

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 Pogleasa, 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. 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 Kohlmeier	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	<u><u>\$12,875,727</u></u>

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	
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Grand Total	<u><u>\$29,929,397</u></u>	<u><u>\$29,970,665</u></u>	<u><u>\$ (41,268)</u></u>

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

**HOUSTON COUNTY
AGENDA REQUEST FORM
December 28, 2021**

Date Submitted: 12/27/2021

By: Carol Lapham, Finance Director

CONSENT AGENDA REQUEST

APPOINTMENT REQUEST

ACTION REQUEST

Requesting designation of County Revenue, Road & Bridge, Public Health and Human Services, Debt Service, and Capital Projects as the major funds of Houston County.

<u>Reviewed by:</u>	<input type="checkbox"/> HR Director	<input type="checkbox"/> Sheriff
	<input checked="" type="checkbox"/> Finance Director	<input type="checkbox"/> Engineer
	<input type="checkbox"/> IS Director	<input type="checkbox"/> PHHS
	<input type="checkbox"/> County Attorney	<input type="checkbox"/> (indicate other dept)
	<input type="checkbox"/> Environmental Svcs	
<u>Recommendation:</u>		
<u>Decision:</u>		

HOUSTON COUNTY AGENDA REQUEST FORM December 28, 2021

Date Submitted: 12/27/2021

By: Carol Lapham, Finance Director

CONSENT AGENDA REQUEST

APPOINTMENT REQUEST

ACTION REQUEST

Requesting approval of 2021 budget amendments to accurately reflect various revenues and expenditures and fund balance usage of the Recorder's Technology fund and the Compliance fund.

<u>Reviewed by:</u>	<input type="checkbox"/> HR Director	<input type="checkbox"/> Sheriff
	<input checked="" type="checkbox"/> Finance Director	<input type="checkbox"/> Engineer
	<input type="checkbox"/> IS Director	<input type="checkbox"/> PHHS
	<input type="checkbox"/> County Attorney	<input type="checkbox"/> (indicate other dept)
	<input type="checkbox"/> Environmental Svcs	
<u>Recommendation:</u>		
<u>Decision:</u>		