

## 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 Puggleasa, 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

**HOUSTON COUNTY  
AGENDA REQUEST FORM  
January 4, 2022**

**Date Submitted:**

**By: Tess Kruger, HRD/Facilities Mgr.**

**ACTION REQUEST**

- Consider the draft *Test and Mask Policy* – First Reading Only
- Consider revising Cythia Cresswell-Hatleli hourly rate from \$36.50 downward to \$26.47 hour effective January 16, 2022. (See attached memo in support of Cresswell-Hatleli's current wage from Lucas Onstad, HC County Assessor for further information.)

**APPOINTMENT REQUEST**

**None**

**HR CONSENT AGENDA REQUEST**

**Environmental Services**

- Change the employment status of Mark Tewes, Recycling Center Coordinator, from probationary to regular, effective 01/06/2022
- Change the employment status of Amy Sylling, Technical Clerk, from probationary to regular, effective 01/07/2022

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

## SELCO – HOUSTON COUNTY CONTRACT FOR LIBRARY SERVICE

This Agreement made and entered into effective, by and among Southeastern Libraries Cooperating, a non-profit corporation as organized under Minnesota Statutes 317A, also designated as a regional public library system as recognized in Minnesota Statutes 134.20 (hereinafter referred to as "SELCO"), the County of Houston, State of Minnesota (hereinafter referred to as "County") and the Library Boards as established under Minnesota Statutes 134.11 governing the Caledonia Public Library, Hokah Public Library, Houston Public Library, LaCrescent Public Library and the Spring Grove Public Library, (hereinafter referred to as the "Libraries").

### RECITALS:

- A. The State of Minnesota requires the County, pursuant to the provisions of Minnesota Statutes 134.34 and 134.341 to participate in a regional public library system, as assigned by the Minnesota Department of Education.
- B. SELCO is a regional public library system created pursuant to Minnesota statutes and is designated to serve County.
- C. SELCO and the Libraries have the authority and responsibility to determine library services to be provided to the County's residents, as per this agreement.
- D. SELCO, the County and the Libraries wish to set forth their relative responsibilities in connection with their relationship under Minnesota statutes. All parties shall provide employment and services to all people without discrimination and shall comply with all federal, state, and local laws, or ordinances, rules, regulations, and executive orders pertaining to unlawful discrimination on the basis of race, color, creed, religion, national origin, sex, marital status, or status with regard to public assistance, disability, sexual orientation, or age.
- E. The Board of Commissioners of County has the continuing authority and responsibility to determine how to distribute County property tax dollars, a portion of which is to pay for public library services.

NOW, THEREFORE, the parties hereto agree as follows:

- 1. County will participate in SELCO.
- 2. County will levy and collect funds on lands not otherwise taxed for library services for the support of library services in the County in accordance with Minnesota Statutes 134.34.
- 3. The County agrees to provide funding at a level of:  
2022     \$185,977
- 4. The Libraries and SELCO shall provide library service to the residents of the County at no additional fee beyond those imposed on all library users. These services will include by way of illustration but not limitation:
  - a. Onsite use of all library materials, equipment and resources, including public access Internet computers;
  - b. Onsite and remote access to licensed online electronic resources;
  - c. Checkout/circulation privileges for all circulating materials. These may include, but are not necessarily limited to, such items as books, audio and video media, and magazines;
  - d. Walk-in privileges at Minnesota public libraries;
  - e. Interlibrary loan service, accessing items in the 11 county area, as well as statewide access to MnLINK;
  - f. Access to children's services including school visits, preschool storytimes and summer library programs;

- g. On-site reference service;
  - h. Ease of return – check out material from any library and return to any SELCO library;
  - i. Programs for various age groups; and
  - j. Commitment to cooperate with other community groups.
5. SELCO shall bill the County quarterly for the funding level of the County. County shall pay such invoices within 30 days of the date of the invoice.
  6. SELCO, acting as fiscal agent and after receiving County payment as outlined in clause 3, will disperse operating funds to the Libraries.
  7. SELCO shall collect necessary data from the County and the Libraries to report to the Minnesota Department of Education by July 1 of each year. The Commissioner of Education will certify to the County and the Libraries the minimum level of support required by Minnesota Statutes 134.34.
  8. The Libraries agree to provide the County and SELCO with statistical data based on information gathered by the Minnesota Department of Education as referenced in Minnesota Statutes 134.13.
  9. County will appoint a representative to the SELCO Board of Directors. A vacancy in this position shall be filled in the same manner as the original appointment was made.
  10. The term of this Agreement shall be for a period of one (1) year commencing January 1, 2022. The parties agree to negotiate additional terms in good faith beginning a minimum of six (6) months prior to the termination date. If the parties fail to complete negotiations before the expiration of this Agreement, this Agreement shall remain in effect on a month-to-month basis until such negotiations are completed.
  11. This agreement may be terminated as follows:
    - a. By mutual written consent of all Parties;
    - b. By written notice from SELCO to County if County is in material breach of this Agreement for thirty (30) days after written notice of such breach.
    - c. By written notice from County to SELCO if SELCO is in material breach of this Agreement for thirty (30) days after written notice of such breach.
  12. This document states the entire Agreement among the parties about its subject matter. No agreement affecting the subject matter of this Agreement shall be entered into by any of the Parties, unless all Parties are signatories to such agreement. This Agreement may only be changed, modified, or amended through a written instrument signed by all of the parties to it expressly referencing this Agreement.

Southeastern Libraries Cooperating (SELCO)

\_\_\_\_\_  
President of SELCO Board of Directors

\_\_\_\_\_  
Date

County of Houston

\_\_\_\_\_  
County Board of Commissioners, Chair

\_\_\_\_\_  
Date

In Witness Whereof, Resolution of the Board of Commissioners of Houston County, Minnesota

\_\_\_\_\_  
County Auditor

\_\_\_\_\_  
Date

Caledonia Public Library

\_\_\_\_\_  
Library Board President

\_\_\_\_\_  
Date

Hokah Public Library

\_\_\_\_\_  
Library Board President

\_\_\_\_\_  
Date

Houston Public Library

\_\_\_\_\_  
Library Board President

\_\_\_\_\_  
Date

LaCrescent Public Library

\_\_\_\_\_  
Library Board President

\_\_\_\_\_  
Date

Spring Grove Public Library

\_\_\_\_\_  
Library Board President

\_\_\_\_\_  
Date

# HOUSTON COUNTY AGENDA REQUEST FORM

**Date Submitted: 01.04.22**

**By: Donna Trehus-Auditor-Treasurer**

## **ACTION ITEM:**

**Open Bids for the Official Newspaper 2022.**

**Reviewed by:**

\_\_\_\_ **HR Director**

\_\_\_\_ **Finance Director**

\_\_\_\_ **IS Director**

\_\_\_\_ **County Attorney**

\_\_\_\_ **Environmental Svcs**

\_\_\_\_ **County**

\_\_\_\_ **Sheriff**

\_\_\_\_ **County**

\_\_\_\_ **Engineer**

\_\_\_\_ **PHHS**

\_\_\_\_ **Other**

\_\_\_\_ **(indicate**

\_\_\_\_ **dept)**

\_\_\_\_ **Auditor/Treasurer**

**Recommendation:**

**Decision:**



RESOLUTION NO. 22-01

**2022 OFFICIAL NEWSPAPER**

January 4, 2022

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

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

TBD

**OFFICIAL NEWSPAPER FOR 2022** Official proceedings of the County Board and all notices required to be published in the county's official paper. Charge per inch (based on a 7 point type, Arial font, with 8 point leading) \$

**MISCELLANEOUS NOTICES** that are not required to be published in the Official Paper (per column inch). Legal Rate \$      Display Rate \$

**FIRST PRINTING OF 2021 FINANCIAL STATEMENT** Charge per inch (based on a 7 point type, Arial font, with 8 point leading) \$

**PUBLICATION OF DELINQUENT TAX LIST:** Charge per inch (based on a 7 point type, Arial font with 8 point leading) \$

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

STATE OF MINNESOTA  
COUNTY OF HOUSTON

I, Donna Trehus, do hereby certify that the above is true and correct copy of a resolution adopted by the Houston County Board of Commissioners at the session dated January 4, 2022.

WITNESS my hand and the seal of my office this 4<sup>th</sup> day of January 2022.

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Donna Trehus, Auditor-Treasurer

**HOUSTON COUNTY  
AGENDA REQUEST FORM**

**Date Submitted: 01.04.22**

**By: Donna Trehus-Auditor-Treasurer**

**Consent Agenda:**

**Adopt Resolution 22-02 to authorize ESB Banking Powers for 2022.**

**Reviewed by:**

\_\_\_\_ **HR Director**

\_\_\_\_ **Finance Director**

\_\_\_\_ **IS Director**

\_\_\_\_ **County Attorney**

\_\_\_\_ **Environmental Svcs**

\_\_\_\_ **County**

\_\_\_\_ **Sheriff**

\_\_\_\_ **County**

\_\_\_\_ **Engineer**

\_\_\_\_ **PHHS**

\_\_\_\_ **Other**

\_\_\_\_ **(indicate**

\_\_\_\_ **dept)**

\_\_\_\_ **Auditor/Treasurer**

**Recommendation:**

**Decision:**

RESOLUTION NO. 22-02

**ACCOUNT POWERS GRANTED  
ESB BANKING**

January 4, 2022

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

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

STATE OF MINNESOTA

COUNTY OF HOUSTON

I, Donna Trehus, do hereby certify that the above is true and correct copy of a resolution adopted by the Houston County Board of Commissioners at the session dated January 4, 2022.

WITNESS my hand and the seal of my office this 4<sup>th</sup> day of January 2022.

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Donna Trehus, Auditor-Treasurer

# HOUSTON COUNTY AGENDA REQUEST FORM

**Date Submitted: 01.04.22**

**By: Donna Trehus-Auditor-Treasurer**

**Consent Agenda:**

**Adopt Resolution 22-03 Account Powers Granted for Bank of the West -2022.**

**Reviewed by:**

\_\_\_\_ **HR Director**

\_\_\_\_ **Finance Director**

\_\_\_\_ **IS Director**

\_\_\_\_ **County Attorney**

\_\_\_\_ **Environmental Svcs**

\_\_\_\_ **County**

\_\_\_\_ **Sheriff**

\_\_\_\_ **County**

\_\_\_\_ **Engineer**

\_\_\_\_ **PHHS**

\_\_\_\_ **Other**

\_\_\_\_ **(indicate  
dept)**

\_\_\_\_ **Auditor/Treasurer**

**Recommendation:**

**Decision:**

RESOLUTION NO. 22-03

**ACCOUNT POWERS GRANTED  
BANK OF THE WEST**

January 4, 2022

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

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

STATE OF MINNESOTA

COUNTY OF HOUSTON

I, Donna Trehus, do hereby certify that the above is true and correct copy of a resolution adopted by the Houston County Board of Commissioners at the session dated January 4, 2022.

WITNESS my hand and the seal of my office this 4<sup>th</sup> day of January 2022.

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Donna Trehus, Auditor-Treasurer

RESOLUTION NO. 22-04

**MINIMUM SALARY FOR OFFICIALS ELECTED IN 2022**

January 4, 2022

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

THEREFORE, BE IT RESOLVED, by the Houston County Board of Commissioners, the following minimum salaries exist for any officials elected in 2022:

<b>POSITION</b>	<b>SALARY</b>
County Attorney	\$5000
County Recorder	\$5000
County Auditor/Treasurer	\$5000
County Sheriff	\$5000
County Commissioner	\$5000

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

STATE OF MINNESOTA  
COUNTY OF HOUSTON

I, Donna Trehus, do hereby certify that the above is true and correct copy of a resolution adopted by the Houston County Board of Commissioners at the session dated January 4th, 2022.

WITNESS my hand and the seal of my office this 4<sup>th</sup> day of January 2022.

\_\_\_\_\_  
Donna Trehus, Auditor-Treasurer

# HOUSTON COUNTY AGENDA REQUEST FORM January 4, 2022

**Date Submitted: 1/3/2022**

**By: Carol Lapham, Finance Director**

## CONSENT AGENDA REQUEST

## APPOINTMENT REQUEST

## ACTION REQUEST

Approve Resolution 22-05 outlining 2022 budgeted appropriations to various agencies.

<b><u>Reviewed by:</u></b>	_____	HR Director	_____	Sheriff	_____
	_____	Finance Director	_____	Engineer	_____
	_____	IS Director	_____	PHHS	_____
	_____	County Attorney	_____	(indicate	_____
	_____	Environmental Svcs	_____	other dept)	_____

RESOLUTION NO. 22-05

**2022 ANNUAL APPROPRIATIONS**

January 4, 2022

WHEREAS, The Houston County Board of Commissioners approved the 2022 Annual Budget on December 21<sup>st</sup>, 2021;

BE IT RESOLVED, by the Houston County Board of Commissioners, that the following appropriations will be made in 2022 as appropriate from the County Revenue Fund:

<b>ORGANIZATION</b>	<b>2022 BUDGET</b>
SE Minnesota Initiative Fund	\$3,750
SEMAAA	\$2,000
SELCO	\$185,977
Emergency Medical Service	\$10,000
SEMCAC - Senior & Caregiver Advocacy	\$1,500
SEMCAC - Senior Nutrition	\$2,000
SEMCAC - Transportation Program (Donation Rides)	\$1,500
Historical Society	\$37,500
Historical Society - Matching Funds (Maximum)	\$5,000
Southern MN Tourism/Historic Bluff Country	\$952
Agricultural Society	\$20,000
Agricultural Society - Prior Year Financials Additional	\$4,000
RRSWCD	\$129,000
SE MN EMS	\$5,000
<b>TOTAL</b>	<b>\$408,179</b>

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

STATE OF MINNESOTA  
COUNTY OF HOUSTON

I, Donna I Trehus, do hereby certify that the above is true and correct copy of a resolution adopted by the Houston County Board of Commissioners at the session dated January 4, 2022.

WITNESS my hand and the seal of my office this 4<sup>th</sup> day of January 2022.

\_\_\_\_\_  
Donna I Trehus  
Houston County Auditor/Treasurer



**HOUSTON COUNTY  
AGENDA REQUEST FORM  
January 4, 2022**

**Date Submitted: 12/30/2021**

**By: Mark Olson, Emergency Management Director**

**ACTION REQUEST:**

- **Requesting the board approve a resolution declaring a state of emergency for conditions resulting from the severe storms, heavy winds, and tornado event of December 15, 2021.**

**CONSENT AGENDA REQUEST:**

NONE

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

# Resolution Declaring a State of Emergency

## Resolution # 22-06

WHEREAS the severe storms, heavy winds, and tornado impacted the population of Houston County and its cities, townships, public utilities, and electric cooperatives; and

WHEREAS the severe storms, heavy winds, and tornado event has caused a significant amount of debris and power distribution system 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 December 15 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 the severe storms, heavy winds, and tornado event of December 15, 2021.

Adopted by the Houston County Board of Commissioners this 4th day of January, 2022.

ATTEST:

I, Donna Trehus, Auditor-Treasurer, hereby attest that the foregoing resolution was duly adopted by the Houston County Board of Commissioners on the 4th day of January, 2022.

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Houston County Auditor-Treasurer

## **Resolution Declaring a State of Emergency**

WHEREAS severe storms, high winds, and a tornado impacted the population of Houston County and its cities, townships, public utilities, and electric cooperatives; and

WHEREAS the storm event has caused a significant amount of debris and power distribution systems damage; and

WHEREAS the Houston County Sheriff's Office Division of Emergency Management requests the Houston County Board of Commissioners to declare Houston County in a STATE OF EMERGENCY for the December 15 event of 2021;

NOW, THEREFORE, BE IT RESOLVED, that the Houston County Chairperson declares Houston County in a State of Emergency for conditions resulting from the severe storms and wind event of December 15, 2021 and continuing.

Approved by the Houston County Chairperson this 29<sup>th</sup> Day of December, 2021 and will be fully ratified by the Board of Commissioners on Tuesday, January 4, 2022.



Robert Burns, Houston County Chairperson

## Houston County's Vaccination, Testing, and Face Covering Policy

### **Purpose**

Vaccination is a vital tool to reduce the presence and severity of COVID-19 cases in the workplace, in communities, and in the nation as a whole. Houston County encourages all employees to receive a COVID-19 vaccination to protect themselves and other employees. However, should an employee choose not to be vaccinated, this policy's sections on testing and face coverings will apply. This policy complies with OSHA's Emergency Temporary Standard on Vaccination and Testing (29 CFR 1910.501).

### **Scope**

*This COVID-19 Policy on vaccination, testing, and face covering use applies to all employees of Houston County.*

All employees are encouraged to be fully vaccinated. Employees are considered fully vaccinated two weeks after completing primary vaccination with a COVID-19 vaccine with, if applicable, at least the minimum recommended interval between doses. For example, this includes two weeks after a second dose in a two-dose series, such as the Pfizer or Moderna vaccines, two weeks after a single-dose vaccine, such as Johnson & Johnson's vaccine, or two weeks after the second dose of any combination of two doses of different COVID-19 vaccines as part of one primary vaccination series. Employees who are not fully vaccinated will be required to provide proof of weekly COVID-19 testing *"and wear a face covering at the workplace"*. *Or in the alternative- "All employees are required to wear a face covering at the workplace"*.

All employees are required to report their vaccination status and, if vaccinated, provide proof of vaccination. Employees must provide truthful and accurate information about their COVID-19 vaccination status, and, if not fully vaccinated, their testing results. Employees not in compliance with this policy will be subject to discipline up to and including termination from employment.

Employees also may be legally entitled to a reasonable accommodation if they cannot be vaccinated and/or wear a face covering (as otherwise required by this policy) because of a disability, or if the provisions in this policy for vaccination, and/or testing for COVID-19, and/or wearing a face covering conflict with a sincerely held religious belief, practice, or observance. Requests for exceptions and reasonable accommodations must be initiated by the employee and submitted to the Personnel Office. Employees requesting a reasonable accommodation pursuant to the ADA must complete *an Employee Request for Accommodation* and associated signed *Release of Medical Information*. These forms are available from the Personnel Office. All requests will be handled in accordance with applicable State of Minnesota and federal laws and regulations.

### **Procedures**

#### **Overview and General Information**

##### **Vaccination**

Any Houston County employee that chooses to or is required to be vaccinated against COVID-19 must be fully vaccinated no later than January 7, 2022. Any employee not fully vaccinated by January 7, 2022 will be subject to the regular testing and face covering requirements of the policy.

To be fully vaccinated by January 7, 2022, an employee must have:

- Obtain the first dose of a two-dose vaccine no later than [Date to be inserted]; and the second dose no later than [Date to be inserted]; or
- Obtain one dose of a single dose vaccine no later than [Date to be inserted].

Employees will be considered fully vaccinated two weeks after receiving the requisite number of doses of a COVID-19 vaccine as stated above. An employee will be considered partially vaccinated if they have received only one dose of a two-dose vaccine.

The Personnel Office will be overseeing policy compliance and maintaining all medical documentation in compliance with the Minnesota and federal law.

### **Testing and Face Coverings**

All employees who are not fully vaccinated as of January 7, 2022 will be required to undergo regular COVID-19 testing and wear a face covering when in the workplace. Policies and procedures for testing and face coverings are described in the relevant sections of this policy.

## **Vaccination Status and Acceptable Forms of Proof of Vaccination**

### **Vaccinated Employees**

All vaccinated employees are required to provide proof of COVID-19 vaccination, regardless of where they received vaccination. Proof of vaccination status should be submitted by the individual employee directly to the Personnel office.

Acceptable proof of vaccination status is:

1. The record of immunization from a health care provider or pharmacy;
2. A copy of the COVID-19 Vaccination Record Card;
3. A copy of medical records documenting the vaccination;
4. A copy of immunization records from a public health, state, or tribal immunization information system; or
5. A copy of any other official documentation that contains the type of vaccine administered, date(s) of administration, and the name of the health care professional(s) or clinic site(s) administering the vaccine(s).

Proof of vaccination generally should include the employee's name, the type of vaccine administered, the date(s) of administration, and the name of the health care professional(s) or clinic site(s) that administered the vaccine. In some cases, state immunization records may not include one or more of these data fields, such as clinic site; in those circumstances Houston County will still accept the state immunization record as acceptable proof of vaccination.

If an employee is unable to produce one of these acceptable forms of proof of vaccination, despite attempts to do so (e.g., by trying to contact the vaccine administrator or state health department), the employee can provide a signed and dated statement attesting to their vaccination status (fully vaccinated or partially vaccinated); attesting that they have lost and are otherwise unable to produce one of the other forms of acceptable proof; and including the following language:

"I declare (or certify, verify, or state) that this statement about my vaccination status is true and accurate. I understand that knowingly providing false information regarding my vaccination status on this form may subject me to criminal penalties."

An employee who attests to their vaccination status in this way should to the best of their recollection, include in their attestation the type of vaccine administered, the date(s) of administration, and the name of the health care professional(s) or clinic site(s) administering the vaccine.

Employees who are not fully vaccinated should submit proof of updated vaccination record upon receiving second dose vaccines and booster vaccinations.

### **All Employees**

All employees, both vaccinated and unvaccinated, must inform Houston County of their vaccination status. The following table outlines the requirements for submitting vaccination status documentation.

Vaccination Status	Instructions	Deadline(s)
Employees who are fully vaccinated.	Submit proof of vaccination that indicates full vaccination.	January 7, 2022
Employees who are partially vaccinated (i.e., one dose of a two dose vaccine series).	Submit proof of vaccination that indicates when the first dose of vaccination was received, followed by proof of the second dose when it is obtained.	January 7, 2022
Employees who are not vaccinated.	Submit statement that you are unvaccinated, but are planning to receive a vaccination by the deadline.	January 7, 2022
	Submit statement that you are unvaccinated and not planning to receive a vaccination.	January 7, 2022

### **Supporting COVID-19 Vaccination**

An employee may take up to four hours of duty time per dose to travel to the vaccination site, receive a vaccination, and return to work. This would mean a maximum of eight hours of duty time for employees receiving two doses. If an employee spends less time getting the vaccine, only the necessary amount of duty time will be granted. Employees who take longer than four hours to get the vaccine must send their supervisor an email documenting the reason for the additional time. Any additional time requested will be granted, if reasonable, but will not be paid; in that situation, the employee can elect to use accrued leave, e.g., sick leave, to cover the additional time. If an employee is vaccinated outside of their approved duty time they will not be compensated.

Employees may utilize up to two workdays of sick leave immediately following each dose if they have side effects from the COVID-19 vaccination that prevent them from working. Employees who have no sick leave will be granted up to two days of additional sick leave immediately following each dose if necessary. Employees in need of use of sick leave should contact their supervisor just as they would for any other use of sick leave. Employees who do not have a sick leave accrual balance should also contact the Personnel Office in addition to their supervisor prior to completing their time cards.

### **Employee Notification of COVID-19 and Removal from the Workplace**

Houston County requires employees to promptly notify the Personnel Office and their department head when they have tested positive for COVID-19 or have been diagnosed with COVID-19 by a licensed healthcare provider.

### **Medical Removal from the Workplace**

Houston County has also implemented a policy for keeping COVID-19 positive employees from the workplace in certain circumstances. Houston County will immediately remove an employee from the workplace if they have received a positive COVID-19 test or have been diagnosed

with COVID-19 by a licensed healthcare provider (i.e., immediately send them home or to seek medical care, as appropriate). Employees leave status will be treated the same as for any other illness.

#### Return to Work Criteria

For any employee removed because they are COVID-19 positive, Houston County will keep them removed from the workplace until the employee receives a negative result on a COVID-19 nucleic acid amplification test (NAAT) following a positive result on a COVID-19 antigen test if the employee chooses to seek a NAAT test for confirmatory testing; meets the return to work criteria in CDC's "Isolation Guidance"; or receives a recommendation to return to work from a licensed healthcare provider. Under CDC's "[Isolation Guidance](#)," asymptomatic employees may return to work once 10 days have passed since the positive test, and symptomatic employees may return to work after all the following are true:

- At least 10 days have passed since symptoms first appeared, and
- At least 24 hours have passed with no fever without fever-reducing medication, and
- Other symptoms of COVID-19 are improving (loss of taste and smell may persist for weeks or months and need not delay the end of isolation).

If an employee has severe COVID-19 or an immune disease, Houston County will follow the guidance of a licensed healthcare provider regarding return to work.

#### COVID-19 Testing

All employees who are not fully vaccinated will be required to comply with this policy for testing.

Employees who report to the workplace at least once every seven days:

- (A) must be tested for COVID-19 at least once every seven days; and
- (B) must provide documentation of the most recent COVID-19 test result to [the supervisor] no later than the seventh day following the date on which the employee last provided a test result.

Any employee who does not report to the workplace during a period of seven or more days (e.g., if they were teleworking for two weeks prior to reporting to the workplace):

- (A) must be tested for COVID-19 within seven days prior to returning to the workplace; and
- (B) must provide documentation of that test result to [the supervisor] upon return to the workplace.

If an employee does not provide documentation of a COVID-19 test result as required by this policy, they will be removed from the workplace until they provide a test result.

Employees who have received a positive COVID-19 test, or have been diagnosed with COVID-19 by a licensed healthcare provider, are not required to undergo COVID-19 testing for 90 days following the date of their positive test or diagnosis.

Employees can fulfill their weekly testing requirement through a health care provider of their choice. The Employee is responsible for any costs related to testing requirements set forth in this policy.

#### Face Coverings

Houston County will require all employees **[who are not fully vaccinated]** to wear a face covering. Face coverings must: (i) completely cover the nose and mouth; (ii) be made with two or more layers of a breathable fabric that is tightly woven (i.e., fabrics that do not let light pass through when held up to a light source); (iii) be secured to the head with ties, ear loops, or elastic bands that go behind the head. If gaiters are worn, they should have two layers of fabric or be folded to make two layers; (iv) fit snugly over the nose, mouth, and chin with no large gaps on the outside of the face; and (v) be a solid piece of material without slits, exhalation valves, visible holes, punctures, or other openings. Acceptable face coverings include clear face coverings or cloth face coverings with a clear plastic panel that, despite the



non-cloth material allowing light to pass through, otherwise meet these criteria and which may be used to facilitate communication with people who are deaf or hard-of-hearing or others who need to see a speaker's mouth or facial expressions to understand speech or sign language respectively. Employees who are not fully vaccinated must wear face coverings over the nose and mouth when indoors and when occupying a vehicle with another person for work purposes. Policies and procedures for face coverings will be implemented, along with the other provisions required by OSHA's COVID-19 Vaccination and Testing ETS, as part of a multi-layered infection control approach for unvaccinated workers.

### **Will the county pay and provide masks?**

The following are exceptions to Houston County's requirements for face coverings:

1. When an employee is alone in a room with floor to ceiling walls and a closed door.
2. For a limited time, while an employee is eating or drinking at the workplace or for identification purposes in compliance with safety and security requirements.
3. When an employee is wearing a respirator or facemask.
4. Where Houston County has determined that the use of face coverings is infeasible or creates a greater hazard (e.g., when it is important to see the employee's mouth for reasons related to their job duties, when the work requires the use of the employee's uncovered mouth, or when the use of a face covering presents a risk of serious injury or death to the employee).

### **New Hires**

All new employees are required to comply with the vaccination, testing, and face covering requirements outlined in this policy as soon as practicable and as a condition of employment. Potential candidates for employment will be notified of the requirements of this policy prior to the start of employment.

New hires must submit COVID-19 vaccination documentation or medical documentation of a COVID-19 test results of a test taken within seven days of their first day of employment to the Personnel Office on their first day of employment.

### **Confidentiality and Privacy**

All medical information collected from individuals, including vaccination information, test results, and any other information obtained as a result of testing, will be treated in accordance with applicable laws and policies on confidentiality and privacy.

### **Questions**

*Please direct any questions regarding this policy to Personnel Office.*



[Reply all](#) |   Delete [Junk](#) |  ...

## Office Training

**Lucas Onstad**

Tue 12/21/2021, 2:44 PM

Theresa Arrick-Kruger  [Reply all](#) | 

Flag for follow up. Start by Tuesday, December 21, 2021. Due by Tuesday, December 21, 2021.

Tess,

I came up with a list of some areas that training will still be needed and is ongoing. The first thing we have to keep in mind is that it takes most people 3 to 5 years minimum to lean the appraiser position. Especially in our county when we are expected to do so much more than just value a property. We have almost an entire new staff in our office. All the appraisers other than Cindy have less than 3 years' experience. Also when you throw in a covid year, that took valuable training time away from new staff. All new appraisers are in there first year of actually performing quintile review and most other tasks. Quintile takes almost all of their time from May until the end of the year. This is especially true being their first year in the field. Below is the list of some of the areas training is still needed. (there are more that come up on a regular basis as well as we work on several different things throughout the year.

Processing Land and Property Splits

MP Homestead Linkage

Managed Forest Land Program

Processing Homestead & Transfers

Special Ag Homesteads

Processing Sales and correct entry into State and County System

Short Term Rentals

Classification Codes

Fatal Errors (tax system)

Other errors that come up on a daily basis

Reading and understanding the AS400 system (Tax)

Percentage ownership breakdowns

Calculating Taxes (Most call to auditor are transferred to us)

Green Acre & Rural Preserve Paybacks from sale.

Cross County Ownership Parcels

Duplicate Homestead Errors from State

State Assessed Property Entry

Personal Property Valuation.

Local and County Board Meetings (Cindy and I handled all of them last year)

Currently Cindy and myself are the only two that know and can do all of these things. Some of the appraisers have gotten a start on some things but all of them require more training. Again this is a 3 to 5 year process for most people. Currently with Cindy and I being the only two that can do all of these things and with the others working to get our Quartile finished, Cindy and myself have been doing as much training that time has allowed but also doing the majority of the appraiser work from the list above, just to keep the office meeting deadlines.

 Reply all |   Delete    Junk |     



Sincerely,  
Luke Onstad  
Houston County Assessor  
304 S. Marshall Street, Room 203  
Caledonia, MN 55921  
507-725-5801 Ext. 1240

## HOUSTON COUNTY AGENDA REQUEST FORM

**Date Submitted: 01.04.22**

**By: Donna Trehus-Auditor-Treasurer**

### **ACTION ITEM:**

**Appoint and update 2022 Commissioner Committee Assignment List and Chart.**

**Reviewed by:**

<input type="checkbox"/> HR Director	<input type="checkbox"/> County Sheriff	<input type="text"/>
<input type="checkbox"/> Finance Director	<input type="checkbox"/> County Engineer	<input type="text"/>
<input type="checkbox"/> IS Director	<input type="checkbox"/> PHHS	<input type="text"/>
<input type="checkbox"/> County Attorney	<input checked="" type="checkbox"/> Other (indicate dept)	<input type="text"/>
<input type="checkbox"/> Environmental Svcs		<input type="text"/>

**Recommendation:**

**Decision:**

**COMMITTEES  
HOUSTON COUNTY  
2022**

**Policy on Houston County Commissioner Per Diem Payments**

Per diems shall be paid to commissioners attending a meeting listed on the current year's formal list of committee's assignments, which is adopted at the first meeting in January of each year, or as amended throughout the year. In order for a Commissioner to receive a per diem for anything additional, they must receive board approval. Per diems will be paid as per state statute.

Commissioners will not be reimbursed a per diem for attending the regularly scheduled Tuesday County Board meetings, however, they are eligible for a per diem for other county meetings held on Tuesdays.

County Commissioner Per Diem rates are as follows:

In county meetings	\$40.00
Out of county meetings	\$65.00
Planning Commission meetings	\$100.00
Planning Commission sessions for	
Updating the ordinance	\$50.00
Board of Adjustment	\$100.00
Site Visit	\$45.00
(Bd of Adj & Planning Comm per discretion of Zoning Admin)	

Commissioners may only receive one per diem, per state statute, in instances of multiple meetings.

## **STANDING COMMITTEES**

### **COMMUNITY SERVICES STANDING COMMITTEE**

(Meets 2nd Tuesday of each month at 8:30 a.m. Room 224)

Public Health and Human Services Director

Veteran Services Director

Commissioner Dewey Severson

Commissioner Bob Burns

### **LAND USE/PUBLIC WORKS STANDING COMMITTEE**

(Meets 2nd Tuesday of each month at 8:30 a.m. Room 219)

Auditor/Treasurer

Surveyor

Recorder

Assessor

Environmental Services Director

SWCD Director

Engineer

Commissioner Teresa Walter

Commissioner Eric Johnson

### **FINANCE STANDING COMMITTEE**

(Meets 4th Tuesday of each month at 8:30 a.m. in Room 210)

Finance Director

Auditor/Treasurer

PH/HS Accountant

Hwy Accountant

Commissioner Bob Burns

Commissioner Greg Myhre

### **NEGOTIATING COMMITTEE/PERSONNEL**

Commissioner Teresa Walter

Commissioner Eric Johnson

## COUNTY COMMITTEES

### ADA Committee (To deal with all ADA Compliance Issues) (Required for Highway Funding)

NEW in 2017 - Appoint Two Commissioners & County Attorney's Office (Do not list a certain individual for the County Attorney's Office, as they need this to remain flexible depending on court issues)

Eric Johnson	14212 Paradise Dr Houston, MN 55943 (507) 896-3927	No Set Term	\$40.00
Dewey Severson	727 N. 4 <sup>th</sup> St La Crescent, MN 55947 (507) 895-2244	No Set Term	\$40.00

County Attorney's Office Representative

### AIRPORT COMMISSION

Matt Schuldt (EDA Representative)	PO Box 188 Caledonia, MN 55921 (612) 801-0616
Allen Schulze (Flyer)	617 N 2 <sup>nd</sup> Street Caledonia MN 55921 (507) 725-5919
Howard Deters (Flyer/EDA)	21867 Deters Drive Spring Grove, MN 55974 (507) 498-3993
Carol Lapham (Finance Director)	304 S. Marshall St Caledonia, MN 55921 (507) 725-5825
Bob Burns (District 3 Comm)	1106 Courtney Dr Caledonia, MN 55921 (507) 450-2257
Greg Myhre (District 5 Comm)	20456 Old 76 Rd Caledonia, MN 55921 (507) 724-2916

### **CANVASSING BOARD**

Mike Poellinger (Mayor-of the Largest City)	21 North Elm La Crescent, MN 55947 (507) 895-4356	No Set Term	\$30.00
Auditor/Treasurer	Courthouse Caledonia, MN 55921 (507) 725-5803	No Set Term	None
Court Administrator	Courthouse Caledonia, MN 55921 (507) 725-5806	No Set Term	None
Two Commissioners not up for election		Commissioners get no per diem for this Board as per MS 375.055 subd 5	

### **CHILD MORTALITY REVIEW TEAM**

Dewey Severson	727 N. 4 <sup>th</sup> St La Crescent, MN 55947 (507) 895-2244	No Set Term	\$40.00
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### **CJC SAFETY COMMITTEE**

Bob Burns (District 3 Comm)	1106 Courtney Dr Caledonia, MN 55921 (507) 450-2257	No Set Term	\$40.00
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### **COMMITTEE FOR CLOSING COURTHOUSE IN EMERGENCY SITUATIONS**

Chairman of the Board  
Sheriff  
Highway Engineer  
Emergency Manager

### **CJCC COMMITTEE**

Bob Burns	1106 Courtney Dr Caledonia, MN 55921 (507) 450-2257	No Set Term	\$40.00
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Teresa Walter (Alternate)	550 Skunk Hollow Road La Crescent MN 55947 (507) 895-2446	No Set Term	\$40.00
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Sheriff Inglett  
Jail Administrator Schiltz  
County Attorney  
Finance Director

### **HIGHWAY BUILDING COMMITTEE**

Eric Johnson	14212 Paradise Dr Houston, MN 55943 (507) 896-3927	No Set Term	\$40.00
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Greg Myhre	20456 Old 76 Rd Caledonia, MN 55921 (507) 724-2916	No Set Term	\$40.00
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### **PARKS COMMITTEE**

(Includes Wildcat & Botcher Parks)  
(meets as needed)

<u>Name</u>	<u>Address</u>	<u>Term</u>	<u>Per Diem</u>
Dick Walter (Member at Large)	550 Skunk Hollow Road La Crescent, MN 55947 (507) 895-2446	No Set Term	\$40.00
Highway Engineer	1124 E. Washington Caledonia, MN 55921 (507) 725-3925	No Set Term	
Auditor/Treasurer	Courthouse Caledonia, MN 55921 (507) 725-5803	No Set Term	
Bob Burns	1106 Courtney Dr Caledonia, MN 55921 (507) 450-2257	No Set Term	\$40.00
Dewey Severson	727 N. 4 <sup>th</sup> St La Crescent, MN 55947 (507) 895-2244	No Set Term	\$40.00



<u>Name</u>	<u>Address</u>	<u>Term</u>	<u>Per Diem</u>
Dennis Yeiter	170 Briarwood LN La Crescent, MN 55947 (507) 895-4578	No Set Term	\$40.00

### **BOARD OF ADJUSTMENT**

***\$100.00 Per Diem***

(3 Year Terms--Limit of 3 terms)

Larry Hafner	3610 County 25 La Crescent, MN 55947 (507) 895-4480	Exp.12/31/23 no set term – represents Planning Commission	\$100.00
Wayne Runningen	8535 Fort Ridgely Rd Houston, MN 55943 (507) 896-2448	Beg.1/1/2021 Exp.12/31/2023 (on 1 <sup>st</sup> term)	\$100.00
Ken Visger	4987 Tschumper Road La Crescent, MN 55947 (507) 894-4715	Beg. 1/1/2017 Exp. 12/31/2022 (on 2nd term)	\$100.00
Ken Anderson	22042 Church Road Spring Grove MN 55974 (507) 498-5179	Beg. 3/6/18 Exp. 12/31/2023 (on 2 <sup>nd</sup> term)	\$100.00
Franklin Hahn	11060 Yucatan Road Houston MN 55943	Beg. 1/1/2020 Exp. 12/31/2022	\$100.00

### **PLANNING COMMISSION**

***\$100 Per Diem***

**(Typically meet 4<sup>th</sup> Thursday of each month at 7:00 p.m. in Comm. Room)**

(Limit of 3 - 3 Year Terms)

Rich Schild	2167 Doblar Road Houston, MN 55943 (507) 896-3515	Beg. 1/21/2014 Exp. 12/31/2022 (on 3rd term)	\$100.00
Wayne Feldmeier	5940 Little Valley Rd Houston, MN 55943 (507) 896-3063	Beg. 1/1/2020 Exp. 12/31/2022 (on 1st term)	\$100.00
Robert Conway	Caledonia, MN 55921	Beg. 5/14/2019 Exp. 12/31/2021 (Completing Bob Burns' term)	\$100.00
Larry Hafner	3610 County 25 La Crescent, MN 55947 (507) 895-4480	Beg. 1/1/2015 Exp. 12/31/2023 (on 3rd term)	\$100.00

Ed Hammell	3007 County 14 Caledonia, MN 55921 (507) 542-4651	Beg. 1/1/2015 Exp. 12/31/2023 (on 3rd term)	\$100.00
James Wieser	7661 Wieser Road Hokah, MN 55941 (507) 894-4510	Beg. 1/1/2016 Exp. 12/31/2021 (on 3rd term)	\$100.00
Greg Myhre	20456 Old 76 Rd Caledonia, MN 55921 (507) 724-2916	No Set Term (BOC Delegate)	
Eric Johnson (Alternate)	14212 Paradise Dr. Houston, MN (507) 896-3927	No Set Term (alternate BOC Delegate)	

Amy Sylling – Secretary

### **FEED LOT ADVISORY COMMITTEE**

**As of the 9/20/16 board meeting motion the Planning Commission will serve as the Feed Lot Committee. This is being changed because it was discovered that the Zoning Ordinance requires that the terms of this committee be consistent with the terms of the Planning Commission. Moving forward, the Planning Commission will be utilized as the Feed Lot Advisory Committee.**

### **SAFETY COMMITTEE**

Bob Burns	1106 Courtney Dr Caledonia, MN 55921 (507) 450-2257	No Set Term	\$40.00
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## **EXTERNAL COMMITTEE REPRESENTATION**

### **AMC DISTRICT COMMITTEES**

#### **ENVIRONMENTAL & NATURAL RESOURCES COMMITTEE FOR AMC DISTRICT IX**

Eric Johnson	14212 Paradise Dr Houston, MN 55943 (507) 896-3927	No Set Term	\$65.00 out of county \$40.00 in county
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#### **TRANSPORTATION COMMITTEE FOR AMC DISTRICT IX**

Bob Burns	1106 Courtney Dr Caledonia, MN 55921 (507) 450-2257	No Set Term	\$65.00 out of county \$40.00 in county
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#### **HUMAN SERVICES COMMITTEE FOR AMC DISTRICT IX**

Teresa Walter	550 Skunk Hollow Road La Crescent, MN 55947 (507) 895-2446	No Set Term	\$65.00 out of county \$40.00 in county
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#### **GENERAL GOVERNMENT COMMITTEE FOR AMC DISTRICT IX**

Greg Myhre	20456 Old 76 Rd Caledonia, MN 55921 (507) 724-2916	No Set Term	\$65.00 out of county \$40.00 in county
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#### **PUBLIC SAFETY FOR AMC DISTRICT IX**

Dewey Severson	727 N. 4 <sup>th</sup> St La Crescent, MN 55947 (507) 895-2244	No Set Term	\$65.00 out of county \$40.00 in county
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**ABC BOARD OF DIRECTORS**  
**(HOUSTON COUNTY REPRESENTATIVES)**  
**Representatives appointed by ABC**

(On 7/14/09 the Board voted to replace the \$40 per diem with mileage reimbursement  
On 7/6/10 the Board voted to discontinue both mileage and per diem for this Board)

(4 year terms-can serve max of three 4-year  
terms/then must be off a year before starting  
over)

<u>Name</u>	<u>Address</u>	<u>Term</u>	<u>Per Diem</u>
Dick Kerndt		Exp. May 2020	None

**BEAR CREEK WATERSHED**  
**(meets on an as-needed basis)**

Contact: Mark Oyloe, Decorah Service Center/NRCS, 2296 Oil Well Dr, Decorah, IA 52101

Greg Myhre	20456 Old 76 Rd Caledonia, MN 55921 (507) 724-2916	No Set Term	\$65.00 out of county
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**BLUFF COUNTRY MN MULTI-COUNTY HOUSING & REDEVELOPMENT AUTHORITY**

**Joint Powers Committee**  
**Quarterly meetings in Rushford**

<u>Name</u>	<u>Address</u>	<u>Term</u>	<u>Per Diem</u>
Bob Carlson	1824 Looney Valley Road Houston, MN 55943 (507) 896-3832	5 year Terms Expires 8/27/2021	\$30.00
Eric Johnson	14212 Paradise Dr Houston, MN 55943 (507) 896-3927	No Set Term	\$40.00 in county/ \$65.00 out of county

Note – per the by-laws, Houston County has 2 reps and Fillmore County has 2 reps on this board.

**BOARD OF HEALTH**  
**(Joint Board with Fillmore County)**  
**Joint Powers Committee**

<u>Name</u>	<u>Address</u>	<u>Term</u>	<u>Per Diem</u>
Dewey Severson	727 N. 4 <sup>th</sup> St La Crescent, MN 55947 (507) 895-2244	No Set Term	\$40.00 in county/ \$65.00 out-of county
Eric Johnson	14212 Paradise Dr Houston, MN 55943 (507) 896-3927	No Set Term	\$40.00 in county/ \$65.00 out-of county
Bob Burns	1106 Courtney Dr Caledonia, MN 55921 (507) 450-2257	No Set Term	\$65.00 out of county \$40.00 in county
Teresa A. Walter	550 Skunk Hollow Road La Crescent, MN 55947 (507) 895-2446	No Set Term	\$40.00 in county/ \$65.00 out-of county
Greg Myhre	20456 Old 76 Rd Caledonia, MN 55921 (507) 724-2916	No Set Term	\$65.00

**Planned 2022 Meeting Dates (Mabel Community Center 1-3pm) –  
TBD**

**February , 2022**

**May 2022**

**August , 2022**

**November , 2022**

**CHS ADVISORY COMMITTEE/ALSO KNOWN AS NURSING TASK FORCE**

(No terms & No term limits)

<u>Name</u>	<u>Address</u>	<u>Per Diem</u>
Sharon Field Rohrer (District 4)	315 N. 2nd Brownsville, MN 55919 (507) 482-6617 <a href="mailto:sharon.rohrer@acegroup.cc">sharon.rohrer@acegroup.cc</a>	Mileage/No Per Diem
Myron Falken (District 4)	19099 Neumann Road Caledonia, MN 55921 507-542-4588 <a href="mailto:falke014@umn.edu">falke014@umn.edu</a>	
Sandy Graves (District 1)	703 S 11 <sup>th</sup> Street La Crescent, MN 55947 507-895-5155 <a href="mailto:sandy.graves@isd300.k12.mn.us">sandy.graves@isd300.k12.mn.us</a>	
Mary Thompson (District 2)	9723 Mound Prairie Dr Houston, MN 55943 (507) 894-4745 <a href="mailto:knut1@acegroup.cc">knut1@acegroup.cc</a>	

Jan Kraabel 23464 Bangs Rd  
(District 5) Spring Grove, MN 55974  
(507) 498-5687 [kraabel@springgrove.coop](mailto:kraabel@springgrove.coop)

Jane Mrozek 410 South 8<sup>th</sup> Street  
(District 1) La Crescent, MN 55947  
(507) 895-6496 [jemrozek@goacentek.net](mailto:jemrozek@goacentek.net)

Elizabeth (Bets) Reedy 21727 Randall Drive New member in 2015  
(District 2) Houston, MN 55943  
507-864-7585 [bramble@acegroup.cc](mailto:bramble@acegroup.cc)

Dr. Michelle Rein c/o Franciscan Skemp (started 11/27/07) \$200.00 stipend  
(Medical Advisor) 701 N Sprague. (to cover MN License)  
Caledonia, MN 55921  
(507) 725-3353 [rein.michelle@mayo.edu](mailto:rein.michelle@mayo.edu)

PH&HS Director Courthouse No Set Term  
(Ex Officio) Caledonia, MN 55921  
(507) 725-5811  
[John.Pugleasa@co.houston.mn.us](mailto:John.Pugleasa@co.houston.mn.us)

Dewey Severson 727 N. 4<sup>th</sup> St  
La Crescent, MN 55947  
(507) 895-2244

### **COMMUNITY HEALTH SERVICES STATE DELEGATE (AKA SCHSAC)**

<u>Name</u>	<u>Address</u>	<u>Term Expires</u>	<u>Per Diem</u>
Mitch Lenz (Primary for 2020)		12/31/2021	
Teresa Walter (Houston County)		12/31/2021	\$30 state paid

(This committee is required in order for us to receive CHS funding. Our Joint CHS Agency has one representative, with an alternate who may attend only if the representative cannot. Houston and Fillmore Counties take turns alternating which county has the representative and which has the alternate each year.)

### **Crooked Creek Watershed District**

		(3 year terms)	
Dan Goetzinger	6352 Whitetail Drive Caledonia, MN 55921 (507) 724-3930	Exp.11/30/2024	None
Paul Fruechte	10374 County 14 Caledonia, MN 55921 (507) 724-1027	Exp. 11/30/2022	None

Tim McCormick	8705 County 3 Caledonia, MN 55921 (507) 724-2471	Exp. 11/30/2024	None
Brad Felten	9243 South Fork Rd Caledonia, MN 55921 (507) 724-2483	Exp. 11/30/2023	None
Arlyn Pohlman	7601 Stadtler Drive Caledonia, MN 55921 (507) 725-5656	Exp. 11/30/2023	None

### **ECONOMIC DEVELOPMENT AUTHORITY BOARD**

<u>Name</u>	<u>Address</u>	<u>Term</u> (3 year terms)	<u>Per Diem *</u>
Joe Thesing (District 1)	110 Crescent Avenue La Crescent, MN 55947	Appt. 2/17/2014 Expire 12/31/2023	
Tony Schultz (District 2)	418 S Grant Street Houston, MN 55943 (507) 895-5472	Appt. 12/16/14 Expire 12/31/2022	
Matt Schuldt (District 3)	PO Box 188 Caledonia, MN 55921	Started 1/2015 Exp. 12/31/2023	
Matt Vetsch (District 4)	PO Box 163 Hokah MN 55941	Appt. 8/10/2021 Exp. 8/10/2023	
Dayna Burtness Nguyen (District 5)	23970 County 19 Spring Grove, MN 55974	Appt. 12/5/2019 Expire 12/31/2022	
Dewey Severson	727 N. 4 <sup>th</sup> St La Crescent, MN 55947 (507) 895-2244	No Set Term	\$40.00 in county
Eric Johnson	14212 Paradise Dr Houston, MN 55943 (507) 896-3927	No Set Term	\$40.00 in county

Non-member  
CEDA Staff-EDA Coordinator

### **EXTENSION COMMITTEE**

<u>Name</u>	<u>Address</u>	<u>Term</u> (Maximum of 2 Three Year Terms)	<u>Per Diem</u>
			Page

(M.S. 38.36 requires Extension Committees to have 9 members)

Eric Johnson	14212 Paradise Dr Houston, MN 55943 (507) 896-3927	No Set Term	\$40.00
Teresa A. Walter	550 Skunk Hollow Road La Crescent, MN 55947 (507) 895-2446	No Set Term	\$40.00
Millie Frie (auditor's designee)	2610 N. Pine Creek Road La Crescent, MN 55947 (507) 895-4399	No Set Term for Auditor's Designee	\$30.00
Erick Abnet	6206 County 6 La Crescent, MN 55947 (507) 896-3927	Exp. 12/31/2020 (2nd term)	\$30.00
Bob Scanlan	2344 Cork Hollow Dr Brownsville, MN 55919 (507) 482-7052	Exp. 12/31/2021 (1 <sup>st</sup> Term)	\$30.00
Francis Myhre	803 Pine St Caledonia, MN 55921 (507) 725-9942	Exp. 12/31/2021 (1 <sup>st</sup> Term)	\$30.00
Kari Alstad	19714 County 4 Spring Grove, MN 55974 (507) 498-3676	Exp. 12/31/2021 (1 <sup>st</sup> Term)	\$30.00
Brad Hoscheit	11833 County 27 Caledonia, MN 55921 (507)	Exp 12/31/2022 (1 <sup>st</sup> Term)	\$30.00
Elizabeth Houdek	723 E Street South Caledonia, MN 55921	Exp. 12/31/2022 (1 <sup>st</sup> Term)	\$30.00

Extension Youth Representatives: (ONE YEAR TERMS)  
VACANCY

**FAMILY SERVICES COLLABORATIVE**

**Joint Powers Committee**

GOVERNING COUNCIL (COUNTY MEMBERS ONLY)

Bob Burns	1106 Courtney Dr Caledonia, MN 55921 (507) 450-2257	No Set Term	\$40.00
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MANAGEMENT COUNCIL (COUNTY MEMBERS ONLY)

John Pugleasa	Courthouse	No Set Term	None Page
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Caledonia, MN 55921  
(507) 725-5811

Jennifer Wurm	Courthouse Caledonia, MN 55921 (507) 725-5808	No Set Term	None
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HC PH&HS Accounting Unit	304 S Marshall St Caledonia, MN 55921 (507-725-5810)	No Set Term	None
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### **HIAWATHA VALLEY MENTAL HEALTH CENTER**

LIMIT--3 - Three Year Terms

**By-law change effective 1/1/2008 – the County Board ONLY appoints the commissioner representative.**

Bob Burns	1106 Courtney Dr Caledonia, MN 55921 (507) 450-2257	No Set Term	\$65.00 Out of County
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Dewey Severson (Alternate)	727 N. 4 <sup>th</sup> St La Crescent, MN 55947 (507) 895-2244	No Set Term	\$65.00 Out of County
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### **HIAWATHA VALLEY RESOURCE, CONSERVATION & DEVELOPMENT AREA**

Address: 1485 Industrial Dr, Rm 104, Rochester, MN 55901

<u>Name</u>	<u>Address</u>	<u>Term</u>	<u>Per Diem</u>
Glenn Kinneberg (Citizen at Large)	14824 County 17 Spring Grove, MN 55974 (507) 498-5157	No Set Term	Paid by SWCD

Roger Stenhoff (S&W rep)	16301 Four Corners Dr Spring Grove, MN 55974 (507) 498-5425 5stens@springgrove.coop	No Set Term	Paid by SWCD
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Dave Walter (County Board's rep.)	Soil & Water Cons. Service Caledonia, MN 55921 (507) 725-5261	No Set Term	Paid by SWCD
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### **JUVENILE DETENTION FACILITY Olmsted Detention Center-Rochester (formerly known as Many Rivers)**

Sue Bublitz	Assistant County Attorney Courthouse Caledonia, MN 55921	No Set Term
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## **LA CROSSE COUNTY SOLID WASTE POLICY BOARD**

(Notify: Hank Koch at La Crosse County Solid Waste Dept. 6500 State Road 16 La Crosse , Wisconsin 54601 608-785-9572)

Teresa A. Walter	550 Skunk Hollow Road La Crescent, MN 55947 (507) 895-2446	(3 year term) 5/1/17 – 4/30/20	\$65.00 Out of County
Dewey Severson (Alternate)	727 N. 4 <sup>th</sup> St La Crescent, MN 55947 (507) 895-2244	No Set Term	\$65.00 Out of County
Aaron Lacher		No Set Term	None

## **MCIT VOTING DELEGATE**

Robert Burns

Teresa Walter – Alternate

## **MCCC VOTING DELEGATE**

Carol Lapham	304 S Marshall St - Room 106 Caledonia, MN 55921 (507) 725-5809	No set term
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## **ONE WATERSHED, ONE PLAN**

Notify: [Donna.Rasmussen@fillmoreswcd.org](mailto:Donna.Rasmussen@fillmoreswcd.org)

Eric Johnson	14212 Paradise Dr Houston, MN 55943 (507) 896-3927	No Set Term	\$65.00 out of county
Bob Burns (Alternate)	1106 Courtney Dr Caledonia, MN 55921 (507) 450-2257	No Set Term	\$65.00 Out of County

## **SOUTHEASTERN MINNESOTA EMERGENCY MEDICAL JOINT POWERS BOARD**

### **Joint Powers Committee**

Teresa Walter	550 Skunk Hollow Rd La Crescent, MN 55947 (507) 895-2446	No Set Term	\$65.00 out of county
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**SE MN Emergency Management Board**

**Joint Powers Committee**

Emergency Mgmt  
Personnel                      304 S Marshall St  
   Caledonia, MN 55921  
   (507) 725-5834

Sheriff                              306 S Marshall Street  
(alternate)                      Caledonia, MN 55921

**Southeast Minnesota Regional Emergency Communications Board (or ECB)**

**Joint Powers Committee**

Judy Indrelie, Special Projects Coordinator, Olmsted Cty Sheriff's Office, 101 4<sup>th</sup> St SE, Rochester,  
MN 55904

Dewey Severson	727 N. 4 <sup>th</sup> St La Crescent, MN 55947 (507) 895-2244	No Set Term	\$65.00 out of county
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Teresa Walter (alternate)	550 Skunk Hollow Rd La Crescent, MN 55947 (507) 895-2446	No Set Term	\$65.00 out of county
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**SELCO BOARD OF DIRECTORS**

<https://www.selco.info/board-of-directors/>

Bob Burns	1106 Courtney Dr Caledonia, MN 55921 (507) 450-2257	No Set Term	\$65.00 Out of County
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Teresa Walter (alternate)	550 Skunk Hollow Road La Crescent, MN 55947 (507) 895-2446	No Set Term	\$65.00 out of county
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**SEMCAC (APPOINTED BY COUNTY BOARD)**

Greg Myhre	20456 Old 76 Rd Caledonia, MN 55921 (507) 724-2916	No Set Term	\$65.00 out of county
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Eric Johnson (alternate)	14212 Paradise Dr Houston, MN 55943 (507) 896-3927	No Set Term	\$65.00 out of county
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Note - - Terry Erickson indicated that there is no set term for Semcac members. They serve indefinitely until they want to resign. Also, they do NOT have to be a county commissioner.

**Southern MN Tourism Association (SMTA)**

Dewey Severson	727 N. 4 <sup>th</sup> St La Crescent, MN 55947 (507) 895-2244	No Set Term	\$65.00 out of county
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**7 RIVERS ALLIANCE**

info@7riversalliance.com

[lisa@westerntc.ccsend.com](mailto:lisa@westerntc.ccsend.com)    Notify her of changes on this committee  
<http://www.7riversalliance.org/>

Dewey Severson	727 N. 4 <sup>th</sup> St La Crescent, MN 55947 (507) 895-2244	No Set Term	\$65.00 out of county
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Eric Johnson	14212 Paradise Dr Houston, MN 55943 (507) 896-3927	No Set Term	\$65.00 out of county
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Bob Burns	1106 Courtney Dr Caledonia, MN 55921 (507) 450-2257	No Set Term	\$65.00 Out of County
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Teresa A. Walter	550 Skunk Hollow Road La Crescent, MN 55947 (507) 895-2446	No Set Term	\$65.00 out of county
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Greg Myhre	20456 Old 76 Rd Caledonia, MN 55921 (507) 724-2916	No Set Term	\$65.00
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CEDA Staff/ EDA Coordinator	Courthouse Caledonia, MN 55921 (507) 725-5836	No Set Term	
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**SMART (TRAILS)**

(meets 6 times per year in Rochester)

Bob Burns	1106 Courtney Dr Caledonia, MN 55921 (507) 450-2257	No Set Term	\$65.00 out of county
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Dewey Severson (Alternate)	727 N. 4 <sup>th</sup> St La Crescent, MN 55947	No Set Term	\$65.00 Out of County
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(507) 895-2244

CEDA Staff/ EDA Coordinator	Courthouse Caledonia, MN 55921 (507) 725-5836	No Set Term
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(contact address for SMART is: T. "Grumpy" Sell; SMART President (507) 696-1028  
SMART; Box 421; Mantorville, MN 55955)

??Michael Wojcik, SMART Secretary at mwojcik@rochestermn.gov or  
Suzie Nakasian, SMART President at suzienakasian@gmail.com

### **TOWNSHIP OFFICERS ASSOCIATION**

(to attend Twp meetings for informational purposes)

Teresa A. Walter	550 Skunk Hollow Road La Crescent, MN 55947 (507) 895-2446	No Set Term	\$40.00
Eric Johnson	14212 Paradise Dr Houston, MN 55943 (507) 896-3927	No Set Term	\$40

### **WATER PLANNING COMMITTEE**

No per diem for local meetings

(Term limit was eliminated on 1/6/98)

(Three Year Terms)

<u>Name</u>	<u>Address</u>	<u>Term</u>	<u>Per Diem</u>
VACANT			None
VACANT			None
VACANT			None
Joanne Heim Welch	3653 Voshart Drive Brownsville, MN 55919 (507) 724-5133	Exp. 12/31/2021 (On 2nd Term)	
Daniel Griffin	17528 Four Corners Dr Spring Grove, MN 55974	Exp. 12/31/2021	
Arlyn Pohlman (represents Twp.	7601 Stadtler Dr Caledonia MN 55921	No Term Limit for Twp. Officer	

Officers Assn)	(507) 724-5656	Representative	
Mary Thompson		No Set Term	None
Martin Herrick	County Zoning Courthouse Caledonia, MN 55921 (507) 725-5800	No Set Term	None
Linda Dahl	SE MN Resources Board Winona State University P.O. Box 5838 Winona, MN 55987-5838 (507) 457-5223	No Set Term	None
Mark Hiles, Interim	BWSR 21371 State Hwy. 15 New Ulm, MN 56073 (507) 359-6077	No Set Term	None
Gary Larson	NRCS	No Set Term	None
Amelia Meiners	Houston County Feedlot Officer Courthouse Caledonia, MN 55921 (507) 725-5800	No Set Term	None
Brian Pogodzinski	County Engineer 1124 E Washington St Caledonia, MN 55921 (507) 725-3925	No Set Term	None
Dave Walter	District Manager Root River SWCD 805 N Hwy 44/76, Suite 1 Caledonia, MN 55921 (507) 725-5261 ext. 3	No Set Term	None
Eric Johnson	14212 Paradise Dr Houston, MN 55943 (507) 896-3927	No Set Term	\$40.00

### **WORKFORCE DEVELOPMENT**

#### **Joint Powers Committee**

<u>Name</u>	<u>Address</u>	<u>Term</u>	<u>Per Diem</u>
Teresa Walter	550 Skunk Hollow Rd La Crescent, MN 55947	No Set Term	\$65.00 out of county

**SOIL & WATER – WINLAC - WINONA / LA CRESCENT AREA**

<u>Name</u>	<u>Address</u>	<u>Term</u>	<u>Per Diem</u>
Teresa Walter	550 Skunk Hollow Rd La Crescent, MN 55947 (507) 895-2446		
Dewey Severson (alternate)	727 N. 4 <sup>th</sup> St La Crescent, MN 55947 (507) 895-2244		

## **APPOINTED COUNTY OFFICES**

County Assessor	Lucas Onstad 18522 Holm Dr Spring Grove, MN 55974 (507)498-3508	appointed term expires 12/31/2023
County Engineer	Brian Pogodzinski 1124 E. Washington Caledonia, MN 55921 (507) 725-3925	term expires April 30, 2021 3rd 4-year term
Veteran Services Officer	Robert Thoen Courthouse Caledonia, MN 55921 (507) 725-5805	term expires 1/24/2024
Medical Examiner	Dr. R. Ross Reichard, M.D Southern MN Regional Medical Examiner's Office 200 1 <sup>st</sup> Street SW Rochester MN 55905 507-284-3040	term expires 12/31/22



Committee	D1. Severs	D2. Johnson	D3. Burns	D4. Walter	D5. Myhre
Community Services Standing Committee	x		x		
Land Use/Public Works Standing Committee		x		x	
Finance Standing Committee			x		x
Personnel/Negotiating Committee		x		x	
ADA Compliance Committee	x	x			
Airport Commission			x		x
Canvassing Board (TBD-2 not up for election)					
Child Mortality Review Team	x				
CJC Safety Committee			x		
Courthouse Closure in Emergency/Wx Committee			x		
CJCC Committee			x	a	
Highway Building Committee		x			x
Parks Committee	x		x		
Planning Commission		a			x
Safety Committee			x		
AMC District IX Committee - Environmental and Natural Resources		x			
AMC District IX Committee - Transportation			x		
AMC District IX Committee - Human Services				x	
AMC District IX Committee - General Government					x
AMC District IX Committee - Public Safety	x				
AMC Delegate Assembly	x	x	x	x	x
Bear Creek Watershed Committee					x
Bluff Country MN Multi-County Housing and Redevelopment Authority (JPC)		x			
Board of Health (JPC w/Fillmore Co)	x	x	x	x	x
CHS Advisory Committee - aka Nursing Task Force	x				
Community Health Services Delegate (SCHSAC)				x	
Economic Development Authority Board	x	x			
Extension Committee		x		x	
Family Services Collaborative (JPC) - Governing Council			x		
Hiawatha Valley Mental Health Center Board	a		x		
La Crosse County Solid Waste Policy Board	a			x	
One Watershed, One Plan		x	a		
Southeastern MN Emergency Medical (JPC)				x	
Southeast MN Regional Emergency Communications Board (JPC)	x			a	
SELCO Board of Directors			x	a	
SEMCAC		a			x
Southern MN Tourism Association (SMTA)	x				
7 Rivers Alliance	x	x	x	x	x
SMART (TRAILS)	a		x		
Township Officers Association		x		x	
Water Planning Committee		x			
Workforce Development				x	
Soil & Water - WINLAC	a			x	
MCIT Voting Delegate			x	a	



## AMC 2022 POLICY COMMITTEE & VOTING DELEGATE APPOINTMENTS

### 2022 AMC POLICY COMMITTEE APPOINTMENTS

*Counties must appoint at least one commissioner or county official to each of the five AMC policy committees.  
Individuals may not serve as a voting member on more than one policy committee.*

<b>2022 County Board Chair</b>	
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<b>Policy Committee</b>	<b>2022 Policy Committee Member</b>
<b>Environment &amp; Natural Resources Policy Committee</b>	
<b>General Government Policy Committee</b>	
<b>Health &amp; Human Services Policy Committee</b>	
<b>Public Safety Policy Committee</b>	
<b>Transportation &amp; Infrastructure Policy Committee</b>	

### 2022 AMC VOTING DELEGATE APPOINTMENTS

*Please type (or clearly print) the names of your county's appointed AMC Voting Delegates for 2022 in the spaces below.  
Voting delegates are permitted to cast votes on behalf of one's county during official AMC meetings/business.*

<b>1</b>	
<b>2</b>	
<b>3</b>	
<b>4</b>	
<b>5</b>	
<b>6</b>	
<b>7</b>	
<b>8</b>	

#### **ARTICLE 8: ASSOCIATION DELEGATES & DISTRICTS**

**Section 1. Association Delegates** Each member county shall be entitled to a number of delegates equal to three more than the number of persons on the board of county commissioners of the member county. Delegates shall be appointed annually by the county board from among the officials and employees of the county. Each delegate so appointed shall be eligible to vote at any meeting of the Association or to be elected an officer or director of the Association. The right to vote at any meeting of the Association or to hold an office or directorship in the Association shall terminate when such person ceases to be a delegate from a member county or the county that delegate represents ceases to be a member of the Association. A vacancy in the office of delegate shall be filled by the county board for the unexpired term.

Please return to Laurie Klupacs @ [klupacs@mncounties.org](mailto:klupacs@mncounties.org)