise become located on or within the roadway or right-of-way of County Rd 5 or Smoking Drive; 4. The permittee shall obtain all permits required under Minnesota Animal Feedlot Rules prior to commencing construction.

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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File No. 4 - Commissioner Johnson moved, Commissioner Myhre seconded, motion unanimously carried to approve a \$30,000 loan from the County’s Economic Development Revolving Loan Fund for Vicki Olson and Kristen Collins co-owners of Timeless Creations for purchasing the building at 108 West Cedar Street in Houston at the 2021 set rate and terms (2.25% for 10 years). This project would retain and add a new business to the City of Houston.

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

Commissioners planned to review the County’s emergency declaration regarding COVID-19 and discuss the American Rescue Plan dollars the County would be receiving at the next workgroup session.

Commissioners discussed recent meetings they had attended including a Land Use Committee Meeting, Community Service Meeting, and meeting regarding the Highway Shop.

Chairman Burns stated he had met with Winona County Waste and Recycling the week prior and would be setting up a meeting to discuss Houston County’s waste and recycling department.

Comisioners shared that the County’s Hazardous Waste Collection would be taking place in the City of Houston from 9 a.m. to 1 p.m. on Saturday, May 22nd.

There being no further business at 9:58 a.m., a motion was made by Commissioner Johnson, seconded by Commissioner Walter, unanimously carried to adjourn the meeting. The next meeting would be a Workgroup Session on May 18, 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: May 18, 2021

9:00a.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, Finance Director Carol Lapham, EDA Director/Board Clerk Allison Wagner, Human Resources Director Theresa Arrick-Kruger, Public Health and Human Services Director John Pugleasa, Public Health Supervisor Heather Myhre, Engineer Brian Pogodzinski, Interim Recorder Mary Betz,

Board Workgroup Session

Call to order.

Commissioners discussed the County's emergency declaration related to COVID-19. The current declaration on the County website would need to be updated with more up to date information. It was the recommendation of Public Health and Human Services Director Pugleasa to follow the Minnesota Department of Health (MDH) and Centers for Disease Control (CDC) guidelines. It was the general consensus of the Board to follow MDH and CDC guidelines. Pugleasa and Public Health Supervisor Myhre would work on updating information for the County website and provide Commissioners with that information at the next regular board meeting. Staff in the meeting asked if masks would still be required in County buildings. It was the general consensus to follow CDC guidelines regarding masks. The current CDC guidelines did not require masks for those who were fully vaccinated.

Commissioners discussed the American Rescue Plan dollars the County was anticipating receiving. Finance Director Lapham shared that once the funds were received the County would have until 2024 to allocate them and the funds could be used until 2026. The specific guidelines on how the funds could be used were still not completely clear as the Treasury was still working on the official guidelines.

Commissioners discussed additional discussion items including some phone calls they had received regarding the board of adjustment and the Zoning and Planning Department. Commissioners discussed having a personal committee meeting with the current employees in the Zoning and Planning Department to help plan for and come up for ideas on how to possibly restructure the department.

The meeting was adjured at 10:38 a.m.

BOARD OF COUNTY COMMISSIONERS

HOUSTON COUNTY, MINNESOTA

By: _____
Robert Burns, Chairperson

Attest: _____
Donna Trehus, Auditor/Treasurer

PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: May 25, 2021

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:

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

Others Present via Computer/Phone:

Auditor/Treasurer Donna Trehus, Reporter Craig Moorhead, Reporter Charlene Selbee, Finance Director Carol Lapham, Human Resources Director Theresa Arrick-Kruger, Public Health and Human Services Director John Pugleasa, Public Health Supervisor Heather Myhre, Board Clerk/EDA Director Allison Wagner, Interim Recorder Mary Betz, Engineer Brian Pogodzinski, Sheriff Mark Inglett, Environmental Services Director/Zoning Administrator Amelia Meiners, Chief Deputy Sheriff Brian Swedberg, IT Director Andrew Milde, Assessor Lucas Onstad, Attorney Samuel Jandt, DDA Tessia Melvin

Presiding: Chairperson Burns

Call to order.

Pledge of Allegiance.

Motion was made by Commissioner Johnson, seconded by Commissioner Walter, motion unanimously carried to approve the agenda with the addition of action item No. 5: Consider approving revised County Emergency Deceleration in response to COVID-19 pandemic.

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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Motion was made by Commissioner Severson, seconded by Commissioner Walter, motion unanimously carried to approve the board meeting minutes from May 11, 2021.

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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Motion was made by Commissioner Myhre, seconded by Commissioner Johnson, motion unanimously carried to approve the board workgroup session minutes from May 18, 2021.

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. Pugleasa stated that case numbers in the County appeared to be flat. He said that Houston County continued to have some of the best numbers in the State for percentage of residents who were vaccinated.

At 9:30 a.m. motion by Commissioner Myhre, seconded by Commissioner Severson, motion unanimously carried to enter into a closed session regarding labor negotiations pursuant to Minn. Stat. §13D.03, Subd. 1, (b) to discuss labor negotiations, including negotiation strategies or developments or discussion and review of labor negotiation proposals, conducted pursuant to sections 179A.01 to 179A.25. All Commissioners, Human Resources Director Kruger, Auditor/Treasurer Trehus, and Tessia Melvin from DDA attended the closed session.

At 10:16 a.m. motion by Commissioner Myhre, seconded by Commissioner Johnson, motion unanimously carried to return to regular session. Kruger gave an update the they had general discussion in the closed session and that the board had given herself and DDA direction on labor negotiations.

At 10:17 a.m. motion by Commissioner Johnson, seconded by Commissioner Severson, motion unanimously carried to enter into a closed session pursuant to MS 13D.05, subd.3(b) Attorney/Client privilege to discuss pending litigation regarding a tax court case. All Commissioners, Auditor/Treasurer Trehus, Attorney Jandt, Finance Director Lapham, and Assessor Onstad attended the closed session.

At 10:30 a.m. motion by Commissioner Johnson, seconded by Commissioner Severson, motion unanimously carried to return to regular session. Attorney Jandt gave a summary of the closed session and said that the Commissioners had given his office direction regarding the case including a possible settlement.

At 10:31 a.m. motion by Commissioner Severson, seconded by Commissioner Johnson, motion unanimously approved to enter into closed session pursuant to Minn. Stat. § 13D.05, Subd. 2, (b), for the preliminary consideration of allegations or charges against an individual subject to its authority. Chairperson Burns noted the meeting could be opened at the request of the individual who was the subject of the meeting. Human Resources Director Kruger stated she had received an email indicating the session should be closed. All Commissioners, Sheriff Inglett, Chief Deputy Sheriff Swedberg, Human Resources Director Kruger, and Auditor/Treasurer Trehus attended the closed session.

At 11:37 a.m. motion by Commissioner Walter, seconded by Commissioner Johnson, unanimously carried to return to regular session. Kruger gave a summary of the closed session saying that the Board provided direction to consider termination pending another hearing to include the employee.

CONSENT AGENDA

Commissioner Severson moved, Commissioner Walter seconded, motion unanimously carried to approve the consent agenda. Items approved are listed below.

- 1) Approve guardianship contract with Rebecca Servais.
- 2) Hire Dustin Rask as a probationary Maintenance Specialist B23-2, effective June 7, 2021, conditioned upon satisfactory completion of a background and CDL check.
- 3) Accept the resignation of Tamara Olson, Forensic Social Worker effective at the end of the work day May 27, 2021.
- 4) Amend the hire date of Travis Lapham as probationary deputy sheriff to June 3, 2021.
- 5) Approve Resolution No. 21-24 Viking Snowmobile Trail.
- 6) Approve Resolution No. 21-25 Gopherland Snowmobile Trail.
- 7) Approve Resolution No. 21-26 Houston Money Creek Snowmobile Trail.
- 8) Approve Resolution No. 21-27 La Crescent Snowmobile Trail.

Resolutions are listed below.

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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RESOLUTION NO. 21-24

VIKING SNOWMOBILE TRAIL

May 25, 2021

WHEREAS, Houston County desires to establish a public trail in furtherance of its public recreation program, and

WHEREAS, the Viking Ridge Riders agrees to act as an independent contractor to help and assist Houston County to acquire, construct, and maintain said trail, and is registered as a nonprofit corporation, and

WHEREAS, the State of Minnesota offers financial and technical assistance to Houston County for the construction of an approval trail.

NOW THEREFORE BE IT RESOLVED THAT the Board of County Commissioners, Houston County, Minnesota shall enter into agreement with the State of Minnesota, Department of Natural Resources, for financial and technical assistance in accordance with the laws, rules and regulations governing said assistance for the Viking Snowmobile Trail for the 2021-2022 snowmobile season.

RESOLUTION NO. 21-25

GOPHERLAND SNOWMOBILE TRAIL

May 25, 2021

BE IT RESOLVED that the Board of County Commissioners, Houston County, Minnesota, approves the Maintenance and Grooming application of Gopherland Trails and authorizes the Board Chairperson to sign an agreement with the Department of Natural Resources.

WHEREAS, Houston County desires to establish a public trail in furtherance of its public recreation program, and

WHEREAS, the Gopherland Trails agrees to act as an independent contractor to help and assist Houston County to acquire, construct, and maintain said trail, and is registered as a nonprofit corporation, and

WHEREAS, the State of Minnesota offers financial and technical assistance to Houston County for the construction of an approval trail.

NOW THEREFORE BE IT RESOLVED THAT the Board of County Commissioners, Houston County, Minnesota shall enter into agreement with the State of Minnesota, Department of Natural Resources, for financial and technical assistance in accordance with the laws, rules and regulations governing said assistance for the Gopherland Trail for the 2021-2022 snowmobile season.

RESOLUTION NO. 21-26

HOUSTON MONEY CREEK SNOWMOBILE TRAIL

May 25, 2021

BE IT RESOLVED that the Board of County Commissioners, Houston County, Minnesota, approves the Maintenance and Grooming application of Houston Money Creek Snowmobile Club and authorizes the Board Chairperson to sign an agreement with the Department of Natural Resources.

WHEREAS, Houston County desires to establish a public trail in furtherance of its public recreation program, and

WHEREAS, the Houston Money Creek Snowmobile Club agrees to act as an independent contractor to help and assist Houston County to acquire, construct, and maintain said trail, and is registered as a nonprofit corporation, and

WHEREAS, the State of Minnesota offers financial and technical assistance to Houston County for the construction of an approval trail.

NOW THEREFORE BE IT RESOLVED THAT the Board of County Commissioners, Houston County, Minnesota shall enter into agreement with the State of Minnesota, Department of Natural Resources, for financial and technical assistance in accordance with the laws, rules

and regulations governing said assistance for the Houston Money Creek Trail for the 2021-2022 snowmobile season.

RESOLUTION NO. 21-27

LA CRESCENT SNOWMOBILE TRAIL

May 25, 2021

BE IT RESOLVED that the Board of County Commissioners, Houston County, Minnesota, approves the Maintenance and Grooming application of La Crescent Snowmobile Trail and authorizes the Board Chairperson to sign an agreement with the Department of Natural Resources.

WHEREAS, Houston County desires to establish a public trail in furtherance of its public recreation program, and

WHEREAS, the La Crescent Snowmobile Club agrees to act as an independent contractor to help and assist Houston County to acquire, construct, and maintain said trail, and is registered as a nonprofit corporation, and

WHEREAS, the State of Minnesota offers financial and technical assistance to Houston County for the construction of an approval trail.

NOW THEREFORE BE IT RESOLVED THAT the Board of County Commissioners, Houston County, Minnesota shall enter into agreement with the State of Minnesota, Department of Natural Resources, for financial and technical assistance in accordance with the laws, rules and regulations governing said assistance for the La Crescent Trail for the 2021-2022 snowmobile season.

ACTION ITEMS

File No. 1 – Commissioner Walter moved, Commissioner Johnson seconded, motion unanimously carried to approve issuance of County credit cards to Mary Betz and Amelia Meiners.

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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File No. 2 - Commissioner Johnson moved, Commissioner Severson seconded, motion unanimously carried to approve change order request No. 9 for the Highway Department Building. The change order included changing the lighting in the equipment wash bay so the lights could handle moisture.

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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File No. 3 – Commissioner Johnson moved, Commissioner Walter seconded, motion unanimously carried to approve the contract for Brothers Up North LLC to complete work on the Root River Japanese Hops project.

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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File No. 4 - Commissioner Walter moved, Commissioner Severson seconded, motion unanimously carried to approve the 2021-2023 Labor Agreement between The County of Houston and Local Union #2166, American Federation of State, County and Municipal Employees, AFL-CIO, Council 65.

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, motion unanimously carried to approve the updated County Emergency Deceleration due to COVID-19. Public Health had worked on simplifying and updating the County guidelines for the website and County buildings. The County would be following updated Minnesota Department of Health and Centers for Disease Control recommendations and guidelines.

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

County Chairperson Burns shared with board members that he had attended some Association of Minnesota Counties (AMC) meetings. He also would be attending an upcoming Hazardous Waste meeting.

Commissioner Walter shared that she had attended a workforce meeting. She also told the board that the Board of Equalization would be meeting on June 15th.

Commissioner Johnson shared that he and Commissioner Burns had worked at the Hazardous Waste Collection site on May 22nd. Commissioner Johnson also thanked the Highway Department for their work on the County Highway Department Annual Report prepared by Highway Accountant Sheila Schroeder.

There being no further business at 11:58 a.m., a motion was made by Commissioner Myhre, seconded by Commissioner Severson, unanimously carried to adjourn the meeting. The next meeting would be a regular Board of Commissioner Meeting on June 1, 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: June 1, 2021

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:

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

Others Present via Computer/Phone:

Auditor/Treasurer Donna Trehus, Reporter Craig Moorhead, Reporter Charlene Selbee, Finance Director Carol Lapham, Human Resources Director Theresa Arrick-Kruger, Public Health and Human Services Director John Pogleasa, Public Health Supervisor Heather Myhre, Board Clerk/EDA Director Allison Wagner, Engineer Brian Pogodzinski, Chief Deputy Sheriff Brian Swedberg, Social Services Supervisor Bethany Moen

Presiding: Chairperson Burns

Call to order.

Pledge of Allegiance.

Motion was made by Commissioner Walter, seconded by Commissioner Severson, motion 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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Motion was made by Commissioner Johnson, seconded by Commissioner Severson, motion unanimously carried to approve the board meeting minutes from May 25, 2021 with one change to the discussion item section of the minutes. Board members asked that the approved minutes be updated to say that Commissioner Burns would be attending an upcoming Hazardous Waste Meeting.

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 Pogleasa and Public Health Supervisor Myhre provided an update on the COVID-19 pandemic and response from Public Health and Human Services. Pogleasa stated that immunizations were still strong in the County. He said that 99% of the County's 65 and older population had been vaccinated. He also shared that 57% of the County's

total population had been vaccinated. Houston County continued to be in the top ten Counties in the State for vaccination rates. Pugleasa and Myhre shared that Houston County Public Health was still offering the Johnson & Johnson vaccine on set days and times at their office.

CONSENT AGENDA

Commissioner Severson moved, Commissioner Walter seconded, motion unanimously carried to approve the consent agenda. Items approved are listed below.

- 1) Approve 2021 State of Minnesota Annual County Boat and Water Safety Grant Contract Agreement.
- 2) Approve initiating a competitive search for a probationary Social Worker.
- 3) Approve Guardianship Contract with Renata Luedtke.
- 4) Approve County Liquor Licenses.

Liquor Licenses are listed below.

Dist. 1:	Yes	Dist. 2:	Yes	Dist. 3:	Yes	Dist. 4:	Yes	Dist. 5:	Yes
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LIQUOR LICENSES, WINE AND STRONG BEER

Ferndale Golf LLC
 Foursome Golf Group LLC dba Valley High Golf Club
 Denstad Enterprises Inc. dba Shellhorn Roadhouse
 Gasthaus LLC dba Little Miami

ON SALE BEER LICENSES

City of La Crescent dba Pine Creek Golf Course
 Lawrence Lake Marina LLC dba Lawrence Lake Marina
 Gopher State Sportsmans Club
 La Crescent Snowmobile Club

OFF SALE BEER LICENSES

City of La Crescent dba Pine Creek Golf Course
 Lawrence Lake Marina LLC dba Lawrence Lake Marina
 La Crescent Snowmobile Club
 Houston Food Mart

ACTION ITEMS

File No. 1 – Commissioner Severson moved, Commissioner Myhre seconded, motion unanimously carried to approve Dunn Blacktop Company's quote to mill 2" off the existing bituminous wedge and pave in the areas in question on CSAH 3 and CSAH 18.

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

Commissioners discussed recent meetings they had attended. Commissioners also discussed possible uses for the American Rescue Plan dollars the County would be receiving including possible broadband expansion projects. Commissioners would discuss the topic further at the next workgroup session, and invite local broadband providers to attend. Commissioners briefly discussed the comprehensive land use plan that had been started prior to the pandemic. Commissioners briefly discussed if the comprehensive land use plan should be started over or if work should continue where it left off prior to the pandemic. No official decisions were made on the topic.

There being no further business at 9:53 a.m., a motion was made by Commissioner Johnson, seconded by Commissioner Severson, motion unanimously carried to adjourn the meeting. The next meeting would be a regular meeting on June 8, 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: June 8, 2021

9:02 a.m.

Place: Commissioners Room, Courthouse, Caledonia, MN

Members Present:

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

Others Present:

Auditor/Treasurer Donna Trehus, Reporter Craig Moorhead, Reporter Charlene Selbee, Finance Director Carol Lapham, Human Resources Director Theresa Arrick-Kruger, Public Health and Human Services Director John Pugleasa, Board Clerk/EDA Director Allison Wagner, Engineer Brian Pogodzinski, Interim Recorder Mary Betz, Environmental Services Director/Zoning Administrator Amelia Meiners, IT Director Andrew Milde, Dave Augedahl, Adam Augedahl

Presiding: Chairperson Burns

Call to order.

Pledge of Allegiance.

Motion was made by Commissioner Walter, seconded by Commissioner Myhre, motion unanimously carried to approve the agenda. The closed session was removed from the agenda, and tabled until the following week.

Motion was made by Commissioner Walter, seconded by Commissioner Severson, motion unanimously carried to approve the board meeting minutes from June 1, 2021.

Public Comment: No public comments were made.

Public Health and Human Services Director Pugleasa provided an update on the COVID-19 pandemic and response from Public Health and Human Services. Pugleasa stated that cases in Houston County remained flat. He said 99.1% of the County's 65 and older population had been vaccinated. He also shared that 57% of the County's total population had been vaccinated. Houston County continued to be in the top ten Counties in the State for vaccination rates. Pugleasa said he was grateful to community volunteers and other community partners for their efforts in vaccinating Houston County residents.

CONSENT AGENDA

Commissioner Johnson moved, Commissioner Myhre seconded, motion unanimously carried to approve the consent agenda. Items approved are listed below.

- 1) Hire Dylan Felten, as a probationary Appraiser Trainee B22, Step 1, effective June 9, 2021, conditioned upon satisfactory completion of a background check.
- 2) Confirm the resignation of Olivia Denney, Emergency Management Coordinator, effective May 28, 2021.
- 3) Approve the State of Minnesota and Houston County 2022 Sentence to Serve Agreement.
- 4) Approve Peddler's License Applications for three applicants: Ries Bohr, Joshua Loso, and Riley Smith.

ACTION ITEMS

File No. 1 – Commissioner Johnson moved, Commissioner Severson seconded, motion unanimously carried to approve an IUP for Mathy Construction for a Temp Bituminous Plant in Spring Grove Township. The motion included adopting the Planning Commission's findings and included four 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 in a reasonable manner to ensure the permit holder is in compliance with the conditions and all other applicable statutes, rules, and ordinances; 3. Runoff from within the plant footprint shall be contained within the existing quarry floor; 4. Permit expiration shall be December 31, 2021.

File No. 2 – Commissioner Myhre moved, Commissioner Severson seconded, motion unanimously carried to approve a CUP for Joseph Baxter for a non-farm dwelling in Jefferson Township. The motion included adopting the Planning Commission's findings and included three 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 in a reasonable manner to ensure the permit holder is in compliance with the conditions and all other applicable statutes, rules, and ordinances; 3. Thirty-three feet of owned or easement access to the public road is required prior to any building permit issuance.

File No. 3 – Commissioner Johnson moved, Commissioner Walter seconded, motion carried to approve a CUP for Matt and Marcia Welch for a non-farm dwelling in Houston Township. All members voted in favor except for Chairperson Burns who abstained due to a family relation. The motion included adopting the Planning Commission's findings and included 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 in a reasonable manner to ensure the permit holder is in compliance with the conditions and all other applicable statutes, rules, and ordinances.

File No. 4 – Commissioner Myhre moved, Commissioner Johnson seconded, motion unanimously carried to approve a CUP for William Gerdes to operate a farm outlet to sell milk/farm products in Caledonia Township. The motion included adopting the Planning Commission's findings and included 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 in a reasonable manner to ensure the permit holder is in compliance with the conditions and all other applicable statutes, rules, and ordinances.

File No. 5 – Commissioner Severson moved, Commissioner Johnson seconded, motion unanimously carried to accept a quote from Heating and Cleaning Solutions, LLC for the pressure washer for the new Highway Shop Building for \$9,007.43.

File No. 6 – Commissioner Severson moved, Commissioner Johnson seconded, motion unanimously carried to approve Change Order Request No. 10 for the Highway Department Building. The change order was to provide an electrical vault (basement) below the main service transformer as a requirement by the electric utility company.

DISCUSSION ITEMS

Commissioners had a discussion with Adam Augedahl, Dave Augedahl, and Engineer Pogodzinski regarding a building and driveway belonging to Adam Augedahl on County Highway 10. Chairperson Burns said the initial garage was built below base flood elevation. A County permit had been issued before the garage was built. Commissioners discussed with the Augedahls the previous permit that had been issued, and possible changes to the road that would affect the slope of the current driveway. No formal decisions were made on the topic and the Commissioners said they would revisit the topic at the next regular meeting.

Commissioners discussed recent meetings they had attended including an AMC District Meeting, Extension Meeting, and Highway Department Meeting. Commissioner Walter shared she had attended a Community Health Meeting with Veteran Services and Human Services. She also shared she had received some information from the National Association of Counties (NACO) regarding the American Rescue Plan dollars counties would be receiving and would share the information with the other Commissioners and County staff. Commissioner Severson told the board he would be out of State for the next regular meeting and would be attending the meeting remotely via zoom. Commissioner Myhre asked about the overall County Highway Shop building timeline and budget. Engineer Pogodzinski said that they were hoping for a move in date of early to mid December 2021. The Highway Shop project was still within the initial budget, and they had not had to use any of the contingency funds to date.

There being no further business at 10:47 a.m., a motion was made by Commissioner Johnson, seconded by Commissioner Severson, motion unanimously carried to adjourn the meeting. The next meeting would be a workgroup session on June 15, 2021.

BOARD OF COUNTY COMMISSIONERS

HOUSTON COUNTY, MINNESOTA

By: _____
Robert Burns, Chairperson

Attest: _____
Donna Trehus, Auditor/Treasurer

PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: June 15, 2021

9:00a.m.

Place: Commissioners Room, Courthouse, Caledonia, MN

Members Present:

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

Others Present:

Auditor/Treasurer Donna Trehus, Finance Director Carol Lapham, EDA Director/Board Clerk Allison Wagner, Human Resources Director Theresa Arrick-Kruger, Public Health and Human Services Director John Pugleasa, Engineer Brian Pogodzinski, IT Director Andrew Milde, Surveyor Eric Schmitt, Schneider GIS Insourcing Manager Jeff Lewis, Schneider Noah Kramer, AcenTek CEO Todd Roesler, AcenTek Chief Financial Officer Darren Moser, AcenTek Board Chairperson Joe Thesing, Spring Grove Communications GM/CEO Jill Huffman, Spring Grove Communications Director of Business and Community Affairs Jaqui VanMinsel, Spring Grove Communications Administrative Assistant Nicole Schulte

Board Workgroup Session

Call to order.

Visitors Jeff Lewis and Noah Kramer from Schneider introduced themselves to the Commissioners. They shared that they do work on Beacon, the County's geographic information system (GIS). Their work included parcel splits, addressing, permitting, and visualizations.

Commissioners discussed potential broadband projects in Houston County with representatives from AcenTek and Spring Grove Communications. Broadband was an eligible use of American Rescue Plan (ARP) dollars under the infrastructure category.

Commissioners discussed the ARP dollars the County was anticipating receiving, and possible uses for the funds. They asked department heads to start putting together numbers for potential qualifying projects. The Treasury's deadline submit comments on the ARP would be July 16, 2021. After the comment period the Treasury would be finalizing the guidelines for the funds. Funds would need to be incurred and obligated by December 31, 2024. Funds needed to be expended to cover obligations and all work needed to be completed by December 31, 2026.

Commissioners discussed the property located at 315 South Chase Street in Houston. Auditor/Treasurer Trehus said no one had attended the recent auction to bid on the property. She

recommended lowering the minimum bid amount to \$8,000.00 and advertising an auction again. The Commissioners agreed.

Commissioners briefly discussed additional items including an engineered plan for the steps at the Historic County Courthouse, repairs that were needed on the second floor of the Historic Courthouse, the Historic Courthouse roof and possible grant funding, Highway Department projects, and a future road project on County Highway 10 near Adam Augedahl's property.

The meeting was adjured at 11:33 a.m.

BOARD OF COUNTY COMMISSIONERS

HOUSTON COUNTY, MINNESOTA

By: _____
Robert Burns, Chairperson

Attest: _____
Donna Trehus, Auditor/Treasurer

PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: June 22, 2021

9:02 a.m.

Place: Commissioners Room, Courthouse, Caledonia, MN

Members Present:

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

Others Present:

Auditor/Treasurer Donna Trehus, Reporter Craig Moorhead, Reporter Charlene Selbee, Finance Director Carol Lapham, Human Resources Director Theresa Arrick-Kruger, Public Health and Human Services Director John Pugleasa, Public Health Supervisor Heather Myhre, Board Clerk/EDA Director Allison Wagner, Engineer Brian Pogodzinski, Engineering Supervisor Justin Conway, Interim Recorder Mary Betz, Environmental Services Director/Zoning Administrator Amelia Meiners, Assessor Lucas Onstad, IT Director Andrew Milde, Attorney Samuel Jandt, Attorney Jason Kuboushek, DDA Tessia Melvin

Presiding: Chairperson Burns

Call to order.

Pledge of Allegiance.

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

Motion was made by Commissioner Severson, seconded by Commissioner Johnson, motion unanimously carried to approve the board meeting minutes from June 8, 2021.

Motion was made by Commissioner Johnson, seconded by Commissioner Severson, motion unanimously carried to approve the workgroup session minutes from June 15, 2021.

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. Pugleasa stated that cases in Houston County remained flat. Houston County continued to be in the top ten counties in the State for vaccination rates. Myhre said that 58% of the County's total population and 70% of the County's 16 and older population had been vaccinated. Public Health would be holding a walk in clinic at 611 Vista Drive in Caledonia later in the week.

Pugleasa recommended that going forward COVID-19 updates only be provided if there was new information, and that Public Health would request to be on the agenda if needed. The Commissioners agreed.

CONSENT AGENDA

Commissioner Walter moved, Commissioner Johnson seconded, motion unanimously carried to approve the consent agenda. Items approved are listed below.

- 1) Approve 2022 Toward Zero Deaths State Road Grant Resolution 21-28: 10/1/2021-9/30/2023.
- 2) Authorize Auditor/Treasurer to conduct a public sale for a vacant lot located in Crescent Hills , Second Addition to the township of La Crescent, pursuant to M.S. 282.01; to be held at 10:00 a.m. on July 29, 2021, in the Commissioners Room at the Houston County Courthouse. Resolution 21-29.
- 3) Authorize Auditor/Treasurer to conduct a public sale for property located in the city of Houston at 315 S Chase Street, pursuant to M.S. 282.01; to be held at 10:00 a.m. on July 29, 2021, in the Commissioners Room at the Houston County Courthouse. Resolution 21-30.
- 4) Approve the Minnesota Lawful Gambling Application for Exempt Permit on behalf of Sheldon Valley Sportsman's Association for gambling activities to be conducted at the Sheldon Valley Sportsman's Association Gun Range in Caledonia Township, with no waiting period. The event will be held on October 24, 2021. Resolution 21-31.
- 5) Hire Sam Benson as a Dropsite Supervisor, 67 day casual/temporary employee. Dropsite wage scale, step 1.
- 6) Adjust Holly Felten's assignment from from .95 FTE to 1.0 FTE effective July 1, 2021.
- 7) Approve Holly Felten's job classification to C42, Step 2, effective January 1, 2021.
- 8) Confirm Terry Ranzenberger's resignation effective end of shift June 17, 2021.
- 9) Hire Mark Tewes as a probationary Recycling Center Lead, B-23, Step 3, effective, July 6, 2021, conditioned upon satisfactory background check.
- 10) Conduct a competitive search for a probationary Custodian II.
- 11) Approve the Ma Cal Grove County Club, Inc. Liquor license.

Resolutions are listed below.

RESOLUTION NO. 21-28

AUTHORIZATION TO EXECUTE 2021 TOWARD ZERO DEATHS STATE ROADS GRANT

June 22, 2021

BE IT RESOLVED the Houston County Board of Commissioners authorizes the Houston County Sheriff's Office to enter into a grant agreement with the Minnesota Department of Public

Safety, for traffic safety projects during the period from October 1, 2021 through September 30, 2023.

THEREFORE, BE IS RESOLVED, the Houston County Sheriff, is hereby authorized to execute such agreements and amendments as are necessary to implement the project, be the fiscal agent, and administer the grant on behalf of Houston County.

RESOLUTION NO. 21-29

BE IT RESOLVED THAT Parcel #08.0796.000 of tax-forfeited land, located in the Township of La Crescent in Houston County be classified as non-conservation land: that the basic sale price be set at \$3,200.00 and that authorization for a public sale of this land be granted, pursuant to M.S. 282.01; that the sale will be held at 10:00 a.m. on Thursday, July 29, 2021, by the Houston County Auditor-Treasurer in the Commissioners Room at the Houston County Courthouse; the property will be sold for not less than the basic sale price; and full payment of the purchase price and the additional costs shall be due at the time of sale.

WHEREAS, Parcel ID #08.0796.000 consists of Outlot D, Block One (1), Crescent Hills Second Addition to the Township of La Crescent, Houston County, Minnesota.

RESOLUTION NO. 21-30

BE IT RESOLVED THAT Parcel #24.0222.000 of tax-forfeited land, located in the City of Houston, Minnesota be classified as non-conservation land: that the minimum sale price be set at \$8,000.00, and that authorization for a public sale of this land be granted, pursuant to M.S. 282.01; that the sale will be held at 10:00 a.m. on Thursday, July 29, 2021, by the Houston County Auditor-Treasurer in the Commissioners Room at the Houston County Courthouse; the property will be sold for not less than the minimum sale price; and full payment of the purchase price and the additional costs shall be due at the time of sale.

WHEREAS, Parcel ID #24.0222.000 consists of Lot 6 of Block 33 of Mons Anderson's Addition to the City (formally Village) of Houston, Minnesota according to the plat thereof on file and of record in the office of the Houston County Recorder.

RESOLUTION NO. 21-31

MINNESOTA LAWFUL GAMBLING PERMIT APPROVAL SHELDON VALLEY SPORTSMAN'S ASSOCIATION

June 22, 2021

BE IT RESOLVED, the Houston County Board of Commissioners does hereby approve the Minnesota Lawful Gambling Application for Exempt Permit on behalf of Sheldon Valley

Sportsman's Association for gambling activities to be conducted at the Sheldon Valley Sportsman's Association Gun Range in Caledonia Township, with no waiting period.

CLOSED SESSIONS

At 9:30 a.m. motion by Commissioner Walter, seconded by Commissioner Johnson, motion unanimously carried to go into closed session pursuant to Minn. Stat. §13D.03, Subd. 1, (b) to discuss labor negotiations, including negotiation strategies or developments or discussion and review of labor negotiation proposals, conducted pursuant to sections 179A.01 to 179A.25.

All Commissioners, Auditor/Treasurer Trehus, Human Resources Director Kruger, Finance Director Lapham, and Tessia Melvin from DDA attended the closed session.

At 10:10 a.m. motion by Commissioner Walter, seconded by Commissioner Myhre, motion unanimously carried to return to regular session. Kruger gave a summary of the closed session. She said they had discussed labor negotiations including strategies, and that the Commissioners had given her general direction on how to proceed with labor negotiations.

At 10:13 a.m. motion by Commissioner Myhre, seconded by Commissioner Johnson, motion unanimously carried to go into closed session pursuant to MN Statute 13D.05, Subd. 3(b) Attorney/Client privilege to discuss Mound Prairie Township lawsuit litigation.

All Commissioners, Auditor/Treasurer Trehus, Engineer Pogodzinski, Engineering Supervisor Conway, Attorney Jandt, and Attorney Kuboushek attended the closed session.

At 10:36 a.m. motion by Commissioner Johnson, seconded by Commissioner Myhre, motion unanimously carried to return to regular session. Attorney Kuboushek gave a summary of the closed session. He said in the closed session they had discussed the Mound Prairie Township lawsuit litigation. They had discussed a settlement agreement. Kuboushek had recommended to the Commissioners that they approve the settlement. The settlement agreement was between Plaintiff Mound Prairie Township and Defendants Houston County Highway Department and Justin Conway, P.E.

Motion by Commissioner Johnson, seconded by Commissioner Myhre, motion carried unanimously by roll to accept the settlement agreement.

At 10:40 a.m. motion by Commissioner Myhre, seconded by Commissioner Johnson, motion unanimously carried to go into closed session pursuant to MN Statute 13D.05, Subd. 3(b) Attorney/Client privilege to discuss pending litigation regarding a tax court case.

All Commissioners, Auditor/Treasurer Trehus, Attorney Jandt, Finance Director Lapham, and Assessor Onstad attended the closed session.

At 11:05 a.m. motion by Commissioner Myhre, seconded by Commissioner Johnson, motion unanimously carried to return to regular session. Attorney Jandt gave a summary of the closed session. He said that they discussed an agreement regarding 425 N. Badger Street in Caledonia. The agreement stated the County would repay taxes that had been overpaid in the amount of \$75,742.00 with interest. Attorney Jandt said he could sign the agreement on the County's behalf if the Commissioners directed him to do so.

Motion by Commissioner Walter, seconded by Commissioner Severson, motion carried unanimously by roll to authorize Attorney Jandt to sign the agreement on behalf of the Commissioners.

ACTION ITEMS

File No. 1 – Commissioner Johnson moved, Commissioner Walter seconded, motion unanimously carried to approve Resolution 21-32. Final Acceptance of Contract #305 – Van Gundy Excavating, LLC completes SAP 028-599-095 at a total cost of \$267,418.14. Resolution is below.

RESOLUTION NO. 21-32

Commissioner Johnson moved, Commissioner Walter seconded, motion unanimously carried to approve Resolution 21-32 Final Acceptance of Contract #305 – Van Gundy Excavating, LLC completes SAP 028-599-095 at a total cost of \$267,418.14.

WHEREAS Contract No. 305 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. 2 – Commissioner Johnson moved, Commissioner Myhre seconded, motion unanimously carried to approve Resolution 21-33 Final Acceptance of Contract #307 –Icon Constructors, LLC completes SAP 028-599-093 at a total cost of \$552,254.00. Resolution is below.

RESOLUTION NO. 21-33

Commissioner Johnson moved, Commissioner Myhre seconded, motion unanimously carried to approve Resolution 21-33 Final Acceptance of Contract #307 –Icon Constructors, LLC completes SAP 028-599-093 at a total cost of \$552,254.00.

WHEREAS Contract No. 307 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. 3– Commissioner Myhre moved, Commissioner Johnson seconded, motion unanimously carried to approve Resolution 21-34 Final Acceptance of Contract #310 – Minnowa Construction Inc. completes SAP 028-599-092 at total cost of \$86,298.96. Resolution is below.

RESOLUTION NO. 21-34

Commissioner Myhre moved, Commissioner Johnson seconded, motion unanimously carried to approve Resolution 21-34 Final Acceptance of Contract #310 – Minnowa Construction Inc. completes SAP 028-599-092 at total cost of \$86,298.96.

WHEREAS Contract No. 310 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. 4 – Commissioner Johnson moved, Commissioner Walter seconded, motion unanimously carried to approve Fraud Prevention and Investigation Contract (FPI). This is a five County FPI grant funded contract hosted by Wabasha County that provides investigation into suspected public assistance fraud cases, as well as a basis for overpayments, program disqualification and criminal prosecution as appropriate.

File No. 5 – Commissioner Walter moved, Commissioner Severson seconded, motion unanimously carried to establish contract with Driftless Region Vector Control LLC to canvass specifically identified Houston County communities for potential mosquito related human health hazards.

File No. 6 – Commissioner Walter moved, Commissioner Severson seconded, motion unanimously carried to approve increases in the 2021 Fee Schedule. Fee increases are below.

Department	Service	Fee
General Fees	Employee time: Research, compile, retrieve data, etc. (ref. MN Statute 13)	\$29.17 per hour (billed for actual time, in 15-min increments. Requestor will be provided a cost estimate, 50% must be remitted prior to commencing the research project.
Recorder	Real Estate Research Fee	\$29.17 per hour/one hour minimum
Recorder	Passport Photos (2)	\$20.00 (includes tax)
Recorder	Genealogy Research	\$29.17 per hour/one hour minimum
Recorder	Ordination Papers recording fee	\$30.00

File No. 7 – It was the general consensus of the Commissioners to have Attorney Jandt work with Chairperson Burns to draft a letter to Adam Augedahl regarding his property along County Highway 10.

DISCUSSION ITEMS

Chairperson Burns told the board he had received a call from a property owner in Hokah who was interested in gifting some of his property to the County. It was the general consensus of the Board that they did not have a use for the property, and therefore were not interested in the property.

Commissioners reported on recent meetings they had attended including a Finance Committee meeting, Root River Watershed Meeting, WINLAC Meeting, Workforce Development Incorporated Meeting, and EMS meeting.

There being no further business at 11:41 a.m., a motion was made by Commissioner Myhre, seconded by Commissioner Severson, motion unanimously carried to adjourn the meeting. The next meeting would be a regular meeting on July 6, 2021.

BOARD OF COUNTY COMMISSIONERS

HOUSTON COUNTY, MINNESOTA

By: _____
Robert Burns, Chairperson

Attest: _____
Donna Trehus, Auditor/Treasurer

PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: July 6, 2021

9:02 a.m.

Place: Commissioners Room, Courthouse, Caledonia, MN

Members Present:

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

Others Present:

Auditor/Treasurer Donna Trehus, Reporter Craig Moorhead, Reporter Charlene Selbee, Finance Director Carol Lapham, Human Resources Director Theresa Arrick-Kruger, Public Health and Human Services Director John Pugleasa, Social Services Supervisor Bethany Moen, Board Clerk/EDA Director Allison Wagner, Engineer Brian Pogodzinski, Interim Recorder Mary Betz

Presiding: Chairperson Burns

Call to order.

Pledge of Allegiance.

Motion was made by Commissioner Walter, seconded by Commissioner Severson, motion unanimously carried to approve the agenda with two amendments to the consent agenda.

Motion was made by Commissioner Walter, seconded by Commissioner Myhre, motion unanimously carried to approve the board meeting minutes from June 22, 2021.

Public Comment: No public comments were made.

CONSENT AGENDA

Commissioner Walter moved, Commissioner Severson seconded, motion unanimously carried to approve the consent agenda. Items approved are listed below.

- 1) Rehire Jamie Acker as a Dropsite Supervisor, 67 day casual/temporary employee at step 4 of the dropsite wage scale.
- 2) Hire Amy Sylling as probationary Clerk Tech I, Step 1, effective July 7, 2021.
- 3) Accept the resignation of Jessica Reed, Social Work Lead, effective August 25, 2021, and thank her for her 15 years of service to the residents of Houston County.
- 4) Initiate a competitive search for a CP Social Worker.

CLOSED SESSION

At 9:30 a.m. motion by Commissioner Myhre, seconded by Commissioner Severson, motion unanimously carried to go into closed session pursuant to Minn. Stat. §13D.03, Subd. 1, (b) to discuss labor negotiations, including negotiation strategies or developments or discussion and review of labor negotiation proposals, conducted pursuant to sections 179A.01 to 179A.25.

All Commissioners, Auditor/Treasurer Trehus, Human Resources Director Kruger, and Finance Director Lapham attended the closed session.

At 10:05 a.m. motion by Commissioner Myhre, seconded by Commissioner Severson, motion unanimously carried to return to regular session. Kruger gave a summary of the closed session. She said it was the general consensus to accept the pay grid proposed by David Drown Associates (DDA) for the purpose of labor negotiations.

ACTION ITEMS

File No. 1 – Commissioner Myhre moved, Commissioner Severson seconded, motion unanimously carried to approve the Minnesota Energy Resources Distribution Facilities Installation Agreement and authorize Brian Pogodzinski's signature.

File No. 2 – Commissioner Johnson moved, Commissioner Severson seconded, motion unanimously carried to approve budget amendments. The budget amendments included payroll adjustments as a result of contract settlements.

DISCUSSION ITEMS

Commissioners discussed MnDOT District 6 2021 county outreach regarding MnDOT's 10 year capital investment plan with Pogodzinski. It was the general consensus of the board to have Pogodzinski invite MnDOT to present virtually at a future County meeting. Commissioners discussed items they would be interested in hearing about from MnDOT.

Commissioners discussed the State's, state of emergency due to COVID-19 ending. It was the general consensus that the County could end their state of emergency also. Commissioners agreed this should be an official action item at the next board meeting.

Chairperson Burns told the board he had met with the townships regarding two separate items: the SELCO request for additional library funding in the amount of \$40,000 to be used for wages, and the County's waste and recycling program that was currently losing money.

Chairperson Burns said it was the general consensus from the townships to support an increase of \$20,000 to SELCO.

Chairperson Burns told the board it was the general consensus of the townships that they liked the currently waste and recycling program. The townships were in favor of keeping all five drop sites. The townships wanted to see the County reducing costs without changing the program drastically.

Commissioner Johnson said he would like the board to consider having the local Root River Soil and Water Conservation District (SWCD) help the Zoning/Environmental Services department by doing feedlot and sewer inspections. He had met with SWCD as part of a Personnel Committee Meeting and they were willing to take on feedlot and sewer inspections. Commissioner Walter said that the County was ultimately responsible for the inspections. Commissioners discussed the idea. Currently the County was contracting with Winona County and G-Cubed for the services on a temporary basis. No official decisions were made on the matter.

Commissioners reported on recent meetings they had attended including an Extension Meeting, County Highway Shop Meeting, Solid Waste Annual Meeting, and Personnel Meeting.

Commissioner Severson suggested that Department Head Meetings continue to be held remotely based on feedback from departments at the last meeting, and to allow flexibility for those attending. It was the general consensus of the board to keep holding remote Department Head Meetings.

There being no further business at 10:50 a.m., a motion was made by Commissioner Severson, seconded by Commissioner Myhre, motion unanimously carried to adjourn the meeting. The next meeting would be a regular meeting on July 13, 2021.

BOARD OF COUNTY COMMISSIONERS

HOUSTON COUNTY, MINNESOTA

By: _____
Robert Burns, Chairperson

Attest: _____
Donna Trehus, Auditor/Treasurer

PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: July 13, 2021

9:00 a.m.

Place: Commissioners Room, Courthouse, Caledonia, MN

Members Present:

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

Others Present:

Auditor/Treasurer Donna Trehus, Reporter Craig Moorhead, Reporter Charlene Selbee, Finance Director Carol Lapham, Human Resources Director Theresa Arrick-Kruger, Public Health and Human Services Director John Pugleasa, Zoning Administrator/Interim Environmental Services Director Amelia Meiners Board Clerk/EDA Director Allison Wagner, Engineer Brian Pogodzinski, Interim Recorder Mary Betz, Sheriff Mark Inglett, Yvonne Krogstad

Presiding: Chairperson Burns

Call to order.

Pledge of Allegiance.

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

Motion was made by Commissioner Walter, seconded by Commissioner Johnson, motion unanimously carried to approve the board meeting minutes from July 6, 2021.

Public Comment: No public comments were made.

CONSENT AGENDA

Commissioner Johnson moved, Commissioner Severson seconded, motion unanimously carried to approve the consent agenda. Items approved are listed below.

- 1) Hire Darlene Peter as probationary Deputy Recorder, Clerk Tech I, Step 4, effective July 26, 2021.
- 2) Hire Isaiah Bunke as probationary Deputy Sheriff, C42, Step 1, effective August 3, 2021, conditioned upon satisfactory completion of the medical and psychological examinations.

ACTION ITEMS

File No. 1 – Commissioner Johnson moved, Commissioner Myhre seconded, motion unanimously carried to approve Change Order Request No. 11 for the Highway Facility Project, less the ten percent construction management fee (typically paid with change orders). The change order request included the cost to connect to the new electrical gas service to the new building and install a clean agent fire suppression system in the records room. Engineer Pogodzinski said that a dry sprinkler system was needed in the storage room because of paper being stored in that room, and that the matter had been discussed at a meeting back on September 25, 2020. Commissioners agreed to withhold the construction management fee because they believed Wieser Brothers had made a mistake regarding the dry sprinkler system.

File No. 2 – Commissioner Severson moved, Commissioner Myhre seconded, motion unanimously carried to end the County’s Emergency Declaration due to the COVID-19 pandemic that had been put in place the previous year.

DISCUSSION ITEMS

Commissioners discussed the solid waste and recycling program. Commissioner Myhre suggested that a former director of the department, Rick Frank, be brought back to help discuss possible changes to the solid waste department that would make the department more efficient and save money. Commissioner Walter shared some cost figures from the department she had been keeping track of. Commissioners discussed possible ways to save money for the department. Some ideas including renegotiating contracts and possibly having only one hazardous waste drop off day in Houston County. To reduce costs, a second hazardous waste drop off day could be held in La Crosse County. Houston County Residents could use the service on a set weekend day, yet would need to drive their waste to La Crosse County.

Commissioners discussed the past, current, and possible future structuring of the Zoning and Planning office with Zoning Administrator/Interim Environmental Services Director Meiners and Human Resources Director Kruger. Meiners gave the board an overview of her experience with the department, her past and current role, and how the structure of the department had evolved as employees retired or changed over time. Commissioners brainstormed different ways the department could be structured going forward. One idea was to fill the vacant environmental specialist positions within the department and continue the structure as it had been prior to the latest vacancy. Another idea was to possibly contract with the local Root River Soil and Water Conservation District (SWCD) for feedlot and sewer inspections rather than hiring two environmental specialists in house. No final decisions were made on the structure of the department. Commissioners also discussed the future need to permanently fill the Environmental Services Director position. Commissioners debated whether to begin advertising for the director position or wait until the structure of the department was more certain. Kruger was asked by a majority of the Commissions to have the request to search for a director for the department ready for the next regular board meeting.

Commissioner Severson suggested having a “meet your County Commissioner” table at the Houston County Fair where Commissioners could take turns visiting with County residents. Commissioners were open to the idea. Chairperson Burns said he would check with the fair board and report back at the next meeting.

Commissioners reported on recent meetings they had attended including a Land Use Meeting, union negotiations, and an Economic Development Authority (EDA) Meeting. Commissioners said the EDA was searching for another EDA board member.

Public Comment: Yvonne Krogstad asked the Commissioners where the County was at with updating the County's Comprehensive Land Use Plan. Commissioners said the updating of the plan had been put on hold due to the COVID-19 pandemic.

There being no further business at 10:56 a.m., a motion was made by Commissioner Myhre, seconded by Commissioner Severson, motion unanimously carried to adjourn the meeting. The next meeting would be a workgroup session on July 20, 2021.

BOARD OF COUNTY COMMISSIONERS

HOUSTON COUNTY, MINNESOTA

By: _____
Robert Burns, Chairperson

Attest: _____
Donna Trehus, Auditor/Treasurer

PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: July 20, 2021

9:04 a.m.

Place: Commissioners Room, Courthouse, Caledonia, MN

Members Present:

Dewey Severson (joined at 10:22 a.m.), Robert Burns, Teresa Walter and Greg Myhre

Others Present:

Auditor/Treasurer Donna Trehus, Finance Director Carol Lapham, EDA Director/Board Clerk Allison Wagner, Human Resources Director Theresa Arrick-Kruger, Public Health and Human Services Director John Pugleasa, Interim Recorder Mary Betz, Assessor Luas Onstad, Executive Director Southeast Service Cooperative Steve Sallee, and Southeast Service Cooperative Benefits Consultant Bill Colopoulos

Board Workgroup Session

Call to order.

Commissioners discussed County Staff Appreciation Day that would take place on Tuesday, July 27, 2021. Commissioners discussed possibly having a picnic for County staff and other options to show appreciation. Commissioner Walter suggested the Commissioners use American Rescue Plan dollars to reward County employees with a \$50.00 payment or gift card since all County staff were considered essential workers, and worked throughout the COVID-19 pandemic. It was decided that this consideration should be an action item at the next regular board meeting.

Commissioners discussed the possibility of having a “meet your Commissioner” booth at the County fair. It was the general consensus of the board members at the meeting that they would already be attending the Houston County Fair, and be involved with the fair in various ways. It was decided that they may not have enough time to be at the booth and participate in already committed activities. They decided to reconsider having a booth in 2022, and possibly share the booth with other County departments at that time.

Visitors Steve Sallee, Executive Director from Southeast Service Cooperative, and Bill Colopoulos Benefits Consultant and Health Care Economist from Southeast Service Cooperative gave a presentation to Commissioners and County staff on 2022 employee health benefits. The presentation was recorded so County staff could go back and watch it at a later date.

Commissioners discussed possible uses of American Rescue Plan (ARP) dollars the County was receiving.

The meeting was adjured at 11:44 a.m.

BOARD OF COUNTY COMMISSIONERS

HOUSTON COUNTY, MINNESOTA

By: _____
Robert Burns, Chairperson

Attest: _____
Donna Trehus, Auditor/Treasurer

PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: July 27, 2021

9:04 a.m.

Place: Commissioners Room, Courthouse, Caledonia, MN

Members Present:

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

Others Present:

Auditor/Treasurer Donna Trehus, Reporter Craig Moorhead, Reporter Charlene Selbee, Finance Director Carol Lapham, Human Resources Director Theresa Arrick-Kruger, Public Health and Human Services Director John Pogleasa, Zoning Administrator/Interim Environmental Services Director Amelia Meiners Board Clerk/EDA Director Allison Wagner, Engineer Brian Pogodzinski, Interim Recorder Mary Betz, Houston County Historical Society President Shirley Johnson, Houston County Historical Society Vice President Deborah Wray, AFNR Extension Ag Intern Kendra Waldenberger, Extension Educator Michael Cruse

Presiding: Chairperson Burns

Call to order.

Pledge of Allegiance.

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

Motion was made by Commissioner Johnson, seconded by Commissioner Severson, motion unanimously carried to approve the board meeting minutes from July 13, 2021.

Motion was made by Commissioner Myhre, seconded by Commissioner Walter, motion unanimously carried to approve the workgroup meeting minutes from July 20, 2021.

Public Comment: No public comments were made.

CONSENT AGENDA

Commissioner Walter moved, Commissioner Severson seconded, motion unanimously carried to approve the consent agenda. Items approved are listed below.

- 1) Review Annual Disclosure Tax Increment Districts for the year ended December 31, 2020 for the City of Caledonia presented by David Drown Associates, Inc. Public Finance Advisors. (Trehus)
- 2) Initiate a competitive search for an Environmental Services Director, D-61. (Kruger)
- 3) Accept the resignation of Dustin Rask, Maintenance Specialist, effective July 23, 2021. (Kruger)
- 4) Initiate a competitive search for a Maintenance Specialist, B-23. (Kruger)
- 5) Change the employment status of Adam Heberlein, Highway Sign Specialist, from probationary to regular, effective August 3, 2021. (Kruger)
- 6) Change Lauren Felten's, B-21, Step placement to Step 2 effective August 1, 2021 (Note, Ms. Felten was hired as a 67 day employee and is not on a pay grid. Ms. Felten has been employed since 4/01/2019.) (Kruger)
- 7) Initiate a competitive search for a Lead Social Worker – Children's Service, C-42 (No increase to Social Services unit staff FTE) (Kruger)
- 8) Approve ABC Woodland contract amendment - This amendment will correct an error on the original rate sheet, and also recognize a corporate name change. (Pugleasa)
- 9) Approve Airport Ground Lease Agreements effective 7-1-21 for the period of five years ending 7-1-26. (Trehus)
- 10) Approve LG214 Premises Permit Application for Country Climbers Snowmobile Club at the site of the La Crescent Snowmobile Club to conduct gambling activities with pull tab sales and bingo. Resolution No. 21-35. (Trehus) Resolution is below.

RESOLUTION NO. 21-35

MINNESOTA LAWFUL GAMBLING PERMIT APPROVAL COUNTRY CLIMBERS SNOWMOBILE CLUB

July 27, 2021

BE IT RESOLVED, the Houston County Board of Commissioners does hereby approve the Minnesota Lawful Gambling Application LG214 for Country Climbers Snowmobile Club for gambling activities to be conducted at the La Crescent Snowmobile Club in La Crescent Township, with no waiting period.

APPOINTMENTS

Houston County Historical Society President Shirley Johnson and Houston County Historical Society Vice President Deborah Wray gave a Houston County Historical Society presentation to the board. They thanked the County for its continued support of the Historical Society. Johnson said the year prior had been a difficult one for the Historical Society due to the pandemic. They would not be asking for any funding increases for the next year. They shared that the Historical Society's purpose is to maintain the history of the County. The Historical Society has several properties they manage including buildings at the Houston County Fairgrounds, a church in Brownsville, and a museum in Eitzen. They would be doing some touch

up work on the properties in the coming year. They were also working on several new displays. The Historical Society had all volunteers. Wray said they were always looking for more volunteers. Johnson and Wray also shared with the board that they were contemplating fixing the Barnyard Friends Building at the Fairgrounds or removing it. The building was in need of extensive repairs. They would be reaching out to the public to receive feedback on what to do with the building, and were also interested in old photos of the building. The Commissioners thanked the Houston County Historical Society volunteers for their work.

AFNR Extension Ag Intern Kendra Waldenberger, a student from the University of Minnesota, presented her work to the board. She was the first Extension intern in Houston County. Over the summer she had assisted Ag Educator Michael Cruse with several County projects. Her duties included helping with Farm Safety Day, working on weekly agriculture articles that were published in the Caledonia Argus, and creating the 2021 Farm Family of the Year video featuring the Wiste Family Farm. Waldenberger shared the video with the board. She said she had enjoyed her time as the AFNR Extension Ag Intern. The Commissioners thanked her for her work.

ACTION ITEMS

File No. 1 – Commissioner Myhre moved, Commissioner Severson seconded, motion unanimously carried to approve per diem payment for Parks Committee Members Dick Walter and Dennis Yeiter at \$30 per meeting retroactive to 2017. Walter had participated in 15 meetings, while Yeiter had participated in two meetings.

File No. 2 – Commissioner Myhre moved, Commissioner Severson seconded, motion carried 4-1 with Commissioner Johnson voting no to approve a \$50.00 payment to each County staff person for County Staff Appreciation Day. Commissioner Walter suggested using American Rescue Plan Dollars to give each County staff person a \$50.00 check or gift card. Commissioner Johnson said he appreciated all the work the County staff had put in over the last year, but he did not think using taxpayer dollars for a direct payment to staff was a good use of funds. Commissioner Johnson also stated he had read a rule in the American Rescue Plan dollars that essential worker payments could not be paid out to essential workers who had the option of teleworking, and some of the County staff had been able to work from home. Finance Director Lapham said that rather than doing an essential worker payment there were some funds that could be used as an appreciation payment. There were some excess funds because of CARES Act dollars being used to help pay some County workers during the pandemic. Commissioners decided 4 to 1, with Commissioner Johnson opposing the idea, to pay workers with the County funds.

File No. 3 – Commissioner Walter moved, Commissioner Severson seconded, motion unanimously carried to approve the FAA Grant Closeout Report with the Master Plan Airport Layout Plan Update and approve Brian Pogodzinski's signature.

File No. 4 – Commissioner Myhre moved, Commissioner Severson seconded, motion carried 4-1 with Commissioner Johnson voting no to approve Change Order No. 12 for the Highway Facility. Pogodzinski said the change would essentially eliminate all but \$250.00 of the costs associated with Change Order No. 5.

File No. 5 – Commissioner Johnson moved, Commissioner Severson seconded, motion unanimously carried to approve item 9E: Concrete Polishing to Winsor Co in the amount of \$6,255.00.

File No. 6 – Commissioner Severson moved, Commissioner Myhre seconded, motion unanimously carried to approve Asphalt Paving to Dunn Blacktop in the amount of \$369,666.64.

DISCUSSION ITEMS

Chairperson Burns reported he had attended a Department Head Meeting and an Association of Minnesota Counties (AMC) meeting. He said some counties were considering using American Rescue Plan dollars on childcare and housing needs.

Chairperson Burns suggested the County consider creating an RFP to search for a company to come in and help the County make operations more efficient. Lapham said she thought this was a service that was offered by AMC. Commissioners discussed the idea. It was the general consensus of the board to first create an internal spreadsheet for County staff to track daily tasks. After some internal tracking was done they would revisit the idea of bringing in a third party to help streamline processes. During the discussion Commissioners also discussed having department heads that were appointed vs. elected. When an elected position is vacated counties can consider making that position appointed instead of elected, however a public hearing process is needed to make the change. No decisions were made on the matter.

Commissioners Walter said she had attended a Brownsville Township meeting regarding the Township's recycling services. She said the Township decided to have residents pay for their own recycling services.

Commissioner Johnson said that Houston Hoedown Days was a success, and it was nice to see people out and about again.

Public Comment: No public comments were made.

There being no further business at 11:34 a.m., a motion was made by Commissioner Myhre, seconded by Commissioner Severson, motion unanimously carried to adjourn the meeting. The next meeting would be regular board meeting on August 3, 2021.

BOARD OF COUNTY COMMISSIONERS

HOUSTON COUNTY, MINNESOTA

By: _____
Robert Burns, Chairperson

Attest: _____
Donna Trehus, Auditor/Treasurer

PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: August 3, 2021

9:00 a.m.

Place: Commissioners Room, Courthouse, Caledonia, MN

Members Present:

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

Others Present:

Auditor/Treasurer Donna Trehus, Reporter Craig Moorhead, Reporter Charlene Selbee, Finance Director Carol Lapham, Human Resources Director Theresa Arrick-Kruger, Public Health and Human Services Director John Pugleasa, Public Health Supervisor Heather Myhre, Board Clerk/EDA Director Allison Wagner, Engineer Brian Pogodzinski, Interim Recorder Mary Betz

Presiding: Chairperson Burns

Call to order.

Pledge of Allegiance.

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

Motion was made by Commissioner Severson, seconded by Commissioner Myhre, motion unanimously carried to approve the board meeting minutes from July 27, 2021.

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. Pugleasa told the board that they were seeing a rise in COVID-19 cases driven by the Delta variant. The Delta variant was widespread throughout the County, State, region, and Houston County. The Delta variant was more contagious than previous variants. Pugleasa said that information regarding the current state of COVID-19 was changing rapidly. He said that the vaccine was highly effective in preventing breakthrough infections and serious illness. Myhre told the board that Houston County Public Health did not have any vaccine on hand currently, but that local partners like pharmacies and healthcare providers still had the vaccine readily available. Pugleasa told the board that some companies were requiring employees to wear masks once again. He said they would continue to provide updates to the board as needed.

CONSENT AGENDA

Commissioner Walter moved, Commissioner Johnson seconded, motion unanimously carried to approve the consent agenda. Items approved are listed below.

- 1) Approve guardianship contract with Kathie Rogich.

ACTION ITEMS

There were no action items.

DISCUSSION ITEMS

Commissioners discussed recent meetings they had attended and possible uses for American Rescue Plan dollars.

Commissioner Johnson suggested that the County send a letter to the owners of Miken Sports in Caledonia who were considering closing their Caledonia plant and outsourcing many of the current 80 jobs overseas. Commissioners agreed. Houston County Economic Development Director Allison Wagner would draft a letter to the owners of the company.

Public Comment: No public comments were made.

There being no further business at 10:21 a.m., a motion was made by Commissioner Myhre, seconded by Commissioner Severson, motion unanimously carried to adjourn the meeting. The next meeting would be regular board meeting on August 10, 2021. Note: An emergency board meeting was called (after the meeting adjourned) for August 6th to discuss updates to the COVID-19 pandemic in Houston County and specifically a mask requirement.

BOARD OF COUNTY COMMISSIONERS

HOUSTON COUNTY, MINNESOTA

By: _____
Robert Burns, Chairperson

Attest: _____
Donna Trehus, Auditor/Treasurer

PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: August 6, 2021

9:00 a.m.

Place: Commissioners Room, Courthouse, Caledonia, MN

Members Present:

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

Others Present:

Auditor/Treasurer Donna Trehus, Reporter Craig Moorhead, Finance Director Carol Lapham, Human Resources Director Theresa Arrick-Kruger, Public Health and Human Services Director John Puleasa, Public Health Supervisor Heather Myhre, Social Services Supervisor Bethany Moen, Board Clerk/EDA Director Allison Wagner, Interim Recorder Mary Betz, Engineering Supervisor Justin Conway, Assistant Engineer Patrick Burns, IT Director Andrew Milde, Matt Klug

Presiding: Chairperson Burns

Call to order. Emergency meeting.

Pledge of Allegiance.

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

Public Comment: No public comments were made.

ACTION ITEMS

File No. 1 – Commissioners reviewed a new potential policy that if passed by the Commissioners would require all County workers wear masks while working with others. Public Health and Human Services Director Puleasa said he was recommending the policy be put in to place based on CDC and MDH guidance. The CDC was recommending that in areas with high levels of COVID-19 cases (red category) vaccinated and unvaccinated individuals go back to masking while indoors. Puleasa said Houston County had just recently been put in the red category. Puleasa said there had been around 30 new cases in Houston County in the last week. Puleasa said this was not an easy recommendation to make, and that he respected whatever the Commissioners decided. After much discussion it was the general consensus of the board to encourage County employees to follow the CDC and MDH guidance, but that they would not

adopt a policy requiring employees to wear a mask while working at that time. No formal motions were made to adopt the policy.

Closing Public Comment: No public comments were made.

There being no further business at 10:15 a.m., a motion was made by Commissioner Johnson, seconded by Commissioner Myhre, motion unanimously carried to adjourn the meeting. The next meeting would be a regular board meeting on August 10, 2021.

BOARD OF COUNTY COMMISSIONERS

HOUSTON COUNTY, MINNESOTA

By: _____
Robert Burns, Chairperson

Attest: _____
Donna Trehus, Auditor/Treasurer

PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: August 10, 2021

9:00 a.m.

Place: Commissioners Room, Courthouse, Caledonia, MN

Members Present:

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

Others Present:

Auditor/Treasurer Donna Trehus, Reporter Craig Moorhead, Reporter Charlene Selbee, Finance Director Carol Lapham, Human Resources Director Theresa Arrick-Kruger, Board Clerk/EDA Director Allison Wagner, Interim Recorder Mary Betz, IT Director Andrew Milde, Maintenance Foreman Chris Hartley

Presiding: Chairperson Burns

Call to order.

Pledge of Allegiance.

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

Motion was made by Commissioner Johnson, seconded by Commissioner Myhre, motion unanimously carried to approve the board meeting minutes from August 3, 2021.

Motion was made by Commissioner Severson, seconded by Commissioner Johnson, motion unanimously carried to approve the emergency meeting minutes from August 6, 2021.

Public Comment: No public comments were made.

CONSENT AGENDA

Commissioner Johnson moved, Commissioner Severson seconded, motion unanimously carried to approve the consent agenda. Items approved are listed below.

- 1) Review Annual Disclosure of Tax Increment Districts for the Year Ended December 31, 2020 for the Spring Grove EDA presented by Spring Grove City/Erin Konkel.
- 2) Hire Linda Ulmen as probationary Assistant Custodian II, A-12, Step 3, effective August 23, 2021 conditioned upon successful background check.
- 3) Consider approval of Resolution 21-36 for Semcac FHPAP (Family Homeless Prevention Assistance Program).

RESOLUTION 21-36
RESOLUTION AUTHORIZING ACCEPTANCE AND EXECUTION OF
MINNESOTA HOUSING FINANCE AGENCY
FAMILY HOMELESS PREVENTION & ASSISTANCE PROGRAM

WHEREAS, the Minnesota Housing Finance Agency, State of Minnesota, has been authorized to undertake a program to provide funds for Family Homeless Prevention & Assistance Projects; and,

WHEREAS, the Southeastern Minnesota Housing Network, working through Three Rivers Community Action, Inc. (Grantee), Semcac (Sub-Grantee) and Lutheran Social Service of MN (Sub-Grantee), have submitted a renewal application for the Minnesota Housing Finance Agency Family Homeless Prevention and Assistance Program; and

WHEREAS, the Southeastern Minnesota Housing Network working through Three Rivers Community Action, Inc., and Sub-Grantees have demonstrated the ability to perform the required activities of the Minnesota Housing Finance Agency Family Homeless Prevention & Assistance Program;

WHEREAS, the Family Homeless Prevention & Assistance Grant was awarded to Three Rivers Community Action, Inc. by the Minnesota Housing Finance Agency;

NOW, THEREFORE, BE IT RESOLVED that the Southern Minnesota Housing Network is hereby authorized as an entity to be charged with the administration of funds made available through the Minnesota Housing Finance Agency Family Homeless Prevention and Assistance Program in the county of Houston, in Minnesota.

ACTION ITEMS

File No. 1 – Commissioner Myhre moved, Commissioner Johnson seconded, motion unanimously carried to approve Change Order No. 13 for adding the pressure washer into Wieser Construction’s contract so they could manage installation for the Highway Facility shop.

Commissioner Severson moved, Commissioner Johnson seconded, motion unanimously carried to approve Change Order No. 14 for adding lights to the hoop sheds.

File No. 2 – Commissioner Myhre moved, Commissioner Johnson seconded, motion unanimously carried to appoint Matt Vetsch to the Houston County Economic Development Board effective August 10, 2021 (three year term).

File No. 3 – Commissioner Myhre moved, Commissioner Burns seconded, motion unanimously carried to award the Historic Courthouse steps contract to Fowler & Hammer for a total of \$50,600.

DISCUSSION ITEMS

Chairperson Burns said he had attended the groundbreaking ceremony for the Minnesota Veterans Home Project in Preston, Minnesota. Chairperson Burns commented that the veterans home would be a great asset to Southeast Minnesota. The Commissioners agreed.

Commissioners reported on recent meetings they had attended.

Public Comment: No public comments were made.

There being no further business at 9:42 a.m., a motion was made by Commissioner Severson, seconded by Commissioner Johnson, motion unanimously carried to adjourn the meeting. The next meeting would be a workgroup session on August 17, 2021.

BOARD OF COUNTY COMMISSIONERS

HOUSTON COUNTY, MINNESOTA

By: _____
Robert Burns, Chairperson

Attest: _____
Donna Trehus, Auditor/Treasurer

PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: August 17, 2021

9:00a.m.

Place: Commissioners Room, Courthouse, Caledonia, MN

Members Present:

Dewey Severson, Eric Johnson (attended remotely), Robert Burns, Teresa Walter and Greg Myhre

Others Present:

Auditor/Treasurer Donna Trehus, Finance Director Carol Lapham, EDA Director/Board Clerk Allison Wagner, Human Resources Director Theresa Arrick-Kruger, Engineer Brian Pogodzinski, Interim Recorder Mary Betz

Board Workgroup Session

Call to order.

Commissioners discussed the possibility of declaring a natural disaster due to recent flooding in the County. It was the general consensus of the Commissioners to have Chairperson Burns sign a letter to start the process with the State. Possible funding would be available to townships in the County depending on dollar amounts of the damage. There would be an update at the next regular board meeting.

Commissioners discussed the ARP dollars the County was receiving, and possible uses for the funds. The Commissioners would need to have a tentative plan for the dollars by the end of October, 2021.

Commissioners briefly discussed additional items including how to proceed with the Comprehensive Land Use Plan, potentially contracting with an outside company to come up with a plan to improve the efficiency of daily County operations, County Appreciation Day, and meetings they had recently attended.

The meeting was adjured at 10:24 a.m.

BOARD OF COUNTY COMMISSIONERS

HOUSTON COUNTY, MINNESOTA

By: _____
Robert Burns, Chairperson

Attest: _____

Donna Trehus, Auditor/Treasurer

PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: August 24, 2021

9:00 a.m.

Place: Commissioners Room, Courthouse, Caledonia, MN

Members Present:

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

Others Present:

Auditor/Treasurer Donna Trehus, Reporter Craig Moorhead, Reporter Charlene Selbee, Finance Director Carol Lapham, Human Resources Director Theresa Arrick-Kruger, Board Clerk/EDA Director Allison Wagner, Interim Recorder Mary Betz, IT Director Andrew Milde, Attorney Samuel Jandt, Engineer Brian Pogodzinski, Health Care Economist and Benefits Consultant Bill Colopoulos, and Executive Director of Southeast Service Cooperative Steve Sallee

Presiding: Chairperson Burns

Call to order.

Pledge of Allegiance.

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

Motion was made by Commissioner Myhre, seconded by Commissioner Johnson, motion unanimously carried to approve the board meeting minutes from August 10, 2021.

Motion was made by Commissioner Walter, seconded by Commissioner Severson, motion unanimously carried to approve the workgroup session minutes from August 17, 2021.

Public Comment: No public comments were made.

APPOINTMENTS

Tim Penny, President and CEO of Southern Minnesota Initiative Foundation (SMIF) gave a presentation to the board. SMIF was created to provide economic development and philanthropic support to Minnesota Counties. Each year SMIF offers \$5 million in annual programming and grants. Some of SMIF's programs include community foundation relief grants, emergency childcare grants, grow a farmer assistance grants, small business emergency loans, small business relief grants, and small town grants. In Houston County alone in the past year

SMIF provided \$191,000 in COVID-19 response funding, helped 25 early childhood professionals with grants and trainings, and helped 26 businesses through entrepreneur programing, grant making, or lending. Penny also shared with the board a new SMIF program called Acres for Good where landowners could give a gift of land. The landowner gifting the land would receive an immediate charitable deduction while bypassing all capital gains taxes and creating a stable source of income to be used for community causes. SMIF would then own and maintain the farmland in perpetuity and provide annual rental income. Extra money generated from the land after taxes would then be used for community causes and needs.

At 9:37 a.m. motion by Commissioner Severson, seconded by Commissioner Myhre, motion unanimously approved to go into closed session pursuant to Minn. Stat. 13D.05 Subd. 1 (d) attorney client privilege regarding pending arbitration. All Commissioners, Attorney Samuel Jandt, Auditor/Treasurer Donna Trehus, and Human Resources Director Theresa Arrick-Kruger attended the closed session.

At 10:08 a.m. motion by Commissioner Johnson, Seconded by Commissioner Severson to return to regular session. Attorney Jandt gave a summary of the closed session saying they had discussed arbitration pending with a Houston County Employee. By consensus the board had directed the personnel committee to contact the opposing side and schedule a meeting to discuss a resolution.

Bill Colopoulos, Health Care Economist and Benefits Consultant and Steve Sallee, Executive Director of Southeast Service Cooperative gave a health benefits update to the Commissioners. The County would be transitioning to a new provider starting 1-1-2022. The rates would be lower than current rates. Commissioner Johnson said the Commissioners wanted to make sure the transition would be smooth for employees. Sallee said the transition would be smooth for employees.

CONSENT AGENDA

Commissioner Severson moved, Commissioner Walter seconded, motion unanimously carried to approve the consent agenda. Items approved are listed below.

- 1) Approve final Ground Lease Agreements effective 7-1-21 for the period of five years ending 7-1-26 for Lot 9 – Cecil Nelson and Lot 13 – John Deters. (Trehus)
- 2) Change the employment status of Kelly Petersen, Appraiser Trainee, from probationary to regular, effective September 3, 2021. (Kruger)
- 3) Change the employment status of Michael Buxengard, Highway Maintenance Specialist, from probationary to regular, effective September 9, 2021. (Kruger)
- 4) Accept the resignation of Tyler Fabian, Jailer/Dispatcher, effective August 20, 2021. (Kruger)
- 5) Initiate a competitive search for full-time Jailer/Dispatcher. (Kruger)

ACTION ITEMS

File No. 1 – Commissioner Myhre moved, Commissioner Seveverson seconded, motion unanimously carried to approve Resolution 21-37 Aquatic Invasive Species Prevention Aid. Resolution is below.

RESOLUTION NO. 21-37

AQUATIC INVASIVE SPECIES PREVENTION AID

August 24, 2021

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 \$22,653 for 2022 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.

File No. 2 – Commissioner Johnson moved, Commissioner Myhre seconded, motion unanimously carried to approve Resolution 21-38 Resolution Declaring a State of Emergency due to Heavy Rains/Flooding. Resolution is below:

Resolution Declaring a State of Emergency

Resolution # 21-38

WHEREAS the heavy rains/flooding impacted the population of Houston County and its cities; and

WHEREAS the heavy rains/flooding event has caused a significant amount of public property damage; and

WHEREAS the Houston County Department of Emergency Management requests the Houston County Board of Commissioners to declare Houston County in a STATE OF EMERGENCY for the August 7th event of 2021;

NOW, THEREFORE, BE IT RESOLVED, that the Houston County Board of Commissioners declares Houston County in a State of Emergency for conditions resulting from heavy rains/flooding event of August 7th 2021.

File No. 3 – Commissioner Myhre moved, Commissioner Walter seconded, motion unanimously carried to approve Resolution 21-39 Urging Rawlings Sporting Goods To Reverse Its Decision To Close Miken Sports and Supporting Miken Sports' Employees. Resolution is below.

Houston County, Minnesota

RESOLUTION 21-39

A RESOLUTION URGING RAWLINGS SPORTING GOODS TO REVERSE ITS DECISION TO CLOSE MIKEN SPORTS AND SUPPORTING MIKEN SPORTS' EMPLOYEES AND OPERATIONS IN HOUSTON COUNTY

Whereas, Miken Sports has had a business in Caledonia, Minnesota, in Houston County, since 1999; and

Whereas, Miken Sports has been one of the County's largest employers for many years; and

Whereas, Miken has employed up to 127 people in Houston County, and as of July 22, 2021, Miken Sports employed approximately 78 personnel in Houston County; and

Whereas, Miken Sports employees are talented, hardworking individuals who are valued members of Houston County communities and have contributed significant amounts of time, money, and resources into improving our County; and

Whereas, Miken Sports has been an excellent community partner for many year, providing donations and other support to youth sports teams and participating in various community events; and

Whereas, the City of Caledonia and Houston County are proud to be the home of Miken Sports and proud to manufacture the helmets used by Major League Baseball; and

Whereas, despite the dedicated service of employees to Miken Sports, the owner of Miken Sports, Rawlings Sporting Goods Co, Inc. ("Rawlings Sporting Goods"), has announced that it will be closing the Miken Sports office and manufacturing facility in Caledonia in 18-24 months; and

Whereas, Rawlings Sporting Goods will be sending most of these jobs to a factory overseas in China; and

Whereas, Major League Baseball and the Seidler Equity Partners jointly own Rawlings Sporting Goods; and

Whereas, Major League Baseball has received billions of dollars in public assistance in the United States.

NOW, THEREFORE, THE FOLLOWING IS HEREBY RESOLVED BY THE HOUSTON COUNTY COMMISSIONERS:

Houston County supports the talented, hardworking employees of Miken Sports and appreciates the contributions Miken Sports has made to the County over the years. Houston County opposes any effort to outsource Houston County jobs to China especially when Major League Baseball has benefited significantly from public assistance from American taxpayers. Houston County urges Major League Baseball and the Seidler Equity Partners to reverse their decision to close Miken Sports.

File No. 4 – Commissioner Severson moved, Commissioner Johnson seconded, motion unanimously carried to approve Resolution 21-40 Final Acceptance of the ‘2021 Watermain Improvements’, Zenke Inc, completed the project for a total cost of \$52,818. Resolution is below.

RESOLUTION 21-40

Final Acceptance of the ‘2021 Watermain Improvements’, Zenke Inc, completed the project for a total cost of \$52,818.

Whereas, the ‘2021 Watermain Improvements’ 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 behalf of Houston County and authorize final payment as specified herein.

File No. 5 – Commissioner Johnson moved, Commissioner Severson seconded, motion unanimously carried to approve Design Studio for the purchase of window coverings for the Highway Shop in the amount of \$3,016.67.

File No. 6 – Commissioner Johnson moved, Commissioner Severson seconded, motion unanimously carried to accept a donation from the Brownsville VFW of \$150.00 to the Veteran Services Office to use for any veteran’s needs.

DISCUSSION ITEMS

Chairperson Burns said there would be a meeting on Tuesday August 31st regarding possibly redistricting in the City of La Crescent at La Crescent City Hall. Commissioner Walter and Commissioner Severson said they would attend the meeting as the decisions at the meeting could affect their districts.

Commissioners announced that the Assessor’s office was working on doing assessments of houses and buildings in the City of Caledonia.

Commissioners and County staff discussed the possibility of updating the hallway signage in the Historic Courthouse. The current signage was causing some confusion for residents looking

for various County departments in the building. Staff suggested having separate signs, with arrows below, indicating directions. It was the general consensus of the board that the signs should be updated to avoid confusion for the public.

Commissioners reported on recent meetings they had attended including an AMC meeting, State Extension Meeting, Wildcat meeting, Department Head Meeting, and Finance Committee Meeting.

Public Comment: No public comments were made.

There being no further business at 11:17 a.m., a motion was made by Commissioner Severson, seconded by Commissioner Johnson, motion unanimously carried to adjourn the meeting. The next meeting would be a regular meeting on September 7, 2021.

BOARD OF COUNTY COMMISSIONERS

HOUSTON COUNTY, MINNESOTA

By: _____
Robert Burns, Chairperson

Attest: _____
Donna Trehus, Auditor/Treasurer

PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: September 1, 2021

9:04 a.m.

Place: Commissioners Room, Courthouse, Caledonia, MN

Members Present:

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

Others Present:

Auditor/Treasurer Donna Trehus, Reporter Craig Moorhead, Finance Director Carol Lapham, Human Resources Director Theresa Arrick-Kruger, Board Clerk/EDA Director Allison Wagner, Interim Recorder Mary Betz, Sheriff Mark Inglett, Jail Administrator Mark Schiltz, Chief Deputy Sheriff Brian Swedberg, Administrative Assistant Holly Gleason, Administrative Assistant Carrie O'heron

Presiding: Chairperson Burns

Call to order. Emergency meeting.

Pledge of Allegiance.

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

Public Comment: No public comments were made.

ACTION ITEMS

File No. 1 – Motion by Commissioner Severson, Seconded by Commissioner Johnson to accept the resignation of Mark Schiltz, Jail Administrator, effective the end of work day September 17, 2021. Commissioners and the Sheriff thanked Schiltz for his many years of service to the County. Sheriff Inglett thanked Schiltz for his leadership.

File No. 2 – Motion by Commissioner Severson, Seconded by Commissioner Walter to approve immediately initiating a competitive search for a Jail Administrator.

Closing Public Comment: No public comments were made.

There being no further business at 9:17 a.m., a motion was made by Commissioner Severson, seconded by Commissioner Walter motion unanimously carried to adjourn the meeting. The next meeting would be a regular board meeting on September 7, 2021.

BOARD OF COUNTY COMMISSIONERS

HOUSTON COUNTY, MINNESOTA

By: _____
Robert Burns, Chairperson

Attest: _____
Donna Trehus, Auditor/Treasurer

PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: September 7, 2021

9:00 a.m.

Place: Commissioners Room, Courthouse, Caledonia, MN

Members Present:

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

Others Present:

Auditor/Treasurer Donna Trehus, Reporter Craig Moorhead, Reporter Charlene Selbee, Finance Director Carol Lapham, Human Resources Director Theresa Arrick-Kruger, Public Health and Human Services Director John Pogleasa, Board Clerk/EDA Director Allison Wagner, Engineer Brian Pogodzinski, Interim Recorder Mary Betz, Attorney Jason Kuboushek

Presiding: Chairperson Burns

Call to order.

Pledge of Allegiance.

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

Motion was made by Commissioner Myhre, seconded by Commissioner Severson, motion unanimously carried to approve the board meeting minutes from August 24, 2021.

Motion was made by Commissioner Severson, seconded by Commissioner Johnson, motion unanimously carried to approve the emergency board meeting minutes from September 1, 2021.

Public Comment: No public comments were made.

At 9:27 a.m. motion by Commissioner Johnson, seconded by Commissioner Severson, motion unanimously approved to go into closed session pursuant to Minn. Stat. 13D.05 Subd. 1 (d) attorney client privilege regarding the existing lawsuit with Mound Prairie Township. All Commissioners, Attorney Jason Kuboushek, Auditor/Treasurer Donna Trehus, and Engineer Brian Pogodzinski attended the closed session.

At 9:55 a.m. motion by Commissioner Johnson, Seconded by Commissioner Severson to return to regular session. Attorney Kuboushek gave a summary of the closed session saying they had discussed a settlement of all claims. The County had previously entered into an agreement,

and this next agreement would settle all claims with all involved parties. Attorney Kuboushek recommended to the board that they accept the agreement.

Motion was made by Commissioner Severson, seconded by Commissioner Johnson, motion unanimously carried to accept the settlement agreement.

At 10:00 a.m. motion by Commissioner Walter, seconded by Commissioner Myhre, motion unanimously approved to go into closed session pursuant to Minn. Stat. §13D.03, Subd. 1, (b) to discuss labor negotiations, including negotiation strategies or developments or discussion and review of labor negotiation proposals, conducted pursuant to sections 179A.01 to 179A.25. All Commissioners, Auditor/Treasurer Trehus, Human Resources Director Kruger, and Finance Director Lapham attended the closed session.

At 10:35 a.m. motion by Commissioner Johnson, seconded by Commissioner Severson, motion unanimously carried to return to regular session. Kruger gave a summary of the closed session saying that they had discussed labor negotiations and that no decisions had been made.

CONSENT AGENDA

Motion by Commissioner Myhre, seconded by Commissioner Johnson, motion unanimously carried to approve the consent agenda. Items approved are listed below.

- 1) Hire Charles Ingram as probationary Maintenance Specialist, Step 2, effective September 13, 2021, conditioned upon successful completion of background check.
- 2) Change Janet Becker's work assignment from 32 hours/week to up to 40 hours per week as needed on a temporary basis for approximately 12 weeks starting the week of October 25, 2021.

ACTION ITEMS

File No. 1 – Commissioner Johnson moved, Commissioner Severson seconded, motion unanimously carried to approve low bid for SAP 028-599-098/ SAP 028-599-0100 to Van Gundy Excavating LLC in the amount of \$294,951.00. This project would be for two bridge replacements on Rooster Valley Road in Blackhammer Township.

File No. 2 – Commissioner Severson moved, Commissioner Myhre seconded, motion unanimously carried to approve Airport Grant FAA AIP No. 3-27-0016-09-21, SP A2803-33 pertaining to the Culvert Lining Project. Funding for the project would be \$70,200 in Federal funds and \$7,801.00 CRSSA so there would be no local dollars for the project and authorizing the electronic signature of Brian Pogodzinski. (See next file number.)

File No. 3 – Commissioner Severson moved, Commissioner Walter seconded, motion unanimously carried to approve Resolution No. 21-41 Authorization to Execute Minnesota Department of Transportation Grant Agreement for Federal Airport Expenses Reimbursement. Resolution is below:

RESOLUTION 21-41

AUTHORIZATION TO EXECUTE MINNESOTA DEPARTMENT OF TRANSPORTATION GRANT AGREEMENT FOR FEDERAL AIRPORT EXPENSES REIMBURSEMENT

It is resolved by the County of Houston as follows: 1. That the state of Minnesota Agreement No. 1046656, "Grant Agreement for Federal Airport Expenses Reimbursement," for State Project No. A2801-C2 at Houston County is accepted. 2. The authorized signers was inadvertently left blank and will be reaffirmed at the County Board Meeting to be held on September 14, 2021 with proper authorized signers for this Agreement and any amendments on behalf of Houston County.

File No. 4 – Commissioner Myhre moved, Commissioner Walter seconded, motion unanimously carried to approve grant and agreement from the Southern Minnesota Initiative Foundation (SMIF) in the amount of \$10,000 for project Keep Company Co-Working Space. The Co-Working space would be open in the La Crescent Chamber building. Grant funds would be used to help purchase equipment for the space and to contract with local businesses who offer technical support to provide their services out of the space at set times each month.

File No. 5 - Commissioner Severson moved, Commissioner Myhre seconded, motion unanimously carried to approve a settlement agreement in the amount of \$316.12 and authorize signatures on the agreement for District Court File No. 62-CV-19-876. This amount was for County vehicles that the County had been overcharged for.

DISCUSSION ITEMS

Commissioners discussed recent meetings they had attended including an initial Budget Meeting, Community Service Meeting and Economic Development Meeting. Commissioners discussed possible uses for American Rescue Plan dollars.

Commissioners discussed the possibility of returning to having a paper copy option for some permits rather than an online only option.

Chairperson Burns said the lottery drawing for camping spots at Wildcat would be the following day.

Public Comment: No public comments were made.

There being no further business at 11:02 a.m., a motion was made by Commissioner Johnson, seconded by Commissioner Myhre, motion unanimously carried to adjourn the meeting. The next meeting would be regular board meeting on September 14, 2021.

BOARD OF COUNTY COMMISSIONERS

HOUSTON COUNTY, MINNESOTA

By: _____
Robert Burns, Chairperson

Attest: _____
Donna Trehus, Auditor/Treasurer

PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: September 14, 2021

9:00 a.m.

Place: Commissioners Room, Courthouse, Caledonia, MN

Members Present:

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

Others Present:

Auditor/Treasurer Donna Trehus, Reporter Craig Moorhead, Reporter Charlene Selbee, Finance Director Carol Lapham, Board Clerk/Polly Heberlein, Mike Wiste, Matt Schuldt, Merchants Bank Market President, Nick Benz, CTP, Merchants Treasury Management Lead, Marcus Krings, Merchants Bank Credit Card Office/Department Manager, Andrew Guzzo, Merchants Bank Regional President, Manon Hoscheit, Merchants Bank, Customer Service Representative

Presiding: Chairperson Burns

Call to order.

Pledge of Allegiance.

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

Motion was made by Commissioner Walter, seconded by Commissioner Johnson, motion unanimously carried to approve the board meeting minutes from September 7, 2021.

Public Comment: No public comments.

Matt Schuldt, Nick Benz and Marcus Krings from Merchants Bank presented a bid proposal to the Board of Commissioners outlining the services available to the County mirroring all accounts currently held at Bank of the West. Included in the handout was a proposed structure of Account Earnings Credit, Out of Pocket Fees and potential Interest Earned for each month based on a twelve month period. Auditor/Treasurer Trehus did conclude that all fees have been waived from Bank of the West in the past. This information was compiled from Bank of the West Bank Statements and Analyzed Earnings Statements previously provided by the County Auditor/Treasurer.

Commission Burns asked to clarify the Maximum amount covered by FDIC Insurance. The first \$250,000 is covered by FDIC Insurance under the Merchant Bank's charter coverage but offers the Insured Cash Sweep account (ICS) using \$250,000 through a pool of other banks. Any excess balance above the target balance could be rolled over to an Insured Cash Sweep (ICS) Money Market account to earn interest. Six transfers are allowed per month from the Money Market Account.

Commissioner Johnson inquired about the Merchant Bank's online system. Mr. Schuldt will get authorization to share some business references with the board. Commissioner Severson had some security concerns regarding the Insured Cash Sweep (ICS). Matt Schuldt said that there are several agreements in place but would like to get more information on the type of security protection the County is looking for.

Merchants Bank presented a handout of credit cards they have available. They have two types of credit cards to offer with the availability to make payments at the Bank. All questions regarding the credit cards would be referred to the Merchants branch in Winona with all fees waived. Finance Director Lapham added that we currently have all fees waived with Bank of the West. Merchants Bank Regional President, Andrew Guzzo expressed his appreciation to the county board for allowing them to present their products and services.

CONSENT AGENDA

There were no consent agenda items.

ACTION ITEMS

File No. 1 – Commissioner Johnson moved, Commissioner Myhre seconded, motion unanimously carried to approve a CUP for Josh and Autumn Wiste and Mike and Jennifer Wiste to build a dwelling on less than 40 acres in an Agriculture Protection District in Spring Grove Township.

File No. 2 – Commissioner Johnson moved, Commissioner Severson seconded, motion unanimously carried to affirm the completed Resolution which states that the County Board Chair and the County Auditor-Treasurer are authorized to sign the Grant Agreement for Federal Airport Expenses Reimbursement. The Resolution 21-41 was passed on September 7, 2021 board meeting without the actual authority being given. This was referenced in the minutes of September 7, 2021.

File No. 3 – Commissioner Johnson moved, Commissioner Severson seconded, motion unanimously carried to approve low bid for SAP 028-599-094 to Minnowa Construction Inc. for \$637,763.25. This project would be for a bridge replacement on Looney Valley Road in Houston Township. Justin Conway expressed that the bid came in lower than expected with only two bids received.

DISCUSSION ITEMS

The preliminary budget will be set by month end with much conversation to take place next week during the Board Workshop session.

Commissioner Burns will put a list together with the topic of ideas for the ARP funds and email to all commissioners in advance. Finance Director Lapham mentioned that multiple bids must be received for projects used with ARP funds in order to follow Federal guidelines. Commissioner Burns asked if Soil and Water would be considered as a federal project and it was determined, that it would not need to follow those guidelines but would be responsible for completion of all reporting.

Commissioners discussed recent meetings they had attended including County Justice Center, Highway Department, Hiawatha Valley, WinLac, Semcac and negotiation meetings.

Commissioner Myhre reported the County Shop is at 50 percent complete and within budget. Furniture has been included but has not come before the board to date.

Commissioner Myhre reported on attending the Crooked Creek retaining waterway tour and watched a video.

Commissioner Myhre reported that Semcac would receive annual payments of \$250,000 for three years from a State Grant for home energy updates. Commissioner Walter felt the County should consider the payments before appropriations are set.

Commissioner Walter reported that both EMS Director and Workforce Development have offered to attend Commissioner meetings if needed to update the board. Miken Sports has been a large topic of discussion within the Workforce Development and planning strategies on how to prepare the workers for the closure if it happens.

It was the consensus of the board that the three local banks should prepare a bid proposal for the County's accounts with Commissioner Burns expressing the importance of comparing apples to apples.

Commissioner Johnson expresses condolences to Deb Dewey on the death of her husband, John Dewey who was employed by the County Highway Department for almost 40 years.

Commissioner Johnson reported there has been some discussion on the need for another storm sewer depending on whether or not there is enough of a slope in front of the new highway building from Washington Street. Engineer Pogodzinski will monitor this as time goes on. Commissioner Johnson reminded the board to be thinking about signage for the new highway shop building.

Commissioner Severson pointed out there is an area of blacktop by the West Entrance parking lot at the Historic Courthouse. He feels the sidewalk is a tripping hazard and difficult to access with a wheelchair. He will contact Engineer Pogodzinski to advise.

Commissioner Severson mentioned that Covid cases are on the rise and felt the County should be prepared to take action in protecting all employees and others.

Commissioner Burns reported the Wildcat Lottery that was held on September 8th went fairly well as campers had the opportunity to pick a site of their choice when their name was drawn. Some campers expressed an interest to swap sites and will be allowed two weeks to do so.

Commissioners Burns reported that he and Commissioner Severson listened in on the AMC Highway Funding zoom meeting. Commissioner Burns and Commissioner Myhre have been

meeting with Department Heads to review budgets, with Human Services being one of larger departments of discussion.

Commissioner Burns invited all commissioners to attend the Feedlot Administration meeting through AMC to be held via Zoom on Monday, September 20th from 10:00 – 11:00 a.m.

Public Comment: No public comments.

There being no further business at 10:34 a.m., a motion was made by Commissioner Severson, seconded by Commissioner Myhre, motion unanimously carried to adjourn the meeting. The next meeting will be a workgroup session on September 21st and a regular board meeting on September 28, 2021.

BOARD OF COUNTY COMMISSIONERS

HOUSTON COUNTY, MINNESOTA

By: _____
Robert Burns, Chairperson

Attest: _____
Donna Trehus, Auditor/Treasurer

PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: September 21, 2021

9:00a.m.

Place: Commissioners Room, Courthouse, Caledonia, MN

Members Present:

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

Others Present:

Auditor/Treasurer Donna Trehus, Finance Director Carol Lapham, EDA Director/Board Clerk Allison Wagner, Engineer Brian Pogodzinski, Interim Recorder Mary Betz, Dave Walter Root River SWCD, Jean Meiners Root River SWCD, Heidi Hankins Accounting Supervisor, Public Health and Human Services Director John Pugleasa, Public Health Supervisor Heather Myhre, Social Services Supervisor Bethany Moen, and Laurie Moen

Board Workgroup Session

Call to order.

Dave Walter from the Root River Soil and Water Conservation District (SWCD) gave a presentation to the Commissioners about the Gary Klinski Crooked Creek Structure in the Crooked Creek Watershed district. The project had first been discussed in 2007 and 2008. In July of 2021 the core trench was started.

Commissioners began general discussion regarding the 2022 budget. Commissioners reviewed proposed budgets from various departments.

Commissioners discussed the ARP dollars the County was receiving, and possible uses for the funds. The Commissioners would need to have a tentative plan for the dollars by the end of October, 2021. The plan could be changed or amended in the future. The Commissioners began preliminary discussions for the plan. Possible potential uses for the dollars to be included in the preliminary plan included: replenishing lost revenue for various departments, highway projects such as bridge maintenance and seal coating, County Board Room updates relating to technology, an allocation to Semcac, helping food shelves, watershed districts, EMS/Sheriff's Office radios, Posse shed, accounts payable system, an electronic document management system, broadband projects, childcare and other economic development projects.

The meeting was adjured at 11:30 a.m.

BOARD OF COUNTY COMMISSIONERS

HOUSTON COUNTY, MINNESOTA

By: _____
Robert Burns, Chairperson

Attest: _____
Donna Trehus, Auditor/Treasurer

PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: September 28, 2021

9:01 a.m.

Place: Commissioners Room, Courthouse, Caledonia, MN

Members Present:

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

Others Present:

Auditor/Treasurer Donna Trehus, Reporter Craig Moorhead, Reporter Charlene Selbee, Finance Director Carol Lapham, Human Resources Director Theresa Arrick-Kruger, Public Health and Human Services Director John Pugleasa, Zoning Administrator/Interim Environmental Services Director Amelia Meiners, Board Clerk/EDA Director Allison Wagner, Engineer Brian Pogodzinski, Interim Recorder Mary Betz, Sheriff Mark Inglett, Assessor Lucas Onstad, MnDOT District 6 Planning Director Heather Lukes, MnDOT David Tsang and Tracy Schnell, Union AFSCME Representative Max Forrester, Human Services Employees Heather Berger, Hana El-Afandi, Erin Cognac, Alexie Krause, Haleigh Sierzant, Julie Renk, Carolyn Olson, Diane Schulze, Michelle Massman and Becky Wilhelmson

Presiding: Chairperson Burns

Call to order.

Pledge of Allegiance.

Motion was made by Commissioner Walter, seconded by Commissioner Myhre, motion unanimously carried to approve the agenda with two changes. The first change was adding action item No. 17: Consider a date of December 14th for the TNT meeting. The second change was moving consent item No. 4 from the consent agenda to No. 18 of the action items: Hire Tara Kowalke, Children's Services Lead Social Worker, C2 Step 8, effective November 1, 2021 conditioned upon a successful background check.

Motion was made by Commissioner Myhre, seconded by Commissioner Severson, motion unanimously carried to approve the board meeting minutes from September 14, 2021.

Motion was made by Commissioner Myhre, seconded by Commissioner Walter, motion unanimously carried to approve the workgroup meeting minutes from September 2, 2021.

Public Comment: Union AFSCME Representative Max Forrester said the union opposed the current proposal to hire a lead social worker. The union did not agree with the job offer as it was

proposed at Step 8. The union did not think anyone should be hired beyond a Step 4 because of contract language.

APPOINTMENTS

At 9:10 a.m. Heather Lukes, MnDOT District 6 Planning Director, gave a presentation to the Commissioners on MnDOT State & District Planning Updates. She presented on the 10-year Capital Highway Investment Plan (CHIP) for 2022-2031 for Southeast Minnesota, the 10-year District Roadway and Bridge Plan, Statewide Multimodal Transportation Plan (SMTP), Minnesota State Highway Investment Plan (MnSHIP), discussed transit planning for the current year, and gave an overview of upcoming local projects.

CONSENT AGENDA

Commissioner Walter moved, Commissioner Severson seconded, motion unanimously carried to approve the consent agenda. Items approved are listed below.

- 1) Change Kelly Peterson's job classification from Appraiser Trainee (B22, Step 5) to Certified Minnesota Appraiser B23, Step 3, retroactive to 9/21/2021.
- 2) Accept the resignation of Jason Leahy, Highway Maintenance Specialist, effective September 30, 2021. Thank Jason Leahy for his 15 years of service to the residents of Houston County.
- 3) Initiate a competitive search for a Highway Maintenance Specialist.

ACTION ITEMS

File No. 1 – Commissioner Severson moved, Commissioner Walter seconded, motion unanimously carried to approve Resolution No. 21-42 Resolution Approving State of Minnesota Joint Powers Agreements with the County of Houston on Behalf of its Attorney and Sheriff. See Resolution below.

RESOLUTION NO. 21-42

RESOLUTION APPROVING STATE OF MINNESOTA JOINT POWERS AGREEMENTS WITH THE COUNTY OF HOUSTON ON BEHALF OF ITS COUNTY ATTORNEY AND SHERIFF

WHEREAS, the County of HOUSTON on behalf of its County Attorney and Sheriff desires to enter into Joint Powers Agreements with the State of Minnesota, Department of Public Safety, Bureau of Criminal Apprehension to use systems and tools available over the State's criminal justice data communications network for which the County is eligible. The Joint Powers Agreements further provide the County with the ability to add, modify and delete connectivity, systems and tools over the five year life of the agreement and obligates the County to pay the costs for the network connection.

NOW, THEREFORE, BE IT RESOLVED by the County Board of HOUSTON, Minnesota as follows:

1. That the State of Minnesota Joint Powers Agreements by and between the State of Minnesota acting through its Department of Public Safety, Bureau of Criminal Apprehension and the County of HOUSTON on behalf of its County Attorney and Sheriff are hereby approved.

2. That the Mark Inglett, Houston County Sheriff, or his successor, is designated the Authorized Representative for the Sheriff. The Authorized Representative is also authorized to sign any subsequent amendment or agreement that may be required by the State of Minnesota to maintain the County's connection to the systems and tools offered by the State.

To assist the Authorized Representative with the administration of the agreement, Brian Swedberg, Houston County Chief Deputy, is appointed as the Authorized Representative's designee.

3. That the Samuel D. Jandt, Houston County Attorney, or his or her successor, is designated the Authorized Representative for the County Attorney. The Authorized Representative is also authorized to sign any subsequent amendment or agreement that may be required by the State of Minnesota to maintain the County's connection to the systems and tools offered by the State.

To assist the Authorized Representative with the administration of the agreement, Suzanne Bublitz, Assistant Houston County Attorney, is appointed as the Authorized Representative's designee.

4. That Robert Burns, the Chair of the County of HOUSTON, and Donna Trehus, the County Board Clerk, are authorized to sign the State of Minnesota Joint Powers Agreements.

File No. 2 – Commissioner Walter moved, Commissioner Burns seconded, motion unanimously carried to approve Court Data Services Subscriber Amendment to CJDN Agreement and authorize signatures.

File No. 3 – Commissioner Johnson moved, Commissioner Severson seconded, motion unanimously carried to approve State of Minnesota Joint Powers Agreement and authorize signatures.

File No. 4 – Commissioner Severson moved, Commissioner Johnson seconded, motion unanimously carried to approve an abatement for Josewski Parcel No. 11.0001.000. Assessor Lucas Onstad explained that the reason for this abatement was to correct an error in the system where the parcel had been incorrectly assessed. The individual who owned the property had paid the correct amount, as the system error had been caught before a payment was made.

File No. 5 – Commissioner Johnson moved, Commissioner Myhre seconded, motion unanimously carried to approve Resolution No. 21-43 Final Acceptance of Contract #315-

Fahrner Asphalt Sealers, LLC completes CP 2021-04 crackfilling for a total cost of \$21,751.09. Resolution is below.

RESOLUTION NO. 21-43

Resolution No. 21-43 Final Acceptance of Contract #315-Fahrner Asphalt Sealers, LLC completes CP 2021-04 crackfilling for a total cost of \$21,751.09

Whereas, Contract No. 315 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 behalf of the Houston DOT and authorize final payment as specified herein.

File No. 6 – Commissioner Myhre moved, Commissioner Severson seconded, motion unanimously carried to approve Resolution No. 21-44 Prioritized Bridge Replacement List. Resolution is below.

RESOLUTION 21-44

Prioritized Bridge Replacement List

Sent to Board of Commissioners for Board approval September 28, 2021

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
L4038	Hauge Hill Road	369,240.00	349,240.00	-	-	20,000.00	2022
88421	CSAH 12	359,040.00	225,440.00	-	81,600.00	52,000.00	2022
L3984	Wiebke Hill Road	376,625.00	356,625.00	-	-	20,000.00	2023
L3983	Wiebke Hill Road	376,625.00	356,625.00	-	-	20,000.00	2023

88431	CSAH 20	366,221.00	230,989.00	-	83,232.00	52,000.00	2023
7540	CSAH 10	511,502.00	374,605.00	-	84,897.00	52,000.00	2024
6937	CR 249	373,545.00	16,648.00	-	84,897.00	272,000.00	2024
4543	Oakland Drive	631,419.00	611.419.00	-	-	20,000.00	2024
L9502	Pfeffer Valley Road	402,665.00	382,665.00	-	-	20,000.00	2025
3968	Sylling Road	402,665.00	382,665.00	-	-	20,000.00	2025
		4,169,547.00	3,286,921.00	-	334,626.00	548,000.00	

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.

File No. 7 – Commissioner Myhre moved, Commissioner Severson seconded, motion unanimously carried to approve grant agreement and Resolution No. 21-45 Authorization to Execute Minnesota Department of Transportation Grant Agreement for Airport Improvement Excluding Land Acquisition. (Federal funds for culvert lining.) See Resolution Below.

RESOLUTION 21-45

AUTHORIZATION TO EXECUTE MINNESOTA DEPARTMENT OF TRANSPORTATION GRANT AGREEMENT FOR AIRPORT IMPROVEMENT EXCLUDING LAND ACQUISITION

It is resolved by the County of Houston as follows: 1. That the state of Minnesota Agreement No. 1048534, "Grant Agreement for Airport Improvement Excluding Land Acquisition," for State Project No. A2801-33 at the Houston County Airport is accepted. 2. That the County Board Chairman and County Auditor-Treasurer are authorized to execute this Agreement and any amendments on behalf of the Houston County.

File No. 8 – Commissioner Walter moved, Commissioner Severson seconded, motion unanimously carried to approve furniture request proposals for the purchase of refurbished and some new desks and chairs for the new highway facility.

File No. 9 – Commissioner Severson moved, Commissioner Myhre seconded, motion unanimously carried to approve Highway Facility Change Order Requests 15-17 and 19-21 for a total of \$11,760.46. Change orders included adding a security block wall, a credit for foundation

work, electrical power to electric gates, more data lines and outlets, add ins for the IT room, and additional duct work.

File No. 10 – Commissioner Myhre moved, Commissioner Severson seconded, motion unanimously carried to approve the purchase of a John Deere 644P Wheel Loader. After a trade in the cost would be \$132,233.32. American Rescue Plan Act (ARPA) dollars would be used to purchase the equipment.

File No. 11 – Commissioner Myhre moved, Commissioner Walter seconded, motion carried 4-1, with Commissioner Johnson voting no to have Wieser Law Office assist with airport land acquisition.

File No. 12 – Commissioner Myhre moved, Commissioner Walter seconded, motion unanimously carried to approve Resolution No. 21-46 Final Acceptance of Contract #317-AAA Striping Service Co. Contract #317 – AAA Striping Service Co. Contract #317 completes CP 2021-05 Pavement Marking for a total cost of \$175,743.92.

RESOLUTION NO. 21-46

Final Acceptance of Contract #317-AAA Striping Service Co. Contract #317 – AAA Striping Service Co.

WHEREAS, Contract No. 317 has in all things been completed, and the County Board being fully advised in the premises; and

THEREFORE, BE IT RESOVED, 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 Severson seconded, motion unanimously carried to approve SCORE Grant Agreement and authorize signatures.

File No. 14 – Commissioner Myhre moved, Commissioner Severson seconded, motion unanimously carried to rescind a motion made on 7-27-2021 approving a \$50.00 payment to each County staff person for County Staff Appreciation Day. Chairperson Burns said they had found out that to do so would be illegal.

File No. 15 – Commissioner Walter moved, Commissioner Myhre seconded, motion unanimously carried to purchase a new copy machine for the Sheriff's Office.

File No. 16 – Commissioner Myhre moved, Commissioner Severson seconded, motion unanimously carried to adopt the 2022 Preliminary Levy at a 3% increase.

Commissioner Johnson moved, Commissioner Myhre seconded, motion unanimously carried to set the 2022 Preliminary Budget at \$29,622,331. See Resolutions below.

RESOLUTION NO. 21-47

BE IT RESOLVED, that the proposed levy after the deduction of County Program Aid (CPA), in the amount of \$12,875,727 be made on all taxable property in the County of Houston for taxes payable in 2022 in the following amounts by County Fund:

County Revenue	\$ 8,214,620
Road & Bridge	2,161,868
Human Services	2,184,370
Bond Fund – 2017A Jail Bonds	744,817
Bond Fund – 2020A Jail Bonds	628,163

Total	\$13,933,838
Less CPA	(1,058,111)

Total Levy	\$12,875,727
	=====

RESOLUTION NO. 21-48

RESOLUTION ADOPTING 2022 OPERATING BUDGET

	Revenue	Expenditures	Revenues Over (Under) Expenditures
	-----	-----	-----
County Revenue	\$12,067,436	\$12,269,106	\$ (201,670)
Road & Bridge	9,294,134	9,347,208	(53,074)
Human Services	6,887,781	6,941,408	(53,627)
Debt Service	1,372,980	1,372,980	
	-----	-----	-----
Grand Total	\$29,622,331	\$29,930,702	\$ (308,371)
	=====	=====	=====

File No. 17 – Commissioner Walter moved, Commissioner Johnson seconded, motion unanimously carried to set the TNT Meeting for December 14, 2021 at 6:00 p.m. in the Commissioner’s Room 222 in the Historic Courthouse.

File No. 18 – Commissioner Johnson moved, Commissioner Severson seconded, motion carried 3-2 with Commissioner Burns and Commissioner Myhre voting no to hire Tara Kowalke, Children’s Services Lead Social Worker, C42 Step 8, effective November 1, 2021 conditioned upon successful background check.

Both the Commissioners and Union AFSCME Representative Max Forrester said they were not questioning the qualifications of the individual. Commissioner Johnson stated that the County wanted to hire the individual.

Human Resources Director Theresa Arrick-Kruger and Public Health and Human Services Director John Pogleasa said they were recommending the hire of the individual for, Children's Services Lead Social Worker, C42 Step 8, effective November 1, 2021 conditioned upon successful background check. Kruger stated that the employee would be an exempt salaried employee. She said there was a difference between wage scale and salary scale employees. She said the Commissioners had the managerial authority to hire a salary scale employee at the recommended Step. She said there was no exempt salary restriction.

Union AFSCME Representative Max Forrester stated that no one should come in above Step 4. The Union was contesting the hiring of anyone beyond Step 4. He said the Union would be willing to file a grievance regarding the matter.

DISCUSSION ITEMS

Chairperson Burns said he had voted no to File No. 18 because he felt there should have been better communication with the Union instead of the conflict coming before the board at a meeting. He said he had nothing against the individual.

Commissioner Severson said he had attended a La Crescent City Council meeting. Some new parcels had been annexed into the City of La Crescent. The City of La Crescent had set their preliminarily levy at an increase of 5.5%.

Commissioners briefly discussed recent meetings they had attended including a watershed meeting and budget meetings.

Closing Public Comment: None.

There being no further business at 10:56 a.m., a motion was made by Commissioner Myhre, seconded by Commissioner Severson, motion unanimously carried to adjourn the meeting. The next meeting would be a regular meeting on October 5, 2021.

BOARD OF COUNTY COMMISSIONERS

HOUSTON COUNTY, MINNESOTA

By: _____
Robert Burns, Chairperson

Attest: _____
Donna Trehus, Auditor/Treasurer

PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: October 5, 2021

9:00 a.m.

Place: Commissioners Room, Courthouse, Caledonia, MN

Members Present:

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

Others Present:

Auditor/Treasurer Donna Trehus, Reporter Craig Moorhead, Reporter Charlene Selbee, Finance Director Carol Lapham, Human Resources Director Theresa Arrick-Kruger, Public Health and Human Services Director John Pogleasa, Board Clerk/EDA Director Allison Wagner, Engineer Brian Pogodzinski, and Interim Recorder Mary Betz

Presiding: Chairperson Myhre

Call to order.

Pledge of Allegiance.

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

Motion was made by Commissioner Severson, seconded by Commissioner Johnson, motion unanimously carried to approve the board meeting minutes from September 28, 2021. Board Clerk Wagner noted that there was a typo on the last page of the minutes that had been updated.

Public Comment: No public comments were made.

CONSENT AGENDA

Motion by Commissioner Johnson, seconded by Commissioner Severson, motion unanimously carried to approve the consent agenda. Items approved are listed below.

- 1) Assign Kelly Rohland, Child Protective Services Social Worker, C41, to Adult Services Social Worker, C41, (lateral transfer) effective October 18, 2021.
- 2) Approve the attached PSAP/Emergency Management Coordinator Position, C43 Exempt.
- 3) Assign Mark Olson, Lead Jailer C32, to PSAP/Emergency Management Coordinator C43 Step 7 on the Non-Represented pay grid, effective October 6, 2021.
- 4) Approve a competitive internal search for a Program Coordinator/Lead Jailer C32.

ACTION ITEMS

File No. 1 – Commissioner Severson moved, Commissioner Johnson seconded, motion unanimously carried to approve a CUP for Kerry Ruffridge to change the use of an existing building into a dwelling on less than 40 acres in Spring Grove Township.

File No. 2 – Commissioner Severson moved, Commissioner Walter seconded, motion unanimously carried to approve a CUP for Josh Ross to build an accessory building in a residential district in Union Township.

File No. 3 – Commissioner Severson moved, Commissioner Walter seconded, motion unanimously carried to approve the Multi County Supplemental Nutritional Assistance Program (SNAP) Employment & Training Agreement and authorizing signatures.

DISCUSSION ITEMS

Commissioners discussed recent meetings they had attended including the Annual Township Meeting.

Commissioners discussed with Human Resources Director Theresa Arrick-Kruger the possibility of doing interviews with three candidates for Environmental Services Director during the next workgroup session on October 19, 2021 since all Commissioners had expressed interest in attending the interviews. It was the general consensus of the Commissioners to have Kruger schedule the interviews during the next workgroup session.

Public Comment: No public comments were made.

There being no further business at 9:35 a.m., a motion was made by Commissioner Severson, seconded by Commissioner Walter, motion unanimously carried to adjourn the meeting. The next meeting would be regular board meeting on October 12, 2021.

BOARD OF COUNTY COMMISSIONERS

HOUSTON COUNTY, MINNESOTA

By: _____
Robert Burns, Chairperson

Attest: _____
Donna Trehus, Auditor/Treasurer

PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: October 12, 2021

9:00 a.m.

Place: Commissioners Room, Courthouse, Caledonia, MN

Members Present:

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

Others Present:

Auditor/Treasurer Donna Trehus, Reporter Craig Moorhead, Reporter Charlene Selbee, Finance Director Carol Lapham, Human Resources Director Theresa Arrick-Kruger, Public Health and Human Services Director John Pogleasa, Board Clerk/EDA Director Allison Wagner, Engineer Brian Pogodzinski, Sheriff Mark Inglett, and Chief Deputy Brian Swedberg

Presiding: Chairperson Burns

Call to order.

Pledge of Allegiance.

Motion was made by Commissioner Severson, seconded by Commissioner Myhre, motion unanimously carried to approve the agenda with one update. Commissioner Johnson asked that Change Order No. 24 be considered for approval and added to File No. 4 under action items.

Motion was made by Commissioner Severson, seconded by Commissioner Johnson, motion carried 3 to 1 to approve the board meeting minutes from October 5, 2021. Commissioner Burns abstained due to being absent at the October 5th meeting.

Public Comment: No public comments were made.

CONSENT AGENDA

Motion by Commissioner Myhre, seconded by Commissioner Severson, motion unanimously carried to approve the consent agenda. Items approved are listed below.

- 1) Change the employment status of Ben Novak, Lead Jailer, from probationary to regular, effective October 26, 2021.
- 2) Assign Dean Ott, Lead Jailer B32, as Jail Administrator, C43 Exempt MAPE Step 7, effective October 13, 2021.
- 3) Approve a competitive search for a Lead Jailer B32.

- 4) Approve a competitive search for a Deputy Auditor/Treasurer – License Center B22 due to a staffing transition.

ACTION ITEMS

File No. 1 – Commissioner Severson moved, Commissioner Johnson seconded, motion unanimously carried to approve Resolution 21-49 Final Acceptance of Contract #314 - Bruening Rock Products Inc Completes CP 2021-01 Shouldering for a total cost of \$269,682.09. Resolution is below.

RESOLUTION NO. 21-49

FINAL ACCEPTANCE FOR CP 2021-01 SHOULDERING CONTRACT # 314-BRUENING ROCK PRODUCTS

October 12, 2021

WHEREAS, Contract No. 314 has in all things been completed, and the County Board being fully advised in the premises,

NOW, THEN BE IT RESOLVED, That we do hereby accept said completed project for and in behalf of the County of Houston and authorize final payment as specified herein.

File No. 2 – Commissioner Johnson moved, Commissioner Severson seconded, motion unanimously carried to approve a 2021 fee schedule that had been updated to include fees the Highway Department had typically billed for services but had not been listed on the fee schedule previously.

File No. 3 – Commissioner Myhre moved, Commissioner Severson seconded, motion unanimously carried to approve issuing credit cards to Mark Olson, PSAP/Emergency Management Coordinator and Dean Ott, Jail Administrator.

File No. 4 – Commissioner Johnson moved, Commissioner Severson seconded, motion unanimously carried to approve Change Order Requests No. 22, 23, and 24 for the Highway Facility Project. The change orders included eliminating a drop ceiling and installing four type B light fixtures for the sign shop and installing steel liner panel on the walls so they could be the proper height, installing an alternate electric hold open hardware in lieu of that specified due to physical obstructions on doors, and pouring additional concrete. The additional concrete would result in a reduction of asphalt cost.

DISCUSSION ITEMS

Commissioners discussed recent meetings they had attended including a Land Use Meeting, Highway Department Meeting and WINLAC meeting.

Chairperson Burns said Minnesota Counties Intergovernmental Trust (MCIT) was taking applications for board members if anyone was interested.

Chairperson Burns also suggested to the Board that the Highway Department put together a possible plan for redoing the West parking lot to accommodate more parking and handicap accessibility.

Chairperson Burns said Habitat for Humanity may have some ideas for using American Rescue Plan Act (ARPA) dollars related to housing needs in Houston County.

Public Comment: No public comments were made.

There being no further business at 9:46 a.m., a motion was made by Commissioner Myhre, seconded by Commissioner Severson, motion unanimously carried to adjourn the meeting. The next meeting would be a workgroup session on October 19, 2021.

BOARD OF COUNTY COMMISSIONERS

HOUSTON COUNTY, MINNESOTA

By: _____
Robert Burns, Chairperson

Attest: _____
Donna Trehus, Auditor/Treasurer

PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: October 19, 2021

9:00a.m.

Place: Commissioners Room, Courthouse, Caledonia, MN

Members Present:

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

Others Present:

Auditor/Treasurer Donna Trehus, Finance Director Carol Lapham, Human Resources Director Theresa Arrick-Kruger EDA Director/Board Clerk Allison Wagner, Interim Recorder Mary Betz, Martin Herrick, Bob Scanlan, and Zoning Administrator/Interim Environmental Services Director Amelia Meiners

Board Workgroup Session

Call to order.

The Board of Commissioners and Human Resources Director Kruger interviewed three candidates separately for Environmental Services Director. The candidates were Martin Herrick, Bob Scanlan, and Amelia Meiners.

The meeting was adjured at 12:19 a.m.

BOARD OF COUNTY COMMISSIONERS

HOUSTON COUNTY, MINNESOTA

By: _____
Robert Burns, Chairperson

Attest: _____
Donna Trehus, Auditor/Treasurer

PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: October 26, 2021

9:01 a.m.

Place: Commissioners Room, Courthouse, Caledonia, MN

Members Present:

Dewey Severson (attended remotely), Eric Johnson, Robert Burns, Teresa Walter, and Greg Myhre

Others Present:

Auditor/Treasurer Donna Trehus, Reporter Craig Moorhead, Reporter Charlene Selbee, Finance Director Carol Lapham, Human Resources Director Theresa Arrick-Kruger, Public Health and Human Services Director John Pogleasa, Board Clerk/EDA Director Allison Wagner, Engineer Brian Pogodzinski, and Interim Recorder Mary Betz

Presiding: Chairperson Burns

Call to order.

Pledge of Allegiance.

Prior to approving the agenda Commissioner Johnson asked that Action Item No. 11: Consider determining finalist and discuss next steps regarding Environmental Services Director be removed from the agenda, because the Personnel Committee had not yet met on the matter. Commissioner Johnson said the Commissioners had agreed at the October 5th 2021 Commissioner meeting that the results would go back to the Personnel Committee for review prior to being on the agenda. Commissioners discussed the matter and watched the video recording from the October 5th meeting where Human Resources Director Kruger had stated “the results of the interview I will bring to the Personnel Committee and then we will bring it to the full board”. Human Resources Director Kruger said she had misspoken at the October 5th meeting. Commissioner Burns said the matter could be deferred until the next meeting so the Personnel Committee could be given the results although it would not change the outcome. Motion was made by Commissioner Johnson, seconded by Commissioner Myhre, motion carried 4-1 with Commissioner Severson voting no to approve the agenda with the omission of Action Item No. 11.

Motion was made by Commissioner Johnson, seconded by Commissioner Myhre, motion unanimously carried to approve the board meeting minutes from October 12, 2021.

Motion was made by Commissioner Myhre, seconded by Commissioner Johnson, motion unanimously carried to approve the workgroup session minutes from October 19, 2021.

Public Comment: No public comments were made.

APPOINTMENTS

Bob Scanlan on behalf of the Crooked Creek Watershed District had an appointment with the board to discuss acquisition of land in Caledonia Township in the Frank Addition by the Crooked Creek Watershed Board. Scanlan explained that the Watershed Board was interested in a proposal to acquire a storm water pond in the Frank Addition, and because the Houston County Commissioner Board appoints the Watershed District Board members they wanted the County to be aware of the proposal. The Watershed would want to obtain an easement from neighboring properties in order to maintain the structure and lot. If they acquired the land they would be obligated to maintain it. Scanlan told the Commissioners he had discussed the proposal with County Attorney Jandt, and Attorney Jandt had not seen any issues with it. Commissioners discussed the idea. Commissioner Myhre raised concerns that there was currently not a fence around the property. Commissioners discussed a fence and it was the general consensus of the Commissioners that it would be up to the Crooked Creek Watershed District to determine if a fence should be put up. It was the general consensus of the board that they supported the Crooked Creek Watershed District board moving forward with steps to acquire the land in the Frank Addition.

CONSENT AGENDA

Before approving the consent agenda Commissioner Walter asked about Consent Agenda Item No. 3. County Engineer Pogodzinski explained that initially the vehicle was going to be kept at a County site, however it was decided the process of inspecting roads would be more efficient in the winter months if the employee could travel directly to sites for inspections, etc. Commissioner Severson said timeliness was important. Finance Director Lapham said the employee would be taxed. Motion by Commissioner Johnson, seconded by Commissioner Severson, motion unanimously carried to approve the consent agenda. Items approved are listed below.

- 1) Change the employment status of Lee Langager, Tech Clerk I, from probationary to regular, effective November 5, 2021.
- 2) Hire Ryly Patterson as a probationary Highway Maintenance Specialist, B-23, Step 2, effective 11/15/2021 conditioned upon successful background check and having a Class A CDL in hand prior to start date.
- 3) Authorize Chris Hartley to bring County Engineer assigned pickup home from payroll period November 7th 2021 - March 26th 2022 for the purpose of after hours road inspections due to inclement weather.
- 4) Approve grant agreement and Resolution No. 21-52 County Veterans Service Office Operational Enhancement Grant Program. Resolution is below.

RESOLUTION No. 21-52

HOUSTON COUNTY

BE IT RESOLVED by Houston that the County enter into a Grant Agreement (see attached template) 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 as specified in Minnesota Statutes 197.608 and Minnesota Laws 2021, 1st Special Session, Chapter 12, Article 1, Section 37, Subdivision 2. This Grant should not be used to supplant or replace other funding.

BE IT FURTHER RESOLVED by Houston that Robert J Thoen, the County Veterans Service Officer, be authorized to execute the attached Grant Contract for the above-mentioned Program on behalf of the County.

ACTION ITEMS

File No. 1 – Commissioner Myhre moved, Commissioner Johnson seconded, motion unanimously carried to approve Resolution 21-50 Final Acceptance of Contract Culvert Lining (Airport) – Subsurface, Inc is complete total cost of \$51,401.00. Resolution is below.

RESOLUTION NO. 21-50

FINAL ACCEPTANCE FOR CONTRACT CULVERT LINING (AIRPORT) SUBSURFACE INC

October 26, 2021

WHEREAS, Contract Culvert Lining (Airport) has in all things been completed, and the County Board being fully advised in the premises,

NOW, THEN BE IT RESOLVED, That we do hereby accept said completed project for and in behalf of the County of Houston and authorize final payment as specified herein.

File No. 2 – Commissioner Johnson moved, Commissioner Myhre seconded, motion unanimously carried to approve quote from Kay Tank Corp for a Highway Fuel System in the amount of \$47,692.50.

File No. 3 – Commissioner Johnson moved, Commissioner Myhre seconded, motion unanimously carried to approve a revised proposal quote for correct seating castors for the chairs in the new Highway Facility. The updated quote would result in a price increase of \$77.28.

File No. 4 – Commissioners discussed a possible letter of support for the City of La Crescent’s Safe Routes to school project. Commissioner Severson and Commissioner Walter said they had reviewed the surveys and had received some negative feedback regarding the proposed project. After discussion it was the general consensus of the board to wait and not send a letter of support for the project at the current time. The matter could be revisited in the future if a new project was proposed.

File No. 5 – Commissioners discussed a quote from Severson Oil for oil dispensing. After some discussion it was the general consensus of the board to table the action item until more options could be looked into.

File No. 6 – Commissioner Walter moved, Commissioner Myhre seconded, motion unanimously carried to approve an agreement with Mound Prairie Township to plow Evans Hill Road and Tschumper Road for the winter. Also included in the motion was a request for Engineer Pogodzinski to follow up with Hokah Township regarding a small section of their road that could be included in the County route. Pogodzinski told the board he would work on contracts with every township wanting the County to plow roads in the winter.

File No. 7 – Commissioner Myhre moved, Commissioner Walter seconded, motion unanimously carried to approve Resolution 21-51 Final Acceptance of Contract #316 – Scott Construction Inc. completes CP 2021-06 Seal Coating for a total cost of \$317,895.66.

RESOLUTION NO. 21-51

FINAL ACCEPTANCE FOR CP 2021-06 SEALCOATING CONTRACT # 316 – SCOTT CONSTRUCTION INC.

October 26, 2021

WHEREAS, Contract No. 316 has in all things been completed, and the County Board being fully advised in the premises,

NOW, THEN BE IT RESOLVED, That we do hereby accept said completed project for and in behalf of the County of Houston and authorize final payment as specified herein.

File No. 8 – Commissioner Myhre moved, Commissioner Johnson seconded, motion unanimously carried to approve Change Order Requests 25, 26, 27, 28, and 30. Change orders were for redirecting water piping and electrical connections to serve the pressure in its new location and extend a 2” supply to the wash bay for a fire hose connection, a credit for unused signage, providing and installing narrow lites in five doors and adding weather strip to two

doors, adding a ton split AC unit in the soil lab, and part of the cost of raising the wash bay lights. Commissioner Severson asked who “dropped the ball” on the change orders. Engineer Pogodzinski said things went quickly at the beginning of the project, and there were some oversights.

File No. 9 – Commissioner Myhre moved, Commissioner Severson seconded, motion unanimously carried to approve a request from the Red Baron Flyers to install a concrete floor within Hanger #3 at their expense.

File No. 10 – Commissioner Myhre moved, Commissioner Severson seconded, motion unanimously carried to transfer funds from the Highway fund to the Capital Projects fund in the amount of \$2,200,000. Commissioners asked how much had been spent on the Highway Facility project thus far. Finance Director Lapham said \$3,988,193 had been spent as of the end of September. Commissioner Johnson said he wanted to note that all involved with the project had done a good job of staying within budget thus far. The Commissioners agreed.

DISCUSSION ITEMS

Commissioners discussed recent meetings they had attended including a Department Head Meeting. Commissioner Walter mentioned that one item that had come up during a Department Head meeting was the need for a County policy addressing County employees while working from home. Human Resources Director Kruger said she was currently working on a policy.

Commissioner Burns said he had been researching firms who do comprehensive land use plans. Commissioner Burns asked Engineer Pogodzinski if lights could be added for pedestrians who were crossing highway 44/76 near Kwik Trip. Engineer Pogodzinski said he believed this addition was a current recommendation from the State. He said he would look into the matter.

Commissioner Johnson asked if an amount had been decided upon as an increase for SELCO (Southeastern Libraries Cooperating). Commissioner Burns said there would be a \$20,000 increase to SELCO that would come from township residents and residents in Eitzen and Brownsville.

Commissioner Myhre said he had attended a Crooked Creek Township meeting. The township had some questions regarding making the building where they meet handicap accessible. Myhre asked Board Clerk/EDA Director Wagner to follow up with the township.

Public Comment: No public comments were made.

There being no further business at 11:40 a.m., a motion was made by Commissioner Myhre, seconded by Commissioner Johnson, motion unanimously carried to adjourn the meeting. The next meeting would be a workgroup session on October 27, 2021.

BOARD OF COUNTY COMMISSIONERS

HOUSTON COUNTY, MINNESOTA

By: _____
Robert Burns, Chairperson

Attest: _____
Donna Trehus, Auditor/Treasurer

PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: November 2, 2021

9:00 a.m.

Place: Commissioners Room, Courthouse, Caledonia, MN

Members Present:

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

Others Present:

Auditor/Treasurer Donna Trehus, Reporter Craig Moorhead, Reporter Charlene Selbee, Finance Director Carol Lapham, Human Resources Director Theresa Arrick-Kruger, Public Health and Human Services Director John Pugleasa, Public Health Supervisor Heather Myhre, Board Clerk/EDA Director Allison Wagner, Engineer Brian Pogodzinski, and Interim Recorder Mary Betz

Presiding: Chairperson Burns

Call to order.

Pledge of Allegiance.

Prior to approving the agenda Commissioner Walter asked that an additional action item be added to consider a new Extension Committee member. Motion was made by Commissioner Myhre, seconded by Commissioner Severson, motion carried unanimously to approve the agenda with the additional action item.

Motion was made by Commissioner Johnson, seconded by Commissioner Walter, motion unanimously carried to approve the meeting minutes from October 26, 2021.

Public Comment: No public comments were made.

APPOINTMENTS

Public Health and Human Services Director Pugleasa and Public Health Supervisor Myhre gave an update to the board on the COVID-19 pandemic. Pugleasa stated that COVID-19 cases in the region seemed to have leveled off. Pugleasa and Myhre updated the board that they were not currently planning to administer COVID-19 booster shots, but instead would be focusing on vaccinating unvaccinated individuals and administering flu shots. They recommended contacting a local health care system or pharmacy for third dose and booster

vaccine eligibility as these doses were widely available. Pugleasa said Public Health had administered 5,500 doses of the vaccine to date.

CLOSED SESSIONS

At 9:27 a.m. motion by Commissioner Johnson seconded by Commissioner Severson motion unanimously approved to go into closed session pursuant to Minn. Stat. §13D.03, Subd. 1, (b) to discuss labor negotiations, including negotiation strategies or developments or discussion and review of labor negotiation proposals, conducted pursuant to sections 179A.01 to 179A.25. All Commissioners, Auditor/Treasurer Trehus, and Human Resources Director Kruger attended the closed session.

At 10:17 a.m. motion by Commissioner Walter, seconded by Commissioner Severson, motion unanimously carried to return to regular session. Commissioner Johnson gave a summary of the closed session saying that they had discussed labor negotiations and options.

CONSENT AGENDA

Motion by Commissioner Walter, seconded by Commissioner Severson, motion unanimously carried to approve the consent agenda. Items approved are listed below.

- 1) Assign Amy Gehrke as Programmer Coordinator/Lead Jailer Dispatcher, B-32, effective 11/03/2021.
- 2) Approve 23 hours of overtime pay at the straight time rate for Chief Deputy Sheriff Swedberg for the emergency management duties he performed in response to the Board declared emergency dated 08/24/2021. **Note, the Article 17, Section 3 MAPE Agreement provides that exempt employees may receive overtime pay, upon the Board of Commissioners' declaration of a natural disaster or other emergency and a separate declaration specifically authorizing overtime payments.*
- 3) Reassign William Hargrove from Patrol Sgt. C42 to Sheriff's Deputy C42 effective 11/07/2021.

ACTION ITEMS

File No. 1 – Commissioner Myhre moved, Commissioner Severson seconded, motion unanimously carried to approve Resolution 21-53 Authorization to Execute Minnesota Department of Transportation Airport Maintenance and Operation Grant Contract. Resolution is below.

RESOLUTION NO. 21-53

AUTHORIZATION TO EXECUTE MINNESOTA DEPARTMENT OF TRANSPORTATION AIRPORT MAINTENANCE AND OPERATION GRANT CONTRACT

BE IT RESOLVED by the County of Houston as follows:

1. That the State of Minnesota Agreement No. 1047468, “Airport Maintenance and Operations Grant Contract,” at the Houston County Airport is accepted.
2. That the County Board Chairperson and County Auditor/Treasurer are authorized to execute the Contract and any amendments on behalf of the County of Houston.

File No. 2 – Commissioner Myhre moved, Commissioner Severson seconded, motion unanimously carried to approve Resolution 21-54 Final Acceptance of Contract #313 Dunn Blacktop completes SAP 028-030-007 paving, including SAP 028-608-015, SAP 028-611-007, and SAP 028-633-003 for a total cost of \$2,198,539.15. See Resolution below.

RESOLUTION NO. 21-54

Resolution 21-54 Final Acceptance of Contract #313 Dunn Blacktop completes SAP 028-030-007 paving, including SAP 028-608-015, SAP 028-611-007, and SAP 028-633-003 for a total cost of \$2,198,539.15

WHEREAS, Contract No. 313 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. 3 – Commissioner Myhre moved, Commissioner Severson seconded, motion carried 4 to 1 with Commissioner Johnson voting no to approve staff to sign Feedlot Program 2022-2023 Delegation Agreement/Work Plan and the 2022-2025 Feedlot Program Grant Agreement. Both with the MPCA.

File No. 4 – Commissioners discussed a quote from Severson Oil for oil dispensing. This action item had been tabled from the previous meeting. Commissioner Johnson said he had spoken with Severson Oil Company and there were more cost effective options for oil dispensing that could be considered from the company. Commissioner Burns suggested that the Highway Committee get together to discuss the best option and that the motion could be approved with a not to exceed amount of the original quoted price of \$10,425.14. Motion by Commissioner Severson seconded by Commissioner Myhre to approve a quote from Severson Oil for oil dispensing not to exceed \$10,425.14.

File No. 5 – Motion by Commissioner Walter seconded by Commissioner Severson to appoint Bonnie Giesler to the County Extension Committee.

DISCUSSION ITEMS

Commissioners discussed recent meetings they had attended including negotiations and a Hiawatha Valley meeting.

Chairperson Burns asked about the possibility of adding electrical to a building by the new Highway Facility where the Sheriff's Office kept some equipment. Engineer Pogodzinski said while it may be difficult to connect electricity from the new facility to the other building it would be a good idea to have electrical in that building.

Commissioner Walter said Hiawatha Valley Mental Health was currently experiencing negative revenues most likely due to the negative impact of COVID-19. Commissioner Walter said she and Commissioner Severson would be attending a meeting with the City of La Crescent and the County regarding redistricting in the City.

Public Comment: No public comments were made.

There being no further business at 11:16 a.m., a motion was made by Commissioner Severson, seconded by Commissioner Myhre, motion unanimously carried to adjourn the meeting. The next meeting would be a regular meeting on November 9, 2021.

BOARD OF COUNTY COMMISSIONERS

HOUSTON COUNTY, MINNESOTA

By: _____
Robert Burns, Chairperson

Attest: _____
Donna Trehus, Auditor/Treasurer

PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: November 9, 2021

9:01 a.m.

Place: Commissioners Room, Courthouse, Caledonia, MN

Members Present:

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

Others Present:

Auditor/Treasurer Donna Trehus, Reporter Craig Moorhead, Reporter Charlene Selbee, Finance Director Carol Lapham, Human Resources Director Theresa Arrick-Kruger, Board Clerk/EDA Director Allison Wagner, Zoning Administrator/Interim Environmental Services Director Amelia Meiners, Engineer Brian Pogodzinski, Wayne Runningen, Tom Kulas, and Rick Frank

Presiding: Chairperson Burns

Call to order.

Pledge of Allegiance.

Prior to approving the agenda Wagner informed the Board that the presentation with Bank of the West had been cancelled for the day. Motion was made by Commissioner Severson, seconded by Commissioner Walter, motion carried unanimously to approve the agenda.

Motion was made by Commissioner Johnson, seconded by Commissioner Walter, motion unanimously carried to approve the meeting minutes from November 2, 2021.

Public Comment: Wayne Runningen from Sheldon Township and the Houston County Board of Adjustment Committee told the board he hoped they would pick someone for environmental services director who was qualified, a leader, and who would further advance Houston County. He said he was concerned about current buildings without permits and said he would like to see whoever was hired as director address those properties. Runningen said he would like the opportunity to talk to the applicants regarding his concerns to see what the candidates would do about them. He said he would like to see the board hire someone local.

CONSENT AGENDA

Motion by Commissioner Myhre, seconded by Commissioner Severson, motion unanimously carried to approve the consent agenda. Items approved are listed below.

1. Approval of the 2021-2023 snow removal with WS Trucking and Construction, LLC
ACTION ITEMS

File No. 1 – Commissioner Severson moved, Commissioner Myhre seconded, motion unanimously carried to authorize the Auditor/Treasurer to sign on behalf of Houston County the Professional Services Agreement with DS Solutions Inc. of 2810 Jasmine Ct. St. Cloud, MN 56301 regarding On-line Election Judge training services and to adopt Resolution 21-55 authorizing the acceptance of the ‘Professional Services Agreement’ with DS Solutions, Inc. to provide Houston County with an On-Line Election Judge Training Course. Resolution is below.

RESOLUTION NO. 21-55

November 9, 2021

BE IT RESOLVED that the Houston County Board of Commissioners hereby approves and authorizes the acceptance of the ‘Professional Services Agreement’ with DS Solutions, Inc. to provide Houston County with an On-Line Election Judge Training Course. (may be referred to as the ‘Project’)

BE IT FURTHER RESOLVED by the Houston County Board of Commissioners that this Agreement shall commence on September 1, 2021 and expire on December 31, 2024, unless cancelled or terminated earlier in accordance with the agreement. DONNA TREHUS, Houston County Auditor-Treasurer is authorized to sign the attached Professional Services Agreement for the above-mentioned project on behalf of Houston County.

File No. 2 – Commissioner Myhre moved, Commissioner Walter seconded, motion unanimously carried to approve out of state travel for Brian Pogodzinski to attend the NACE conference.

File No. 3 – Commissioner Severson moved, Commissioner Walter seconded, motion unanimously carried to approve Resolution 21-56 Final Acceptance of Contract 312 with ICON Constructors, LLC. See Resolution Below.

RESOLUTION NO. 21-56

**FINAL ACCEPTANCE FOR SAP 028-599-099
BRIDGE REPLACEMENT
CONTRACT # 312 – ICON CONSTRUCTORS LLC**

November 9, 2021

WHEREAS, Contract No. 312 has in all things been completed, and the County Board being fully advised in the premises,

NOW, THEN BE IT RESOLVED, That we do hereby accept said completed project for and in behalf of the County of Houston and authorize final payment as specified herein.

File No. 4 – Commissioner Johnson moved, Commissioner Severson seconded, motion unanimously carried to approve Change Order Request No. 31 in the amount of \$61,517.67 for creating a surcharge pile over the hoop structure areas and exporting excess material from the site at the new Highway Facility.

File No. 5 – Commissioner Myhre moved, Commissioner Johnson seconded, motion unanimously carried to reappoint Dan Goetzinger and Tim McCormick as watershed managers to the Crooked Creek Watershed District.

File No. 6 – Motion by Commissioner Myhre seconded by Commissioner Severson, motion unanimously carried to approve a CUP for Daniel and Marissa Solum to build a dwelling on less than 40 acres in La Crescent Township.

File No. 7 – Motion by Commissioner Severson seconded by Commissioner Walter, motion unanimously carried to approve a CUP for Carl and Elizabeth Olson to build a dwelling on less than 40 acres in Sheldon Township.

File No. 8 – Before a motion was made Commissioners discussed next steps regarding the Environmental Services Director search. Information regarding rank order of interviewed candidates had been previously provided to the board. Human Resources Director Kruger requested permission from the board to move forward with next steps including checking references, conducting a background check, and negotiating pay with the first ranked interview candidate. Commissioners discussed the interview process. Initially, the candidates were ranked based on their applications and the top three candidates were interviewed. After the interview process the candidates had been ranked based on the interview. Commissioner Myhre said he was concerned with the cost of training the first ranked interview candidate. Commissioner Johnson said he did not want to make a job offer based on one interview. He suggested the board conduct second interviews or that each candidate be required to complete a project so the board could evaluate the work on the project. Motion by Commissioner Walter, seconded by Commissioner Severson, motion passed 3-2 to have Kruger proceed with next steps with the first ranked interview candidate. Commissioner Myhre and Commissioner Johnson voted no.

DISCUSSION ITEMS

Commissioner Severson said the Veteran's Services office was looking for drivers. Commissioner Severson said the extension of the Wagon Wheel Trail was beginning in La Crescent. The new addition to the trail would connect the City of La Crescent with Downtown La Crosse.

Chairperson Burns said that the new steps that were currently being worked on for the Historic Courthouse would need to be replaced due to a sloping issue. This would not be an additional cost to the County, but would delay the project completion. Chairperson Burns said he had the names of three agencies who could conduct comp plans. He suggested the County put out a new RFP for the work on the County's comprehensive land use plan. It was the general consensus of the Commissioners to discuss a revised RFP at the next workgroup session the following week.

Commissioner Mhyre and Chairperson Burns set up at time to meet regarding County finances and budget as a part of the finance committee.

Commissioners discussed the fact that Beacon the County's Geographic Information System (GIS) was not always accurate. Commissioners had heard from landowners in the County that Beacon's information regarding their properties was off. Commissioners agreed that the information on Beacon was not meant to replace or modify land surveys, deeds, and/or other legal instruments defining land ownership or use. Still, they acknowledged there was some confusion on this. Commissioners discussed the possibility of ways to make it more known to users that although Beacon could be used as a tool or guide it was not meant to replace or modify legal documents.

Public Comment: No final public comments were made.

There being no further business at 10:33 a.m., the meeting was adjourned. The next meeting would be a workgroup session on November 16, 2021.

BOARD OF COUNTY COMMISSIONERS

HOUSTON COUNTY, MINNESOTA

By: _____
Robert Burns, Chairperson

Attest: _____
Donna Trehus, Auditor/Treasurer

PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: November 16, 2021

9:00a.m.

Place: Commissioners Room, Courthouse, Caledonia, MN

Members Present:

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

Others Present:

Auditor/Treasurer Donna Trehus, Finance Director Carol Lapham, Human Resources Director Theresa Arrick-Kruger, EDA Director/Board Clerk Allison Wagner, Interim Recorder Mary Betz, Zoning Administrator/Interim Environmental Services Director Amelia Meiners, and Elizabeth Myhre

Board Workgroup Session

Call to order.

The board discussed who should be a delegate and who should be an alternate to represent Houston County for Minnesota Counties Intergovernmental Trust (MCIT). It was the general consensus of the board that Chairperson Burns should be the delegate and that Commissioner Walter would be the alternate.

Commissioners discussed advertising a new RFP for the Comprehensive Land Use Plan. It was the general consensus of the board that EDA Director/Board Clerk Wagner and Environmental Services Director Meiners should work on a new RFP for the Comprehensive Land Use Plan. A RFP had previously been advertised, but the County had not received any proposals. It was the general consensus of the board that the information in the new RFP could be condensed hopefully making it more appealing for potential agencies to consider. The Commissioners also discussed using the lost revenue category of American Rescue Plan Act (ARPA) dollars to cover the cost of hiring an agency to facilitate the Comprehensive Land Use Plan.

Commissioners discussed a tentative plan and possible eligible uses for ARPA dollars.

The meeting was adjured at 11:04 a.m.

BOARD OF COUNTY COMMISSIONERS

HOUSTON COUNTY, MINNESOTA

By: _____
Robert Burns, Chairperson

Attest: _____
Donna Trehus, Auditor/Treasurer

PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: November 23, 2021

9:02 a.m.

Place: Commissioners Room, Courthouse, Caledonia, MN

Members Present:

Dewey Severson, Eric Johnson (attended remotely), Robert Burns, Teresa Walter, and Greg Myhre

Others Present:

Reporter Craig Moorhead, Reporter Charlene Selbee, Finance Director Carol Lapham, Human Resources Director Theresa Arrick-Kruger, Board Clerk/EDA Director Allison Wagner, Engineer Brian Pogodzinski, Public Health and Human Services Director John Puleasa, Financial Assistance Supervisor Karen Kohlmeyer, Chief Deputy Brian Swedberg, Houston Librarian Liz Gibson-Gasset, and Caledonia Librarian Stephanie Eggert

Presiding: Chairperson Burns

Call to order.

Pledge of Allegiance.

Prior to approving the agenda Chairperson Burns announced that three additional items had been added to the consent agenda. These included hiring Heidi Lapham as probationary Deputy Auditor/Treasurer-License Center, assigning Patrick Molling as probationary Lead Jailer/Dispatcher, and approving a competitive search for Jailer/Dispatcher. Motion was made by Commissioner Walter, seconded by Commissioner Severson, motion carried unanimously to approve the agenda with the changes.

Motion was made by Commissioner Walter, seconded by Commissioner Myhre, motion unanimously carried to approve the meeting minutes from November 9, 2021.

Motion was made by Commissioner Myhre, seconded by Commissioner Severson, motion unanimously carried to approve the workgroup session minutes from November 16, 2021.

Public Comment: Houston Librarian, Liz Gibson-Gasset presented to the Commissioners and said she was there representing the five libraries in Houston County. She told the Commissioners she had served on the committee with SELCO that had been negotiating an increase to the libraries with County committee representatives Chairperson Burns and Commissioner Walter. The proposed increase to the libraries was \$20,000. The Commissioners

had not yet signed the new contract. The increase would come from County citizens who did not live in a city with a library. Gibson-Gasset said that there was an inequity between the per capita amount that citizens of cities with libraries paid in the County compared to the per capita amount that citizens who lived in areas without libraries paid. County residents of cities with libraries were paying more per capita towards the libraries than citizens who did not live in these cities. Gibson-Gasset urged the Commissioners to sign the new contract so that the librarians could plan for the next year. She told the Commissioners about the variety of services that the libraries offered to residents, and that the increase of \$20,000 would only cover the most basic needs of the libraries. Commissioners asked questions and briefly discussed the matter. Commissioner Johnson said his concern with the new contract was that it was a one year contract. He said he would prefer a contract that would be good for multiple years such as a three year contract. No official decisions were made on the matter.

A Public Hearing was held to discuss the MS4 Permit held by the County, as a requirement by the permit. There were no public comments during the hearing.

CONSENT AGENDA

Motion by Commissioner Myhre, seconded by Commissioner Severson, motion unanimously carried to approve the consent agenda. Items approved are listed below.

- 1) Change the employment status of Dylan Felten, Appraiser Trainee, from probationary to regular, effective 12/09/2021.
- 2) Change Kelly Petersen's job classification from Certified Minnesota Appraisers (B23, Step 3) to Certified Minnesota Appraisers Income Qualified (B24, Step 3) retroactive to 10/08/2021.
- 3) Accept the resignation of Mary Gulbranson, Deputy Auditor/Treasurer effective the close of the business day 12/02/2021. (We thank Ms. Gulbranson for her nearly 20 years of service to the residents of Houston County.)
- 4) Approve Chief Deputy Sheriff's carrying over up to 80 hours of accrued vacation from 2021 to 2022.
- 5) Hire William Persons as a probationary Jailer/Dispatcher B23 Step 1, effective 12/06/2021 conditioned upon successful completion of physical and psychological evaluation.
- 6) Authorize Houston County Board Chair and County Auditor-Treasurer to sign on behalf of Houston County, the State of Minnesota Grant Contract Agreement Snowmobile Grant-in-Aid Program FY 201 Maintenance and Grooming Grants.
- 7) Hire Heidi Lapham, probationary Deputy Auditor/Treasurer-License Center, B22 Step 4, effective 12/14/2021 conditioned upon successful background check.
- 8) Assign Patrick Molling as a probationary Lead Jailer/Dispatcher, B32 effective 12/06/2021.
- 9) Approve initiating a competitive search for Jailer/Dispatcher.
- 10) Authorize Houston County Auditor-Treasurer to sign on behalf of Houston County, the LexisNexis VitalChek Network Inc. Payment Solutions Service Agreement with the

Houston County License Center being the customer and approve Resolution No. 21-57.
See Resolution below.

RESOLUTION NO. 21-57

November 23, 2021

BE IT RESOLVED that the Houston County Board of Commissioners hereby approves and authorizes the acceptance of the Payment Solutions Service Agreement with LexisNexis VitalChek Network Inc. to provide Houston County License Center with a credit and debit card service providing consumers who desire to pay for serviced rendered in this manner.

BE IT FURTHER RESOLVED by the Houston County Board of Commissioners that this Agreement shall be effective as of the Effective Date and shall continue in effect for a period of one (1) year. Thereafter, this Agreement shall automatically renew for successive one year periods. Either party may terminate this Agreement for any reason by providing written notice to the other party to such effect at least sixty (60) days prior to the effective date of termination.

ACTION ITEMS

File No. 1 – Commissioner Severson moved, Commissioner Myhre seconded, motion unanimously carried to accept a donation to the Veteran’s Services Office from the Brownsville VFW in the amount of \$150.00.

File No. 2 – Commissioner Myhre moved, Commissioner Severeson seconded, motion unanimously carried to approve the Stipulated Mediated Settlement between AFSCME and Houston County regarding a labor contract grievance dated 10/01/2021.

File No. 3 – Commissioner Walter moved, Commissioner Myhre seconded, motion unanimously carried to approve MFIP Biennial Service Agreement 2022-2023. The agreement was a required agreement for administration of the Minnesota Family Investment Program (MFIP).

File No. 4 – Commissioner Myhre moved, Commissioner Walter seconded, motion unanimously carried to approve Title IV-D cooperative agreement. This was a required agreement that addressed Human Services, County Attorney, and Sheriff’s Office roles in the Child Support program.

File No. 5 – Commissioner Severson moved, Commissioner Walter seconded, motion unanimously carried to approve a Natural Resources Block Grant Agreement with the Board of Water and Soil Resources for shoreland, SSTS, water plan and wetland funds.

File No. 6 – Motion by Commissioner Severson seconded by Commissioner Myhre, motion unanimously carried to approve Change Order Request No. 32 in the amount of

\$5,934.54 for additional curb and gutter on Washington St., and additional curb and gutter near the transformer area, and reduction of concrete near the electrical transformer gas area.

File No. 7 – Motion by Commissioner Myhre seconded by Commissioner Walter, motion unanimously carried to approve Change Order Request No. 25 (revised) for water and electric service for the pressure washer and wash bay at the new highway facility. (The original Change Order No. 25 material prices increased prior to Board approval and the price was not locked in and guaranteed.) Pogodzinski said the materials would be ordered that day.

File No. 8 – Motion by Commissioner Severson seconded by Commissioner Walter, motion unanimously carried to approve Change Order Request No. 33 for additional insulation added to fill void space between the roof sheets and insulation as specified at the new highway facility in the amount of \$8,888.00.

DISCUSSION ITEMS

Chairperson Burns asked County Engineer Pogodzinski if he saw any issues with a bike rally event that would be coming to Houston County in the summer of 2022. Pogodzinski said he did not see any issues with the event and that the organization holding the event would provide their own traffic control.

Commissioners briefly discussed American Rescue Plan Act (ARPA) dollars. Chairperson Burns proposed allocating some ARPA funding to a watershed district in 2021. He requested that the request be an action item at the next regular meeting. It was the general consensus of the board to reconsider a request from Semcac for possible ARPA funding, as Semcac had received some ARPA dollars, but not any dollars that could be used on updating their facility in Caledonia.

Public Comment: No final public comments were made.

There being no further business at 11:54 a.m., the meeting was adjourned. The next meeting would be a regular meeting on December 14, 2021.

BOARD OF COUNTY COMMISSIONERS

HOUSTON COUNTY, MINNESOTA

By: _____
Robert Burns, Chairperson

Attest: _____
Donna Trehus, Auditor/Treasurer

PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: December 14, 2021

9:00 a.m.

Place: Commissioners Room, Courthouse, Caledonia, MN

Members Present:

Dewey Severson, Eric Johnson, Robert Burns, Teresa Walter, and Greg Myhre
(attended remotely)

Others Present:

Auditor/Treasurer Donna Trehus, Reporter Craig Moorhead, Reporter Charlene Selbee, Finance Director Carol Lapham, Human Resources Director Theresa Arrick-Kruger, Public Health and Human Services Director John Pugleasa, Financial Assistance Supervisor Karen Kohlmeyer, Social Services Supervisor Bethany Moen, Chief Deputy Brian Swedberg, Board Clerk/EDA Director Allison Wagner, Engineer Brian Pogodzinski, Interim Recorder Mary Betz, Merchant's Bank President Matt Schuldt, Bank of the West Vice President and Branch Manager Steve Ingvalson, Bank of the West Vice President and Relationship Manager Claudia Stegora, Bank of the West Vice President and Senior Lead, Treasury Solutions Sales Consultant Jennifer Norman, and DNR Area Wildlife Supervisor Brandon Schad, and Houston County Agriculture Society Fair Manager Emily Johnson

Presiding: Chairperson Burns

Call to order.

Pledge of Allegiance.

Prior to approving the agenda Commissioner Burns asked that an additional four action items be added to the consent agenda. Motion was made by Commissioner Walter, seconded by Commissioner Severson, motion carried unanimously to approve the agenda with the additional consent agenda items.

Motion was made by Commissioner Walter, seconded by Commissioner Severson, motion unanimously carried to approve the meeting minutes from November 23, 2021.

Public Comment: No public comments were made.

APPOINTMENTS

Department of Natural Resources (DNR), Area Wildlife Supervisor Division of Fish and Wildlife Site Coordinator, Brandon Schad presented to the Commissioners. He shared with the Board that the DNR wanted a resolution approved for a proposed State land acquisition by the State of Minnesota for wildlife management area purposes in Hokah Township. Schad told the board the parcel was about 37 acres and was adjacent to a current root river wildlife area.

Fair Manager, Emily Johnson presented the Houston County Agriculture Society/Fair Board financials for 2021 to the Commissioners and requested an additional \$4,000. She told the Commissioners the fair had returned in 2021, but numbers were down most likely due to COVID-19. The 2021 Houston County Fair did make a profits. Some events were more profitable than others. Commissioners thanked Johnson for the report.

Hiawatha Valley Mental Health Center (HVMHC), Executive Director, Erik Seivers presented to the board on HVMHC. He said HVMHC had been in their new location on Kingston Street in Caledonia in Houston County for the past year and a half. He said the center was working on becoming a Certified Community Behavioral Health Clinic (CCBHC). These clinics are community clinics that offer integrated mental health and substance use disorder services as well as a range of other services. CCBHC's provide outreach, increase access, improve services, and serve as a "one-stop-shop" to those who are currently underserved. HVMHC would continue to offer all of their regular services in addition to becoming a CCBHC. The goal of becoming a CCBHC was to provide better access to care. The new model would not require any additional County funds.

Bank of the West representatives Vice President and Caledonia Branch Manager Steve Ingvalson, Vice President and Sr. Lead Relationship Manager Claudia Stegora, and Cash Management Specialist Jennifer Norman presented to the board. Ingvalson shared that the County had a long history of working with Bank of the West. Stegora and Norman reviewed various services. They also discussed some new ideas and options for the County including possibly transferring County money into a money market account during certain times of the year when there was a surplus of funds.

Auditor/Treasurer Trehus presented the Cash and Investment review including a copy of the Daily Cash Balance Report for the County ending 10-29-21. Balance of Pooled and Cash Investments for that period showed \$19,235,417.85. This amount included all General Fund accounts the County held at that time with respective balances of all accounts held. Also included were the total Fund Investments the County carries reflecting Road and Bridge, Human Services, Misc. General fund, Collaborative, and Soil and Water accounts. Trehus also presented the board with an illustration of maturity dates and liquidity of all current investments totaling \$11,472,032.04. Sixty three percent of all County investments show 63% liquidity. It was concluded by Commissioner Johnson that based on a 5 yr. period, the total cash on hand fell in place with cash balances in 2018.

CLOSED SESSIONS

At 10:37 a.m. motion by Commissioner Severson seconded by Commissioner Walter motion unanimously approved to go into closed session pursuant to Minn. Stat. §13D.03, Subd. 1, (b) to discuss labor negotiations, including negotiation strategies or developments or discussion and review of labor negotiation proposals, conducted pursuant to sections 179A.01 to 179A.25. All Commissioners, Auditor/Treasurer Trehus, and Human Resources Director Kruger attended the closed session.

At 11:15 a.m. motion by Commissioner Severson, seconded by Commissioner Walter, motion unanimously carried to return to regular session. Kruger gave a summary of the closed session saying that they had discussed labor negotiations and that she had updated the board on the status of all six unions. No formal action was taken.

CONSENT AGENDA

Motion by Commissioner Walter, seconded by Commissioner Severson, motion unanimously carried to approve the consent agenda. Items approved are listed below.

- 1) Approve regional contract management agreement with Olmsted County and authorize PH & HS Director to sign the agreement.
- 2) Renew the AVI Courtroom Support contract for 2022 (Court's technology maintenance/support).
- 3) Hire Tricia Laganieri-Sand, as a probationary Child Protection Social Worker, C41 Step 4 (non-exempt), effective 12/27/2021 conditioned upon successful completion of a background check.
- 4) Renew the Professional Services Agreement and Addendum with the Community and Economic Development Associates (CEDA) for years 2022 and 2023. (The revised agreement included a 2% increase in rates for services for each year.)
- 5) Accept the resignation of Lauren Arneson, Adult Services Social Worker effective the end of the business day on 12/30/2021 and thank Lauren for her year of service to the residents of Houston County.
- 6) Initiate a competitive search for an Adult Services Social Worker
- 7) Accept the resignation of Michelle Massman, Child Support Officer effective the end of the business day on 01/03/2022 and thank Michelle for her 13 years of service to the residents of Houston County.
- 8) Initiate a competitive search for a Child Support Officer.
- 9) Adopt Resolution 21-59 authorizing County staff to execute all necessary documents to ensure County participation in the multistate settlements relating to opioid distributors and manufacturers, and in the Minnesota Opioids State-Subdivision Memorandum of Agreement, and declaring support for an amendment to Minn. Stat. § 256.043, subd. 3(d). See Resolution Below.

RESOLUTION 21-59

Authorizing county staff to execute all necessary documents to ensure County participation in the multistate settlements relating to opioid distributors and manufacturers, and in the Minnesota Opioids State-Subdivision Memorandum of Agreement, and declaring support for an amendment to Minn. Stat. § 256.043, subd. 3(d).

WHEREAS, the State of Minnesota and numerous Minnesota cities and counties are engaged in nationwide civil litigation against manufacturers and distributors of prescription opioids related to the opioid crisis; and

WHEREAS, the Minnesota Attorney General has signed on to multistate settlement agreements with several pharmaceutical distributors, McKesson, Cardinal Health, and AmerisourceBergen, as well as opioid manufacturer Johnson & Johnson, but those settlement agreements are still subject to sign-on by local governments and final agreement by the companies and approval by the courts; and

WHEREAS, there is a deadline of January 2, 2022, for a sufficient threshold of Minnesota cities and counties to sign on to the above-referenced multistate settlement agreements, and failure to timely sign on may diminish the amount of funds received by not only that city or county but by all Minnesota cities and counties from the settlement funds; and

WHEREAS, representatives of Minnesota's local governments, the Office of the Attorney General, and the State of Minnesota have reached agreement on the intrastate allocation of these settlement funds between the State, and the counties and cities, as well as the permissible uses of these funds, which will be memorialized in the Minnesota Opioids State-Subdivision Memorandum of Agreement (the "State-Subdivision Agreement"); and

WHEREAS, during negotiations of the State-Subdivision Agreement, representatives of Minnesota's counties prioritized flexibility in how local governments may use settlement funds for opioids abatement and remediation and advocated for counties to receive settlement allocations directly rather than using the distribution mechanism detailed in Minn. Stat. § 256.043, subd. 3(d); and

WHEREAS, in order to achieve the goals of flexibility and direct allocation, Minn. Stat. § 256.043, subd. 3(d), must be amended to remove a provision which would otherwise appropriate approximately 50 percent of the state's settlement allocation to county social service agencies for statutorily-prescribed use(s); and

WHEREAS, the State-Subdivision Agreement creates an opportunity for local governments and the State to work collaboratively on a unified vision to deliver a robust abatement and remediation plan to address the opioid crisis in Minnesota; now, therefore,

BE IT RESOLVED, Houston County supports and agrees to the State-Subdivision Agreement; and

BE IT FURTHER RESOLVED, Houston County supports and opts in to the multistate settlements with McKesson, Cardinal Health, and AmerisourceBergen, and with Johnson & Johnson; and

BE IT FURTHER RESOLVED, Houston County authorizes county staff to execute all necessary documents to ensure County participation in the multistate settlements, including the

Participation Agreement and accompanying Release, and in the State-Subdivision Agreement; and

BE IT FURTHER RESOLVED, Houston County, supports the amending of Minn. Stat. § 256.043, subd. 3(d), to remove a provision which would appropriate approximately 50 percent of the state's settlement allocation to county social service agencies via the existing Opiate Epidemic Response Fund distribution mechanism for statutorily-prescribed use(s).

ACTION ITEMS

File No. 1 – Commissioner Walter moved, Commissioner Severson seconded, motion unanimously carried to approve Resolution 21-58 Proposed State Land Acquisition by the State of Minnesota for wildlife management area purposes in Hokah Township. Resolution is below.

Resolution No. 21-58

Houston County Board of County Commissioners Review of Proposed State Land Acquisition

In accordance with; Minnesota Statutes 84.944, Subd. 3, 97A.145, Subd. 2, and 97C.02 the Commissioner of the Department of Natural Resources on 12/14/2021 provided the county board with a description of lands to be acquired by the State of Minnesota for Wildlife Management Area purposes.

Lands to be acquired are described as follows:

That part of the Southeast Quarter of the Northwest Quarter of Section 36, Township 104 North, Range 5 West, Houston County, Minnesota, lying southerly of the center line of County State Aid Highway Number 21.

This is a preliminary version of the legal description. This description is intended to generally describe the property in the proposed transaction. However, the final legal description is subject to change for reasons including but not limited to correcting errors, ensuring accuracy, and/or after property surveying.

Subject to easements, reservations, and restrictions, if any, of record.
Containing 36.57, more or less.

File No. 2 – Commissioner Johnson moved, Commissioner Severson seconded, motion unanimously carried to approve request from Houston County Agricultural Society/Fair Board for additional \$4,000.

File No. 3 – Commissioner Myhre moved, Commissioner Johnson seconded, motion unanimously carried to accept a donation from Farm to Table Event in the amount of \$1,000 to the Sheriff's Office to use for Sheriff's Office needs.

File No. 4 – Commissioner Walter moved, Commissioner Severson seconded, motion unanimously carried to accept a donation from Houston County K9 Foundation Inc. in the amount of \$1,500 for K9 lease.

File No. 5 – Commissioner Severson moved, Commissioner Johnson seconded, motion unanimously carried to accept a donation from Houston County K9 Foundation Inc. in the amount of \$2,571.75 for new K9 squad car cage.

File No. 6 – Commissioner Severson moved, Commissioner Walter seconded, motion unanimously carried to approve Change Order No. 34 to purchase and install a door closure at the new Highway Facility.

File No. 7 – Before making a motion Commissioner Johnson suggested that a meeting for the 2022 schedule be added on the final Tuesday of the year Tuesday, December 27, 2021 since there was sometimes last minute businesses that may need to be voted on during the last week of the year. The Commissioners agreed. Commissioner Johnson moved, Commissioner Walter seconded, motion unanimously carried to approve the 2022 Board of Commissioner Meeting Schedule with the additional meeting the last week of the year. The schedule would be posted to the County website.

File No. 8 – Commissioner Walter moved, Commissioner Johnson seconded, motion unanimously carried to approve 2021 PH&HS budget amendments. The changes reflected the line item increases/decreases in payroll due to the 2021 labor contract settlements. A lump sum change had previously been provided to the Board.

File No. 9 – After some discussion Commissioner Johnson moved, Commissioner Walter seconded, motion unanimously carried to approve MOA with the U of M for providing Extension programs locally and employing Extension Staff. The MOA covered the AFNR (Ag) and 4-H Youth Development Extension Educators.

File No. 10 - Commissioner Severson moved, Commissioner Myhre seconded, motion unanimously carried to authorize a request to expend funds to approve an initial inquiry to look into three complaints to see if they warranted an investigating. The complaints had been filed with the County Attorney's Office.

File No. 11 - Commissioner Walter moved, Commissioner Johnson seconded, motion unanimously carried to disburse a \$40,000 appropriation of ARPA funds to CCWSCD to support clean water efforts by the district.

File No. 12 - Commissioner Walter moved, Commissioner Severson seconded, motion passed 3-2 with Commissioners Johnson and Myhre voting no to hire Martin Herrick as a probationary Environmental Services Director, D61 (exempt) Step 4 effective 12/20/2021.

File No. 13 - Commissioner Severson moved, Commissioner Walter seconded, motion unanimously carried to approve the Summit proposal for the replacement of the existing fire alarm panel, smoke detectors, heat detectors, horn strobes, and pull stations and the associated Inspection Service Agreement.

DISCUSSION ITEMS

Commissioners discussed recent meetings they had attended including meetings at the AMC conference, a budget meeting, and negotiations.

Chairperson Burns said the budget was ready and would be approved the following week. He reminded those at the meeting that the Truth and Taxation meeting for the County would be that night on December 14th.

Commissioner Walter said she had been working on an ordinance for a no wake zone near La Crescent that affected some areas during a fishing tournament. Commissioner Walter also thanked on behalf of the County Lauren Arneson, Michelle Massman, and recent retiree Mary Gulbranson for their years of service to Houston County.

Commissioners discussed the possibility of adding in one last meeting for the 2021 year on December 28, 2021. Some departments thought adding a meeting in the last week of the year would be helpful as they were anticipating some end of the year things to possibly come up that would need board approval. It was the general consensus of the board to add one more board meeting on the last Tuesday of the year. The meeting would be publicized accordingly.

Public Comment: No public comments were made.

There being no further business at 12:30 a.m., a motion was made by Commissioner Severson, seconded by Commissioner Myhre, motion unanimously carried to adjourn the meeting. The next meeting would be a regular meeting on December 21, 2021.

BOARD OF COUNTY COMMISSIONERS

HOUSTON COUNTY, MINNESOTA

By: _____
Robert Burns, Chairperson

Attest: _____
Donna Trehus, Auditor/Treasurer

PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: December 21, 2021

9:00 a.m.

Place: Commissioners Room, Courthouse, Caledonia, MN

Members Present:

Dewey Severson, Eric Johnson, Robert Burns, Teresa Walter, and Greg Myhre
(attended remotely)

Others Present:

Auditor/Treasurer Donna Trehus, Reporter Craig Moorhead, Reporter Charlene Selbee, Finance Director Carol Lapham, Human Resources Director Theresa Arrick-Kruger, Public Health and Human Services Director John Pugleasa, Public Health Supervisor Heather Myhre, Board Clerk/EDA Director Allison Wagner, Engineer Brian Pogodzinski, Interim Recorder Mary Betz, Sheriff Mark Inglett, Assessor Lucas Onstad, Zoning Administrator Amelia Meiners, Environmental Services Director Martin Herrick, 2021 Employee Recognition Awardees present included: Julie Schleich, Brian Swedberg, Nickie Folsom, Theresa Gavin-Kubitz, Karen Kohlmeyer, Jennifer Blocker, Bethany Moen, Michelle Schulte, Steven Garrett, Kathleen Lager, and Maria Stemper

Presiding: Chairperson Burns

Call to order.

Pledge of Allegiance.

Prior to approving the agenda Chairperson Burns announced that two additional items had been added to the consent agenda: changing Lauren Arneson's resignation date and changing Liza Jandt, Child Support Officer, FTE from .95 to 1.0 FTE during the search and until the hire of a second Child Support Officer. He also said that Action Item No. 3 did not need to be voted on as it was already approved at the previous meeting. Motion was made by Commissioner Johnson, seconded by Commissioner Severson, motion carried unanimously to approve the agenda with the changes.

Motion was made by Commissioner Walter, seconded by Commissioner Myhre, motion unanimously carried to approve the meeting minutes from December 14, 2021.

Public Comment: No public comments were made.

Commissioners presented the 2021 Employee Recognition Awards to awardees. Commissioners thanked the awardees for their years of service to Houston County. Those who received awards are listed below.

30 Year Awards

Julie M Schleich	3/1/1991
Brian L Swedberg	10/1/1991

25 Year Awards

20 Year Awards

Patrick R Burns	6/11/2001
Tracie L Erickson	11/5/2001
Nickie L Folsom	12/17/2001
Theresa S Gavin-Kubitz	4/3/2001
Randall C Hongerholt	7/9/2001
Karen L Kohlmeyer	3/26/2001

15 Year Awards

Laurie A Bigalk	8/14/2006
Jennifer L Blocker	2/8/2006
Bethany M Moen	3/14/2006
Michelle L Schulte	2/22/2006

10 Year Awards

Justin L Conway	6/27/2011
Steven T Garrett	12/5/2011
James L Houdek	1/18/2011
Kathleen A Lager	11/9/2011
Maria L Stemper	10/12/2011
Donna I Trehus	1/3/2011
Teresa A Walter	1/3/2011

CONSENT AGENDA

Motion by Commissioner Johnson, seconded by Commissioner Severson, motion unanimously carried to approve the consent agenda. Items approved are listed below.

- 1) Approve 2022 Tobacco Licenses for the following: River Valley Convenience Store, Inc. Cennex, Houston, MN, Houston Food Market/BP, Houston, MN, and DG Retail, LLC dba Dollar General #20006.
- 2) Change Lauren Arneson's resignation to the end of 12/28/2021. Commissioners thanked Arneson for her years of service to Houston County.

- 3) Change Liza Jandt, Child Support Officer, FTE from .95 to 1.0 FTE during the search and until the hire of a second Child Support Officer.

ACTION ITEMS

File No. 1 – Commissioner Myhre moved, Commissioner Johnson seconded, motion unanimously carried to adopt Resolution No. 21-60 to allow the Auditor-Treasurer to apply for a VEGA-3 Grant on behalf of Money Creek Township. Auditor-Treasurer Trehus explained that the VEGA 3 grant was authorized to offset 50% of the cost for optical scan equipment. The proposed cost of a new DS200 Ballot Counter was \$5,540.00. The purchase would enable the township to hold elections in their own location going forward. Grant funds were expected to arrive in February 2022, if approved. Money Creek Township would provide a Township Resolution approving the 50% match. See Resolution below.

RESOLUTION NO. 21-60

AUTHORIZATION TO APPLY FOR GRANT FUNDING FOR ELECTION EQUIPMENT December 21, 2021

WHEREAS, Minnesota legislature has remaining funds in the Voting Equipment Grant Account (VEGA-3) following the first two rounds of VEGA grants. These funds are available to counties, cities, towns, and school districts to assist with the purchase of voting equipment. Similar to previous legislative authorization, these funds of \$1,935,058.86 are authorized 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, there will be three priority levels of funding for this VEGA-3 round of funding with Houston County falling into the third priority level due to the fact that Voting Equipment is not being replaced.

WHEREAS, to receive funding from the Voting Equipment Grant Account, counties must submit an application to the Minnesota Secretary of State before December 17, 2021 followed by a resolution within the following week.

WHEREAS, the County certifies that any funds awarded from the Voting Equipment Grant will be used only to purchase optical scan equipment (DS 200 ballot counters) meeting the requirements of MN statute section 206.56, subdivision 8 as certified by the MN Secretary of State: AND

WHEREAS, that by law, the grant may only be used for up to 50% of the optical scan equipment with Money Creek Township matching the 50% 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 on behalf of Money Creek Township in accordance with the requirements of Minnesota Statutes Section 206.95.

File No. 2 – Commissioner Severson moved, Commissioner Johnson seconded, motion unanimously carried to approve an abatement for Sunrise Care Facility Parcel No. 26.0296.001. Assessor Onstad told the Commissioners the abatement was for a correction due to the parcel being misclassified.

File No. 3 – No action was taken on this file number as the agenda request had been approved the previous week.

File No. 4 – Commissioner Severson moved, Commissioner Johnson seconded, motion unanimously carried to approve a CUP for Shawn Allen to build an accessory building in a residential district in La Crescent Township.

File No. 5 – Commissioners discussed 2022 salaries for elected officials. Motion by Commissioner Johnson seconded by Commissioner Severson, motion unanimously carried to approve a 2022 salary of \$120,803.90 for County Attorney Samuel Jandt. Motion by Commissioner Walter seconded by Commissioner Johnson, motion unanimously carried to approve a 2022 salary of \$109,750.00 for County Sheriff Mark Inglett. Motion by Commissioner Severson seconded by Commissioner Myhre, motion unanimously carried to approve a 2022 salary of \$89,419.00 for Auditor/Treasurer Donna Trehus.

File No. 6 – Motion by Commissioner Johnson seconded by Commissioner Severson, motion unanimously carried to approve Non-Represented Employees pay as listed below.

- Placing all non-represented employees on the proposed initial placement pay grid at a step which is the next closest step that is equal to or greater than their current 2021 hourly rate equivalency with an across the board 2% COLA for year 2022.
- Employees whose current pay rate was beyond the new adjusted pay grid would receive a 2% COLA adjustment of their current pay rate for year 2022.
- Temporary/seasonal employee wage scales for seasonal help, Veterans Service Drivers and Sheriff's Office Transport Officers pay rates would be adjusted 2% for 2022.

File No. 7 – Motion by Commissioner Severson seconded by Commissioner Johnson, motion unanimously carried to approve mutual agreement with the IUOE, Local #49, that the current 2021-2023 agreement expires on 12/31/2021 and approve the proposed 2022-2024 Labor Agreement between the County of Houston and The International Union of Operating Engineers Local No 49, AFL-CIO.

File No. 8 – Commissioners discussed the tax levy and thanked County departments for looking for savings and making adjustments within each department. Motion by Commissioner Severson seconded by Commissioner Walter, motion unanimously carried to adopt 2022 Tax Levy Resolution No. 21-61. Resolution is below.

RESOLUTION NO. 21-61

BE IT RESOLVED, that the certified levy after the deduction of County Program Aid (CPA), in the amount of \$12,875,727 be made on all taxable property in the County of Houston for taxes payable in 2022 in the following amounts by County Fund:

County Revenue	\$ 8,209,057
Road & Bridge	2,152,869
Human Services	2,198,932
Bond Fund – 2017A Jail Bonds	744,817
Bond Fund – 2020A Jail Bonds	628,163

Total	\$13,933,838
Less CPA	(1,058,111)

Total Levy	\$12,875,727
	=====

File No. 9 –Motion by Commissioner Severson seconded by Commissioner Walter, motion unanimously carried to adopt 2022 Operating Budget Resolution No. 21-62. Resolution is below.

RESOLUTION NO. 21-62

RESOLUTION ADOPTING 2022 OPERATING BUDGET

	Revenue	Expenditures	Revenues Over (Under) Expenditures
	-----	-----	-----
County Revenue	\$11,777,537	\$11,804,508	\$ (26,971)
Road & Bridge	9,851,135	9,858,208	(7,073)
Human Services	6,881,417	6,888,641	(7,224)
Debt Service	1,419,308	1,419,308	
	-----	-----	-----
Grand Total	\$29,929,397	\$29,970,665	\$ (41,268)
	=====	=====	=====

DISCUSSION ITEMS

Commissioners reported on recent meetings they had attended including the Truth and Taxation meeting.

Chairperson Burns said the FAA had some concerns with the amount of acreage the County was considering purchasing as a part of the Master Airport Plan. He said the FAA wanted to see

the number of acres purchased reduced to better match project needs. Chairperson Burns said the County Airport would be receiving some funding from the Infrastructure Bill that had recently been passed.

Commissioners gave a reminder that one final meeting of the year had been scheduled for December 28th at 9:00 a.m. in the Commissioner Room in the Historic Courthouse.

Public Comment: No final public comments were made.

There being no further business at 10:03 a.m., the meeting was adjourned. The next meeting would be a regular meeting on December 28, 2021.

BOARD OF COUNTY COMMISSIONERS

HOUSTON COUNTY, MINNESOTA

By: _____
Robert Burns, Chairperson

Attest: _____
Donna Trehus, Auditor/Treasurer

PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: December 28, 2021

9:00 a.m.

Place: Commissioners Room, Courthouse, Caledonia, MN

Members Present:

Dewey Severson, Eric Johnson, Robert Burns, Teresa Walter, and Greg Myhre
(attended remotely)

Others Present:

Auditor/Treasurer Donna Trehus, Reporter Craig Moorhead, Reporter Charlene Selbee, Finance Director Carol Lapham, Human Resources Director Theresa Arrick-Kruger, Public Health and Human Services Director John Puleasa, Public Health Supervisor Heather Myhre, Board Clerk/EDA Director Allison Wagner, Interim Recorder Mary Betz, IT Director Andrew Milde, Health Educator Audrey Staggemeyer

Presiding: Chairperson Burns

Call to order.

Pledge of Allegiance.

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

Prior to approving the minutes Commissioner Walter asked that items added to the agenda the day of meetings be noted within the minutes under the agenda approval section in addition to the corresponding section of the minutes. Wagner said she would update the agenda approval section of the minutes from December 21, 2021 to include the additions that had been added to the consent agenda, and continue this practice in the future. Motion was made by Commissioner Myhre, seconded by Commissioner Walter, motion unanimously carried to approve the meeting minutes from December 21, 2021 with the requested update.

Public Comment: No public comments were made.

CONSENT AGENDA

There were no consent agenda requests.

ACTION ITEMS

File No. 1 – Commissioner Walter told the board the personnel committee had intended to recommend a 2022 salary for the Auditor-Treasurer of \$89,960. The Commissioners had approved a salary of \$89,419 the week prior. Commissioner Walter moved, Commissioner Johnson seconded, motion unanimously carried to change the 2022 annual salary of the Auditor-Treasurer to \$89,960.

File No. 2 – Commissioners discussed the 2022 annual salary for Commissioners. The current salary for each Commissioner was \$19,016.34 plus a per diem paid for some committee meetings. Commissioner Myhre recommended a 3% increase for Commissioner's salaries. Commissioners Severson, Johnson, Burns, and Walter were not in favor of an increase and agreed that Commissioner salaries and per diems paid should stay the same as the current 2021 rate. Motion by Commissioner Severson, seconded by Commissioner Walter, motion passed 4-1 with Commissioner Myhre voting no to keep the Commissioner salaries the same in 2022 as they were in 2021 with no additional increases.

File No. 3 – Commissioner Severson moved, Commissioner Walter seconded, motion unanimously carried to approve designation of County Revenue, Road & Bridge, Public Health and Human Services, Debt Service, and Capital Projects as the major funds of Houston County.

File No. 4 – Commissioner Water moved, Commissioner Severson seconded, motion unanimously carried to approve 2021 budget amendments to accurately reflect various revenues and expenditures and fund balance usage of the Recorder's Technology fund and the Compliance fund.

DISCUSSION ITEMS

Commissioners discussed with Human Resources Director Theresa Arrick-Kruger and Public Health and Human Services Director John Pugleasa new federal rules that Minnesota's Occupational Safety and Health Administration (OSHA) would be enforcing related to COVID-19. The new rule required that employers with over 100 employees have a plan in place to either mandate vaccinations for all employees (with exceptions for medical and religious reasons), or require employees to provide proof of full vaccination or get tested weekly and mask. Commissioners expressed frustration at needing to pass requirements on to employees. The Commissioners had many unanswered questions including how employees would be able to find a weekly test. Pugleasa and Kruger said that OSHA required proof of good faith efforts to comply, but would not be enforcing penalties when organizations were working towards compliance. Pugleasa and Kruger asked for a general consensus from the board of which option the Commissioners preferred. Commissioner Myhre said he did not want to do either option. The rest of the Commissioners were reluctant, but agreed that the County needed to follow OSHA rules. It was the general consensus of the board to direct Kruger and Pugleasa to come up with a plan for the second option where employees would either need to show proof of full vaccination or mask and be tested weekly.

Chairperson Burns said that Bank of the West had made an error when speaking to the Board the week prior. Bank of the West had requested to meet with the finance committee, and the finance committee would be meeting with them soon to clarify the error.

Commissioners asked for an update on the RFP for the Comprehensive Land Use Plan. Board Clerk/EDA Director Wagner told the board she would be working with new Environmental Services Director Martin Herrick and Zoning Administrator Amelia Meiners on the RFP. Commissioners said they wanted a more condensed version of the RFP that was previously used to help attract proposals. Commissioners asked that a draft of the proposal be completed for their review by the end of the month of January 2022.

Public Comment: No public comments were made.

There being no further business at 10:05 a.m., a motion was made by Commissioner Johnson, seconded by Commissioner Myhre, motion unanimously carried to adjourn the meeting. The next meeting would be a regular meeting on January 4, 2022.

BOARD OF COUNTY COMMISSIONERS

HOUSTON COUNTY, MINNESOTA

By: _____
Robert Burns, Chairperson

Attest: _____
Donna Trehus, Auditor/Treasurer