

## **PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS**

Date: January 4, 2022

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, Reporter Jordan Gerard, Finance Director Carol Lapham, Human Resources Director Theresa Arrick-Kruger, Public Health and Human Services Director John Pugleasa, Board Clerk/EDA Director Allison Wagner, Interim Recorder Mary Betz, Sheriff Mark Inglett, Deputy Sheriff Brian Swedberg, Emergency Management Director Mark Olson, Assessor Lucas Onstad, Zoning Administrator Amelia Meiners and Deputy Steven Garrett

Presiding: Wagner, Chairperson pro tem

Call to order.

Pledge of Allegiance.

Board Clerk Wagner requested nominations for Chairperson for the year 2022. There were two nominations. A motion was made by Commissioner Johnson to nominate Commissioner Myhre for Chairperson 2022. A motion was made by Commissioner Burns to nominate Commissioner Walter for Chairperson 2022. Commissioner Myhre became the 2022 Chairperson in a 3-2 vote. Commissioners Severson, Johnson, and Myhre voted for Commissioner Myhre to become Chairperson. Commissioners Burns and Walter voted no.

Chairperson Myhre asked for nominations for board Vice-Chairperson. Motion was made by Commissioner Johnson to nominate Commissioner Severson for Vice-Chairperson 2022. Motion passed 4-1 with Commissioner Severson abstaining.

Before approving the agenda Commissioner Johnson asked that Action Item No. 7 considering the draft Test and Mask Policy be moved from the action item list to discussion items. Motion was made by Commissioner Johnson, seconded by Commissioner Burns, motion unanimously carried to approve the agenda with the change.

Motion was made by Commissioner Severson, seconded by Commissioner Burns, motion unanimously carried to approve the meeting minutes from December 28, 2021.

Public Comment: No public comments were made.

## APPOINTMENTS

Auditor/Treasurer, Donna Trehus, opened the sealed bid from the Caledonia Argus and read the rate amounts line by line to Commissioners. Only one bid was received by the County by the deadline.

## CONSENT AGENDA

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

- 1) Change the employment status of Mark Tewes, Recycling Center Coordinator, from probationary to regular, effective 01/06/2022. (Kruger)
- 2) Change the employment status of Amy Sylling, Technical Clerk, from probationary to regular, effective 01/07/2022. (Kruger)
- 3) Approve SELCO – Houston County Contract for Library Service. (Trehus)

## ACTION ITEMS

File No. 1 – Commissioner Severson moved, Commissioner Walter seconded, motion unanimously carried to adopt Resolution No. 22-01 and designate the 2022 Official Newspaper. The Caledonia Argus was designated the Official Newspaper. See Resolution Below.

### 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:

#### **THE CALEDONIA ARGUS**

**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) **\$ 7.00**

**MISCELLANEOUS NOTICES** that are not required to be published in the Official Paper (per column inch). Legal Rate \$ **8.70** Display Rate \$ **8.70**

**FIRST PRINTING OF 2021 FINANCIAL STATEMENT** Charge per inch (based on a 7 point type, Arial font, with 8 point leading) \$ **7.00**

**PUBLICATION OF SAMPLE BALLOT INFORMATION** Charge per inch (based on a 7 point type, Arial font, with 8 point leading) \$ **7.00**

**PUBLICATION OF TAX FORFEITURE INFORMATION** Charge per inch (based on a 7 point type, Arial font, with 8 point leading) \$ **7.00**

**PUBLICATION OF DELINQUENT TAX LIST:** Charge per inch (based on a 7 point type, Arial font with 8 point leading) \$ **9.00**

File No. 2 – Commissioner Burns moved, Commissioner Severson seconded, motion unanimously carried to adopt Resolution No. 22-02 to authorize ESB Banking Powers for 2022. Resolution is below.

**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.

File No. 3 – Commissioner Myhre moved, Commissioner Walter seconded, motion unanimously carried to adopt Resolution No. 22-03 to grant account powers for Bank of the West in 2022.

**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.

File No. 4 – Commissioner Johnson moved, Commissioner Walter seconded, motion unanimously carried to adopt Resolution No. 22-04 Minimum Salary for Elected Officials. See Resolution below.

**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

File No. 5 – Commissioner Severson moved, Commissioner Walter seconded, motion unanimously carried to adopt Resolution No. 22-06, 2022 Annual Appropriations.

**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>

File No. 6 – Commissioner Severson moved, Commissioner Johnson seconded, motion unanimously carried to approve Resolution No. 22-06 declaring a state of emergency for conditions resulting from storms on December 15, 2021. Resolution is below.

#### Resolution No. 22-06

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

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.

File No. 7 – This action item was moved to discussion items.

File No. 8 – Prior to voting on the matter Commissioners discussed Cythia Cresswell-Hatleli's hourly wage. Human Resources Director Kruger said that Cresswell-Hatleli was

currently being paid out of class because she was training other employees. She had been training other employees for approximately a year, and the additional pay for training was intended to be temporary. Assessor Luke Onstad spoke in favor of Cresswell-Hatleli's current wage. He told the board that the staff in the office was almost entirely new and that the appraisers other than Cresswell-Hatleli had less than 3 years experience. Onstad also suggested that the Commissioners consider a new classification within the department that would better suit Cresswell-Hatleli's experience. The board told Onstad he should connect with HR and the personnel committee to further discuss his suggestion, but that they did need to vote on the matter before them at the meeting. Commissioner Johnson moved, Commissioner Severson seconded, motion carried 4-1 with Commissioner Burns voting no to revise Cythia Cresswell-Hatleli's hourly rate from \$36.50 downward to \$26.47/hour effective January 16, 2022.

File No. 9 – Commissioners reviewed the current Commissioner Committee Assignments and discussed possible changes for 2022. After agreeing on the changes to the list a motion was made by Commissioner Johnson, seconded by Commissioner Severson, motion unanimously carried to update the current Commissioner Committee Assignments for 2022.

## DISCUSSION ITEMS

Commissioners had a lengthy discussion regarding a draft of the Test and Mask Policy Kruger and Public Health and Human Services Pogleasa had worked on based on the guidance that the Commissioners had given them the previous week. Due to new federal rules Minnesota's Occupational Safety and Health Administration (OSHA) would be enforcing new rules 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. Kruger and Pogleasa had drafted a plan for Commissioners based on the second option where employees would be required to either be fully vaccinated or test weekly and wear masks. They told Commissioners that the matter was scheduled to be looked at by the Supreme Court on January 7, 2022. In the meantime Kruger and Pogleasa were working to make "good faith efforts" to have a plan in place to meet OSHA's deadline to meet compliance by January 10, 2022. Kruger and Pogleasa said it was their recommendation that wearing a face covering should be enforced for all employees regardless of vaccine status. One of the reasons for this was to better protect privacy for employees regarding vaccine status. Having all County employees mask rather than just the unvaccinated would also help County staff from having to "police" who was and was not wearing masks. Commissioners discussed using American Rescue Plan Act (ARPA) dollars to pay for the costs of masks and testing for employees. Commissioner Johnson asked Pogleasa if testing County employees was something Public Health could assist with. Pogleasa expressed concerns saying they currently did not have the capacity to take on this new task. Commissioner Burns asked Pogleasa to please check with local pharmacies and providers to see if they could possibly work something out with the County to provide testing to County employees on a weekly basis. Pogleasa said he would look into the matter. Commissioners discussed the new requirements and various options, but no official action was taken. The matter would be reviewed again at the next meeting.

Comissioners updated the Board on recent meetings and events. Commissioner Burns said the Finance Committee had another meeting scheduled with Bank of the West to clarify some things from the presentation Bank of the West had given to the full Board in December of 2021. Commissioner Johnson said he was part of the Hiring Committee for the new Extension Educator for Houston and Fillmore County.

There being no further business at 10:05 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 January 11, 2022.

BOARD OF COUNTY COMMISSIONERS

HOUSTON COUNTY, MINNESOTA

By: \_\_\_\_\_  
Greg Myhre, Chairperson

Attest: \_\_\_\_\_  
Donna Trehus, Auditor/Treasurer

## **PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS**

Date: January 11, 2022

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 Pogleasa, Board Clerk/EDA Director Allison Wagner, Interim Recorder Mary Betz, County Engineer Brian Pogodzinski, Emergency Management Director Mark Olson, IT Director Andrew Milde, and Merchants Bank President Matt Schuldt

Presiding: Chairperson Myhre

Call to order.

Pledge of Allegiance.

Before approving the agenda Commissioner Johnson asked that an item be added to the consent agenda for consideration: Change the job classification of Travis Lapham from Sheriff's Deputy C41 to Patrol Sgt. C42, effective 01/17/2022. Motion was made by Commissioner Johnson, seconded by Commissioner Severson, motion unanimously carried to approve the agenda with the change.

Motion was made by Commissioner Burn, seconded by Commissioner Walter motion unanimously carried to approve the meeting minutes from January 4, 2022.

Public Comment: No public comments were made.

### **APPOINTMENTS**

Houston County Economic Authority Development Authority (EDA) Director Allison Wagner presented the 2021 EDA Annual Report to Commissioners. She said the County contracts with Community and Economic Development Associates (CEDA) for EDA services. Wagner said the 2021 year had begun by continuing to help businesses work through the unprecedented challenges caused by the COVID-19 pandemic. A total of \$367,594.71 in grant



funds was awarded to 107 eligible businesses in 2021, and an additional \$1,187,166.36 in grant funds had been awarded to businesses the year prior in 2020. In total for both years \$1,554,761.07 in pandemic relief had been awarded to eligible businesses. Many of these funds had come from CARES Act dollar that the County Commissioners had allocated to help businesses. Wagner said despite the pandemic businesses had proved to be resilient, innovative, and adaptive. Wagner said the EDA had also administered two EDA loans to businesses in 2021. There were currently 13 active EDA revolving loans and the EDA had additional funds to lend to businesses who were starting or expanding in Houston County. She encouraged those at the meeting to spread the word that funds were available for low interest loans through the EDA. In addition to the day to day work of connecting with businesses and providing assistance to entrepreneurs the EDA had continued to work on new and existing projects including securing funding for Houston County's first and only co-working space that would open in 2022, helping farmers, working on addressing childcare needs, and the continued expansion of the Bluff Country Collaborative (BCC) which had grown into a strong partnership with area schools including all Houston County School districts, area business, and several organizational partners. The Commissioners thanked Wagner and the EDA for the economic development accomplishments in 2021.

## CONSENT AGENDA

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

- 1) Change the job classification of Travis Lapham from Sheriff's Deputy C41 to Patrol Sgt. C42, effective 01/17/2022.

## ACTION ITEMS

File No. 1 – Commissioner Johnson moved, Commissioner Burns seconded, motion unanimously carried to reappoint Bob Carlson to the Bluff County Minnesota Multi-County Housing and Redevelopment Authority Committee (five year term).

File No. 2 – Commissioner Severson moved, Commissioner Johnson seconded, motion unanimously carried to accept a donation of \$100 from the Brownsville VFW to the Veteran's Services Office to use for any veteran's needs.

File No. 3 – Commissioner Johnson moved, Commissioner Walter seconded, motion unanimously carried to adopt Resolution No. 22-07 indicating Houston County would participate in the Hazard Mitigation Assistance Program and authorizing Emergency Management Director Mark Olson to execute and sign such agreements and amendments on behalf of Houston County. See Resolution Below.

## **RESOLUTION AUTHORIZING PARTICIPATION IN PLANNING PROCESS AND EXECUTION OF AGREEMENT**

## **Resolution # 22-07**

**WHEREAS**, the County of Houston is participating in a hazard mitigation planning process as established under the Disaster Mitigation Act of 2000; and

**WHEREAS**, the Act establishes a framework for the development of a multi- jurisdictional hazard mitigation plan; and

**WHEREAS**, the Act as part of the planning process requires public involvement and local coordination among neighboring local units of government and business; and

**WHEREAS**, the county will lead the planning effort with the assistance of consultants and State of Minnesota mitigation staff.

**WHEREAS**, the county will provide staff and resources from departments related to mitigation, will facilitate participation of jurisdiction within the county, and provide quarterly reporting on plan progress.

**WHEREAS**, the plan must include a risk assessment including past hazards, hazards that threaten the county. maps of hazards, an estimate of structures at risk, estimate of potential dollar losses for each hazard, a general description of land uses and future development trends; and

**WHEREAS**, the plan must include a mitigation strategy including goals and objectives and an action plan identifying specific mitigation projects and costs; and

**WHEREAS**, the plan must include a maintenance or implementation process including plan updates, integration of plan into other planning documents and how the county will maintain public participation and coordination; and

**WHEREAS**, the draft plan will be shared with the State of Minnesota and the Federal Emergency Management Agency (FEMA) for coordination of state and federal review and comment on the draft; and

**WHEREAS**, approval of the all hazard mitigation plan will make the county eligible to receive Hazard Mitigation Assistance grants as they become available; and

**NOW THEREFORE**, Be it resolved that Houston County will enter into an agreement with the Division of Homeland Security and Emergency Management in the Minnesota

Department of Public Safety for the program entitled Hazard Mitigation Assistance (HMA) for the update of the

Houston County Hazard Mitigation plan. Mark Olson, Houston County Emergency Management Director is hereby authorized to execute and sign such agreements and any amendments hereto as are necessary to implement the plan on behalf of Houston County.

File No. 4 – Commissioners had a lengthy discussion with Human Resources Director Theresa Arrick-Kruger and Public Health and Human Services Director John Pugleasa regarding adopting the Test and Mask Policy the two had prepared for the Commissioner’s review based on feedback they had received from Commissioners at the previous meeting. Kruger and Pugleasa recommended that the board adopt the policy so the County could show a good faith effort at complying with new OSHA rules requiring 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 discussed concerns regarding lack of testing and if the County should pay for testing and masks for employees. According to OSHA the date to have the plan in place had been the previous day on January 10<sup>th</sup> 2022. Commissioners discussed the fact that the Supreme Court was currently considering the matter. The Supreme Court had not yet made a final ruling on the legality of the new mandate. Commissioners discussed if they should put a plan in place to comply with OSHA, or if they should wait on a final ruling from the Supreme Court. Commissioner Walter made a motion to adopt the new policy with the added provision that the policy would be reviewed as needed and such a review would not exceed 60 days. She also requested that the policy be uploaded to the County website for employees to review. Commissioner Severson seconded the motion. The motion failed 3-2 to adopt the new policy with Commissioners Johnson, Burns, and Myhre voting no. Commissioners would revisit the topic at the next regular meeting.

## DISCUSSION ITEMS

Commissioners discussed recent meetings they had attended.

Commissioner Burns asked that banking options be put on the next regular meeting agenda. The board had participated in discussions with both Merchants Bank and Bank of the West regarding banking options. Commissioner Burns said he was in favor of switching banks if the change could make the County additional money.

Commissioners agreed on some topics to discuss at their next workgroup session. These topics included the possibility of making some elected positions appointed as it was an election year and also possible uses for American Rescue Plan Act (ARPA) dollars.

There being no further business at 10:43 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 January 18, 2022.

## BOARD OF COUNTY COMMISSIONERS

HOUSTON COUNTY, MINNESOTA

By: \_\_\_\_\_  
Greg Myhre, Chairperson

Attest: \_\_\_\_\_  
Donna Trehus, Auditor/Treasurer

## **PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS**

Date: January 18, 2022

9:01a.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 Amelia Meiners, Environmental Services Director Martin Herrick, and Health and Human Services Director John Pugleasa

Board Workgroup Session

Call to order.

The board discussed who would review proposals for the Comprehensive Land Use Plan assuming proposals were received and a timeline for the review. Zoning Administrator Meiners, Environmental Services Director Herrick, and Board Clerk Wagner had been working on an updated request for proposal to be released for the plan. The Commissioners would be reviewing the final draft of the proposal at the next regular meeting. It was the general consensus of the board that if multiple proposals were received the Land Use Committee Commissioners Walter and Johnson would first review them with the Zoning and Environmental Services Office, then a narrowed down list would come before the board for review at the March 2022 workgroup session. Meiners told the Commissioners they could also conduct interviews with top agencies regarding their proposals at that workgroup session if needed. The Commissioners agreed.

Commissioners discussed the possibility of making two elected County positions, Auditor/Treasurer and Recorder, appointed instead of elected in the future. Current elected officials had 104 days before the filing date to notify the Commissioners if they planned to run for County office again. If an elected official choose not to run for office the Commissioners could take steps to make the position appointed rather than elected. Commissioner Burns said a reason for making this change would be to avoid someone running for an elected position and getting voted in who did not have knowledge or experience. If the Commissioners appointed someone to the position they could select someone based on qualifications, experience, etc. No final decisions were made on the matter.

Commissioners discussed a tentative plan and possible eligible uses for ARPA dollars. Commissioners discussed some final changes that had been made to the ARPA final ruling.

Commissioners discussed keeping a reserve fund of ARPA dollars for potential unknown COVID-19 expenses that could occur in the future.

The meeting was ended at 10:41 a.m.

BOARD OF COUNTY COMMISSIONERS

HOUSTON COUNTY, MINNESOTA

By: \_\_\_\_\_  
Greg Myhre, Chairperson

Attest: \_\_\_\_\_  
Donna Trehus, Auditor/Treasurer

## **PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS**

Date: January 25, 2022

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, Public Health and Human Services Director John Pogleasa, Board Clerk/EDA Director Allison Wagner, Interim Recorder Mary Betz, County Engineer Brian Pogodzinski, IT Director Andrew Milde, Zoning Administrator Amelia Meiners, Environmental Services Director Martin Herrick, Veterans Service Officer Robert Thoen, AMC Public Safety Carli Stark, Minnesota State Representative Greg Davids, and Merchants Bank President Matt Schuldt

Presiding: Chairperson Myhre

Call to order.

Pledge of Allegiance.

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

Motion was made by Commissioner Burns, seconded by Commissioner Severson motion unanimously carried to approve the meeting minutes from January 11, 2022.

Motion was made by Commissioner Walter, seconded by Commissioner Burns motion unanimously carried to approve the workgroup session minutes from January 18, 2022.

Public Comment: No public comments were made.

### **APPOINTMENTS**

Association of Minnesota Counties (AMC), Public Safety Specialist, Carli Stark presented to the board. She said AMC's number one legislative priority was mental health infrastructure and services. She said other priorities included health and human services, public safety, housing investments, broadband funding, addressing childcare shortages and a robust

bonding bill as it was a bonding year. Commissioners discussed these priorities with Stark and thanked her for traveling to Houston County and attending the meeting.

Minnesota State Representative Greg Davids presented to the board. He thanked the County Board of Commissioners and County staff for their service. He said that the State had a nearly 8 billion dollar surplus. He talked about the investment committee and bonding committee and said it was not for individual projects. He said he supported “a robust” bonding bill of around a billion dollars.

Commissioners and County Staff had a conversation with Representative Davids and offered feedback and suggestions. Commissioner Burns presented Representative Davids with a list of suggestions that included: long term funding for State of Minnesota mandates, a motor vehicle tax on electric vehicles equivalent to those on gas vehicles, paying the full 50% cost of support of the DOC, additional funding for Human Services in support of children’s mental health, children’s evaluation and placement costs, and diabetic insulin costs and needle disposal. Commissioner Burns also suggested additional funding for local road improvement plans, simplifying Minnesota’s property tax classification system, and continued support of local government aid for counties and cities. Representative Davids said he agreed with many of the things on Commissioner Burn’s list. Commissioner Johnson told Representative Davids that unemployment insurance was an expensive cost to businesses. Representative Davids agreed and said he was in support of the governor’s plans to pay for some of that cost rather than having the burden fall on businesses. Commissioner Walter said one of her main concerns was the issue of not having enough EMS and firefighter personnel. Representative Davids said that regulation was part of the problem. Commissioner Myhre said he wanted to see Townships receive more money to fund bridge projects.

Public Health and Human Services Director John Pugleasa said that in addition to AMC’s priorities his main concern was the systems that were used to determine eligibility for public assistance. Pugleasa said the systems were “very antiquated or very flawed”. He said as a result the burden was shifted to counties because it takes more effort to work on the programs. He said this was something that should be changed because “all counties have to do this work”. Pugleasa said counties were putting in a great deal of effort to provide a mandated resource. Pugleasa also said the nature of Human Services funding was opaque. He said determining a county’s cost share was impossible. He said he would like to see the process be less opaque.

Veterans Service Officer Robert Thoen told Representative David’s that one of the problems he saw was with the State Soldiers Assistance Program. He said rural counties were not able to utilize the program as much as metro counties. He told Representative Davids in his six years working for the County he had only had luck getting one request for assistance to go through. He said there were also issues with the one time grants for rental and optical funding.

Finance Director Carol Lapham brought up issues with the State Assessed Property Division. She told Representative Davids that while the County receives values from the State Assessed Property Division that the County then enters into its system companies can appeal and the State Assessed Property Division typically sides with the company reducing those values. Lapham said the County then has no choice but to send money back with interest. She said that since 2018 Houston County had needed to pay back approximately \$560,000. She said this was money the “County depends on” and it affects “every taxing district”. Representative Davids said



he was aware that this had been a problem in other parts of the State, but was not aware of how much it was affecting Houston County. He said he would look into the matter.

Auditor/Treasurer Donna Trehus discussed legislative changes including the need for video taping and cameras for election boxes. She asked if counties would be reimbursed for the required equipment. Representative Davids said he would look into the matter and get back to her.

## **CONSENT AGENDA**

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

- 1) Change the employment status of Linda Ulmen, Assistant Custodian II, from probationary to regular, effective 02/23/2022.
- 2) Confirm the resignation of Darlene Peter, Deputy Recorder, effective January 12, 2022.
- 3) Initiate a competitive search for a Deputy Recorder, B21.
- 4) Rehire Patricia Lemke as a 67 day Transport Officer to work as needed.
- 5) Authorize letter of support to Workforce Development Inc. for Good Jobs Challenge.
- 6) Adopt Resolution No. 22-08 Authorization to Use Alternate Method to Disseminate Bids and Requests. See Resolution below.

### **RESOLUTION NO. 22-08**

#### **AUTHORIZATION TO USE ALTERNATE METHOD TO DISSEMINATE BIDS AND REQUESTS**

January 25, 2022

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

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

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

## ACTION ITEMS

File No. 1 – Commissioner Severson moved, Commissioner Walter seconded motion unanimously carried to table considering proposals from banks including Bank of the West and Merchants bank after Auditor/Treasurer Trehus suggested checking with the County Attorney and the banks to answer further questions first.

File No. 2 – Commissioner Burns moved, Commissioner Walter seconded, motion unanimously carried to approve a contract with Thoroughfare Representative Services Inc. (TRSI) for guardianship and conservatorship and related legal services. Puleasa said that in the past they had contracted with individuals to do this work however it was getting harder to find people who were willing to do the work and the nature of the work was getting more complicated.

File No. 3 – Prior to approving the Request for Proposal (RFP) draft for the Comprehensive Land Use Plan Commissioner Burns ask that the not to exceed amount within the RFP be removed. Environmental Services Director Martin Herrick said he would remove the amount and also update one demographic figure within the document that needed to be updated. Commissioner Burns moved, Commissioner Johnson seconded, motion unanimously carried to approve the draft and release of the RFP for the Comprehensive Land Use Plan with the changes. The RFP would officially be released on February 1, 2022. Herrick would be in charge of advertising the RFP.

File No. 4 – Commissioner Johnson moved, Commissioner Severson seconded, motion unanimously carried to adopt Resolution No. 22-09 Authorization to Apply for Grant Funding for Election Security Improvements. See resolution below.

### **RESOLUTION NO. 22-09**

#### **AUTHORIZATION TO APPLY FOR GRANT FUNDING FOR ELECTION SECURITY IMPROVEMENTS**

January 25, 2022

WHEREAS, Minnesota Legislature has directed the distribution from federal Help America Vote Act (HAVA) appropriations as grants to political subdivisions. Per statute, these funds must be used to improve accessibility to, implement security improvements for elections systems, and/or for funding other activities to improve the security of elections, with no county matching requirement.

WHEREAS. The program offers \$20,000 flat-rate per county + \$2.87 per Voting Age Population as captured by the 2020 U.S. Census.

WHEREAS, to receive funding from the HAVA grant account, counties must submit an application to the Minnesota Secretary of State before January 31, 2022 along with a resolution from the county board of commissioners.

WHEREAS, the application requires the county Election Leader as well as the county IT Leader participate in the application preparation.

THEREFORE, BE IT RESOLVED, the Houston County Board of Commissioners authorizes Auditor-Treasurer Trehus to apply for grant funding in accordance with the requirements of Minnesota Legislature via Chapter 12, Article 1, Sec. 41.

File No. 5 – Commissioner Walter moved, Commissioner Johnson seconded, motion unanimously carried to adopt Resolution No. 22-10 Authorization to Establish Absentee Ballot Board and UOCAVA Ballot Board for the March Township Election. See Resolution below.

#### RESOLUTION NO. 22-10

### **AUTHORIZATION TO ESTABLISH ABSENTEE BALLOT BOARD AND UOCAVA BALLOT BOARD FOR THE MARCH TOWNSHIP ELECTION**

January 25, 2022

BE IT RESOLVED, by the Houston County Board of Commissioners, authorizes the establishment of an Absentee Ballot Board and UOCAVA Ballot Board for the March Township Election to be held on March 8, 2022 and further authorizes the Auditor/Treasurer to appoint individual members.

#### DISCUSSION ITEMS

Commissioners discussed recent meetings they had attended including an EMS meeting, Workforce Development Inc. meeting, HRA meeting, MCIT insurance webinar, and Department Head meeting.

Commissioners said that at the Department Head meeting it had been brought up by Assessor Lucas Onstad that assessments on properties in the County would be going up.

Commissioner Burns said he had attended a childcare meeting regarding a childcare facility that the Caledonia school district was looking at starting. He said he thought it was a good project, but also wanted to make sure that the childcare program acted as a separate business from the school with its own funding sources. He said he wanted to make sure that the school's childcare business did not have an unfair advantage over other childcare providers and that tax dollars intended for the school were not used for the childcare program.

Commissioner Johnson said he had been a part of the interview committee for an extension educator the week before.

There being no further business at 11:40 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 February 1, 2022.

BOARD OF COUNTY COMMISSIONERS

HOUSTON COUNTY, MINNESOTA

By: \_\_\_\_\_  
Greg Myhre, Chairperson

Attest: \_\_\_\_\_  
Donna Trehus, Auditor/Treasurer

## **PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS**

Date: February 1, 2022

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/EDA Director Allison Wagner, Interim Recorder Mary Betz, County Engineer Brian Pogodzinski, Environmental Services Director Martin Herrick, and Maintenance Foreman Chris Hartley

Presiding: Chairperson Myhre

Call to order.

Pledge of Allegiance.

Prior to approving the agenda Chairperson Myhre said there was one action item to add to the agenda: Consider approving request to purchase John Deere 6130M Mowing Tractor along with a mower. Motion was made by Commissioner Walter, seconded by Commissioner Severson, motion unanimously carried to approve the agenda with the additional action item.

Motion was made by Commissioner Burns, seconded by Commissioner Johnson motion unanimously carried to approve the meeting minutes from January 25, 2022.

Public Comment: No public comments were made.

### **APPOINTMENTS**

None.

### **CONSENT AGENDA**

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

- 1) Accept donation from Houston County K9 foundation in the amount of \$1,250.00 to cover the remaining portion of the K9 lease for 2021.

## ACTION ITEMS

File No. 1 – Environmental Services Director Martin Herrick said they had received paperwork for Houston County Hauler License Renewals for 2022 from all haulers listed except from Generation X Construction. Commissioner Walter moved, Commissioner Severson seconded, motion unanimously carried to approve Houston County Hauler License Renewals for 2022 for Harter’s Trash and Recycling, LLC, Hilltopper Refuse & Recycling, Inc. Midwest Roll-Off, Inc. Richard’s Sanitation, LLC, Schoh Trucking, Two Guys and A Dumpster, and Waste Management of WI, Inc. Commissioners said they could revisit a license for Generation X Construction if they received all the necessary paperwork.

File No. 2 – Commissioner Burns moved, Commissioner Walter seconded, motion unanimously carried to approve grant agreement and Resolution No. 22-11 Authorization to Execute Minnesota Department of Transportation Airport Maintenance and Operation Grant Contract Amendment. Resolution is below.

### **RESOLUTION NO. 22-11**

#### **AUTHORIZATOIN TO EXECUTE MINNESOTA DEPARTMENT OF TRANSPORTATION AIRPPORT MAINTENANCE AND OPERATION GRANT CONTRACT AMENDMENT**

BE IT RESOLVED by the **County of Houston** as follows:

1. That the State of Minnesota Agreement No. **1033499**, “Airport Maintenance and Operations Grant Contract - Amendment,” at the **Houston County Airport** is accepted.
2. That the County Board Chairperson and County Auditor are authorized to execute the Contract and any amendments on behalf of the **County of Houston**.

File No. 3 – Commissioner Burns moved, Commissioner Walter seconded, motion unanimously carried to approve through mutual agreement with Law Enforcement Labor Services, Inc., Local #237 that the current 2021-2023 agreement expired on 12/31/2021 and approve the proposed 2022-2024 Labor Agreement between the County of Houston and The Law Enforcement Labor Services, Inc., Local #237 (Licensed Deputies Unit).

File No. 4 – Commissioner Severson moved, Commissioner Walter seconded, motion unanimously carried to approve carrying forward 88.3 lost hours of accrued vacation balance from 2021 to 2022 for Mary Betz, Recorder.

File No. 5 – Prior to taking action Commissioner Johnson asked about the possibility of leasing equipment instead of buying equipment for the Highway Department. County Engineer

Brian Pogodzinski said this had been done in the past, but at one point the equipment needed was not available for lease. Pogodzinski said the tractor was a budgeted item and that there would be a 10% price increase on the tractor after Monday, February 7, 2022. He was recommending that the Commissioners move forward with the purchase before the price increase. Commissioner Burns moved, Commissioner Severson seconded, motion unanimously carried to approve the purchase of a John Deere 6130M Mowing Tractor along with a mower from RDO Equipment and Diamond Mowers for \$147,159.63.

#### DISCUSSION ITEMS

Commissioners briefly discussed recent meetings they had attended including a Joint Board of Health meeting, SELCO meeting with library staff, and negotiations.

There being no further business at 9:49 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 February 8, 2022.

#### BOARD OF COUNTY COMMISSIONERS

#### HOUSTON COUNTY, MINNESOTA

By: \_\_\_\_\_  
Greg Myhre, Chairperson

Attest: \_\_\_\_\_  
Donna Trehus, Auditor/Treasurer

## **PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS**

Date: February 8, 2022

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, Board Clerk/EDA Director Allison Wagner, Interim Recorder Mary Betz, County Engineer Brian Pogodzinski, and Public Health and Human Services Director John Pugleasa

Presiding: Chairperson Myhre

Call to order.

Pledge of Allegiance.

Prior to approving the agenda Commissioner Severson requested that Action Item No. 3: Consider proposals submitted by banks be tabled until the Finance Committee had a chance to connect with the County Attorney. Motion was made by Commissioner Burns, seconded by Commissioner Severson, motion unanimously carried to approve the agenda with requested change.

Motion was made by Commissioner Walter, seconded by Commissioner Severson motion unanimously carried to approve the meeting minutes from February 1, 2022.

Public Comment: No public comments were made.

### **APPOINTMENTS**

None.

### **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 and review 2022 Semcac contract for transportation services.
- 2) Approve and review purchase of service contract with ABC/Woodland.



- 3) Approve and review contract for guardianship services: Nora Beckjord.
- 4) Approve and review 2022 Hiawatha Valley Mental Health Center HVMHC contract and rates for adult and children's mental health services.
- 5) Change the employment status of the Assessor, Lucas Onstad, from probationary to regular effective 02/22/2022.

## ACTION ITEMS

File No. 1 –Commissioner Johnson moved, Commissioner Burns seconded, motion unanimously carried to approve an equipment purchase for an excavator and two ditch mowers from Bobcat of Rochester and Hammell Equipment for a total cost of \$132,161.20.

File No. 2 – Commissioner Burns moved, Commissioner Severson seconded, motion unanimously carried to award the low bid for SAP 028-030-008 to Dunn Blacktop Company in the amount of \$3,455,259.25 for the paving of CSAH 1, CSAH 4, and CSAH 10.

File No. 3 – This item was tabled.

File No. 4 – Commissioner Johnson moved, Commissioner Severson seconded, motion unanimously carried to approve through mutual agreement with the Minnesota Association of Professional Employees (MAPE) terminating the current 2021-2023 agreement and approving the proposed 2022-2024 Labor Agreement between the County of Houston and MAPE.

File No. 5 – Commissioner Walter moved, Commissioner Johnson seconded, motion unanimously carried to approve through mutual agreement with the Law Enforcement Labor Services, Inc., Local #415 (Lts. unit), terminating the current 2021-2023 agreement and approving the proposed 2022-2024 Labor Agreement between the County of Houston and LELS #415.

File No. 6 – Commissioner Walter moved, Commissioner Severson seconded, motion unanimously carried to reappoint James Wieser to the Planning Commission for a 3 year term 2022 through 2024.

File No. 7 – Commissioner Burns moved, Commissioner Severson seconded, motion unanimously carried to approve purchasing four servers at a total cost of \$61,372.00 based on the low quote from SHI using ARPA funds.

File No. 8 – Prior to making a motion Commissioners discussed possible uses for American Rescue Plan Act (ARPA) dollars. Some ARPA dollars had already been approved previously including an amount approved for vaccination clinics, funding for new radios for the Sheriff's department, and money that had went to the Crooked Creek Watershed District. The County had received the first round of ARPA funding and was anticipating receiving a total of \$3,612,832 in ARPA money. The funds would need to be allocated by 2024 and used by 2026. Motion by Commissioner Burns seconded by Johnson to allocate \$40,000 to each fire

department in Houston County, \$5,000 to each of the Houston County first responders, \$5,000 to SE MN Emergency Medical Services, \$1,000 to each Houston County food shelf, \$7,500 to the Sheriff's Posse, and \$250,000 to the Root River Soil and Water Conservation District. The total amount allocated at the meeting was \$687,500.

#### DISCUSSION ITEMS

Commissioners briefly discussed recent meetings they had attended and upcoming meetings. These meetings included negotiations, an Extension Meeting, Semcac Meeting, Community Services Meeting, and SMART Meeting.

Chairperson Myhre announced that the workgroup session the following week would be held at the new Highway Shop.

There being no further business at 10:25 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 February 15, 2022.

#### BOARD OF COUNTY COMMISSIONERS

HOUSTON COUNTY, MINNESOTA

By: \_\_\_\_\_  
Greg Myhre, Chairperson

Attest: \_\_\_\_\_  
Donna Trehus, Auditor/Treasurer

# **PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS**

Date: February 15, 2022

9:00a.m.

Place: Houston County Highway Department, 1124 E Washington St, Caledonia, MN

## **Members Present:**

Dewey Severson (attended remotely), 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, County Engineer Brian Pogodzinski, EDA Director/Board Clerk Allison Wagner, Interim Recorder Mary Betz, Health and Human Services Director John Pugleasa, IT Director Andrew Milde, and Dick Walter

## **Board Workgroup Session**

Call to order.

The board discussed banking proposals from banks and the possibility of switching banks. Commissioner Severson said that after meeting with the Finance Committee he thought the discussion should be put on hold. It was the general consensus of the board to continue working with Bank of the West for the time being. No official action was taken.

Commissioners discussed the possibility of displaying some old highway equipment at the new highway facility. Dick Walter was present and showed the Commissioners some of the equipment that he estimated dated back to the 1930's. Walter told the board he was willing to donate his time to clean the equipment if the Commissioners wanted to move forward with the display. No official action was taken, but it was the general consensus of the board to move forward with displaying the equipment.

Commissioners discussed possible upcoming highway equipment purchases with County Engineer Brian Pogodzinski. Pogodzinski said there were some equipment purchases that had recently come up that were not initially budgeted in 2022, but that could possibly be offset because the salt line item was expected to come in under budget.

Commissioners discussed possible uses for American Rescue Plan Act (ARPA) dollars with department heads at the meeting. Commissioner Johnson suggested using ARPA dollars to help nursing homes in the County. Commissioners were working to reach out to nursing homes in their districts regarding the idea.

The meeting was ended at 11:07 a.m.

BOARD OF COUNTY COMMISSIONERS

HOUSTON COUNTY, MINNESOTA

By: \_\_\_\_\_  
Greg Myhre, Chairperson

Attest: \_\_\_\_\_  
Donna Trehus, Auditor/Treasurer

## **PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS**

Date: February 22, 2022

9:00.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/EDA Director Allison Wagner, Interim Recorder Mary Betz, County Engineer Brian Pogodzinski, Public Health and Human Services Director John Pugleasa, IT Director Andrew Milde, Human Resources Director Theresa Arrick-Kruger, and Deputy Sheriff Brian Swedberg

Presiding: Chairperson Myhre

Call to order.

Pledge of Allegiance.

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

Motion was made by Commissioner Walter, seconded by Commissioner Johnson motion unanimously carried to approve the meeting minutes from February 8, 2022.

Motion was made by Commissioner Burns, seconded by Commissioner Myhre motion unanimously carried to approve the workgroup session minutes from February 15, 2022.

Public Comment: No public comments were made.

### **APPOINTMENTS**

None.

### **CONSENT AGENDA**

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

## ACTION ITEMS

- 1) Rehire Annette Christian as a 67 day temporary employee to assist in the 2022 elections - attend mandatory trainings and perform work directly related to elections.
- 2) Hire Dianna Sunnes as a probationary Adult Services Social Worker, C41, Step 1, effective 02/28/2022 conditioned upon successful completion of a criminal background check.
- 3) Hire Erin Woods as a probationary Child Support Officer, B24, Step 2, effective 03/07/2022 conditioned upon successful completion of a criminal background check.
- 4) Review and approve MFIP/DWP contract with WDI (Workforce Development Inc.) for required employment and training services.

File No. 1 –Commissioner Severson moved, Commissioner Burns seconded, motion unanimously carried to approve the purchase of a new John Deere 325G compact tractor loader for the price of \$60,709.37 from Midwest Machinery Co. (formerly SEMA). The trade unit would be a 2020 New Holland C332 tractor loader for a value of \$55,709.37 leaving a balance due of \$5,000.

File No. 2 – Commissioner Johnson moved, Commissioner Severson seconded, motion unanimously carried to trade the current John Deere 333G compact track loader for a new John Deere Compact track loader for a price of \$5,000 from Midwest Machinery Co.

File No. 3 – Commissioner Burns moved, Commissioner Walter seconded, motion unanimously carried to purchase a 2023 Mack Granite 64FR (T) TA Snow Plow truck from Nuss Truck and Equipment for a total of \$142,289.32.

File No. 4 – Commissioner Severson moved, Commissioner Walter seconded, motion unanimously carried to approve the purchase of purchase a box, plows, and lights for the 2023 snow plow truck from Towmaster. The truck was on the State bid for a cost of \$163,323.00.

File No. 5 – Commissioner Burns moved, Commissioner Walter seconded, motion unanimously carried to approve the purchase of purchase a 2022 Towmaster trailer T-40 from RDO Equipment Co. for a grand total of \$43,579.80.

File No. 6 – Commissioner Burns moved, Commissioner Severson seconded, motion unanimously carried to approve change order requests 35, 36, and 38R for the new Highway Facility. The change orders included \$27,251.57 for additional fencing, gates, and a keypad, \$3,201.00 for electrical changes per the inspection report, and \$3,660.15 to add a roof drain to the canopy on the northwest side of the entrance.

File No. 7 – Commissioner Myhre moved, Commissioner Johnson seconded, motion unanimously carried to approve through mutual agreement with the Law Enforcement Labor Services, Inc., Local #60 (Lts. unit), terminating the current 2021-2023 agreement and approving the proposed 2022-2024 Labor Agreement between the County of Houston and LELS #60.

File No. 8 –Motion by Commissioner Johnson, seconded by Commissioner Severson, motion unanimously carried to appoint Joshua Gran to the Planning Commissioner for a 3 year term 2022 through 2024.

File No. 9 –Motion by Commissioner Burns, seconded by Commissioner Walter to issue a credit card to Martin Herrick, Environmental Services Director.

File No. 10 –Motion by Commissioner Severson, seconded by Commissioner Johnson to approve the 2021 Audit Engagement letter from OSA and authorize the signatures of Board Chair Myhre and Finance Director Lapham.

File No. 11 –Motion by Commissioner Johnson, seconded by Commissioner Walter to allocate \$50,000 in American Rescue Plan Act (ARPA) funding to each of the four nursing homes in Houston County to be used on Houston County locations, \$44,000 in ARPA funding to be used on Microsoft licensing, and \$50,000 in ARPA funding for Semcac to be used in Houston County.

#### DISCUSSION ITEMS

Commissioners briefly discussed recent meetings they had attended and upcoming meetings. These meetings included a mediation meeting with a union and a Finance Committee Meeting.

Chairperson Johnson shared that a new Ag Extension educator had been hired for Houston and Fillmore County.

There being no further business at 10:20 a.m., a motion was made by Commissioner Johnson, seconded by Commissioner Walter, motion unanimously carried to adjourn the meeting. The next meeting would be a regular meeting on March 1, 2022.

#### BOARD OF COUNTY COMMISSIONERS

HOUSTON COUNTY, MINNESOTA

By: \_\_\_\_\_  
Greg Myhre, Chairperson

Attest: \_\_\_\_\_  
Donna Trehus, Auditor/Treasurer

## **PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS**

Date: March 1, 2022

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/EDA Director Allison Wagner, Interim Recorder Mary Betz, Public Health and Human Services Director John Pugleasa, Dick Walter, Executive Director of Ability Building Community (ABC) Wayne Stenberg, Houston County Program Director ABC Judy Johnson, and Site Coordinator Woodland Industries Samantha Sherry

Presiding: Chairperson Myhre

Call to order.

Pledge of Allegiance.

Prior to approving the agenda Commissioner Walter asked that consideration of a proposal submitted by King Cabinetry for a cabinet to display historic highway equipment at the new Highway Facility be added to action items. Board Clerk Wagner also told the board that an item had been added to the consent agenda: Accept the resignation and retirement of Donald Moore, effective March 1, 2022. Thank Moore for his nearly 34 years of service to the residents of Houston County. In addition, action item No. 2 had been updated: Consider approving First Children's Finance Memorandum of Agreement for the Rural Childcare Innovation Program Grant and authorize Chairperson Myhre's signature. Motion was made by Commissioner Walter, seconded by Commissioner Johnson, motion unanimously carried to approve the agenda with the changes.

Motion was made by Commissioner Walter, seconded by Commissioner Severson motion unanimously carried to approve the meeting minutes from February 22, 2022.

Public Comment: No public comments were made.

### **APPOINTMENTS**

Wayne Stenberg, Executive Director of Ability Building Community (ABC), Judy Johnson, Houston County Program Director, and Samantha Sherry Site Coordinator of Woodland Industries gave an ABC Woodland program update to the board. All three guests



thanked Houston County for the County's continued support. Woodland Industries had been operating in Houston County since 1990. Woodland currently employed 72 employees. They help clients with a variety of needs including those with physical and mental disabilities. One of the services ABC Woodland provides included partnering with area businesses to find employment for clients. Woodland Industries would be having an upcoming fundraiser called Racing for Abilities at Elsie's in Caledonia on May 7<sup>th</sup> from 1-6 p.m.

## CONSENT AGENDA

Motion by Commissioner Walter, seconded by Commissioner Johnson, motion unanimously carried to approve the consent agenda. Commissioners thanked Donald Moore for his nearly 34 years of service to Houston County. Items approved are listed below.

## ACTION ITEMS

- 1) Adopt Resolution No. 22-12 Account Powers Granted Merchants Bank – Caledonia Supervised Dumpsite. See Resolution below.

### RESOLUTION NO. 22-12

#### **ACCOUNT POWERS GRANTED MERCHANTS BANK – CALEDONIA SUPERVISED DUMPSITE**

March 1, 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 and Recycling Center Leads: Danny O'Heron and Mark Tewes to endorse checks and orders for the payment of money or otherwise withdraw or transfer funds on deposit with the requirement of one signature with this Financial institution.

- 2) Adopt Resolution No. 22-13 Account Powers Granted Merchants Bank – Houston Dumpsite Aluminum Purchase.

### RESOLUTION NO. 22-13

#### **ACCOUNT POWERS GRANTED MERCHANTS BANK – HOUSTON DUMPSITE ALUMINUM PURCHASE**

March 1, 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, Environmental Services Director Martin Herrick and Dropsite Supervisor Ronald Osborne to endorse checks and orders for the payment of money or otherwise withdraw or transfer funds on deposit with the requirement of one signature with this Financial institution.

- 3) Adopt Resolution No. 22-14 Account Powers Granted Merchants Bank – Houston County Recycling Center.

**RESOLUTION NO. 22-14**

**ACCOUNT POWERS GRANTED  
MERCHANTS BANK – HOUSTON COUNTY RECYCLING CENTER**

March 1, 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, Environmental Services Director Martin Herrick and Recycling Center Leads Danny O’Heron and Mark Tewes to endorse checks and orders for the payment of money or otherwise withdraw or transfer funds on deposit with the requirement of one signature with this Financial institution.

- 4) Adopt Resolution No. 22-15 Account Powers Granted Merchants Bank – Houston County Recycling.

**RESOLUTION NO. 22-15**

**ACCOUNT POWERS GRANTED  
MERCHANTS BANK – HOUSTON COUNTY RECYCLING**

March 1, 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, Environmental Services Director Martin Herrick and Recycling Center Leads Danny O’Heron and Mark Tewes to endorse checks and orders for the payment of money or otherwise withdraw or transfer funds on deposit with the requirement of one signature with this Financial institution.

- 5) Adopt Resolution No. 22-16 Account Powers Granted Merchants Bank – Spring Grove Alum Purchase Account.

**RESOLUTION NO. 22-16**

**ACCOUNT POWERS GRANTED  
MERCHANTS BANK – SPRING GROVE ALUM PURCHASE ACCOUNT**

March 1, 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 and Recycling Center Leads: Danny O’Heron and Mark Tewes to endorse checks and orders for the payment of money or otherwise withdraw or transfer funds on deposit with the requirement of one signature with this Financial institution.

- 6) Accept the resignation and retirement of Donald Moore, effective March 1, 2022. Thank Don for his nearly 34 years of service to the residents of Houston County.

File No. 1 –Commissioner Severson moved, Commissioner Walter seconded, motion unanimously carried to approve the Off-Site Gambling Permit on behalf of Lancer Youth Hockey Association, 520 S. 14<sup>th</sup> Street, La Crescent, MN for gambling activities to be conducted at The Barn on Southridge at 7442 County 25, La Crescent, MN in Mound Prairie Township with no waiting period, and adopting Resolution No. 22-17. See Resolution below.

**RESOLUTION NO. 22-17**

**MINNESOTA LAWFUL APPROVAL TO PERMIT OFF-SITE GAMBLING  
LANCER YOUTH HOCKEY ASSOCIATION**

March 1, 2022

BE IT RESOLVED, the Houston County Board of Commissioners DOES HEREBY APPROVE THE Minnesota Lawful Off-Site Gambling Application LG230 for Lancer Youth Hockey Association for gambling activities to be conducted at The Barn on Southridge, 7442 County 25, La Crescent MN 55947 located in Mound Prairie Township, with no waiting period.

File No. 2 – Commissioner Burns moved, Commissioner Johnson seconded, motion unanimously carried to approve the First Children’s Finance Memorandum of Agreement for the Rural Childcare Innovation Program Grant and authorizing Chairperson Myhre’s signature.

File No. 3 – Commissioner Severson moved, Commissioner Johnson seconded, motion unanimously carried to approve a quote in the amount of \$2,467.07 from King Cabinetry for a display case at the new Highway Facility. The case would display historic highway equipment. Dick Walter had been donating his time to clean the historic equipment and frame historic photos

to be displayed in the meeting room at the new facility. Commissioners thanked Walter for his time and said preserving the history for future generations was important.

#### DISCUSSION ITEMS

Commissioners discussed recent meetings they had attended including a Planning and Zoning Meeting, and Department Head Meeting.

Chairperson Myhre made an announcement that township elections would be held on March 8<sup>th</sup>. Residents could vote absentee at the Historic Courthouse on Saturday, March 5<sup>th</sup> from 10 a.m. to 3 p.m.

Commissioner Walter said she would be going to St. Paul for the legislative conference. She would also be attending an Extension meeting.

Commissioner Burns said he was doing some research on the needs of the West parking lot near the Historic Courthouse. Commissioner Burns said he would be attending a meeting with legislators regarding SELCO.

Commissioner Johnson said he had met with staff from the Highway Department regarding the Mound Prairie Township road project.

There being no further business at 10:05 a.m., a motion was made by Commissioner Burns, seconded by Commissioner Walter, motion unanimously carried to adjourn the meeting. The next meeting would be a regular meeting on March 8, 2022.

#### BOARD OF COUNTY COMMISSIONERS

HOUSTON COUNTY, MINNESOTA

By: \_\_\_\_\_  
Greg Myhre, Chairperson

Attest: \_\_\_\_\_  
Donna Trehus, Auditor/Treasurer

## **PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS**

Date: March 8, 2022

9:00 a.m.

Place: Commissioners Room, Courthouse, Caledonia, MN

### **Members Present:**

Dewey Severson, Eric Johnson, Robert Burns (joined at 9:08 a.m. attended remotely), Teresa Walter, and Greg Myhre

### **Others Present:**

Auditor/Treasurer Donna Trehus, Reporter Craig Moorhead, Reporter Charlene Selbee, Finance Director Carol Lapham, Board Clerk/EDA Director Allison Wagner, Public Health and Human Services Director John Pugleasa, IT Director Andrew Milde, Human Resources Director Theresa Arrick-Kruger, Zoning Administrator Amelia Meiners, Environmental Services Director Martin Herrick, Assessor Lucas Onstad, Appraiser Kelly Petersen, Extension Educator Katie Drewitz, Michael Kruckow, Lisa Doolittle, Steven Doolittle, Carol Sweeney, and Max Forrester

Presiding: Chairperson Myhre

Call to order.

Pledge of Allegiance.

Prior to approving the agenda Board Clerk Wagner said that one item had been added to the consent agenda: Consider the hire of Michael Johnson, as probationary Jailer/Dispatcher, B-23, Step 1 effective March 23, 2022. Motion was made by Commissioner Walter, seconded by Commissioner Severson, motion unanimously carried to approve the agenda with the addition.

Motion was made by Commissioner Johnson, seconded by Commissioner Severson motion unanimously carried to approve the meeting minutes from March 1, 2022.

Public Comment: No public comments were made.

### **APPOINTMENTS**

Extension Educator, Katie Drewitz who had recently been hired to serve Houston and Fillmore County introduced herself to the Board of Commissioners. Drewitz said she had grown up on a six-generation farm in Fillmore County and had a degree in Agricultural Education from the University of Minnesota. She said she had also worked with animal pharmaceuticals and as a technical instructor for John Deere. In addition, she had worked as an Extension Educator in

Morrison County, Minnesota. Commissioners welcomed Drewitz and said they were excited to work with her in Houston County.

## CONSENT AGENDA

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

## ACTION ITEMS

- 1) Adopt Resolution No. 22-18 Account Powers Granted Merchants Bank – Hokah Drop Site Alum Purchase. See Resolution below.

### RESOLUTION NO. 22-18

#### **ACCOUNT POWERS GRANTED MERCHANTS BANK – HOKAH DROP SITE ALUM PURCHASE**

March 8, 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 and Drop Site Supervisor Aaron Buck and Environmental Services Director Martin Herrick to endorse checks and orders for the payment of money or otherwise withdraw or transfer funds on deposit with the requirement of one signature with this Financial institution.

- 2) Adopt Resolution No. 22-19 Account Powers Granted Merchants Bank – La Crescent Dumpsite Alum Purchase. See Resolution below.

### RESOLUTION NO. 22-19

#### **ACCOUNT POWERS GRANTED MERCHANTS BANK – LA CRESCENT DUMPSITE ALUM PURCHASE**

March 8, 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 and Dropsite Supervisor Kirby Rahn, Deputy Auditor/Treasurer Julie Schleich and Environmental Services Director Martin

Herrick to endorse checks and orders for the payment of money or otherwise withdraw or transfer funds on deposit with the requirement of one signature with this Financial institution.

- 3) Adopt Resolution No. 22-20 and Resolution No. 22-21 amended resolutions with additional signers added for the Caledonia Supervised Dumpsite and Spring Grove Aluminum Purchase Account. See Resolutions below.

**RESOLUTION NO. 22-20**

**\*AMENDED\***

**ACCOUNT POWERS GRANTED  
MERCHANTS BANK – CALEDONIA SUPERVISED DUMPSITE**

March 8, 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 and Recycling Center Leads: Danny O’Heron and Mark Tewes, Drop Site Supervisor Christopher Graw; Deputy Auditor/Treasurer Julie Schleich and Environmental Services Director Martin Herrick to endorse checks and orders for the payment of money or otherwise withdraw or transfer funds on deposit with the requirement of one signature with this Financial institution.

**RESOLUTION NO. 22-21**

**\*AMENDED\***

**ACCOUNT POWERS GRANTED  
MERCHANTS BANK – SPRING GROVE ALUM PURCHASE ACCOUNT**

March 8, 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 and Recycling Center Leads: Danny O’Heron and Mark Tewes and Drop Site Supervisors: Aaron Buck, Ardell Olafson, David Benson and Environmental Services Director Martin Herrick to endorse checks and orders for the payment of money or otherwise withdraw or transfer funds on deposit with the requirement of one signature with this Financial institution.

- 4) Consider the hire of Michael Johnson, as probationary Jailer/Dispatcher, B-23, Step 1 effective March 23, 2022.

File No. 1 –Commissioner Severson moved, Commissioner Johnson seconded, motion unanimously carried to accept a donation from the Brownsville VFW in the amount of \$150.00 to the Veteran’s Services office for any veteran’s needs.

File No. 2 – Commissioner Severson moved, Commissioner Johnson seconded, motion unanimously carried to approve an IUP for Joseph and Janine Engen to place a temporary farm dwelling in the Ag District in Wilmington Township.

File No. 3 – Commissioner Severson moved, Commissioner Walter seconded, motion unanimously carried to approve a CUP for Andy and Ellyn Mulholland to build a dwelling on less than 40 acres in the Ag District in Spring Grove Township.

File No. 4 – Commissioner Johnson moved, Commissioner Severson seconded, motion unanimously carried to approve a CUP for Kruckow Companies LLC for mineral extraction in the Ag District in Winnebago Township.

File No. 5 – Commissioner Severson moved, Commissioner Johnson seconded, motion unanimously carried to approve the proposed 2022-2024 Tentative Labor Agreement between the County of Houston and the American Federation of State, County and Municipal Employees (AFSCME), Council 65 Local 2166.

File No. 6 – Commissioners discussed recent American Rescue Plan Act (ARAP) allocations with staff. About \$1.7 million in ARPA dollars had been allocated leaving about \$1.8 million still available to use. Commissioner Severson moved, Commissioner Johnson seconded, motion unanimously carried to move forward with using ARPA dollars on a new Electronic Data Management Solution (EDMS) program for Public Health and Human Services. The total cost of the program was not yet known.

## DISCUSSION ITEMS

County Assessor, Lucas Onstad was present and spoke to the Commissioners and members of the public at the meeting regarding the recent value increases for properties in Houston County. Onstad explained that a value increase was not the same as a tax increase. He said his job was to value properties in the County and that the property value was based on the market and took into consideration the age, size, and condition of a property. County Appraiser, Kelly Petersen said that if a property owner did not feel they could sell their property for the assessed value County staff would be happy to come look at the property.

Commissioners discussed recent and upcoming meetings including a Wildcat Meeting, Veteran’s Services Meeting, AMC Meeting, and SELCO Meeting. Commissioner Walter reported on attending the legislative conference.



There being no further business at 10:41 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 March 15, 2022.

BOARD OF COUNTY COMMISSIONERS

HOUSTON COUNTY, MINNESOTA

By: \_\_\_\_\_  
Greg Myhre, Chairperson

Attest: \_\_\_\_\_  
Donna Trehus, Auditor/Treasurer

## PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: March 15, 2022

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, County Engineer Brian Pogodzinski, EDA Director/Board Clerk Allison Wagner, Interim Recorder Mary Betz, Health and Human Services Director John Pugleasa, IT Director Andrew Milde, Deputy Auditor/Treasurer Heidi Lapham, Deputy Auditor/Treasurer Polly Heberlein, Surveyor Eric Schmitt, Schneider Senior GIS Consultant Micah Cutler, and Knowink Midwest Regional Manager Meghan Leslie

Board Workgroup Session

Call to order.

County Surveyor, Eric Schmitt and Schneider Senior GIS Consultant, Micah Cutler gave the board updates regarding staff augmentation for the County's Geographic Information System (GIS). The County used Beacon for GIS services. Cutler told the board that the Houston County Beacon site received 535 online visits a day. Both County staff and the general public utilized Beacon. Cutler said her job was to work with County staff to tailor the program to their needs and to make sure they knew how to fully utilize the system.

Commissioners discussed possible uses of American Rescue Plan Act (ARPA) funds including the possibility of allocating funding to ABLE.

Commissioners discussed various topics including an airport project, Wildcat park, and a recent career/job fair.

The meeting was ended at 10:56 a.m.

BOARD OF COUNTY COMMISSIONERS

HOUSTON COUNTY, MINNESOTA

By: \_\_\_\_\_  
Greg Myhre, Chairperson

Attest: \_\_\_\_\_  
Donna Trehus, Auditor/Treasurer

## **PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS**

Date: March 22, 2022

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/EDA Director Allison Wagner, Public Health and Human Services Director John Pugleasa, Human Resources Director Theresa Arrick-Kruger, Environmental Services Director Martin Herrick, Engineer Brian Pogodzinski, Deputy Auditor/Treasurer Heidi Lapham, Deputy Auditor/Treasurer Kathlene Barnet, and KNOWiNK Product Owner Blake Luna

Presiding: Chairperson Myhre

Call to order.

Pledge of Allegiance.

Prior to approving the agenda Commissioner Severson asked that considering approving the Wildcat Agreement be added to action items. Motion was made by Commissioner Severson, seconded by Commissioner Walter, motion unanimously carried to approve the agenda with the addition.

Motion was made by Commissioner Severson, seconded by Commissioner Walter, motion unanimously carried to approve the meeting minutes from March 8, 2022.

Motion was made by Commissioner Walter, seconded by Commissioner Burns, motion unanimously carried to approve the workgroup session minutes from March 15, 2022.

Public Comment: No public comments were made.

### **APPOINTMENTS**

Blake Luna, Product Owner from KNOWiNK presented to the board regarding poll pads that his company had developed. The polling pads were electronic and would replace the paper rosters that Houston County had previously used to check in voters at elections. Luna said the pads were used much like an ipad, and were user friendly. He said they were 100% developed in the United States. He said the system was secure, and had been used in Minnesota for about

seven or eight years. Luna said the pads helped eliminate errors in polling data. For example, new voters wanting to register could provide an id and the pads had the ability to pull information directly from the id without needing to manually input the information. Commissioners asked Luna a variety of questions regarding the pads. Commissioner Johnson asked about the security of the system. He also asked Luna about glitches with the pads that had occurred in the previous election in some places that used the poll pads. Commissioner Burns asked about usability and training asking if election judges who were not familiar with using ipads would be able to easily use the poll pads. Luna said that there were about three steps that were repeated and that once someone had used the pads a few times they should be able to easily work the pads. Auditor/Treasurer Trehus said that surrounding counties in Minnesota including Winona and Fillmore County had been using the pads in elections.

## CONSENT AGENDA

Prior to approving the consent agenda Item No. 4: Change the employment status of Patrick Burns, Engineering Assistant from probationary to regular, effective 4/01/2022 was moved to action items so that Commission Burns could abstain from that item (due to a relation), without having to abstain from all the consent agenda items. Motion by Commissioner Burns, seconded by Commissioner Severson, motion unanimously carried to approve the consent agenda (without Item No. 4).

- 1) Approve an amended Liquor License for Valley High Golf Club
- 2) Approve contract with Driftless Region Vector Control LLC to canvas specifically identified Houston County communities for potential mosquito related human health hazards.
- 3) Approve addendum for airport lease. Lot 10 was sold by Greg Wennes to Blaine Benzing. Expiration for lease for Lot 10 to Blaine Benzing, as landlord will be 7/1/2026.
- 4) Item moved to action items.
- 5) Change the employment status of Christopher Hartley, Maintenance Foreman from probationary to regular, effective 4/12/2022.
- 6) Accept the resignation of Tara Kowalke, Probationary Lead Social Worker– Children’s Services, effective 04/01/2022.
- 7) Approve an internal search to fill the Lead Social Worker-Children’s Services position. (Exigent circumstances exist to waive the external search at this time. This position was vacated and searched in 07/2021 and the current resigning incumbent started in 11/2021).
- 8) Approve a competitive search for a Social Worker (this is not an increase in FTE and will only be filled should the internal lead search yield a successful candidate). (Kruger)
- 9) Amend Michael Johnson’s step assignment as a probationary Jailer/Dispatcher from B23, Step 1 to B23 Step 2, effective 3/23/2022.

## ACTION ITEMS

File No. 1 – Commissioner Severson moved, Commissioner Walter seconded, motion unanimously carried to approve a service agreement with Dynamic Lifecycle Innovators.

File No. 2 – Commissioner Burns moved, Commissioner Johnson seconded, motion unanimously carried to approve a quote from Icon Constructions, LLC for Bridges 28520, 28521, and 28523.

File No. 3 – Prior to taking action County Engineer Brian Pogodzinski said a landowner has requested the County vacate a portion of County State Aid Highway 3 right-of-way within the City of Brownsville. Pogodzinski said he did not foresee the County needing the right-of-way in the future. He said an adjacent landowner had changed the landscape of the land being considered, and that it was up to the County Board to decide how to proceed. Commissioner Walter moved, Commissioner Johnson seconded, motion unanimously carried 4 to 1 to approve Resolution 22-23 to vacate a portion of existing right-of-way. Commissioner Burns voted no saying he was opposed because he did not want to set a precedent. See Resolution Below.

#### **RESOLUTION NO. 22-23**

WHEREAS, County State Aid Highway 3 was relocated and altered and opened for travel, and;

WHEREAS, County State Aid Highway 3 as relocated and altered took the place and serves the same purpose as the portion of old County State Aid Highway 3 as referenced in Project SAP 28-603-012 construction plan set, Sheet 9 of 27, between stations 32+00.00ft (0+975.36m) and 33+77.84ft (1+028.65m), and;

WHEREAS, the County Board may, according to Minn. Stat. 163.11, When a newly established, relocated, or altered County Highway is opened for travel which takes place of and serves the same purpose as any portion of another Country Highway, the County Board may vacate any such potion of highway by resolution, and;

WHEREAS, the vacation shall be subject to utility easements, if any, and;

WHEREAS, on March 22, 2022, the Houston County Board, by majority vote, voted that pursuant to Minn. Stat. 163.11 it resolved to revoke a portion of County State Aid Highway 3 easement as referenced in Project SAP 28-603-012 construction plan set, Sheet 9 of 27, between stations 32+00.00ft (0+975.36m) and 33+77.84ft (1+028.65m), and;

NOW THEREFORE BE IT RESOLVED,

That the portion of County State Aid Highway 3 easement within the Southwest Quarter of Section 26, Township 103 North, Range 4 West of the 5th Principal Meridian, City of Brownsville, Houston County, Minnesota, and more particularly described as follows:

Commencing at the West Quarter Corner of said Section, Thence South 89°17'23" East 1326.79 feet along the North Line of said Southwest Quarter; Thence South 00°33'12" East 573.19 feet to the North Right-of-Way Line of County State Aid Highway 3, as described in Document #195892\* and the Point of Beginning; Thence Northeasterly 34.28 feet along a 1305.92 foot radius curve concave Southeasterly (said Curve having a long chord of North 61° 06' 45" East, 34.28 feet); Thence South 28°08'08" East 10.00 feet; Thence Northeasterly 113.09 feet along a 1295.92 foot radius curve concave Southeasterly (said Curve having a long chord of North 64° 21' 52" East, 113.05 feet); Thence South 23°08'08" East 80.00 feet all along the North Right-of-Way Line of said County State Aid Highway 3; Thence Southwesterly 188.70 feet along a 1215.92 foot radius curve concave Southeasterly (said Curve having a long chord of South 62° 25' 07" West, 188.51 feet) 70.00 feet Northerly distant from and parallel with the Centerline of said County State Aid Highway 3; Thence North 00°33'12" West 104.20 feet to the Point of Beginning. Containing 0.322 acre, subject to any easements of record, indicated as area of turnback on Exhibit A, shall be vacated pursuant to Minn. Stat. 163.11;

That the Houston County Board directs that this resolution shall be served personally on each occupant of land through which the vacated portion of highway passes;

That this vacation shall not affect existing Easements therein except for any County Highway Easements which are hereby being vacated, nor shall it affect the authority of any persons, corporation, or municipality owning or controlling ingress/egress, electric poles or lines, telephone, gas, and sewer lines, or water pipes, mains, and hydrants, thereon or thereunder to continue maintaining the same or to enter upon such way or portion thereof vacated to maintain, repair, replace, remove, or otherwise attend thereto;

That the Houston County Board directs that this resolution shall be posted for a period of at least ten (10) days in the Office of the Houston County Auditor-Treasurer;

That the Houston County Board directs that a copy of this resolution together with proof of service and affidavit of posting shall be filed in the Office of the Houston County Auditor.

File No. 4 – Commissioner Johnson moved, Commissioner Burns seconded, motion unanimously carried to approve Change Order Request No. 39: an additional \$8,453.85 for hazardous material testing and abatement at the old highway building for the highway facility project.

File No. 5 – Commissioner Burns moved, Commissioner Severson seconded, motion unanimously carried to adopt Resolution No. 22-22 Houston County Right of Way Plat No. 84 for reconstruction of State Aid Project 028-612-014. See Resolution Below.

#### **RESOLUTION NO. 22-22**

**RESOLUTION TO APPROVE AND ACCEPT HOUSTON COUNTY RIGHT OF WAY PLAT  
NO. 84 FOR THE RECONSTRUCTION OF  
STATE AID PROJECT 028-612-014.**

WHEREAS; Houston County desires to improve and reconstruct County State Aid Highway 12, Located 0.5 Miles West of the Junction with Prairie Ridge Road, with Grading, Bridge Replacement (No. 88421 Old)(No. 28J67 New), Aggregate Base, identified as SAP 028-612-014; and

WHEREAS; the Houston County Highway Department and the Houston County Surveyor have prepared Houston County Right of Way Plat Number 84 to identify and delineate the right of way and temporary easements within the State of Minnesota required for this project; and

NOW THEREFORE BE IT RESOLVED; that Houston County approves and accepts Houston County Right of Way Plat No. 84 as designating the definite location of that part of County State Aid Highway 12, located in Section 22, Township 102 North, Range 6 West, as presented on this date, March 22, 2022, and authorizes it to be filed of record with the Houston County Recorder.

BE IT FURTHER RESOLVED that Greg Myhre, Houston County Board of Commissioners Chairperson, is hereby authorized to execute and sign the Certification statement on said plat on behalf of Houston County.

File No. 6 –Commissioner Walter moved, Commissioner Severson seconded, motion unanimously carried to accept all quotes for CP 2022-03 for equipment rentals.

File No. 7 –Commissioner Johnson moved, Commissioner Severson seconded, motion unanimously carried to accept all quotes for CP 2022-02 for aggregate stock piles.

File No. 8 –Commissioner Burns moved, Commissioner Severson seconded, motion unanimously carried to approve an agreement for acquisition of acreage for a future airport expansion plan. The agreed upon amount with the landowner was \$80,036.32 for 7.93 acres. The FAA would pay for 90% of the cost of the land and the State probably would pay for an additional 5%. Pogodzinski told the board the cost to the County would most likely be around \$4,000.

File No. 9 – Commissioner Walter moved, Commissioner Burns seconded, motion unanimously carried to approve a list of proposed write offs totaling \$51,405.03. Public Health and Human Services Director, Pogleasa said that the County did write off delinquent accounts that were determined to be uncollectable periodically. Additionally, State law governed most debt collection and set the statute of limitations (SOL) to six years from the date of the debt.

File No. 10 – Commissioner Severson moved, Commissioner Burns seconded, motion unanimously carried to approve allocating \$40,000 each in American Rescue Plan Act (ARPA) funds to both ABLE and ICAN.

File No. 11 – Commissioner Severson moved, Commissioner Burns seconded, motion unanimously carried to approve the Wildcat Agreement for Wildcat management services with



Ed Jake Lonkoski. Commissioners approved the same agreement that had been used in the past, yet discussed possible changes to make for future contracts.

File No. 12 – Commissioner Walter moved, Commissioner Severson seconded, motion passed 4 to 1 with Commissioner Burns abstaining due to a family relation to change the employment status of Patrick Burns, Engineering Assistant, from probationary to regular, effective 4/01/2022.

#### DISCUSSION ITEMS

Commissioners discussed the possibility of painting tables, chairs, and shelters at Wildcat Park. It was the general consensus of the Commissioners that although the painting may not prolong the life of the items to be painted they should be painted to approve appearances at the park.

Commissioners discussed recent and upcoming meetings including a Workforce Development Meeting, Finance Meeting, Solid Waste, and SELCO meeting.

Commissioner Severson said that County staff were working together to set a public hearing in La Crescent for a possible ordinance change regarding a no wake zone.

There being no further business at 11:34 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 April 5, 2022.

#### BOARD OF COUNTY COMMISSIONERS

HOUSTON COUNTY, MINNESOTA

By: \_\_\_\_\_  
Greg Myhre, Chairperson

Attest: \_\_\_\_\_  
Donna Trehus, Auditor/Treasurer

## **PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS**

Date: April 5, 2022

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, IT Director Andrew Milde, Board Clerk/EDA Director Allison Wagner, Public Health and Human Services Director John Pogleasa, Human Resources Director Theresa Arrick-Kruger, Zoning Administrator Amelia Meiners, Environmental Services Director Martin Herrick, Engineer Brian Pogodzinski, Deputy Auditor/Treasurer Heidi Lapham, Deputy Auditor/Treasurer Kathlene Barnet, Surveyor Eric Schmitt, Deputy Sheriff Brian Swedberg, Cory Johnson, Jill Diana, SELCO Executive Director Krista Ross, Hokah Librarian Willow Arden, Houston Librarian Liz Gibson-Gasset, Caledonia Librarian Stephanie Eggert, Spring Grove Librarian Jana Halverson, La Crescent Librarian Jess Witkins, Adam Olson, Justin Meyer, Bob Klug, Dan Klug, Ted Klug, Joe Welch, Casey Klug, Rick Frank, Joe Sullivan, Dylan Burra, Donise Becker, Brian Barnet, and Gary Becker

Presiding: Chairperson Myhre

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 Walter, seconded by Commissioner Burns, motion unanimously carried to approve the meeting minutes from March 22, 2022.

Public Comment:

Resident Cory Johnson asked the Commissioners not to use polling pads in Houston County for elections. Johnson brought up several concerns he had with the polling pads.

Resident Jill Diana told the board she was a “very grateful library patron”. She said she felt privileged to have access to the County libraries and said the libraries served as community hubs. She thanked the librarians for their work.

Adam Olson told the board he had a Minnesota Licensed Foster Home. He said he worked with Houston County Public Health and had some concerns. Commissioners told Olson to discuss his concerns with Houston County Human Resources.

## APPOINTMENTS

Krista Ross, Executive Director of SELCO along with Hokah Librarian Willow Arden, Houston Librarian Liz Gibson-Gasset, Caledonia Librarian Stephanie Eggert, Spring Grove Librarian Jana Halverson, and La Crescent Librarian Jess Witkins gave an annual Library Presentation to the board. The librarians thanked Houston County for the funding they had revived for 2022. Commissioners thanked the librarians for their work. The librarians told the board they wanted to get working on the next contract that they hoped could be a three year contract as the current contract would expire at the end of the year. The librarians asked for additional funding for the next three years. The main funding needs included computer technology, personnel, and collection development.

## CONSENT AGENDA

Motion by Commissioner Severson, seconded by Commissioner Johnson, motion unanimously carried to approve the consent agenda. Items are listed below. Commissioners thanked Heather Myhre and Audrey Staggemeyer for their years of service to Houston County. In addition, the Commissioners thanked Myhre and Staggemeyer for their work during the COVID-19 pandemic.

- 1) Accept the resignation of Charles Ingram, Probationary Highway Maintenance Specialist, effective 04/08/2022.
- 2) Approve a competitive search for a Highway Maintenance Specialist.
- 3) Accept the resignation of Heather Myhre, Public Health Supervisor, effective 05/02/2022, and thank Ms. Myhre for 21 and ½ years of service to the residents of Houston County.
- 4) Approve a competitive search for a Public Health Supervisor C52-Exempt.
- 5) Accept the resignation of Audrey Staggemeyer, Health Educator, effective 05/06/2022, and thank Ms. Staggemeyer for 5 and ½ years of service to the residents of Houston County.
- 6) Approve a competitive search for a Health Educator C42- Exempt.
- 7) Approve rate amendment to the agreement for guardianship services with Gregory A. Yackle.
- 8) Approve rate amendment to the agreement for guardianship services with Judy Storlie.
- 9) Approve rate amendment to the agreement for guardianship services with John Miller.
- 10) Approve rate amendment to the agreement for guardianship services with Sandra Fitting.
- 11) Approve rate amendment to the agreement for guardianship services with Terry Lee Lund.
- 12) Approve rate amendment to the agreement for guardianship services with Rebecca Servais.

- 13) Review and approve contract with Woods Psychological Service to provide reflective supervision for the County's child protection social workers.

## ACTION ITEMS

File No. 1 – Commissioner Walter moved, Commissioner Severson seconded, motion unanimously carried to approve renewing the 2022 ABC/Woodland Contract for collection and processing of recyclable materials.

File No. 2 – Commissioner Severson moved, Commissioner Johnson seconded, motion unanimously carried to approve the 2022 Feedlot Annual Report and Financial Report and authorize signatures.

File No. 3 – Commissioners discussed the possibility of approving or denying a CUP for Joseph Rud and Craig Helke to operate an agriculture oriented business in an Agriculture Protection District in Caledonia Township. Environmental Services Director Martin Herrick said the CUP request had been approved by the Planning and Zoning Commission with conditions. Commissioner Burns said his question was whether or not the business was an ag business. Commissioner Johnson asked about the possibility of zoning the parcel commercial. Commissioner Burns asked the Commissioners if they wanted to start spot zoning properties. Commissioner Johnson suggested tabling the approval or denial until further research could be done on the matter. Motion by Commissioner Johnson, seconded by Walter to table the matter until further research could be done saying perhaps the board could get outside council on the matter. Motion passed 4 to 1 with Commissioner Burns voting no.

File No. 4 – Commissioner Burns moved, Commissioner Severson seconded, motion unanimously carried to award the low quote for Liquid Chloride from Envirotech Services Inc. Approximately 21,975 gallons would be for the County and the other 35,025 would be for Cities, Townships, and others.

File No. 5 – Commissioner Burns moved, Commissioner Severson seconded, motion unanimously carried to approve the low bid CP 2022-05 for pavement marking from Sir Lines-A-Lot LLC in the amount of \$102,655.41.

File No. 6 – Commissioner Johnson moved, Commissioner Burns seconded, motion unanimously carried to award the low bid for CP 2022-06 Seal Coat from Scott Construction, Inc in the amount of \$346,141.05. The highway portion would be \$338,876.85 and the Wildcat portion would be \$7,273.20.

File No. 7 – Commissioner Johnson moved, Commissioner Walter seconded, motion unanimously carried to award the low bid for CP 2022-01 Shouldering from Bruening Rock Products in the amount of \$297,493.81 and also approve overrunning quantity by 20% for shouldering as needed.

File No. 8 –Commissioner Severson moved, Commissioner Walter seconded, motion unanimously carried to approve buying out the CRP contract for approximately \$1,275.29 on recently acquired property adjacent to airport (the CRP buyout would be eligible for a reimbursement of 90% from federal funds), and adopt Resolution 22-24 to Authorize the Board Chairman and County Auditor signatures as necessary to execute the USDA-FSA required documents. See resolution below.

#### **RESOLUTION NO. 22-24**

#### **AUTHORIZATION TO EXECUTE SIGNATURE FOR UNITED STATES DEPARTMENT OF AGRICULTURE (USDA) AND THE FARM SERVICE AGENCY (FSA)**

WHEREAS, MN Statute 375.13 states that the county board, at its first session in each year, shall elect from its members a chair and a vice-chair. The chair shall preside at its meetings and sign all documents requiring signature on its behalf. The chair's signature, attested by the clerk of the county board, shall be binding as the signature of the board. In case of the absence or incapacity of the chair, the vice-chair shall perform the chair's duties. If the chair or vice-chair are absent from any meeting, all documents requiring the signature of the board shall be signed by a majority of it and attested by the clerk.

BE IT RESOLVED by the County of Houston that the County Board Chairperson and County Auditor are authorized to execute all documents required by the Farm Service Agency in regards to the newly acquired parcel id 03.0397.001.

File No. 9 – Commissioner Johnson moved, Commissioner Myhre seconded, motion unanimously carried to appoint County Surveyor, Eric Schmitt as Addressing Official. Schmitt was asked to involve the Commissioners serving on the land use committee if any big issues arose.

File No. 10 – Commissioner Severson moved, Commissioner Walter seconded, motion unanimously carried to approve using \$33,000 in American Rescue Plan Act (ARPA) funds for County surveyor equipment, and allocating \$40,000 in ARPA funds to Ability Building Community (ABC).

#### **DISCUSSION ITEMS**

Commissioners discussed recent meetings they had attended including a Department Head Meeting, SELCO Meeting, Planning and Zoning Meeting, Southeast League of Minnesota Cities Meeting, and Transportation Day at the Capital.

Commissioner Severson said a Public Hearing would be held in La Crescent on April 19, 2022 at 6:00 p.m. at the La Crescent Community Building regarding a no wake ordinance for West Channel.

Commissioner Walter said there would be light bulb collection at the dump sites on Saturday, April 9<sup>th</sup>.

Closing Public Comment: Resident Donise Becker said she had a comment regarding the library discussion that had taken place earlier in the meeting. It had been discussed that residents in cities with libraries paid for the library through each city's levy. The County also allocated funds toward the libraries to help pay for library services. Houston Librarian Liz Gibson-Gasset had said that per capita residents of cities with libraries were paying more for the library than residents in the townships. Becker told the board that the County allocation would get passed down to the township residents through the township levy and that taxpayers in each township who owned more land would pay a higher amount towards the allocation than those who owned less within the township. The amount that is levied is not per person it is based on the value of the property owned. Becker stated that monthly dump site fees are levied in the same manner and not charged per household.

There being no further business at 11:45 a.m., the meeting was adjourned after hearing no objections. The next meeting would be a regular meeting on April 12, 2022.

BOARD OF COUNTY COMMISSIONERS

HOUSTON COUNTY, MINNESOTA

By: \_\_\_\_\_  
Greg Myhre, Chairperson

Attest: \_\_\_\_\_  
Donna Trehus, Auditor/Treasurer

## **PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS**

Date: April 12, 2022

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/EDA Director Allison Wagner, Public Health and Human Services Director John Pugleasa, Engineer Brian Pogodzinski, Deputy Sheriff Brian Swedberg, and Interim Recorder Mary Betz

Presiding: Chairperson Myhre

Call to order.

Pledge of Allegiance.

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

Motion was made by Commissioner Walter, seconded by Commissioner Severson, motion unanimously carried to approve the meeting minutes from April 5, 2022.

Public Comment: None.

### **APPOINTMENTS**

None.

### **CONSENT AGENDA**

1) None.

### **ACTION ITEMS**

File No. 1 – Prior to a motion being made County Engineer Brian Pogodzinski told the board that improving crosswalks at two intersections in La Crescent had been looked into in the past. A survey had been conducted and had produced mixed results from the public. Both the

City of La Crescent and the school wanted to see the project move forward for safety purposes. The project had then been revisited to try to find a solution to improve safety, but also satisfy some of the concerns from the survey. Commissioner Severson moved, Commissioner Walter seconded, motion unanimously carried to approve projects and costs related to improving crosswalks at two intersections on CSAH 6 in La Crescent not to exceed \$50,000 and with the intent to use American Rescue Plan Act (ARPA) dollars on the project. The City of La Crescent would pay for design and maintenance.

File No. 2 – Commissioner Burns moved, Commissioner Severson seconded, motion unanimously carried to approve awarding the low bid for SAP 028-612-014 in the amount of \$231,749.77 to Minnowa Construction Inc. This project was for a bridge culvert replacement on County 12, 0.5 miles West of Prairie Ridge Road. Pogodzinski noted that the project had come in above the original engineers estimate. Commissioner Johnson said that increasing costs for projects was a concern. Pogodzinski said that other counties were facing similar issues, but that most had decided to continue on with projects with future costs being unknown. If counties waited on projects, costs could be even higher, or supply shortages could be even greater in the future.

File No. 3 – Commissioner Burns moved, Commissioner Severson seconded, motion unanimously carried to allocate \$20,000 in ARPA funds to La Crescent Area Healthy Community Partnership for them to use towards Neighbors in Action and Touching Moments.

## DISCUSSION ITEMS

Commissioners discussed recent meetings they had attended including an Extension Meeting, Water Planning Meeting, Community Services Meeting, and a citizens meeting regarding land values in Valley High.

Commissioner Burns asked the board if they would be interested in having an appraisal done on some land that bordered the Historic Houston County Courthouse parking lot. Once appraised the Commissioners could potentially make an offer to the property owner to purchase some of the property for parking lot improvements. Additional land could make more room for parking at the County. Burns said he had, had a brief discussion with the land owner. It was the general consensus of the board to proceed with the land appraisal.

Commissioner Severson said a Public Hearing would be held in La Crescent on April 19, 2022 at 6:00 p.m. at the La Crescent Community Building regarding a no wake ordinance for West Channel.

Commissioner Johnson suggested that the Commissioners hold department head reviews. He said reviews had been done in the past, however it had been a while since they had been conducted. Commissioner Walter said that the reviews that had been done in the past were a good thing. It was suggested that the reviews be done during closed sessions at the end of board meetings. Department heads could do a self-evaluation, and the Commissioners could also review



each department head. It was the general consensus of the Commissioners to have the personnel committee begin to look into setting up the reviews with department heads.

Closing Public Comment: None.

Commissioner Johnson moved, Commissioner Severson seconded, motion unanimously carried to adjourned the meeting at 10:06 a.m. The next meeting would be a workgroup session on April 19, 2022.

BOARD OF COUNTY COMMISSIONERS

HOUSTON COUNTY, MINNESOTA

By: \_\_\_\_\_  
Greg Myhre, Chairperson

Attest: \_\_\_\_\_  
Donna Trehus, Auditor/Treasurer

## PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: April 19, 2022

9:00a.m.

Place: Commissioners Room, Courthouse, Caledonia, MN

Members Present:

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

Others Present:

Finance Director Carol Lapham, Zoning Administrator Amelia Meiners, EDA Director/Board Clerk Allison Wagner, Interim Recorder Mary Betz, Health and Human Services Director John Pogleasa, IT Director Andrew Milde, Environmental Services Director Martin Herrick, WSB AICP Project Manager Brandy Howe, WSB AICP Planner Kim Lindquist, WSB Engagement Plan Specialist Mikaela Ziegler, TKDA MA Project Manager Jeannine Clancy, TKDA Planner Evan Monson, TKDA PLA Assistant Project Manager and Community Engagement Specialist Samantha McKinney, TKDA PE Group Manager, Municipal Engineering Larry Poppler Jr.

Board Workgroup Session

Call to order.

Staff from WSB and TKDA presented their proposals for the County's Comprehensive Land Use Plan. Commissioners and County staff asked questions of each firm. Commissioners discussed follow up questions to be sent to each of the firms. The plan was for Commissioners to make a final decision on the proposals by early May after receiving some follow up information.

Commissioners discussed possible uses of American Rescue Plan Act (ARPA) funds including the possibility of allocating funding to SELCO for the local libraries.

The meeting was ended at 11:15 a.m.

BOARD OF COUNTY COMMISSIONERS

HOUSTON COUNTY, MINNESOTA

By: \_\_\_\_\_  
Greg Myhre, Chairperson

Attest: \_\_\_\_\_  
Donna Trehus, Auditor/Treasurer

## **PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS**

Date: April 26, 2022

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/EDA Director Allison Wagner, Public Health and Human Services Director John Pugleasa, Interim Recorder Mary Betz, Zoning Administrator Amelia Meiners, Environmental Services Director Martin Herrick, Deputy Auditor/Treasurer Nikki Konkel, Deputy Auditor/Treasurer Kathlene Barnet, Deputy Auditor/Treasurer Polly Heberlein, Surveyor Eric Schmitt, James Grondin, Jeremiah Shaver, Connie Meiners, Kate Snodgrass, Rod Amundson, Laurie Wahlert, Jan Deters and Orion Deters

Presiding: Chairperson Myhre

Call to order.

Pledge of Allegiance.

Prior to approving the agenda Commissioner Burns asked that approving a modified Wildcat contract be added to agenda action items. Motion was made by Commissioner Burns, seconded by Commissioner Severson, motion unanimously carried to approve the agenda with the change.

Motion was made by Commissioner Walter, seconded by Commissioner Burns, motion unanimously carried to approve the meeting minutes from April 12, 2022.

Motion was made by Commissioner Severson, seconded by Commissioner Walter, motion unanimously carried to approve the workgroup session minutes from April 19, 2022.

Public Comment: Jeremiah Shaver told the board he was a resident of Holmen, Wisconsin. He said he had been unable to make it to the public hearing regarding the no wake zone on West Channel, but had some comments regarding the hearing that he wanted to share with the board. Shaver said he was not in favor of the no wake zone. He said he was responsible for the additional bass tournaments that were happening in the area. He said the buoys in the water near Shore Acres were his and that he had a permit for them.

## APPOINTMENTS

None.

## CONSENT AGENDA

Motion was made by Commissioner Walter, seconded by Commissioner Burns, motion unanimously carried to approve the consent agenda. Items approved are listed below. Commissioners thanked Elizabeth Knutson for her years of service to Houston County.

- 1) Approve agreement with Tellurian UCAN Inc. for adult mental health crisis stabilization services.
- 2) Accept the resignation of Elizabeth Knutson, Public Health Nurse, effective 5/31/2022, and thank Ms. Knutson for her service to the residents of Houston County.
- 3) Approve initiating a competitive search for Public Health Nurse.
- 4) Appoint Erin Cognac, as a probationary Lead Social Worker (Children's Services), C42 (Exempt) Step 3, effective 04/27/2022.
- 5) Approve the hire of Calvin Nagle as an at will, temporary/seasonal licensed Deputy Sheriff at an hourly rate of \$29.84 per hour effective 4/27/2022, for boat patrol conditioned upon successful completion of a background check.
- 6) Approve the hire of Storm Davis as an at will, temporary/seasonal licensed Deputy Sheriff at an hourly rate of \$29.84 per hour effective 4/27/2022, for boat patrol conditioned upon successful completion of a background check.

## ACTION ITEMS

File No. 1 – Commissioner Burns moved, Commissioner Johnson seconded, motion unanimously carried to accept a quote for CP 2022-04 for crack filling from Fahrner Asphalt Sealers LLC in the amount of \$3.68/lb for flex patch crack repair on CSAH 4 South and \$4.90/lb to blow and seal CSAH 27.

File No. 2 – Commissioner Burns moved, Commissioner Severson seconded, motion unanimously carried to approve a MOU with La Crosse County on HHW Events scheduled for May 4, 2022 and August 13, 2022.

File No. 3 – Commissioner Johnson moved, Commissioner Severson seconded, motion unanimously carried to approve a Houston County Hauler License Renewal for Generation X Construction for 2022.

File No. 4 – Commissioner Johnson moved, Commissioner Burns seconded, motion unanimously carried to re-establish district boundaries for Houston County and adopt Resolution No. 22-25. Auditor/Treasurer Trehus told the board that no redistricting had been needed for Houston County. See resolution below.

## **RESOLUTION NO. 22-25**

### **RE-ESTABLISH DISTRICT BOUNDARIES**

**WHEREAS**, the legislature of the State of Minnesota has been redistricted; and

**WHEREAS**, Minnesota Statute section 204B.14, subdivision 3(d) requires that district boundaries must be re-established within 60 days of the time when the legislature has been redistricted or at least 19 weeks before the state primary election in a year ending in two, whichever comes first;

**NOW THEREFORE BE IT RESOLVED** that the County Commissioners of Houston County, County of Houston, State of Minnesota hereby reestablishes the County Commissioner Districts as follows: (See attached maps)

File No. 5 – Prior to making a decision Commissioners discussed whether to use or not use polling pads for Houston County elections. If used the pads would replace the traditional paper rosters that Houston County had previously used to check in voters at elections. Commissioner Walter said that she thought La Crescent township was looking forward to using the polling pads. Commissioner Johnson said that while he was originally in favor purchasing the pads years ago with matching grant funds he had since changed his mind on using them. Johnson said that he did not see the need for using the pads especially since some voters had expressed concerns over their use. Johnson said “why fix something that isn’t broke.” Commissioner Myhre allowed members of the public to address the board regarding the polling pads. Houston County residents Jan Deters, Laurie Wahlert, Orion Deters, and Rod Amundson each addressed the board separately with concerns about using the polling pads at Houston County Elections. Each resident who spoke at the meeting regarding the topic asked the Commissioners not to use the polling pads. Residents brought up security concerns regarding the polling pads. Commissioner Burns said that if a precinct did not want to use the pads they could decide not to use them. Auditor/Treasurer Trehus said she would encourage all precincts to use the polling pads. She said the pads were safe and would make the voting process more efficient. Commissioner Severson moved, Commissioner Walter seconded, motion carried 3 to 2 to use the polling pads at Houston County elections. Commissioners Johnson and Myhre voted no.

File No. 6 – Commissioner Johnson moved, Commissioner Severson seconded, motion unanimously carried to accept donations to Houston Co Extension received from businesses and agencies that would be used for funding Farm Safety Day.

File No. 7 – Commissioner Burns moved, Commissioner Serverson seconded, motion unanimously carried to use American Rescue Plan Act (ARPA) dollars to purchase a new Electronic Document Management System (EDMS) system in the amount of \$215,000.

File No. 8 – Commissioner Burns moved, Commissioner Serverson seconded motion unanimously carried to approve the modified Wildcat contract with Edward “Jake” Lonkoski for the management and operations of Wildcat Park.

## DISCUSSION ITEMS

Commissioners discussed recent meetings they had attended including a Finance Meeting, Department Head Meeting, and Local Board of Appeals and Equalization Meetings.

Commissioner Johnson said the personnel committee was working with Human Resources to set up department head reviews. He also suggested that the County adopt a formal scoring policy for interviews to be used at each County job candidate interview.

It was the general consensus of the Commissioners to proceed with the process of contacting the DNR regarding the no wake zone on West Channel.

Closing Public Comment: None.

Commissioner Serverson moved, Commissioner Myhre seconded, motion unanimously carried to adjourn the meeting at 11:06 a.m. The next meeting would be a regular meeting on May 3, 2022.

## BOARD OF COUNTY COMMISSIONERS

HOUSTON COUNTY, MINNESOTA

By: \_\_\_\_\_  
Greg Myhre, Chairperson

Attest: \_\_\_\_\_  
Donna Trehus, Auditor/Treasurer

## **PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS**

Date: May 3, 2022

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/EDA Director Allison Wagner, Public Health and Human Services Director John Pugleasa, Interim Recorder Mary Betz, Zoning Administrator Amelia Meiners, Environmental Services Director Martin Herrick, Sheriff Mark Inglett, Deputy Sheriff Brian Swedberg, Financial Assistance Supervisor Karen Kohlmeyer, and Human Resources Director Human Resources Theresa Arrick-Kruger

Presiding: Chairperson Myhre

Call to order.

Pledge of Allegiance.

Prior to approving the agenda Commissioners discussed changes to the consent agenda with Human Resources Director Kruger. Kruger said Public Health Nurse Elizabeth Knutson, whose resignation had been accepted the week prior had decided not to resign. Commissioner Burns noted the County would no longer need to advertise for her replacement. Kruger also asked that consent agenda item No. 3 be tabled while the step placement could be looked into further. Motion was made by Commissioner Burns, seconded by Commissioner Severson, motion unanimously carried to approve the agenda with the changes.

Motion was made by Commissioner Walter, seconded by Commissioner Johnson, motion unanimously carried to approve the meeting minutes from April 26, 2022.

Public Comment: No public comments were made.

### **APPOINTMENTS**

None.

### **CONSENT AGENDA**

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

- 1) Approve a competitive search for an Eligibility Worker AFSCME B24 (non-exempt) – (this is a new position).
- 2) Hire Mary Thompson as a temporary/casual (67 day) Public Health Supervisor, C-52, Step 6 (Exempt). (Ms. Thompson served the county many years as a Public Health Nurse including as the interim Public Health Director for a period of time.)
- 3) Item was removed from consent agenda.
- 4) Approve Inmate Boarding Contract with Winona County.
- 5) Increase boarding fees to \$65.00/day and \$60.00/day contract rate due to increases that have occurred.
- 6) Review and approve amendment to the 2022 Hiawatha Valley Mental Health Center HVMHC contract.
- 7) Rescind Elizabeth Knutson's resignation.

#### ACTION ITEMS

File No. 1 – Commissioner Severson moved, Commissioner Burns seconded, motion carried 4 to 1 to approve the contract with Fowler and Hammer for the HCH ADA and adjacent restroom renovation. Commissioner Johnson voted no. He said he voted no not because he did not support the project, but because of uncertainties with the project contract. The contract stated that the contractor would agree to attain pre-authorization for anticipated labor costs in excess of \$50,000. Commissioners asked that a not to exceed amount of \$80,000 be added to the contract after Commissioner Burns suggested a not to exceed amount. The plan was for the project to be paid with American Rescue Plan Act (ARPA) funds.

File No. 2 – Commissioner Severson moved, Commissioner Burns seconded, motion unanimously carried to accept a Brownsville VFW donation of \$200.00 to the Veteran Services Office to use for any veteran's needs.

File No. 3 – Commissioner Severson moved, Commissioner Walter seconded, motion unanimously carried to approve using ARPA dollars to pay \$26,898.75 for a child friendly interview room for Houston County Public Health and Human Services.

File No. 4 – Commissioner Johnson moved, Commissioner Severson seconded, motion unanimously carried to move forward with TKDA's proposal for the Comprehensive Land Use Plan. If the Commissioners wished to add on additional items to the original proposal such as having a map made and additional in person meetings the cost could be up to \$81,100, but Commissioners could decide what options were needed in the future. The next step would be for Environmental Services Director Herrick to work with Attorney Jandt on finalizing an official contract for the project. Once the official contract was approved by the Commissioners work on the plan could begin.



## DISCUSSION ITEMS

Commissioners discussed with Environmental Services Director Herrick, Zoning Administrator Meiners, and EDA Director Wagner who should be the main contact person on behalf of the County with TKDA for the Comprehensive Land Use Plan moving forward. Wagner told the board she would be happy to be the contact person. She said she was willing to take the lead as she knew Environmental Services Director Herrick was new and the department was busy. Wagner said in the coming months meetings would need to be set up between TKDA and County staff, County jurisdictions, and the general public, and that she thought she could use her communication skills and EDA connections to set up the meetings. Herrick said he welcomed the help, but that he was also willing to be the contact person. Commissioner Walter said she wanted to see Herrick be the main contact person. It was decided that Herrick would be the main contact person with TKDA moving forward.

Commissioner Johnson said he wanted to thank Sheriff Inglett for his many years as Sheriff in Houston County. Sheriff Inglett had recently announced he would not be running for Sheriff again.

Closing Public Comment: None.

Commissioner Serverson moved, Commissioner Myhre seconded, motion unanimously carried to adjourned the meeting at 10:10 a.m. The next meeting would be a regular meeting on May 10, 2022.

## BOARD OF COUNTY COMMISSIONERS

HOUSTON COUNTY, MINNESOTA

By: \_\_\_\_\_  
Greg Myhre, Chairperson

Attest: \_\_\_\_\_  
Donna Trehus, Auditor/Treasurer

## **PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS**

Date: May 10, 2022

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/EDA Director Allison Wagner, Public Health and Human Services Director John Pugleasa, Interim Recorder Mary Betz, Zoning Administrator Amelia Meiners, Environmental Services Director Martin Herrick, Emergency Management Director Mark Olson, Engineer Brian Pogodziski, Human Resources Director Theresa Arrick-Kruger, Surveyor Eric Schmitt, Consolidated Energy Company Vice President Joel Reinhart, and ALM Holding Company Vice President Tony Tomashek

Presiding: Chairperson Myhre

Call to order.

Pledge of Allegiance.

Prior to approving the agenda Wagner said one item had been requested to be added to the consent agenda: Approve computer purchases in the amount of \$17,263.50 (an already budgeted item). Motion was made by Commissioner Severson, seconded by Commissioner Burns, motion unanimously carried to approve the agenda with the changes.

Motion was made by Commissioner Burns, seconded by Commissioner Walter, motion unanimously carried to approve the meeting minutes from May 3, 2022.

Public Comment: No public comments were made.

### **APPOINTMENTS**

None.

### **CONSENT AGENDA**

Motion was made by Commissioner Walter, seconded by Commissioner Severson, motion unanimously carried to approve the consent agenda. Items approved are listed below.

- 1) Rehire Eliana Babinski as a 67 temporary employee to assist in the 2022 elections -attend mandatory trainings and perform work directly related to elections.
- 2) Approve \$10,527 for wide format plotter and scanner out of Recorder Technology Fund to replace failed equipment.
- 3) Approve purchase in the amount of \$17,263.50 for computers (an already budgeted item).

## ACTION ITEMS

File No. 1 – Commissioner Johnson moved, Commissioner Severson seconded, motion unanimously carried to approve a CUP for Justin Mark to have a single family dwelling on less than 40 acres in an agricultural district in Houston Township. The approval was contingent on several conditions including that the applicant agree to clean up site restoration of the proposed dwelling prior to the submittal of a building application to the County Zoning Office.

File No. 2 – Commissioner Burns moved, Commissioner Walter seconded, motion unanimously carried to approve a CUP for Michael Rogich and Amanda Bennett to convert a commercial building into a single family dwelling and storage units in a general business district in Caledonia Township.

File No. 3 – Commissioner Burns moved, Commissioner Severson seconded, motion unanimously carried to approve a CUP for Midwest Industrial Fuels DBA Consolidated Energy Company to operate a liquid propane storage facility in the agricultural district in Spring Grove Township.

File No. 4 – Commissioner Johnson moved, Commissioner Severson seconded, motion unanimously carried to approve an Emergency Management Performance Grant (EMPG) contract agreement and Resolution No. 22-26 authorizing Mark Olson, Houston County Emergency Management Director to sign and execute the agreement and thereby assume for and on behalf of Houston County all the contractual obligations contained therein.

### Resolution No. 22-26

WHEREAS, the Emergency Management Performance Grant (EMPG) Program is provided by the Federal Emergency Management Agency (FEMA) and administered by the State of Minnesota through the Department of Public Safety, Homeland Security and Emergency Management; and

WHEREAS, Houston County fully agrees to the terms of the Emergency Management Performance Grant contract and with the passage of this resolution, officially requests Homeland Security and Emergency Management to enforce the contract in accordance with the applicable rules and regulations.

THEREFORE, BE IT RESOLVED, that Houston County enter into a Grant Agreement with Homeland Security and Emergency Management in the Minnesota Department of Public Safety for the program entitled Emergency Management Performance Grant Program.

BE IT FURTHER RESOLVED, that Mark Olson, Emergency Management Director of Houston County, is hereby authorized to sign and execute the agreement and thereby assume for and on behalf of Houston County all of the contractual obligations contained therein.

File No. 5 – Commissioner Walter moved, Commissioner Johnson seconded, motion unanimously carried to approve quotes for 2023 Aerial Imagery Flights. This included 6” aerial photos, a subscription to Pictometry Connect and the possibility for Reveal 3D textured mesh in the future. The amount would be \$77,620 paid over three years. Commissioners asked Surveyor Schmitt if there was a possibility an amount had been agreed on with the company previously. The approval was made with the condition that a prior amount had not been agreed upon.

File No. 6 – Prior to approving the agreement Commissioners discussed with Human Resources Director Kruger and County Engineer Pogodzinski a contract with Collaborative Design Group for construction documents, bidding, and administration of the Historic Courthouse roof replacement. Kruger said the documents would be simplified now that the County was not perusing a historic grant for the project, and some historical language would not be required. Commissioner Johnson asked if having the engineering firm develop construction documents was necessary and asked if it would deter local contractors from bidding on the roof project. Pogodzinski and Kruger recommended approving the agreement. Severson moved, Commissioner Walter seconded, motion carried 4 to 1 to approve the Collaborative Design Group contract for the construction documents, bidding, and construction administration of the Historic Courthouse roof replacement in the amount of \$10,070. Commissioner Johnson voted no.

File No. 7 – Commissioners briefly discussed American Rescue Plan Act (ARPA) dollars. Finance Director Lapham said the next payment would be coming in the summer of 2022. No further allocations were made at the meeting.

## DISCUSSION ITEMS

Commissioners discussed recent meetings they had attended including an AMC Legislative Update Meeting, Community Services Meeting, Veteran’s Services Meeting, Land Use, and EDA meeting.

Commissioners Severson and Johnson shared that Keep Company Co-Working Space was officially open in La Crescent, MN. Regular hours would be from 9 a.m. to 4 p.m. Monday – Thursday. The space was available to use as a shared workspace for businesses and community organizations.

Commissioner Johnson said that Environmental Services Director Herrick was currently working with County Attorney Jandt on an official contract with YKDA for the Comprehensive Land Use Plan.

Commissioner Burns shared that he had received a quote of \$1,000 for the possible appraisal of some land adjacent to the Historic Courthouse parking lot that could potentially be purchased from the landowner in the future for the parking lot. It was the general consensus of the Commissioners to have Commissioner Burns first discuss with the property owner what they might want for a purchase price rather than moving forward with the appraisal at that time.

Closing Public Comment: None.

Commissioner Serverson moved, Commissioner Myhre seconded, motion unanimously carried to adjourned the meeting at 10:19 a.m. The next meeting would be a workgroup session on May 17, 2022.

BOARD OF COUNTY COMMISSIONERS

HOUSTON COUNTY, MINNESOTA

By: \_\_\_\_\_  
Greg Myhre, Chairperson

Attest: \_\_\_\_\_  
Donna Trehus, Auditor/Treasurer

## **PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS**

Date: May 17, 2022

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, Interim Recorder Mary Betz, Health and Human Services Director John Pugleasa, Engineer Brian Pogodzinski, Human Resources Director Theresa Arrick-Kruger, Financial Assistance Supervisor Karen Kohlmeyer, Social Services Supervisor Bethany Moen, and Accounting Supervisor Heidi Hankins

Board Workgroup Session

Call to order.

Health and Human Services Director Pugleasa told the board that in the coming months Public Health and Human Services would be discussing the work each unit in the department does at workgroup sessions. Financial Assistance Supervisor Karen Kohlmeyer began the discussion by presenting on the economic assistance division. She said the economic assistance unit was the combination of financial assistance, child support, and the first point of contact. Financial assistance included healthcare programs, medical assistance, Medicare savings programs, supplemental nutrition assistance programs, and cash assistance. Each program had different eligibility requirements. Kohlmeyer said the goal of the unit was to assist families and individuals in the community to become more self-sufficient.

Commissioners discussed with Engineer Pogodzinski and Human Resources Director Kruger plans for an upcoming meeting with the City of Caledonia regarding updating the west parking lot near the Historic Courthouse.

Kruger told the board that the deadline was approaching for department heads to return their self-evaluations prior to the board evaluating each of them. Once the evaluations had been turned into HR they could begin to set up the department head reviews.

Commissioners discussed a request for the County Commissioners to potentially pass a resolution regarding the creation of a Northern Grain Belt Port Statistical Area. Pogodzinski updated the Commissioners on what other counties that may potentially join the port area were

considering. It was the general consensus to invite someone from the group making the request to present at the next regular meeting.

The meeting was ended at 10:41 a.m.

BOARD OF COUNTY COMMISSIONERS

HOUSTON COUNTY, MINNESOTA

By: \_\_\_\_\_  
Greg Myhre, Chairperson

Attest: \_\_\_\_\_  
Donna Trehus, Auditor/Treasurer

## **PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS**

Date: May 24, 2022

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/EDA Director Allison Wagner, Public Health and Human Services Director John Pugleasa, Interim Recorder Mary Betz, Zoning Administrator Amelia Meiners, Environmental Services Director Martin Herrick, Engineer Brian Pogodziski, Human Resources Director Theresa Arrick-Kruger, Sheriff Mark Inglett, Deputy Auditor/Treasurer Heidi Lapham, Northern Grain Belt Port Statistical Area Representative Chris Smith

Presiding: Chairperson Myhre

Call to order.

Pledge of Allegiance.

Prior to approving the agenda Commissioner Johnson requested that consent agenda item No. 1 be removed from the agenda and tabled until the personnel committee was able to meet. Motion was made by Commissioner Johnson, seconded by Commissioner Burns, motion unanimously carried to approve the agenda with the changes.

Motion was made by Commissioner Severson, seconded by Commissioner Walter, motion unanimously carried to approve the meeting minutes from May 10, 2022.

Motion was made by Commissioner Burns, seconded by Commissioner Severson, motion unanimously carried to approve the workgroup session minutes from May 17, 2022.

Public Comment: No public comments were made.

### **APPOINTMENTS**

Chris Smith presented to the board on the possibility of creating a Northern Grain Belt Port Statistical Area or Northern Grain Belt PSA. He said the purpose of creating the area would be for consolidation of statistical data already being collected and for the PSA to be able to be recognized federally thus opening up the possibility and eligibility for federal funding. Smith



said that the County passing a resolution supporting the creation of the statistical boundaries of the Northern Grain Belt PSA would have many benefits for the region, but would not obligate the County to any financial responsibilities. Other Counties in the area had already passed the resolution, or were planning to do so in the near future. It was the general consensus of the board to consider approving the resolution for the creation of the Northern Grain Belt PSA at the next regular meeting on June 7<sup>th</sup>, 2022.

## CONSENT AGENDA

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

- 1) This item was removed from the consent agenda and tabled until a further meeting.
- 2) Change the employment status of Deputy Sheriff, Travis Lapham, from probationary to regular, effective 6/03/2022.
- 3) Accept the resignation of Michael Johnson, Probationary Jailer/Dispatcher, effective 05/30/2022.
- 4) Approve initiating a competitive search for a Probationary (non-exempt) Jailer/Dispatcher.
- 5) Change Lauren Felten's, Temporary/Casual employee Tech Clerk I B-21, Step 1 of the 2022 non-represented pay grid, effective May 25, 2022.
- 6) Approve 2022 Federal Boat and Water Grant in the amount of \$5,000.
- 7) Approve rate amendment to the existing agreement with Virgie Rud for guardianship services.
- 8) Approve rate amendment to the existing agreement with Renata Luedtke for guardianship services.
- 9) Approve Resolution No. 22-28 through 22-31 for snowmobile trails for Viking, Gopherland, Houston Money Creek and La Crescent trails. See resolutions below.

## RESOLUTION NO. 22-28

### VIKING SNOWMOBILE TRAIL

May 24, 2022

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 2022-2023 snowmobile season.

**RESOLUTION NO. 22-29**

**GOPHERLAND SNOWMOBILE TRAIL**

May 24, 2022

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 2022-2023 snowmobile season.

**RESOLUTION NO. 22-30**

**HOUSTON MONEY CREEK SNOWMOBILE TRAIL**

May 24, 2022

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 2022-2023 snowmobile season.

#### RESOLUTION NO. 22-31

#### **LA CRESCENT SNOWMOBILE TRAIL**

May 24, 2022

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 2022-2023 snowmobile season.

10) Approve Liquor Licenses from July 1, 2022 – June 20, 2023. Approved Licenses are listed below.

**LIQUOR LICENCES, WINE AND STRONG BEER**

Ferndale Golf, LLC dba Ferndale Golf, LLC  
Ma Cal Grove Country Club, Inc. dba Ma Cal Grove Country Club, Inc.  
Par 4 Golf, LLC dba Valley High Golf Club (contingent upon submission of required paperwork)  
Denstad Enterprises, Inc. dba Shellhorn Roadhouse  
Gasthaus, LLC dba Little Miami  
City of La Crescent dba Pine Creek Golf Course (Wine & Strong Beer)

**ON SALE BEER LICENSES**

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

**OFF SALE BEER LICENSE**

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

**ACTION ITEMS**

File No. 1 – Commissioner Burns moved, Commissioner Walter seconded, motion unanimously carried to approve the MNDOT Master Partnership Contract and Resolution No. 22-27. See resolution below.

**RESOLUTION NO. 22-27**

**MN/DOT MASTER PARTNERSHIP CONTRACT**

Whereas, The Minnesota Department of Transportation wishes to cooperate closely with local units of government to coordinate the delivery of transportation services and maximize the efficient delivery of such services at all levels of government; and

Whereas, MnDOT and local governments are authorized by Minnesota Statutes sections 471.59, 174.02, and 161.20, to undertake collaborative efforts for the design, construction, maintenance and operation of state and local roads; and

Whereas: the parties wish to be able to respond quickly and efficiently to such opportunities for collaboration, and have determined that having the ability to write “work orders” against a master contract would provide the greatest speed and flexibility in responding to identified needs.

Therefore, be it resolved:

1. That the of Houston enters into a Master Partnership Contract with the Minnesota Department of Transportation, a copy of which was before the Board.
2. That the proper Houston County officers are authorized to execute such contract, and any amendments thereto.
3. That the Houston County Engineer is authorized to negotiate work order contracts pursuant to the Master Contract, which work order contracts may provide for payment to or from MnDOT, and that the Houston County Engineer may execute such work order contracts on behalf of the Houston county without further approval by this Board.

File No. 2 – Commissioner Burns moved, Commissioner Severson seconded, motion unanimously carried to approve an Interim Use Permit for a temporary asphalt plant in the agricultural protection district for Mathy Construction Company with conditions. In addition, Commissioner Johnson moved, Commissioner Myhre seconded, motion unanimously carried to approve a Conditional Use Permit for an industrial use in the shoreland overlay district with conditions for Mathy Construction Company.

File No. 3 – Commissioners briefly discussed American Rescue Plan Act (ARPA) dollars. No further allocations were made at the meeting.

## DISCUSSION ITEMS

Commissioners discussed recent meetings they had attended including an AMC Legislative Meeting, SE MN EMS Meeting, Department Head Meeting, Workforce Development Inc. Meeting, and Community Economic Development Strategy Meeting.

Commissioners discussed with Engineer Pogodzinski some possible improvements that would possibly be needed at Wildcat Park in the near future.

Deputy Auditor/Treasurer Heidi Lapham made an announcement to the board on behalf of Auditor/Treasurer Trehus that it was an election day.

Closing Public Comment: None.

Commissioner Severson moved, Commissioner Burns seconded, motion unanimously carried to adjourn the meeting at 10:20 a.m. The next meeting would be a regular meeting on June 7, 2022.

BOARD OF COUNTY COMMISSIONERS

HOUSTON COUNTY, MINNESOTA

By: \_\_\_\_\_  
Greg Myhre, Chairperson

Attest: \_\_\_\_\_  
Donna Trehus, Auditor/Treasurer

## **PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS**

Date: June 7, 2022

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, Board Clerk/EDA Director Allison Wagner, Public Health and Human Services Director John Pogleasa, Interim Recorder Mary Betz

Presiding: Chairperson Myhre

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 Burns, seconded by Commissioner Johnson, motion unanimously carried to approve the meeting minutes from May 24, 2022.

Public Comment: No public comments were made.

### **APPOINTMENTS**

None.

### **CONSENT AGENDA**

Motion was made by Commissioner Severson, seconded by Commissioner Burns, motion unanimously carried to approve the consent agenda. Items approved are listed below.

- 1) Consider approving the 2022 State of MN Boat and Water Safety Grant in the amount of \$5,310.00 for the Houston County Sheriff's Department.
- 2) Change the employment status of Heidi Lapham, Deputy Auditor/Treasurer – License Center Clerk, from probationary to regular, effective 6/14/2022.
- 3) Hire Alex Goergen as a probationary Maintenance Specialist, B23 Step 2, effective 06/13/2022, conditioned upon successful completion of background check.

- 4) Confirm receipt of Tricia Laganieri Sand's resignation as a probationary Child Protection Social Worker, effective 05/12/2022.
- 5) Approve initiating a competitive search for a Probationary Child Protection Social Worker.
- 6) Approve initiating a competitive search for a temporary/casual employee (14 hours or less per week) – Tech Clerk I (to fill a recent vacancy).
- 7) Rehire Kurt Zehnder as a temporary 67 day Sheriff's Deputy for boat patrol.

#### ACTION ITEMS

File No. 1 – Commissioner Severson moved, Commissioner Johnson seconded, motion unanimously carried to approve Resolution No. 22-32: A resolution of and by Houston County, Minnesota supporting the creation of the statistical boundaries of the Northern Grain Belt Port Statistical Area. See resolution below.

#### **RESOLUTION NO. 22-32**

#### **A resolution of and by Houston County, Minnesota supporting the creation of the statistical boundaries of the Northern Grain Belt Port Statistical Area.**

WHEREAS, the collection of waterborne commerce statistics pertaining to rivers, harbors, and waterways and the compilation and publication of such data by the U.S. Army Corps of Engineers are required by federal law; and

WHEREAS, creation of the statistical boundaries of the Northern Grain Belt Port Statistical Area more accurately reflect the regional waterborne commerce activity and increase tonnage recorded by the Waterborne Commerce Statistics Center and the U.S. Army Corps of Engineers Navigation and Civil Works Decision Support Center, allowing for the ranking of the Port Statistical Area among the inland ports in the United States further supporting local economic development and regional transportation planning; and

WHEREAS, creation of the Northern Grain Belt Port Statistical Area would better differentiate the Upper Mississippi River and Great Lakes Ports data in both Wisconsin and Minnesota; and

WHEREAS, the proposed creation of the statistical boundaries will provide the opportunity for marketing and investment opportunities which could lead to job creation and economic growth for Houston County, Minnesota; and



NOW, THEREFORE BE IT RESOLVED that Houston County, Minnesota supports the port statistical boundary creation of the Northern Grain Belt Port Statistical Area between the Upper Mississippi River Confluence with the St. Croix River and the Wisconsin River to include the entire riverfront of Houston County on the Upper Mississippi River. Said support extends for statistical data reporting purposes only and not to any waterways organization or further control of the Upper Mississippi River, nor does the port statistical area designation impact any existing or future public port, terminal, or economic development authorities, nor does it require commitment of any county resources.

File No. 2 – Commissioner Burns moved, Commissioner Johnson seconded, motion unanimously carried to approve an EDA Revolving Loan for Tamiko Hubka and Elsie and Lee Babler for building renovations at 111 E. Grove Street in Caledonia in the amount of \$37,500 at the 2022 set rate and terms (2.25% for 10 years). The building would house three separate businesses: Tamiko’s Hair Salon and Boutique, a vintage antique store (in the adjacent barn), and vacation Airbnb apartments above the commercial space.

File No. 3 – Commissioner Severson moved, Commissioner Burns seconded, motion unanimously carried to approve a letter of support for a MnDOT grant application that if awarded would pay for an active transportation corridor plan from the new trail bridge in La Crescent to the Miller’s Corner intersection for a potential future bike trail.

File No. 4 – Commissioner Johnson moved, Commissioner Severson seconded, motion unanimously carried to approve a Peddler License for Todd Schmieg of Stump Jumpers, LLC for stump removal and clean-up.

File No. 5 – Commissioner Severson moved, Commissioner Burns seconded, motion unanimously carried to approve the contract as presented by Public Health & Human Services Director John Puleasa regarding the Electronic Document Management System (EDMS) project. The Board had previously approved the use of ARPA funds for the project.

## DISCUSSION ITEMS

Commissioners discussed recent meetings they had attended including Hiawatha Valley Mental Health Meeting, Economic Development Meeting, Water Plan Meeting, and Extension Meeting.

Commissioners Burns said he had received a call from one of the school superintendents in Houston County asking if the Commissioners would possibly consider supporting part of the funding for an officer for each school in the County. The general consensus of the Commissioners was that they would consider helping in some way.

Closing Public Comment: None.

Commissioner Serverson moved, Commissioner Burns seconded, motion unanimously carried to adjourned the meeting at 9:52 a.m. The next meeting would be a regular meeting on June 14, 2022.

BOARD OF COUNTY COMMISSIONERS

HOUSTON COUNTY, MINNESOTA

By: \_\_\_\_\_  
Greg Myhre, Chairperson

Attest: \_\_\_\_\_  
Donna Trehus, Auditor/Treasurer

## **PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS**

Date: June 14, 2022

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, Board Clerk/EDA Director Allison Wagner, Public Health and Human Services Director John Pugleasa, Interim Recorder Mary Betz, Attorney Samuel Jandt, and Human Resources Director Theresa Arrick-Kruger

Presiding: Chairperson Myhre

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 Severson, seconded by Commissioner Burns, motion unanimously carried to approve the meeting minutes from June 7, 2022.

Public Comment: No public comments were made.

### **APPOINTMENTS**

At 9:16 a.m. a motion was made by Commissioner Johnson, seconded by Commissioner Severson to go into closed session pursuant to Minn. Stat. 13D.05, subdivision 1 (d), attorney – client privilege to consider the recent MAPE arbitration results. All Commissioners present at the meeting, Attorney Jandt, Auditor/Treasurer Trehus, Finance Director Lapham, and Human Resources Director Theresa Arrick-Kruger attended the closed session.

At 9:54 a.m. the regular meeting resumed. Attorney Jandt gave a brief summary of the closed session saying they had discussed an award for the MAPE arbitration. The amount of the award was not public information, and the Commissioners had decided not to appeal the settlement.

### **CONSENT AGENDA**

Motion was made by Commissioner Burns, seconded by Commissioner Johnson, motion unanimously carried to approve the consent agenda. Commissioners thanked Lucas Kuntz for his IT work for the County and wished him luck with his next endeavor. Items approved are listed below.

- 1) Confirm the resignation of Lucas Kuntz, IT Network/Help Desk Technician, effective June 30, 2022.
- 2) Approve a competitive search for an Information Technology Network/Help Desk Technician, C42 (Confidential employee).  
Hire Brittany Anderson as a probationary Child Protection Social Worker, C41, Step 1, effective 06/22/2022, conditioned upon successful completion of background check.

#### ACTION ITEMS

File No. 1 – Commissioner Severson moved, Commissioner Burns seconded, motion unanimously carried to approve a County Title VI Policy (non-discrimination in programming and contracts) and adopt Resolution No. 22-33. See resolution below.

#### **RESOLUTION NO. 22-33**

WHEREAS, it is the policy of Houston County that no person shall on the grounds of race, color, national origin, sex, disability, or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination in any operation of Houston County as provided by Title VI of the Civil Rights Act of 1964 and related statutes.

NOW THEREFORE BE IT RESOLVED, by the Houston County Board of Commissioners that, the Houston County Title VI Non-Discrimination Policy and the Title VI Highway Department Plan for MnDOT FHWA Subrecipient and associated Title VI/Non-Discrimination Assurances required per the U.S. DOT Order No. 1050.2A, are hereby approved.

File No. 2 – Commissioner Johnson moved, Commissioner Severson seconded, motion unanimously carried to approve the Local Bridge Replacement Program (LBRP) Grant Agreement for SAP 028-612-014 bridge replacement project and Resolution No. 22-34. See resolution below.

#### **RESOLUTION NO. 22-34**

For Grant Agreement to State Transportation Fund  
(Local Bridge Replacement Program)  
Grant Terms and Conditions  
SAP 028-612-014

June 14, 2022

WHEREAS, Houston County has applied to the Commissioner of Transportation for a grant from the Minnesota State Transportation Fund for construction of Bridge No.28J67; and

WHEREAS, the Commissioner of Transportation has given notice that funding for this project is available; and

WHEREAS, the amount of the grant has been determined to be \$ 83,631.45 by reason of the lowest responsible bid;

NOW THEREFORE, be it resolved that Houston County does hereby agree to the terms and conditions of the grant consistent with Minnesota Statutes, section 174.50, and will pay any additional amount by which the cost exceeds the estimate, and will return to the Minnesota State Transportation Fund any amount appropriated for the bridge but not required. The proper county officers are authorized to execute a grant agreement and any amendments thereto with the Commissioner of Transportation concerning the above-referenced grant.

#### DISCUSSION ITEMS

Commissioners discussed recent meetings they had attended including an Audit Meeting, Community Services Meeting, and WINLAC Meeting.

Commissioners discussed with Engineer Pogodzinski the possibility of the Houston County Fair using County property for parking for the fair. It was the general consensus of the board that they were okay with the fair using County property for parking. The Commissioners directed Pogodzinski to work with the fair board as he saw fit.

Commissioners discussed a date for the new Highway Facility open house. Commissioners set a date and time for the open house on Wednesday, August 17<sup>th</sup>, 2022 from 12:30 to 4:30 p.m. (during the week of the Houston County Fair).

Closing Public Comment: None.

Commissioner Burns moved, Commissioner Severson seconded, motion unanimously carried to adjourned the meeting at 10:29 a.m. The next meeting would be a workgroup session on June 21, 2022.

#### BOARD OF COUNTY COMMISSIONERS

HOUSTON COUNTY, MINNESOTA

By: \_\_\_\_\_  
Greg Myhre, Chairperson

Attest: \_\_\_\_\_  
Donna Trehus, Auditor/Treasurer

## PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: June 21, 2022

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, Finance Director Carol Lapham, EDA Director/Board Clerk Allison Wagner, Interim Recorder Mary Betz, Health and Human Services Director John Pugleasa, Financial Assistance Supervisor Karen Kohlmeyer, Social Services Supervisor Bethany Moen, Sheriff Mark Inglett, and Chief Deputy Brian Swedberg

Board Workgroup Session

Call to order.

Social Services Supervisor Bethany Moen presented to the board an overview of the social services division of Public Health and Human Services. She said their division was in charge of adult services, children's services, intake, and licensing. Commissioners asked questions and thanked the division for their work.

Commissioners discussed with Sheriff Mark Inglett and Chief Deputy Brian Swedberg the possibility of entering into a contract with the City of Spring Grove for law enforcement services. The City's police chief would be retiring in the near future and the City was having difficulty hiring new staff. The City had approached the County Sheriff's office regarding the possibility of having the County provide the needed services for the City. It was the general consensus of the County to have Sheriff Inglett and Chief Deputy Swedberg explore the possibility, and work on finalizing a potential contract with the City.

Commissioners discussed future department head reviews. The plan was for the reviews to take place at the end of regular meetings during closed sessions unless the department head requested that the review be open to the public. The first two department head reviews would take place separately at the next regular meeting on June 28, 2022.

Commissioner Burns told the board that negotiations with SELCO regarding library services would begin on July 7<sup>th</sup>.

The meeting was ended at 10:40 a.m.

BOARD OF COUNTY COMMISSIONERS

HOUSTON COUNTY, MINNESOTA

By: \_\_\_\_\_  
Greg Myhre, Chairperson

Attest: \_\_\_\_\_  
Donna Trehus, Auditor/Treasurer

## **PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS**

Date: June 28, 2022

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/EDA Director Allison Wagner, Public Health and Human Services Director John Pugleasa, Interim Recorder Mary Betz, Human Resources Director Theresa Arrick-Kruger, and Engineer Brian Pogodzinski

Presiding: Chairperson Myhre

Call to order.

Pledge of Allegiance.

Prior to approving the agenda one action item was added to the agenda: Consider replacing the #2 boiler at the Justice Center due to a failed heat exchanger. The total cost replacement would be \$61,500. Commissioner Johnson also asked that consent agenda item No. 3 be tabled until the personnel committee could meet to review it. Motion was made by Commissioner Johnson, seconded by Commissioner Severson, motion unanimously carried to approve the agenda with the changes.

Motion was made by Commissioner Burns, seconded by Commissioner Severson, motion unanimously carried to approve the meeting minutes from June 14, 2022.

Motion was made by Commissioner Walter, seconded by Commissioner Burns, motion unanimously carried to approve the workgroup session minutes from June 21, 2022.

Public Comment: No public comments were made.

### **APPOINTMENTS**

At 9:37 a.m. a motion was made by Commissioner Johnson, seconded by Commissioner Severson, motion carried unanimously to go into closed session pursuant to Minn. Stat. §13D.05, Subd. 3. (a) to evaluate the performance of an individual who is subject to its authority. The Commissioners along with Finance Director Lapham attended the closed session.



At 10:30 a.m. a motion was made by Commissioner Johnson, seconded by Commissioner Severson, motion carried unanimously to resume the regular meeting.

At 10:31 a.m. a motion was made by Commissioner Severson, seconded by Commissioner Walter to go into closed session pursuant to Minn. Stat. §13D.05, Subd. 3. (a) to evaluate the performance of an individual who is subject to its authority. The Commissioners along with Human Resources Director Kruger attended the closed session.

At 11:24 a.m. a motion was made by Commissioner Severson, seconded by Commissioner Walter, motion carried unanimously to resume the regular meeting.

Commissioners gave a brief summary of the closed sessions saying they had conducted department head reviews. They reviewed the department head self evaluations, discussed job descriptions, and job performance.

#### CONSENT AGENDA

Motion was made by Commissioner Burns, seconded by Commissioner Severson, motion unanimously carried to approve the consent agenda. Commissioners thanked Chris Hartley for his service to the County. Items approved are listed below.

- 1) Change Dylan Felten's classification/banding from Appraiser Trainee to Certified Minnesota Assessor - Income Qualified B24, Step 1, retroactive to 06/09/2022.
- 2) Confirm the resignation of Chris Hartley, Highway Maintenance Foreman, effective 06/23/2022.
- 3) This item was removed from the consent agenda.
- 4) Hire Brianna Ceaser, as a probationary Public Health Educator, C42, Step 1, effective 07/01/2022, conditioned upon successful completion of background check.

#### ACTION ITEMS

File No. 1 – Commissioner Burns moved, Commissioner Johnson seconded, motion unanimously carried to approve the Memorandum of Agreement between the County of Houston and the International Union of Operating Engineers Local No. 49. (The MOA provided for a temporary work out of class assignment during the search for a Hwy. Maintenance Foreman.)

File No. 2 – Commissioner Severson moved, Commissioner Walter seconded, motion unanimously carried to approve agreement between the County and City of La Crescent to outline the respective responsibilities regarding the use of funding for project SAP 028-600-001 for reconstructing the existing roadway and constructing curb along the northerly edge of the road providing a buffer between the road and Wagon Wheel Trail. The agreement secured funding for \$128,105.83 for La Crescent's project. The County would be the fiscal agent for the project.

File No. 3 – Commissioner Johnson moved, Commissioner Burns seconded, motion unanimously carried to approve a Gambling Permit on behalf of Sheldon Valley Sportsman’s Association to be held at Sheldon Valley Sportsman’s Association Range, 11511 County Road 10, Caledonia, MN on October 30, 2022.

File No. 4 – Commissioner Severson moved, Commissioner Myhre seconded, motion unanimously carried to approve a Gambling Permit on behalf of Able Foundation, Inc. to be held at La Crescent Snowmobile Club, 2485 County 6, La Crescent, MN on October 15, 2022.

File No. 5 – Commissioner Johnson moved, Commissioner Severson seconded, motion unanimously carried to approve replacing the #2 boiler at the Justice Center due to a failed heat exchanger. The total replacement cost would be \$61,500. Winona Controls would replace the boiler.

#### DISCUSSION ITEMS

Commissioners discussed recent meetings they had attended including a Solid Waste Meeting, Department Head Meeting, Election Judge Training, and Watershed 1 Plan Meeting.

Closing Public Comment: None.

Commissioner Severson moved, Commissioner Myhre seconded, motion unanimously carried to adjourned the meeting at 11:28 a.m. The next meeting would be regular meeting on July 5, 2022.

#### BOARD OF COUNTY COMMISSIONERS

HOUSTON COUNTY, MINNESOTA

By: \_\_\_\_\_  
Greg Myhre, Chairperson

Attest: \_\_\_\_\_  
Donna Trehus, Auditor/Treasurer

## **PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS**

Date: July 5, 2022

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/EDA Director Allison Wagner, Public Health and Human Services Director John Pugleasa, Interim Recorder Mary Betz, Human Resources Director Theresa Arrick-Kruger, Engineer Brian Pogodzinski, Environmental Services Director Martin Herrick, Assessor Lucas Onstad, and Veterans Service Officer Robert Thoen

Presiding: Chairperson Myhre

Call to order.

Pledge of Allegiance.

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

Motion was made by Commissioner Walter, seconded by Commissioner Burns, motion unanimously carried to approve the meeting minutes from June 28, 2022.

Public Comment: No public comments were made.

### **APPOINTMENTS**

At 9:21 a.m. a motion was made by Commissioner Johnson, seconded by Commissioner Severson, motion carried unanimously to go into closed session pursuant to Minn. Stat. §13D.05, Subd. 3. (a) to evaluate the performance of an individual who is subject to its authority.

Immediately following the meeting being closed a motion was made by Commissioner Johnson, seconded by Commissioner Severson, motion carried unanimously to reopen the regular meeting as Department Head Assessor Onstad had requested that his review remain open. Commissioners asked questions of Assessor Onstad and said they felt he had done a “great job” over the past year working with the public, answering questions, and explaining things. Commissioners thanked Assessor Onstad for his service to the County.

At 9:39 a.m. a motion was made by Commissioner Johnson, seconded by Commissioner Severson to go into closed session pursuant to Minn. Stat. §13D.05, Subd. 3. (a) to evaluate the performance of an individual who is subject to its authority. The Commissioners along with Veterans Service Officer Thoen attended the closed session.

At 10:40 a.m. a motion was made by Commissioner Johnson, seconded by Commissioner Severson, motion carried unanimously to resume the regular meeting.

Commissioners had conducted department head reviews. They reviewed the department head self-evaluations, discussed job descriptions, and job performance.

#### CONSENT AGENDA

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

- 1) Assign Melissa Jordan, to the position of probationary Eligibility Worker, B24, Step 1, effective July 18, 2022 (Ms. Jordan is currently a PHHS Case Aide). (Kruger)
- 2) Approve initiating a competitive search for a Case Aide. (Kruger)

#### ACTION ITEMS

File No. 1 – Commissioner Burns moved, Commissioner Severson seconded, motion unanimously carried to approve Change Order No. 40 covering landscaping allowance materials to be moved to the tax exempt project for the new Highway shop.

File No. 2 – Commissioner Severson moved, Commissioner Walter seconded, motion unanimously carried to approve transfers of funds from the Highway fund to the Capital Projects fund that were processed to eliminate negative cash balances in each of the months below.

12/31/2021	\$139,000.00
01/31/2022	\$67,500.00
02/28/2022	\$18,300.00
03/31/2022	\$193,911.00
05/31/2022	\$46,707.00
Total:	\$465,418.00

File No. 3 – Commissioner Burns moved, Commissioner Severson seconded, motion unanimously carried to approve a contract with TKDA to update the Houston County Comprehensive Land Use Plan.

File No. 4 – Commissioner Walter moved, Commissioner Myhre seconded, motion unanimously carried to accept a Brownsville VFW donation of \$150.00 to the Veteran Services Office to use for any veteran’s needs.

#### DISCUSSION ITEMS

Commissioners discussed recent meetings they had attended including a MCIT meeting regarding insurance.

Closing Public Comment: None.

Commissioner Johnson moved, Commissioner Severson seconded, motion unanimously carried to adjourn the meeting at 10:40 a.m. The next meeting would be regular meeting on July 12, 2022.

#### BOARD OF COUNTY COMMISSIONERS

HOUSTON COUNTY, MINNESOTA

By: \_\_\_\_\_  
Greg Myhre, Chairperson

Attest: \_\_\_\_\_  
Donna Trehus, Auditor/Treasurer

## **PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS**

Date: July 12, 2022

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, Public Health and Human Services Director John Pogleasa, Interim Recorder Mary Betz, Human Resources Director Theresa Arrick-Kruger, Engineer Brian Pogodzinski, Environmental Services Director Martin Herrick, Julie Amundson Spring Grove City Administrator and IT Director Andy Milde.

Presiding: Chairperson Myhre

Call to order.

Pledge of Allegiance.

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

Motion was made by Commissioner Walter, seconded by Commissioner Burns, motion unanimously carried to approve the meeting minutes from July 5, 2022.

Public Comment: No public comments were made.

### **APPOINTMENTS**

At 9:05 a.m. a motion was made by Commissioner Burns, seconded by Commissioner Walter, motion carried unanimously to go into closed session pursuant to Minn. Stat. 13D.05, subdivision 1 (d), attorney – client privilege to consider the recent MAPE arbitration. All Commissioners present at the meeting, Attorney Jandt, Auditor/Treasurer Trehus, and Human Resources Director Theresa Arrick-Kruger attended the closed session. At 9:29 a.m. a motion by Commissioner Burns, seconded by Commissioner Severson, unanimously carried to come out of closed session. Attorney Jandt gave a brief summary of the closed session saying they had discussed the arbitrator's award and the board provided Attorney Jandt with guidance regarding the continuing implementation of the award.

## CONSENT AGENDA

Motion was made by Commissioner Burns, seconded by Commissioner Severson, motion unanimously carried to approve the consent agenda. Commissioners thanked Jean Baty Young for her years of service. Items approved are listed below.

- 1) Approve LG220 Gambling Application for Sheldon Valley Sportsmans Association for gambling activities to be conducted at Sheldon Valley Sportsmans Association Range in Caledonia Township, with no waiting period. Resolution No. 22-35. See resolution below.

### RESOLUTION NO. 22-35

#### **MINNESOTA LAWFUL GAMBLING PERMIT APPROVAL SHELDON VALLEY SPORTSMANS ASSOCIATION**

July 12, 2022

BE IT RESOLVED, the Houston County Board of Commissioners does hereby approve the Minnesota Lawful Gambling Application LG220 for Sheldon Valley Sportsmans Association for gambling activities to be conducted at the Sheldon Valley Sportsmans Association Range in Caledonia Township, with no waiting period.

- 2) Approve LG220 Gambling Application for Able Foundation Inc for gambling activities to be conducted at the La Crescent Snowmobile Club in La Crescent Township, with no waiting period. Resolution No. 22-36

### RESOLUTION NO. 22-36

#### **MINNESOTA LAWFUL GAMBLING PERMIT APPROVAL ABLE FOUNDATION INC**

July 12, 2022

BE IT RESOLVED, the Houston County Board of Commissioners does hereby approve the Minnesota Lawful Gambling Application LG220 for ABLE Foundation Inc for gambling activities to be conducted at the La Crescent Snowmobile Club in La Crescent Township, with no waiting period.

- 3) Approve initiating a competitive search for a Highway Maintenance Foreman, C42
- 4) Confirm the resignation of Jean Baty Young, Eligibility Worker, effective 07/05/2022
- 5) Extend Liza Jandt, Child Support Officer, FTE from .95 to 1.0 FTE through 12/31/2022 (provides coverage during new staff training period.)

- 6) Approve a competitive search for part/time/casual employee (14 hours or less/week), Tech Clerk 1, B21

#### ACTION ITEMS

File No. 1 – Commissioner Severson moved, Commissioner Walter seconded, motion unanimously carried to approve the City of Spring Grove’s Letter of Intent to enter an agreement with Houston County for law enforcement services.

Sheriff Inglett reported that he has been working together with Spring Grove City Administrator Julie Amundson and County Attorney Sam Jandt to review the city ordinances and law enforcement needs for the City of Spring Grove.

City Administrator Amundson was present to answer questions that the board had regarding the agreement and plans the council had been discussing. Amundson stated that the most crucial times for officer duty would be the mid afternoons until 11:00 p.m.

File No. 2 – Commissioner Johnson moved, Commissioner Severson seconded, motion unanimously carried to approve a search for 2 full-time deputies for the purpose of fulfilling the contractual duties to provide law enforcement services to the City of Spring Grove.

Commissioner Johnson asked HR Director Kruger if the county would be able to cancel the search for the deputies if the deal fell through. The response from HR Kruger was that it could be cancelled at any time.

File No. 3 – Commissioner Burns moved, Commissioner Severson seconded, motion unanimously carried to approve the ARPA requests from Environmental Services Director Martin Herrick and IT Director Andy Milde for a combined total of \$26,000. This would cover two sets of 20’ gates to be replaced at the drop site in La Crescent, approximate cost of \$11,000 and to replace the wiring in the building at the County Justice Center for \$15,000. The old system of 8 years has failed and no longer has cellular service in the basement, second floor or hallways.

File No. 4 – Commissioner Johnson moved, Commissioner Walter seconded, motion unanimously carried to approve the 2022 budget amendments to accurately reflect various revenues and expenditures including 2022 labor contract settlements

Commissioners discussed recent meetings they had attended including MNDOT, Hiawatha Valley, Semcac, Community Services and Land Use.

At 10:25 a.m. a motion was made by Commissioner Burns, seconded by Commissioner Severson, motion carried unanimously to go into closed session pursuant to Minn. Stat. §13D.05, Subd. 3. (a) to evaluate the performance of an individual who is subject to its authority. The Commissioners along with Engineer Pogodzinski attended the closed session. At 10:41 a.m. a motion was made by Commissioner Johnson, seconded by Commissioner Severson to resume the regular meeting. At 10:44 a.m. a motion was made by Commissioner Burns, seconded by Commissioner Walter, motion carried unanimously to go into closed session pursuant to Minn. Stat. §13D.05, Subd. 3. (a) to evaluate the performance of an individual who is subject to its authority. The Commissioners along with Interim Recorder, Mary Betz attended the closed session. At 11:10 a.m. a motion was made by Commissioner Walter, seconded by Commissioner Johnson to resume the regular meeting.

Closing Public Comment: None



Commissioner Severson moved, Commissioner Johnson seconded, motion unanimously carried to adjourn the meeting at 11:11 a.m. The next meeting would be a workshop meeting on July 19, 2022.

BOARD OF COUNTY COMMISSIONERS

HOUSTON COUNTY, MINNESOTA

By: \_\_\_\_\_  
Greg Myhre, Chairperson

Attest: \_\_\_\_\_  
Donna Trehus, Auditor/Treasurer

## PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: July 19, 2022

9:00 a.m.

Place: Commissioners Room, Courthouse, Caledonia, MN

Members Present:

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

Others Present: Auditor/Treasurer Donna Trehus, Finance Director Carol Lapham, EDA Director/Board Clerk Allison Wagner, Interim Recorder Mary Betz, Zoning Administrator Amelia Meiners, Engineer Brian Pogodzinski, TKDA Senior Transportation Planner Samantha McKinney, and TKDA Program Director Strategic & Community Partnerships Jeannine Clancy

Board Workgroup Session

Call to order.

The County Board, County Staff, and representatives from TKDA discussed plans for updating the County's Comprehensive Land Use Plan. Next steps would include public outreach, creating a new survey, collecting data, and community meetings.

Commissioner Burns and Commissioner Walter told the board that negotiations with SELCO were continuing.

The meeting was ended at 9:54 a.m.

BOARD OF COUNTY COMMISSIONERS

HOUSTON COUNTY, MINNESOTA

By: \_\_\_\_\_  
Greg Myhre, Chairperson

Attest: \_\_\_\_\_  
Donna Trehus, Auditor/Treasurer

## **PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS**

Date: July 26, 2022

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/EDA Director Allison Wagner, Public Health and Human Services Director John Pogleasa, Interim Recorder Mary Betz, Human Resources Director Theresa Arrick-Kruger, Engineer Brian Pogodzinski, Attorney Samuel Jandt, Emergency Management Director Mark Olson, and IT Director Andrew Milde

Presiding: Chairperson Myhre

Call to order.

Pledge of Allegiance.

Prior to approving the agenda two items were added. First, added to the consent agenda was to change Janet Becker's work assignment from 32 hours/week to up to 40 hours per week as needed on a temporary basis until the return of the Highway Department Accountant (approximately 12 weeks) starting the week of July 31, 2022. Second, approving Resolution No. 22-37 Declaring a State of Emergency for conditions resulting from severe storms, heavy winds, heavy rains, and a tornado event on July 23, 2022 was added to action items. Motion was made by Commissioner Johnson, seconded by Commissioner Severson motion unanimously carried to approve the agenda with the changes.

Motion was made by Commissioner Burns, seconded by Commissioner Walter, motion unanimously carried to approve the meeting minutes from July 12, 2022.

Motion was made by Commissioner Severson, seconded by Commissioner Burns, motion carried 4 to 1 approve the Workgroup Session Minutes from July 19, 2022. Commissioner Johnson abstained due to not being at the workgroup session.

Public Comment: No public comments were made.

### **APPOINTMENTS**

At 9:08 a.m. a motion was made by Commissioner Burns, seconded by Commissioner Severson, motion carried unanimously to go into closed session pursuant to Minn. Stat. 13D.05, subdivision 1 (d), attorney – client privilege to consider the recent MAPE arbitration results. All Commissioners, Attorney Jandt, and Human Resources Director Kruger attended the closed session.

At 9:53 a.m. a motion was made by Commissioner Johnson, seconded by Commissioner Severson, motion carried unanimously to reopen the regular meeting. The Commissioners had discussed with Attorney Jandt the recent MAPE arbitration results.

At 10:46 a.m. a motion was made by Commissioner Severson, seconded by Commissioner Burns, motion carried unanimously to go into closed session pursuant to Minn. Stat. §13D.05, Subd. 3. (a) to evaluate the performance of an individual who is subject to its authority. All Commissioners along with IT Director Milde attended the closed session.

At 11:19 a.m. a motion was made by Commissioner Johnson, seconded by Commissioner Severson, motion carried unanimously to resume the regular meeting.

At 11:20 a.m. a motion was made by Commissioner Johnson, seconded by Commissioner Severson to go into closed session pursuant to Minn. Stat. §13D.05, Subd. 3. (a) to evaluate the performance of an individual who is subject to its authority. The Commissioners along with Public Health and Human Services Director Pugleasa attended the closed session.

At 11:53 a.m. a motion was made by Commissioner Johnson, seconded by Commissioner Severson, motion carried unanimously to resume the regular meeting.

Commissioners had conducted department head reviews. They reviewed the department head self-evaluations, discussed job descriptions, and job performance.

## CONSENT AGENDA

Motion was made by Commissioner Severson, seconded by Commissioner Walter, motion unanimously carried to approve the consent agenda. Approved items are listed below.

- 1) Review Annual Disclosure of Tax Increment Districts for the Year Ended December 31, 2021 for the City of Caledonia presented by David Drown Associates, Inc. Public Finance Advisors.
- 2) Confirm the resignation of Shane McCabe, Mechanic, effective the end of work day 07/28/22.
- 3) Approve initiating a competitive search for a Highway Department Mechanic.
- 4) Approve initiating a competitive search for an Eligibility Worker.
- 5) Approve the hire of Kyli Gobrecht, as probationary Child Protection Social Worker, C41, Step 1, effective 08/08/2022, conditioned upon successful completion of background check.

- 6) Change the employment status of Deputy Sheriff, Isaiah Bunke, from probationary to regular, effective 8/03/2022.
- 7) Change Janet Becker's work assignment from 32 hours/week to up to 40 hours per week as needed on a temporary basis until the return of the Highway Department Accountant (approximately 12 weeks) starting the week of July 31, 2022.

## ACTION ITEMS

File No. 1 – Prior to making a motion Commissioners disused with Human Resources Director Theresa Arrick-Kruger a proposed contract with Collaborative Design Group to conduct a Facilities Utilization Study. The purpose of the study would be to look at the facilities the County had and determine the best way to utilize the space. Kruger said the proposed study would cover three buildings: the Historic Courthouse, Historic Jail, and Community Services Building on Vista Drive in Caledonia. Commissioner Johnson said he did not realize that the Historic Jail would be studied in the Facilities Utilization Study as the County was not currently using that space due to its interior condition. Commissioner Myhre asked why the County Justice Center was not being studied in the Facilities Utilization Study since there were current offices there and since the number of people staying in the actual jail would likely change with new facilities being built in surrounding counties. After much discussion Commissioner Johnson moved to approve the contract without including the Historic Jail. Commissioner Myhre seconded the motion, the motion failed 3 to 2 with Commissioners Severson, Burns, and Walter voting no. Commissioner Burns moved, Commissioner Walter seconded, motion carried 3 to 2 with Commissioners Johnson and Myhre voting no to approve the contract as proposed to study the three spaces including the Historic Courthouse.

File No. 2 – Commissioner Severson moved, Commissioner Walter seconded, motion unanimously carried to approve a Memorandum of Agreement with LELS #60, regarding Health Care Savings Plan language in the CBA.

File No. 3 – Commissioner Burns moved, Commissioner Severson seconded, motion unanimously carried to approve a Memorandum of Agreement with LELS #237, regarding Health Care Savings Plan language in the CBA.

File No. 4 – Commissioner Walter moved, Commissioner Myhre seconded, motion unanimously carried to approve a Memorandum of Agreement with LELS #415, regarding Health Care Savings Plan language in the CBA.

File No. 5 – Commissioner Severson moved, Commissioner Walter seconded, motion unanimously carried to approve a Memorandum of Agreement with MAPE, regarding Health Care Savings Plan language in the CBA.

File No. 6 – Commissioner Johnson moved, Commissioner Severson seconded, motion unanimously carried to approve a Memorandum of Agreement with AFSCME, regarding Health Care Savings Plan language in the CBA.

File No. 7 – Commissioner Severson moved, Commissioner Johnson seconded, motion unanimously carried to approve Resolution No. 22-37 Declaring a State of Emergency for conditions resulting from severe storms, heavy winds, heavy rains, and a tornado event on July 23, 2022. See resolution below.

### Resolution Declaring a State of Emergency

#### **Resolution # 22-37**

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

WHEREAS the severe storms, heavy winds, heavy rains, 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 July 23 event of 2022;

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, heavy rains, and tornado event of July 23, 2022.

Adopted by the Houston County Board of Commissioners this 26th day of July, 2022.

#### DISCUSSION ITEMS

Commissioners discussed recent meetings they had attended and upcoming meetings.

Commissioner Walter said she had attended the Poll Pad training presented by County Staff and had been impressed. She thanked staff for the training.

Commissioner Burns said he had also attended the training. He said he had observed that the poll pads were easier to use for some who had more experience with computers, ipads, and related types of technology equipment. He said his only concern was that some may forget what they learned in the training since there would be some time before the next election.

Closing Public Comment: None.

Commissioner Johnson moved, Commissioner Burns seconded, motion unanimously carried to adjourn the meeting at 11:54 a.m. The next meeting would be regular meeting on August 2, 2022.

BOARD OF COUNTY COMMISSIONERS

HOUSTON COUNTY, MINNESOTA

By: \_\_\_\_\_  
Greg Myhre, Chairperson

Attest: \_\_\_\_\_  
Donna Trehus, Auditor/Treasurer

## **PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS**

Date: August 2, 2022

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/EDA Director Allison Wagner, Public Health and Human Services Director John Pugleasa, Interim Recorder Mary Betz, Human Resources Director Theresa Arrick-Kruger, Engineer Brian Pogodzinski, Attorney Samuel Jandt, Houston County Historical Society President Shirley Johnson, Houston County Historical Society Vice President Deborah Wray, Surveyor Eric Schmitt, and Environmental Services Director Martin Herrick

Presiding: Chairperson Myhre

Call to order.

Pledge of Allegiance.

Prior to approving the agenda the first action item was removed. A tobacco license was requested, but the request needed to go through the City rather than the County. Motion was made by Commissioner Burns, seconded by Commissioner Johnson motion unanimously carried to approve the agenda with the changes.

Motion was made by Commissioner Johnson, seconded by Commissioner Burns, motion unanimously carried to approve the meeting minutes from July 26, 2022.

Public Comment: No public comments were made.

### **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 things were improving at the Historical Society with visitors returning after the pandemic. They shared they had been having lots of visitors including teachers and summer school students. They had been working on new displays for the Houston County Fair, and were always looking for more volunteers. Projects for upcoming years included finishing



the entrance of the new museum, adding a parking lot on the south side of the new building, and adding a sidewalk. Commissioners thanked the Historical Society and volunteers for their service. Commissioner Johnson suggested that perhaps the County's Historic Jail could be used by the Historical Society in the future.

At 9:18 a.m. a motion was made by Commissioner Johnson, seconded by Commissioner Severson, motion carried unanimously to go into closed session pursuant to Minn. Stat. 13D.05, subdivision 1 (d), attorney – client privilege to consider the recent MAPE arbitration results. All Commissioners, Attorney Jandt, and Human Resources Director Kruger attended the closed session.

At 9:49 a.m. a motion was made by Commissioner Burns, seconded by Commissioner Severson, motion carried unanimously to reopen the regular meeting. The Commissioners had discussed with Attorney Jandt the recent MAPE arbitration results.

At 10:25 a.m. a motion was made by Commissioner Severson, seconded by Commissioner Burns, motion carried unanimously to go into closed session pursuant to Minn. Stat. §13D.05, Subd. 3. (a) to evaluate the performance of an individual who is subject to its authority. All Commissioners along with Surveyor Eric Schmitt attended the closed session.

After the evaluation was finished the Commissioners continued the closed session with a separate evaluation pursuant to Minn. Stat. §13D.05, Subd. 3. (a) to evaluate the performance of an individual who is subject to its authority. The Commissioners along with Environmental Services Director Herrick attended.

At 11:57 a.m. a motion was made by Commissioner Johnson, seconded by Commissioner Walter, motion carried unanimously to resume the regular meeting.

Commissioners had conducted department head reviews. They reviewed the department head self-evaluations, discussed job descriptions, and job performance.

## CONSENT AGENDA

Motion was made by Commissioner Severson, seconded by Commissioner Walter, motion unanimously carried to approve the consent agenda. Approved items are listed below.

- 1) Reassign Jordan Goeden from Highway Maintenance Specialist to Highway Maintenance Foreman, C41, Step 2 effective 08/03/2022.
- 2) Authorize Jordan Goeden to bring a County assigned pickup truck home from payroll period October 23rd 2022 - March 25th 2023 for the purpose of after hours road inspections due to inclement weather.
- 3) Approve initiating a competitive search for a probationary Highway Maintenance Specialist.

## ACTION ITEMS

File No. 1 – This item was removed from the agenda.

File No. 2 – Commissioner Walter moved, Commissioner Severson seconded, motion unanimously carried to approve Resolution No. 22-38 Establishing Ballot Board for Absentee and UOCAVA for the 2022 Primary and General Election. See resolution below.

### RESOLUTION NO. 22-38

#### **AUTHORIZATION AND ESTABLISH ABSENTEE BALLOT AND UOCAVA BALLOT BOARD FOR THE 2022 PRIMARY AND GENERAL ELECTION**

August 2, 2022

BE IT RESOLVED, by the Houston County Board of Commissioners, authorizes the establishment of an Absentee Ballot Board and UOCAVA Ballot Board for the Election to be held on August 9, 2022 and November 8, 2022, and further authorizes the Auditor/Treasurer to appoint individual members.

Donna Trehus  
Polly Heberlein  
Kathlene Barnet  
Nikki Konkel  
Julie Schleich  
Heidi Lapham  
Mary Betz  
Michelle Werner  
Ella Babinski  
Annette Christian

File No. 3 – Commissioner Johnson moved, Commissioner Severson seconded, motion unanimously carried to appoint Craig Schroeder to the Economic Development Authority Board as of July 6, 2022 (three year term).

## DISCUSSION ITEMS

Commissioners discussed recent meetings they had attended and upcoming meetings.

Chairperson Myhre said the Auditor's Office would be open for public accuracy testing on Wednesday, August 3. He said the Auditor's Office would be open on Saturday, August 6<sup>th</sup> for absentee voting from 10-3 p.m. Chairperson Myhre said the primary election would be held on August 9<sup>th</sup>. He said a copy of the primary ballot was printed in the official newspaper, on the website, and posted near the Auditor's office. Two Commissioners would be needed for the canvassing meeting on Friday, August 12<sup>th</sup> at 10 a.m.

Commissioner Johnson said he wanted to discuss the Facilities Utilization Study that had been voted on at the prior meeting. Johnson said he felt he had been deceived on the matter. He said he had never been made aware that the study would include the Historic Jail, and that when the Commissioners gave a general consensus to move forward with finding a firm interested in the work he did not think the work would include the Historic Jail. Commissioner Severson said an email had been sent in May that included a reference to the Historic Jail. He pulled the email up on his computer. Commissioner Johnson asked if his name was on the email. Commissioner Severson said it was not. Commissioner Johnson asked Human Resources Director Kruger why he had not been included on the email. Kruger said she did not have a good reason and had made an error. Commissioner Burns said Commissioner Johnson should be included on emails in the future. Commissioner Myhre then asked why the new County Justice Center had not been included in the areas to study as it was a current area being utilized. The proposal that included the Historic Jail had already been approved the week prior, but Kruger said she could ask if the new County Justice Center could also be added to the study. It was the general consensus of the Commissioners that Kruger should ask if the County Justice Center could be added to the study.

Closing Public Comment: None.

Commissioner Johnson moved, Commissioner Severson seconded, motion unanimously carried to adjourn the meeting at 11:27 a.m. The next meeting would be regular meeting on August 9, 2022.

BOARD OF COUNTY COMMISSIONERS

HOUSTON COUNTY, MINNESOTA

By: \_\_\_\_\_  
Greg Myhre, Chairperson

Attest: \_\_\_\_\_  
Donna Trehus, Auditor/Treasurer

## **PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS**

Date: August 9, 2022

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/EDA Director Allison Wagner, Public Health and Human Services Director John Pugleasa, Interim Recorder Mary Betz, Human Resources Director Theresa Arrick-Kruger, Environmental Services Director Martin Herrick, IT Director Andrew Milde, Chuck Schulte, Daniel Small, Joe Welsch, Dan Klug, Johnny Micheel, Randy Mell, Rick Frank, and Richard Leary

Presiding: Chairperson Myhre

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 Burns, seconded by Commissioner Walter, motion unanimously carried to approve the meeting minutes from August 2, 2022.

Public Comment:

Chuck Schulte was present and spoke to the board in favor of Action Items No. 3 and 4. He said he initially had different thoughts about the project, but had since changed his mind after doing some research. He said that although he did not think the City was in favor of the project there was “no where to go within the City”. He said the project would bring in additional revenue to the County through tax dollars and he did not want to see the County turn that down. He was concerned about the County losing revenue in the near future due to things like having less people in the jail.

Rick Frank, Joe Welsch, and Dan Klug all spoke against Action Items No. 3 and 4. Frank said he was concerned with the lack of information provided regarding the project. Welsch said that planned, neat, organization was needed for business planning in the long term. Welsch said he had a business and his business was in town, and he was told his business could not be in the

country. Klug asked the board what was to stop people buying up land and putting a business on it?

Johnny Micheel was present and spoke to the board against Action Item No. 2. He said he was opposed to the location of the proposed cabin as his land neighbored the property. He said while he wanted his neighbors to enjoy the outdoors and did not have anything against them, he wanted them to build their cabin on a different part of their property.

Randy Mell spoke to the board against Action Items No. 3 and 4. He said he was looking at the proposal as a conservationist. He said he was concerned about big businesses starting in the country, and he was concerned about water quality.

## APPOINTMENTS

None.

## CONSENT AGENDA

Motion was made by Commissioner Burns, seconded by Commissioner Severson, motion unanimously carried to approve the consent agenda. Approved items are listed below.

- 1) Review Spring Grove City 2021 Annual Reporting Disclosure Statements. (Trehus)
- 2) Hire Jordan Knoke as a probationary Public Health Supervisor, C52, Step 1, effective September 12, 2022 conditioned upon successful completion of background check. (Kruger)

## ACTION ITEMS

File No. 1 – Commissioner Johnson moved, Commissioner Burns seconded, motion unanimously carried to approve a CUP for Edward and Janice Hammell to operate an agriculture oriented business in the ag district in Jefferson Township.

File No. 2 – Commissioner Johnson moved, Commissioner Myhre seconded, motion carried 4 to 1 with Commissioner Burns voting no to approve a CUP for Karen Lawstuen to have a cabin in the ag district in Black Hammer Township. The motion was approved with a condition that the cabin be used for family use only. No variances had been needed for the location of the primitive cabin.

File No. 3 – Before a motion was made Commissioners discussed Action Item No. 3. Commissioner Johnson said he had spoke to many people on the matter and that he understood both sides. Johnson said he had watched the meetings. Johnson said the industrial park was limited and they had the ability to help expand a business and jobs in the County. Environmental Services Director Martin Herrick said the rezone would include a condition that only one business could operate in the rezoned area. Commissioner Burns questioned this asking: Once the property is rezoned how can the number of businesses be limited? Commissioner Burns said there was 2.4

acres of extra space in the industrial park. He said he had also spoke to a property owner on the edge of town with 29 acres who Burns said would consider selling it. Burns said the matter should have been investigated prior to purchasing the current land. Burns said that while he agreed to wanting to help businesses in the County he questioned if Highway 44 should be a business corridor. Burns said he did not think it was a wise choice. Commissioner Johnson moved, Commissioner Myhre seconded, motion carried 3 to 2 with Commissioners Johnson, Myhre and Walter voting yes and Commissioners Severson and Burns voting no. The motion included that the rezone be limited to six acres as there had been some confusion regarding the size of the acres.

File No. 4 – Commissioner Johnson moved, Commissioner Walter seconded, motion carried 4 to 1 with Commissioner Burns voting no to approve a CUP for Joseph Rud and Craig Helke to operate an agriculture oriented business in a highway business district. Commissioner Burns said he had voted no because he felt the business owners had put the “cart in front of the horse” without doing proper research. The motion included eight conditions that Environmental Services Director Martin Herrick read out loud at the meeting. Commissioner Johnson said the conditions that would be in place would address many of the concerns people had regarding the project.

File No. 5 – Commissioner Johnson moved, Commissioner Severson seconded, motion unanimously carried to approve Resolution No. 22-39 Aquatic Invasive Species Prevention Aid. See resolution below.

#### **RESOLUTION NO. 22-39**

#### **AQUATIC INVASIVE SPECIES PREVENTION AID**

August 9, 2022

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 \$22,612 for 2023 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. 5 – Commissioner Severson moved, Commissioner Burns seconded, motion unanimously carried to approve an EDA Revolving Loan in the amount of \$15,000 at the 2022 set rate and terms (2.25% for 10 years) to The Butcher Shoppe, LLC for equipment and operating costs for a new business in Hokah, MN.

## DISCUSSION ITEMS

Commissioners discussed recent meetings they had attended and upcoming meetings. Meetings included an airport meeting, WINLAC meeting, planning meeting, and EDA meeting.

Commissioner Walter reminded people it was election day.

Commissioner Walter asked for a consensus that a WINLAC committee be formed instead of a joint powers board to oversee the watershed district. Commissioner Walter said she would take the committee agreement to Attorney Jandt for review when it was available.

Commissioner Burns said he had attended a Semcac meeting recently. He said things were going well at Semcac, but the food shelf was experiencing some difficulties getting food with costs going up.

Commissioners announced there would be a ribbon cutting at the start of the open house the following Wednesday at the new Highway County Shop. The project had come in under the original anticipated total cost. The final cost was 6.7 million.

Closing Public Comment: None.

Commissioner Johnson moved, Commissioner Burns seconded, motion unanimously carried to adjourn the meeting at 11:27 a.m. The next meeting would be a workgroup session on August 16, 2022.

BOARD OF COUNTY COMMISSIONERS

HOUSTON COUNTY, MINNESOTA

By: \_\_\_\_\_  
Greg Myhre, Chairperson

Attest: \_\_\_\_\_  
Donna Trehus, Auditor/Treasurer



## PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: August 16, 2022

9:00 a.m.

Place: Commissioners Room, Courthouse, Caledonia, MN

Members Present:

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, Interim Recorder Mary Betz, IT Director Andrew Milde, Zoning Administrator Amelia Meiners, TKDA Senior Transportation Partnerships Jeannine Clancy, Environmental Services Director Martin Herrick, Public Health and Human Services Director John Pugleasa, Financial Assistance Supervisor Karen Kohlmeyer, Accounting Supervisor Heidi Hankins, Social Services Supervisor Bethany Moen, Sheriff Mark Inglett, Chief Deputy Brian Swedberg, Spring Grove City Clerk/Administrator Julie Amundson, and Spring Grove City Clerk/Administrator Jana Elton

Board Workgroup Session

Call to order.

The County Board, County Staff, and representatives from TKDA discussed plans for updating the County's Comprehensive Land Use Plan (CLUP) and reviewed a CLUP survey. Next steps would include public outreach at the Houston County Fair, updating the County website with information, mailing informative postcards, and the release of the survey.

Accounting Supervisor Hankins and Public Health and Human Services Director Pugleasa presented to the board on the Accounting Division of Public Health and Human Services. Hankins said the accounting division managed and supported the financial responsibilities of the Public Health and Services Department. Responsibilities included the receipting of revenue and payment of expenditures or money in and money out. It also included budgeting responsibilities for each of the three divisions of economic assistance, social services, and public health. Hankins and Pugleasa said that for many of the services provided money needed to be spent and then submitted for reimbursement. Virtually all of the services by Public Health and Human Services were mandated and had some sort of cost share program. Hankins said the accounting division collaborated with schools, community businesses, and regional initiatives.

Pugleasa updated the board on the latest COVID-19 recommendations from the CDC. He said the latest significant change was that those identified as close contacts needed to wear a mask, but did not need to quarantine unless they tested positive. The CDC was recommending that close contacts wear a mask and get tested for COVID-19 on the 5<sup>th</sup> day. Those who tested positive would

still need to isolate, but those who tested negative and were symptom free could wear a mask without needing to quarantine. Pugleasa said this would have an impact for County employees and schools coming back into session.

Sheriff Inglett, Chief Deputy Swedberg, Spring Grove City Clerk/Administrator Amundson, and new Spring Grove City Clerk/Administrator Elton discussed with the board potential future contracts between the County and City of Spring Grove for law enforcement services. The City of Spring Grove was interested in two contracts. One would be short term and provide coverage for Spring Grove while the current Spring Grove Chief took leave. The second contract would be long term with the County providing law enforcement services once the current police chief retired. It was the general consensus of the Commissioners to move forward with developing the final contracts.

Sheriff Inglett and Chief Deputy Swedberg discussed some budgeting items with the board. They discussed updating the current records management system called LETG to a new upgraded records management system. The cost for the new system and yearly support would be shared between the County and the municipalities within the County with police departments.

Commissioner Burns told the board that negotiations with SELCO were continuing. He said an offer had been made that had been countered by SELCO.

Commissioner Burns said he had recently attended an airport meeting. At the meeting they had discussed possible airport upgrades listed in the Airport Master Plan including upgrades to the runway, cleaning sites, and possibly building hangers. He said the Highway Department did get inquiries about additional hanger space at the airport. Commissioner Burns said the total cost to the County for the needed airport upgrades and to build the hangers was estimated at \$1.2 million dollars. Commissioner Johnson said that while he was in favor of making the necessary upgrades to the runway he thought if there was demand for hangers those requesting the hangers should build their own. Commissioner Burns said that work could begin with the needed first phase upgrades, and the County could hold off on the possibility of building hangers for the time being.

Commissioner Walter said they had had 278 voters in La Crescent township. They had used the new poll pads during the election. Walter said the poll pads had worked well, and they had enjoyed using them.

The meeting was ended at 10:55 a.m.

BOARD OF COUNTY COMMISSIONERS

HOUSTON COUNTY, MINNESOTA

By: \_\_\_\_\_  
Greg Myhre, Chairperson

Attest: \_\_\_\_\_

Donna Trehus, Auditor/Treasurer

## **PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS**

Date: August 23, 2022

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/EDA Director Allison Wagner, Interim Recorder Mary Betz, Human Resources Director Theresa Arrick-Kruger, County Engineer Brian Pogodzinski, MnDOT Principal Planner Kurt Wayne, MnDOT personnel Cindy Morgan, Tracy Schnell, Greg Paulson, and Fausto Cabral, Southern Minnesota Regional Medical Examiner's Office Death Investigations Monica Kendall, Southern Minnesota Regional Medical Examiner's Office Chief Medical Examiner Ross Reichard, SMIF Vice President of Philanthropy Alissa Oeltjenbruns, Attorney Samuel Jandt, Chief Deputy Brian Swedberg, Assessor Lucas Onstad, and John Fuchsel

Presiding: Chairperson Myhre

Call to order.

Pledge of Allegiance.

Prior to approving the agenda consent items No. 4 and 5 were removed from the agenda as an employee had rescinded their resignation. The items were no longer needed. Motion was made by Commissioner Burns, seconded by Commissioner Severson motion unanimously carried to approve the agenda with the changes.

Motion was made by Commissioner Walter, seconded by Commissioner Severson, motion unanimously carried to approve the meeting minutes from August 9, 2022.

Motion was made by Commissioner Burns, seconded by Commissioner Johnson, motion unanimously carried to approve the workgroup session minutes from August 16, 2022.

Public Comment:

None.

### **APPOINTMENTS**

Kurt Wayne, Principal Planner from MnDOT presented to the County board as a part of MnDOT's D6 County Outreach Plan. He gave State and District planning updates. Wayne reviewed the 10-year District Roadway and Bridge Plan. He also gave an update on the Statewide Multimodal Transportation Plan (SMTP) for 2022-2041. Focus areas within the plan included aging infrastructure, climate, economy and employment, equity, safety, and transportation options. Wayne also discussed the Minnesota State Highway Investment Plan (MnSHIP) and the Minnesota Electric Vehicle Infrastructure Plan. Minnesota would be investing \$68 million in the plan over the next five years. Commissioner Johnson asked about lost revenue from collecting gas tax and if the State was looking into that. Wayne and MnDOT employees also discussed local projects and concerns with Commissioners.

Chief Medical Examiner, Ross Reichard, presented the Southern Minnesota Regional Medical Examiner's Office 2021 Houston County report to Commissioners. He said the report and the office's work was a joint effort between many medical examiner staff. The report included total deaths and cases reported to the medical examiner. Information in the report included cause of death, manner of death, how many autopsies occurred, and injury types.

Alissa Oeltjenbruns, Vice President of Philanthropy, from Southern Minnesota Initiative Foundation (SMIF) presented to the board. Oeltjenbruns said SMIF had assisted with COVID-19 relief and that 23 million dollars had flowed through SMIF in the last couple years. She thanked Houston County for continued support and said it was through donors that SMIF was able to offer many grant programs that had benefited Houston County. Some of these grants included Community Foundation Relief Grants, Emergency Childcare Grants, Grow a Farmer Assistance Grants, Small Town Grants, Small Business Relief Grants and Loans, and Early Childcare and Education Wrap Around Grants.

At 10:35 a.m. motion by Commissioner Johnson, seconded by Commissioner Severson, motion unanimously carried to go into Closed Session pursuant to Minn. Stat. 13D.05, subdivision 1 (d), attorney – client privilege to consider the recent MAPE arbitration results. The Commissioners and Attorney Jandt attended the closed session.

At 11:23 the regular session resumed. Attorney Jandt said the Commissioners could make a decision regarding negotiations with MAPE. Commissioner Walter motioned to conclude negotiations with MAPE. The Commissioners voted by roll. All Commissioners voted no except for Commissioner Walter who voted to conclude negotiations with MAPE.

Dist. 1:	No	Dist. 2:	No	Dist. 3:	No	Dist. 4:	Yes	Dist. 5:	No
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## CONSENT AGENDA

Motion was made by Commissioner Burns, seconded by Commissioner Severson, motion unanimously carried to approve the consent agenda. Approved items are listed below.

- 1) Approve MCAPS (Minnesota County Attorney Practice System) Agreement with Strategic Technologies Inc. (STI).
- 2) Change the employment status of Social Worker, Dianna Sunnes, from probationary to regular, effective 8/28/2022.
- 3) Change the employment status of Child Support Officer, Erin Woods, from probationary to regular, effective 9/07/2022.
- 4) Removed from consent agenda.
- 5) Removed from consent agenda.
- 6) Approve a competitive search for a 1.0 FTE Administrative Assistant, B22.

#### ACTION ITEMS

File No. 1 – Commissioner Walter moved, Commissioner Severson seconded, motion unanimously carried to approve Third Amendment to Medical Examiner/Autopsy Services Agreement.

File No. 2 – Commissioner Johnson moved, Commissioner Burns seconded, motion unanimously carried to approve Resolution No. 22-40 Emergency Operations Plan. See resolution below.

#### Resolution Approving 2022 Emergency Operations Plan

##### **Resolution # 22-40**

WHEREAS, the Houston County Board of Commissioners recognizes the 2022 update of the Emergency Operations Plan and all of its annexes as approved by the responsible department heads;

WHEREAS, the Houston County Board of Commissioners recognizes and accepts its roles prior to, during, and after a disaster as outlined in the 2022 update of the Emergency Operations Plan;

NOW, THEREFORE, BE IT RESOLVED, that the Houston County Board of Commissioners accept the 2022 Houston County Emergency Operations Plan and all of its annexes, roles, and responsibilities.

File No. 3 – Commissioner Walter moved, Commissioner Burns seconded, motion unanimously carried to accept a donation of \$200 from the Brownsville VFW to the Veteran Services Office to use for any veteran's needs.

File No. 4 – Commissioner Severson moved, Commissioner Johnson seconded, motion unanimously carried to approve Resolution No. 22-41 and Joint Powers agreement between the County of Houston on behalf of the Sheriff's Office and the MN BCA. See resolution below.

## **RESOLUTION NO. 22-41**

### **RESOLUTION APPROVING STATE OF MINNESOTA JOINT POWERS AGREEMENTS WITH THE COUNTY OF HOUSTON ON BEHALF OF ITS SHERIFF**

WHEREAS, the County of Houston on behalf of its 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 Houston County Sheriff- Mark Inglett, or his or her 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 the Authorized Representative's designee.

3. That Greg Myhre -, 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. 5 – Commissioner Burns moved, Commissioner Severson seconded, motion unanimously carried to approve request to sign contract for purchase of a new County wide Law Enforcement software solution: Central Square. The initial set up would cost \$151,237.20 and would be split between the five cities (based on population) with police departments in the County. Chief Deputy Swedberg said the cities were aware of the upcoming costs and had agreed to pay their portion. Maintenance would be \$73,671.11 annually with the County's portion totaling \$43,051.99.

File No. 6 – Commissioners discussed approving additional ARPA dollars. Commissioner Burns moved, Commissioner Johnson seconded, motion unanimously carried to approve paying the initial payment for Central Square with ARPA funds.

Commissioner Johnson moved, Commissioner Burns seconded, motion unanimously carried to approve paying for initial Spring Grove related contract expenses such as training with ARPA dollars.

Commissioners discussed the possibility of allocating \$1,500 in ARPA funds to the Bluff Country Collaborative (BCC). The BCC was a partnership between schools, local businesses, and organizations in Houston and Fillmore County. Additional funding was needed for the upcoming school year. The Houston County Economic Development Authority (EDA) was an active partner in the program. It was the general consensus of the Commissioners that they would like to contribute to the BCC either through ARPA dollars or the EDA budget. No official decisions were made at the meeting.

#### DISCUSSION ITEMS

Commissioners discussed with departments including the Attorney's Office and Assessor's office 2023 budget requests.

Commissioners discussed recent and upcoming meetings and events they had attended. These included an EMS meeting, Workforce Development meeting, and the Highway Department Open House.

Commissioner Burns asked the Commissioners for feedback regarding SELCO negotiations. He would report back to the board.

Closing Public Comment: None.

Commissioner Johnson moved, Commissioner Severson seconded, motion unanimously carried to adjourn the meeting at 12:10 p.m. The next meeting would be a regular meeting on September 6, 2022.

BOARD OF COUNTY COMMISSIONERS

HOUSTON COUNTY, MINNESOTA

By: \_\_\_\_\_  
Greg Myhre, Chairperson

Attest: \_\_\_\_\_  
Donna Trehus, Auditor/Treasurer



## **PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS**

Date: September 6, 2022

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 Rachel Stock, Reporter Charlene Selbee, Finance Director Carol Lapham, Board Clerk/EDA Director Allison Wagner, Human Resources Director Theresa Arrick-Kruger, County Engineer Brian Pogodzinski, Public Health and Human Services Director John Pugleasa, Deputy Auditor/Treasurer Nikki Konkel, Engineer Brian Pogodzinski, IT Director Andrew Milde, Environmental Services Director Martin Herrick, Veterans Service Officer Robert Thoen, Assessor Lucas Onstad, and U.S. Fish and Wildlife Service representative Tim Miller, James Zibrowski, Tim Runningen, Becky Runningen, and Yvonne Krogstad

Presiding: Chairperson Myhre

Call to order.

Pledge of Allegiance.

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

Motion was made by Commissioner Johnson, seconded by Commissioner Severson, motion unanimously carried to approve the meeting minutes from August 23, 2022.

Public Comment:

Reporter Rachel Stock introduced herself to the County Board as the new Caledonia Argus Editor. She said reporter Craig Moorhead had retired and she would be covering future County board meetings. The Commissioners welcomed her.

### **APPOINTMENTS**

None.

### **CONSENT AGENDA**

Motion was made by Commissioner Severson, seconded by Commissioner Johnson, motion unanimously carried to approve the consent agenda. Approved items are listed below.

- 1) Approve amendment to the current Children's Mental Health Respite Grant agreement to extend the current grant term 6 months at 50% of current funding. This will result in a change from a State fiscal year (7/1 to 6/30) to a calendar year fiscal year (1/1-12/31).
- 2) Initiate a competitive search for a full-time Deputy Auditor/Treasurer (replaces vacancy created by employee transfer to another department).
- 3) Initiate a competitive search for a 0.5 FTE Deputy Auditor/Treasurer.
- 4) Hire Lane Kountkofsky as a Drop Site Supervisor, 67 day casual employee at an hourly rate of \$15.49, conditioned upon successful completion of a background check.
- 5) Change Amelia Meiners' job classification from Environmental Specialist, B24 to Environmental Specialist Senior, C42, Step 1, effective September 12, 2022. (Kruger)
- 6) Hire Keyloe Xiong as a probationary, full-time Network/Helpdesk Technician, C42, Step 1, effective September 7, 2022, conditioned upon successful completion of background check.
- 7) Reassign Kathlene Barnet from Deputy Auditor/Treasurer to probationary, full-time Deputy Recorder, B21, Step 3, effective November 14, 2022.
- 8) Hire Tim Klug, as a Veterans Services driver, 67 day casual employee at an hourly rate of \$14.97.

#### ACTION ITEMS

File No. 1 – Commissioner Walter moved, Commissioner Johnson seconded, motion unanimously carried to approve AFSCME MOA regarding 2022 step placement.

File No. 2 – Commissioner Johnson moved, Commissioner Severson seconded, motion unanimously carried to approve a CUP for William Gartner to have a cabin in the ag district in Winnebago Township.

File No. 3 – Commissioner Severson moved, Commissioner Burns seconded, motion unanimously carried to approve a CUP for Jordan and Rachelle Meyer to operate an agriculture oriented business in the ag district in Winnebago Township.

File No. 4 – Commissioner Johnson moved, Commissioner Myhre seconded, motion carried 4 to 1 to approve a CUP for U.S. Fish and Wildlife Service to repair a levee in a flood plain district in Hokah Township. Commissioner Walter voted no. Prior to the vote Commissioner Walter shared with the board that she had received some phone calls with concerns regarding the levee. Concerns included costs, how neighboring landowners would be affected, and how surrounding parties had been notified. Environmental Services Director Martin Herrick told the board that the levee would be paid for by farmers who had requested that the U.S. Fish and Wildlife repair the levee.

File No. 5 – Commissioner Burns moved, Commissioner Walter seconded, motion unanimously carried to approve Resolution No. 22-42 Final Acceptance for CP 2022-06 Seal coating Contract # 325 – Scott Construction Inc. for a total cost of \$373,839.95. See resolution below.

**RESOLUTION NO. 22-42**

**FINAL ACCEPTANCE FOR CP 2022-06 SEALCOATING  
CONTRACT # 325 – SCOTT CONSTRUCTION INC.**

**September 6, 2022**

WHEREAS, Contract No. 325 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. 6 – Commissioner Johnson moved, Commissioner Severson seconded, motion unanimously carried to approve Resolution No. 22-43 declaring a state of emergency for conditions resulting from a heavy rain/flooding event on August 24, 2022. See resolution below.

**Resolution Declaring a State of Emergency  
Resolution # 22-43**

WHEREAS the heavy rains and flooding impacted the population of Houston County and its townships, and public utilities; and

WHEREAS the heavy rains and flooding event has caused a significant amount of damage to roadways; 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 24 event of 2022;

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 heavy rains and flooding event of August 24, 2022.

Adopted by the Houston County Board of Commissioners this 6th day of September, 2022.

File No. 7 – Commissioner Severson moved, Commissioner Walter seconded, motion unanimously carried to approve four abatements for taxpayers that would correct errors including market value and homestead corrections. Those receiving the abatements were Mark Byrd, Kyle Buxengard, Bunge Farms LLC, and Randy and Leigh King.

## DISCUSSION ITEMS

Commissioners discussed 2023 budget requests with department heads.

Commissioners discussed recent meetings they had attended including a personal meeting, State Extension meeting, and Public Health meeting.

Closing Public Comment:

James Zibrowski told the board he had concerns about getting notified regarding a CUP for U.S. Fish and Wildlife Service to repair a levee in a flood plain district in Hokah Township. He said he was notified of one of the meetings via phone the day before the meeting. He had been out of town and was not able to attend the meeting on such short notice.

Tim Miller from U.S. Fish and Wildlife Service told Commissioners research had been done before the decision was made to repair the levee.

Commissioner Johnson moved, Commissioner Severson seconded, motion unanimously carried to adjourn the meeting at 11:48 a.m. The next meeting would be a regular meeting on September 13, 2022.

## BOARD OF COUNTY COMMISSIONERS

HOUSTON COUNTY, MINNESOTA

By: \_\_\_\_\_  
Greg Myhre, Chairperson

Attest: \_\_\_\_\_  
Donna Trehus, Auditor/Treasurer

## **PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS**

Date: September 13, 2022

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 Rachel Stock, Reporter Charlene Selbee, Finance Director Carol Lapham, Board Clerk/EDA Director Allison Wagner, Human Resources Director Theresa Arrick-Kruger, County Engineer Brian Pogodzinski, Houston County Highway Accountant Sheila Schroeder, Public Health and Human Services Director John Pugleasa, Financial Assistance Supervisor Karen Kohlmeyer, Accounting Supervisor Heidi Hankins, Social Services Supervisor Bethany Moen, Public Health Supervisor Jordan Knoke, Surveyor Eric Schmitt, Engineer Environmental Services Director Martin Herrick, Sheriff Mark Inglett, Chief Deputy Brian Swedberg, Interim Recorder Mary Betz, Spring Grove City Clerk/Administrator Julie Amundson, and Spring Grove City Clerk/Administrator Jana Elton

Presiding: Chairperson Myhre

Call to order.

Pledge of Allegiance.

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

Motion was made by Commissioner Walter, seconded by Commissioner Severson, motion unanimously carried to approve the meeting minutes from September 6, 2022.

Public Comment:

None.

APPOINTMENTS

None.

CONSENT AGENDA

REGULAR SESSION—September 13, 2022

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Motion was made by Commissioner Burns, seconded by Commissioner Severson, motion unanimously carried to approve the consent agenda. Approved items are listed below.

- 1) Hire Nicole Karl, as a probationary CSE Case Aide, B22, Step 1, effective September 30, 2022 conditioned upon successful completion of background check.
- 2) Reassign Helen Olson, from a Case Aide B22 to a probationary Eligibility Worker, B24, Step 1, effective September 26, 2022.
- 3) Initiate a competitive search for a Case Aide B22 (existing position vacated by Olson).
- 4) Hire Luke Inglett as a probationary, full-time Sheriff's Deputy, C42, Step 4, effective October 10, 2022, conditioned upon successful completion of background check.
- 5) Hire Kendra Heim as a probationary, full-time Sheriff's Deputy, C42, Step 4, effective October 24, 2022, conditioned upon successful completion of background check.

#### ACTION ITEMS

File No. 1 – Commissioner Johnson moved, Commissioner Burns seconded, motion unanimously carried to approve Resolution No. 22-44 Final Acceptance for CP 2022-01, Contract #322 with Bruening Rock Products, Inc. for shouldering with a total cost of \$295,353.71. See resolution below.

#### **RESOLUTION NO. 22-44**

#### **FINAL ACCEPTANCE FOR CP 2022-01 SHOULDERING CONTRACT # 322-BRUENING ROCK PRODUCTS**

**September 13, 2022**

WHEREAS, Contract No. 322 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 Resolution No. 22-45 Final Acceptance for SAP 028-599-098/SAP 028-599-100, Contract #318 with Van Gundy Excavating LLC, for bridge replacements. The total cost was \$301,079.00. See resolution below.

#### **RESOLUTION NO. 22-45**

#### **FINAL ACCEPTANCE FOR SAP 028-599-098 and SAP 028-599-100 BRIDGE REPLACEMENTS**

**CONTRACT # 318-VAN GUNDY EXCAVATING LLC**

**September 13, 2022**

WHEREAS, Contract No. 318 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. 3 – Commissioner Walter moved, Commissioner Severson seconded, motion unanimously carried to approve Resolution No. 22-46 Final Acceptance for CP 2022-05, Contract #324 with Sir Lines-A-Lot LLC, for pavement markings. The total cost was \$106,395.59. See resolution below.

**RESOLUTION NO. 22-46**

**FINAL ACCEPTANCE FOR CP 2022-05 PAVEMENT MARKINGS**

**CONTRACT # 324 – SIR LINES-A-LOT**

**September 13, 2022**

WHEREAS, Contract No. 324 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 Burns seconded, motion unanimously carried to approve Resolution No. 22-47 Final Acceptance for SAP 028-599-094, Contract #319 with Minnowa Construction Inc for a Looney Valley Bridge replacement. The total cost was \$629,291.26. See resolution below.

**RESOLUTION NO. 22-47**

**FINAL ACCEPTANCE FOR SAP 028-599-094  
Bridge Replacement**

**CONTRACT # 319 – MINNOWA CONSTRUCTION INC**

**September 13, 2022**

WHEREAS, Contract No. 319 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. 5 – Commissioner Johnson moved, Commissioner Walter seconded, motion unanimously carried to approve Resolution No. 22-48 Resolution to Extend the Current Houston County Comprehensive Local Water Management Plan in Order to Transition to One Watershed, One Plan. See resolution below.

### **Resolution No. 22-48**

#### **Resolution to Extend the Current Houston County Comprehensive Local Water Management Plan in Order to Transition to One Watershed, One Plan**

WHEREAS, Minnesota Statutes, Chapter §103B.301, Comprehensive Local Water Management Act, authorizes Minnesota Counties to develop and implement a Comprehensive Local Water Management Plan; and

WHEREAS, Houston County currently has a state-approved Comprehensive Local Water Management Plan that covers the period of December 30, 2007 – December 31, 2022; and

WHEREAS, Houston County and Root River Soil and Water Conservation District have interest in developing a comprehensive watershed management plan, consistent with Minnesota Statutes §103B.801, for the Mississippi – Winona/La Crescent watershed; and

WHEREAS, Houston County and Root River Soil and Water Conservation District has been heavily involved with the development of a comprehensive watershed management plan for the Mississippi – Winona/La Crescent watershed; and

WHEREAS, the Root River comprehensive watershed management plan encompasses a majority (94.9%) of Houston County, not including a portion (5.1%) of the northeast corner of Houston County, which is encompassed by the Mississippi – Winona/La Crescent watershed; and

WHEREAS, Houston County commits to continued implementation of the current Comprehensive Local Water Management Plan for the portion of Houston County outside of the Root River watershed, until such time as the comprehensive watershed management plan is completed and adopted for the Mississippi – Winona/La Crescent watershed; and

WHEREAS, the Minnesota Board of Water and Soil Resources has authorization to grant extensions pursuant to Minnesota Statutes §103B.3367.

NOW, THEREFORE, BE IT RESOLVED, that the Houston County Board of Commissioners requests from the Minnesota Board of Water and Soil Resources an extension of the effective



date of the current County Comprehensive Local Water Management Plan until December 31, 2023 in order to transition to comprehensive watershed management planning consistent with Minnesota Statutes §103B.801 for both the Root River and Mississippi – Winona/La Crescent watersheds.

File No. 6 – Commissioner Burns moved, Commissioner Severson seconded, motion unanimously carried to approve Houston County-City of Spring Grove Professional Services Inter-Agency Agreement.

#### DISCUSSION ITEMS

Commissioners discussed 2023 budget requests in detail with department heads and staff reviewing line items. Budgets discussed included the Surveyor's Office, Recorder's Office, Public Health and Human Services Department, Highway Department, and Sheriff's Office.

Commissioners discussed recent meetings they had attended including policy meetings, Public Health and Human Services meeting, EDA meeting, and Semcac meeting.

Commissioner Walter reminded the board that a township meeting would be the following night.

Commissioner Severson said the ribbon cutting for the new bridge in La Crescent extending the Wagon Wheel Trail from La Crosse, WI to La Crescent would be on Monday, September 19<sup>th</sup> at 5:00 p.m.

Commissioner Severson also gave a reminder that the bus ride with TKDA as a part of the Comprehensive Land Use planning process would take place the following week on Tuesday during the Commissioner's workgroup session.

Closing Public Comment:

None.

Commissioner Burns moved, Commissioner Severson seconded, motion unanimously carried to adjourn the meeting at 12:11 a.m. The next meeting would be a workgroup session on September 20, 2022.

BOARD OF COUNTY COMMISSIONERS

HOUSTON COUNTY, MINNESOTA

By: \_\_\_\_\_  
Greg Myhre, Chairperson

Attest: \_\_\_\_\_

Donna Trehus, Auditor/Treasurer

## PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: September 20, 2022

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:

Finance Director Carol Lapham, Reporter Rachel Stock, Attorney Samuel Jandt, EDA Director/Board Clerk Allison Wagner, Zoning Administrator Amelia Meiners, Environmental Services Director Martin Herrick, Financial Assistance Supervisor Karen Kohlmeyer, Accounting Supervisor Heidi Hankins, Social Services Supervisor Bethany Moen, Sheriff Mark Inglett, Chief Deputy Brian Swedberg, Engineer Brian Pogodzinski, Spring Grove City Clerk/Administrator Julie Amundson, Spring Grove City Clerk/Administrator Jana Elton, Caledonia City Clerk/Administrator Jake Dickson, Caledonia Assistant to the Clerk/Administrator Shelley Ellingson, La Crescent Community Development Director Larry Kirch, TKDA Senior Transportation Planner Samantha McKinney, TKDA Program Director Strategic & Community Partnerships Jeannine Clancy, TKDA Planner Evan Monson, John Fuchsel, Dick Walter, Steve Hartwick, Bob Schuldt, Yvonne Krogstad, Carol Hood, and Donise Becker

### Board Workgroup Session

Call to order.

Sheriff Inglett, Chief Deputy Swedberg, and Attorney Jandt discussed with the Commissioners the possibility of not renewing the contact for the Sentence to Serve (STS) program the County had with the Department of Corrections. The cost to the County was around \$80,000 and the program was not currently being utilized often. Eliminating the program would also eliminate it from the 2023 budget. Attorney Jandt discussed alternative options with the Commissioners.

Commissioners briefly discussed the 2023 budget. The preliminary budget would need to be set at the next regular meeting on September 27, 2022.

At 9:51 a.m. Commissioners Severson, Johnson, Burns, and Walter joined TKDA staff, County staff, and members of the public for a County bus tour as a part of the planning process for the County's new Comprehensive Land Use Plan. The bus toured the County with each

Commissioner highlighting places and information regarding their district. Things discussed along the bus tour included the Historical Society, airport, Beaver Creek Valley State Park, areas of development, cities, industrial parks, annexed areas, Wildcat Park, Hokah Falls, the International Owl Center, various businesses, highway projects, and more.

The bus returned to the County around 2:00 p.m.

BOARD OF COUNTY COMMISSIONERS

HOUSTON COUNTY, MINNESOTA

By: \_\_\_\_\_  
Greg Myhre, Chairperson

Attest: \_\_\_\_\_  
Donna Trehus, Auditor/Treasurer

## **PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS**

Date: September 27, 2022

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 Rachel Stock, Reporter Charlene Selbee, Finance Director Carol Lapham, Board Clerk/EDA Director Allison Wagner, Human Resources Director Theresa Arrick-Kruger, County Engineer Brian Pogodzinski, Public Health and Human Services Director John Pugleasa, Accounting Supervisor Heidi Hankins, Interim Recorder Mary Betz, Attorney Samuel Jandt, La Crescent Community Development Director Larry Kirch, Collaborative Design Group Principal in Charge/Engineer/Project Manager Craig Milkert, and Collaborative Design Group Interior Designer/Space Planner Johona Harris

Presiding: Chairperson Myhre

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 Burns, seconded by Commissioner Walter, motion unanimously carried to approve the meeting minutes from September 13, 2022.

Motion was made by Commissioner Severson seconded by Commissioner Johnson, motion unanimously carried to approve the workgroup session minutes from September 20, 2022.

Public Comment:

None.

### **APPOINTMENTS**

At 9:03 a.m. a motion was made by Commissioner Johnson seconded by Commissioner Burns, motion unanimously carried to go into closed session pursuant to Minn. Stat. 13D.05,

subdivision 1 (d), attorney – client privilege to consider an AFSCME grievance. All the Commissioners, Human Resources Director Kruger, and Attorney Jandt attended the closed session.

At 9:43 a.m. a motion was made by Commissioner Johnson seconded by Commissioner Burns, motion unanimously carried to go back into regular session. Human Resources Director Kruger gave a summary of the closed session saying the Commissioners had decided to continue discussions with AFSCME.

Craig Milkert, and Johona Harris from Collaborative Design Group discussed with the board plans for the upcoming Space Utilization Study they would be conducting for the County as well as the proposed Houston County Historic Courthouse roof request for proposal (RFP). The Space Utilization Study would begin soon and take some time to complete as Collaborative Design Group would be meeting with each County department to discuss and analyze wants and needs as far as County space. The RFP for the Historic Courthouse roof was ready to be sent out for bid. Milkert said fall would be a good time to bid the project, however the actual work might need to wait until the Spring of 2023.

#### CONSENT AGENDA

None.

#### ACTION ITEMS

File No. 1 – Commissioner Walter moved, Commissioner Severson seconded, motion unanimously carried to approve Resolution No. 22-49 to allow Auditor-Treasurer Trehus Account Powers to open accounts at Rushford State Bank. See resolution below.

#### RESOLUTION NO. 22-49

#### **ACCOUNT POWERS GRANTED RUSHFORD STATE BANK**

September 27, 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 and Deputy Auditor-Treasurer Julie Schleich to endorse checks and orders for the payment of money or otherwise withdraw or transfer funds on deposit with this Financial Institution.

File No. 2 – Prior to making a motion EDA Director Wagner and La Crescent Community Development Director Larry Kirch told the board the County and City attorneys had worked to come up with a Memorandum of Agreement for the County, City of La Crescent, City of Houston,

and City of Hokah to jointly cooperate on the extension of the Root River recreational trail. Each government entity would appoint two people to serve on a committee on their behalf. The Wagon Wheel Trail Bridge had recently been opened in La Crescent connecting La Crescent to La Crosse, Wisconsin. The next phase of the trail expansion would include working with willing property owners to try to expand the trail from La Crescent to Houston and Hokah. Commissioner Severson moved, Commissioner Walter seconded, motion unanimously carried to approve Houston-Hokah-La Crescent Root River Trail Extension Memorandum of Agreement to Jointly Cooperate and Resolution 22-50 County of Houston Joint Cooperation for Recreational Trail Development. See resolution below.

### **RESOLUTION NO. 22-50**

#### **County of Houston Joint Cooperation for Recreational Trail Development**

**WHEREAS**, the Houston County Board of Commissioners are committed to supporting the planning and development of a trail system for public use as a multi-use recreational bicycling and walking facility between the cities of La Crescent, Houston, and Hokah; and

**WHEREAS**, the Houston County Board of Commissioners recognize there are practical and economic advantages to inter-governmental cooperation when planning, developing, and funding such trail system; and

**WHEREAS**, the County of Houston wishes to collaborate with municipalities located in County of Houston for the purpose of furthering the development and the completion of a recreational trail.

**NOW THEREFORE BE IT RESOLVED**, the Houston County Board of Commissioners commits to working with the City of La Crescent, the City of Houston, and the City of Hokah to pursue the development of a trail system from these communities to common points between them, is hereby approved.

File No. 3 – Commissioner Johnson moved, Commissioner Severson seconded, motion unanimously carried to designate Joe Thesing and Benjiman Horn as committee members on behalf of Houston County for the development of the connected trail plan for the Root River Trail Extension.

File No. 4 – Commissioner Severson moved, Commissioner Myhre seconded, motion unanimously carried to approve Resolution No. 22-51 setting the proposed levy. The proposed levy was set with a 3% increase. See resolution below.

### **RESOLUTION NO. 22-51**

BE IT RESOLVED, that the proposed levy after the deduction of County Program Aid (CPA), in the amount of \$13,271,797 be made on all taxable property in the County of Houston for taxes payable in 2023 in the following amounts by County Fund:

County Revenue	\$ 8,332,588
Road & Bridge	2,254,059
Public Health & Human Services	2,392,908
Bond Fund – 2017A Jail Bonds	735,473
Bond Fund – 2020A Jail Bonds	636,825
	-----
Total	\$14,351,853
Less CPA	(1,080,056)
	-----
Total Levy	\$13,271,797
	=====

File No. 5 – Commissioner Severson moved, Commissioner Walter seconded, motion unanimously carried to approve Resolution No. 22-52 adopting the 2023 operating budget. See resolution below.

**RESOLUTION NO. 22-52**  
**RESOLUTION ADOPTING 2023 OPERATING BUDGET**

	Revenue	Expenditures	Revenues Over (Under) Expenditures
	-----	-----	-----
County Revenue	\$12,189,539	\$12,295,264	(\$105,725)
Road & Bridge	8,225,466	8,254,066	(28,600)
Public Health & Human Services	7,274,416	7,304,778	(30,362)
Debt Service	1,591,876	1,591,876	0
	-----	-----	-----
Grand Total	\$29,281,297	\$29,445,984	(\$164,687)
	=====	=====	=====

**DISCUSSION ITEMS**

Commissioners discussed recent meetings they had attended including a zoning meeting, TKDA bus tour for Comprehensive Land Use Plan, solid waste meeting, department head meeting, MCIT teleconference, Root River Watershed meeting, and SELCO meeting.

Closing Public Comment:

None.



Commissioner Johnson moved, Commissioner Severson seconded, motion unanimously carried to adjourn the meeting at 11:40 a.m. The next meeting would be a regular meeting on October 4, 2022.

BOARD OF COUNTY COMMISSIONERS

HOUSTON COUNTY, MINNESOTA

By: \_\_\_\_\_  
Greg Myhre, Chairperson

Attest: \_\_\_\_\_  
Donna Trehus, Auditor/Treasurer

## **PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS**

Date: October 4, 2022

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 Rachel Stock, Reporter Charlene Selbee, Finance Director Carol Lapham, Board Clerk/EDA Director Allison Wagner, Human Resources Director Theresa Arrick-Kruger, County Engineer Brian Pogodzinski, Public Health and Human Services Director John Pugleasa, Interim Recorder Mary Betz, and Sheriff Mark Inglett

Presiding: Chairperson Myhre

Call to order.

Pledge of Allegiance.

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

Motion was made by Commissioner Walter, seconded by Commissioner Burns, motion unanimously carried to approve the meeting minutes from September 27, 2022.

Public Comment:

None.

### **APPOINTMENTS**

None.

### **CONSENT AGENDA**

- 1) Hire Lauren Felten as a probationary Administrative Assistant, B22, Step 1, effective October 24, 2022, conditioned on successful completion of background check.
- 2) Hire Luke Inglett for one day as a temporary/casual Sheriff's Deputy, C42, Step 1, for a mandatory EVOC training event, effective with retroactive application for 09/29/2022.

- 3) Change the employment status of PSAP/Emergency Management Coordinator, Mark Olson, from probationary to regular, effective 10/06/2022.
- 4) Change the employment status of Jail Administrator, Dean Ott, from probationary to regular, effective 10/13/2022.

## ACTION ITEMS

File No. 1 – Commissioner Burns moved, Commissioner Severson seconded, motion unanimously carried to approve a recommendation by the Park’s Committee to approve increases to the 2023 Wildcat schedule. The approved increases are listed below.

Seasonal sites to increase by \$100.00  
(from \$1500.00 to \$1600.00 per season)  
Primitive (tent) sites to increase by \$5.00  
(from \$20.00 per night to \$25.00)  
Electric sites to increase by \$10.00  
(from \$40.00 to \$50.00)  
Monthly sites to increase by \$25.00  
(from \$425.00 to \$450.00)

File No. 2 Commissioner Severson moved, Commissioner Walter seconded, motion unanimously carried to approve Resolution No. 22-53 Active Transport Infrastructure Program Resolution of Support. See resolution below.

## RESOLUTION NO. 22-53

### **Active Transportation Infrastructure Program Resolution of Support**

October 4, 2022

WHEREAS, \$3.5 million in Active Transportation funding is available, with a minimum of \$50,000 and cap of \$500,000 for each project; and

WHEREAS, Active Transportation funds can be used to reimburse construction costs on Active Transportation eligible items, and that construction costs above the Active Transportation grant award will need to have alternate funding sources; and

WHEREAS, A Safe Routes to School (SRTS) Plan has been developed for the City of La Crescent community through partnership with Houston County, MnDOT, and La Crescent area schools; and

WHEREAS, The SRTS Plan list the locations of S 4<sup>th</sup> St and S 6<sup>th</sup> St as they intersect with County State Aid Highway (CSAH) 6 as a major issue impacting walking and biking in the area around the elementary school; and

WHEREAS, The SRTS Plan recommends installing curb extensions at these locations to improve visibility, safety, and comfort crossing Elm St (CSAH 6); and

WHEREAS, The City and County have jointly partnered to prepare plans, construct, and fund the project.

NOW THEREFORE, BE IT RESOLVED THAT:

1. The Houston County Board of Commissioners supports the construction of the project and agrees to maintain such improvements.
2. The County Board supports submittal of the Active Transportation application.
3. The County assures that Houston County and the City of La Crescent will pay all costs associated with the project beyond the AT grant award.

#### DISCUSSION ITEMS

Commissioners discussed the project scope and limits for the west parking lot at the Historic County Courthouse with Engineer Pogodzinski and Human Resources Director Kruger. The original preliminary scope had been updated to include up to eight additional parking stalls. The project would also address areas in the lot where water froze in the winter months causing a slipping hazard for people walking in the lot. In addition, the plan would update sidewalks and lighting for safety purposes.

Commissioners discussed recent meetings they had attended including a WINLAC, SELCO, and a Hiawatha Valley Mental Health meeting.

Commissioner Johnson asked Human Resources Director Kruger where things were at with finalizing department head reviews. Kruger said she was still waiting on responses from all the Commissioners, and that she had only received one thus far. She said once she received all the feedback department heads would need to sign off that they received the feedback and would be given the opportunity to respond to the feedback if they wished. From there if additional discussion was requested by either the Commissioners or a Department Head a closed session would be set up for continued evaluation.

Closing Public Comment:

None.

Commissioner Severson moved, Commissioner Walter seconded, motion unanimously carried to adjourn the meeting at 10:02 a.m. The next meeting would be a regular meeting on October 11, 2022.

BOARD OF COUNTY COMMISSIONERS

HOUSTON COUNTY, MINNESOTA

By: \_\_\_\_\_  
Greg Myhre, Chairperson

Attest: \_\_\_\_\_  
Donna Trehus, Auditor/Treasurer

## **PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS**

Date: October 11, 2022

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 Rachel Stock, Reporter Charlene Selbee, Finance Director Carol Lapham, Board Clerk/EDA Director Allison Wagner, Human Resources Director Theresa Arrick-Kruger, County Engineer Brian Pogodzinski, Interim Recorder Mary Betz

Presiding: Chairperson Myhre

Call to order.

Pledge of Allegiance.

Prior to approving the agenda two items were added. On the Consent Agenda appointing Donise Becker to serve on the Water Planning Committee for a three (3) year term to expire 12/31/2024 was added. Under Action Items considering setting the date for the TNT meeting for December 13<sup>th</sup> 2022 was added. Motion was made by Commissioner Severson, seconded by Commissioner Walter motion unanimously carried to approve the agenda with the additions.

Motion was made by Commissioner Johnson, seconded by Commissioner Severson, motion unanimously carried to approve the meeting minutes from October 4, 2022.

Public Comment:

None.

### **APPOINTMENTS**

None.

### **CONSENT AGENDA**

- 1) Hire James Sweet as a probationary Highway Maintenance Specialist, B23, Step 1, effective October 24, 2022, conditioned on successful completion of background check.

- 2) Appoint Donise Becker to serve on the Water Planning Committee for a three (3) year term to expire 12/31/2024.

## ACTION ITEMS

File No. 1 – Commissioner Walter moved, Commissioner Severson seconded, motion unanimously carried to approve out of state travel for Engineer Pogodzinski to attend the NACE conference.

File No. 2 - Commissioner Johnson moved, Commissioner Severson seconded, motion unanimously carried to approve the purchase of 2020 Chevy Tahoe from City of Spring Grove for \$42,000.00. (The Tahoe would be used in the City of Spring Grove and costs would be billed back to the City through the County/City contract.)

File No. 3 – Prior to any motions being made Commissioners discussed amending the Collaborative Design Group Facilities Utilization Study to include the County Justice Center, thereby increasing the utilization study cost by \$13,250.00 for a total cost of \$63,130.00. Commissioner Johnson said he did not initially realize that the Historic Jail that was not currently being used by the County was going to be included in the study. He said his understanding was that the study was only going to study the areas currently being used for office space by the County to see if the current space was being utilized to its full potential. Commissioner Johnson said he had assumed this would include the Justice Center but not the Historic Jail. Commissioner Myhre agreed with Commissioner Johnson. Commissioners Johnson and Myhre asked Human Resources Director Kruger why the Historic Jail was being studied since the space was not currently being used and since the Historic Jail space was not usable in its current condition. Commissioners Myhre and Johnson also said that the historic jail space had already been studied in a previous study. Human Resources Director Kruger said the previous study of the space had been different, and had explored different uses for the space. Commissioner Walter said it was always her understanding that the Historic Jail was going to be included in the study. She said she thought all the buildings that the County owned were going to be included. Commissioner Severson agreed. Commissioner Johnson said the previous study of the Historic Jail had estimated the cost of fixing the Historic Jail and turning it into office space to be 3.7 million dollars. He asked the board if this was their intent, and said he thought the study should focus on the current County Justice Center as well as current buildings being utilized by the County only, but not the Historic Jail. Commissioner Johnson moved, Commissioner Myhre seconded, to amend the contract with Collaborative Design Group for the Facilities Utilization Study to include the County Justice Center, but exclude the Historic Jail. The motion failed with Commissioners Walter and Severson voting no to the motion. Then, Commissioner Severson made a motion to amend the Collaborative Design Group Facilities Utilization Study to include the County Justice Center, thereby increasing the utilization study cost by \$13,250.00 for a total cost of \$63,130.00, and also keeping the Historic Jail in the study. The motion failed with Commissioners Johnson and Myhre voting no. (Commissioner Burns was absent from the meeting.) It was the general consensus of the board to meet with Collaborative Design Group at the next regular meeting on October 25<sup>th</sup> to further discuss options for the study since a majority decision had not been made.

File No. 4 - Commissioner Severson moved, Commissioner Myhre seconded, motion unanimously carried to set the TNT Meeting date for December 13<sup>th</sup> 2022 at 6:00 p.m. in the County Board Room 222 in the Historic Courthouse.

#### DISCUSSION ITEMS

Commissioners discussed recent meetings they had attended including an Extension meeting, and a Project Management Team (PMT) meeting for the Comprehensive Land Use Plan.

Closing Public Comment:

None.

Commissioner Johnson moved, Commissioner Severson seconded, motion unanimously carried to adjourn the meeting at 10:02 a.m. The next meeting would be a workgroup session on October 18, 2022.

#### BOARD OF COUNTY COMMISSIONERS

HOUSTON COUNTY, MINNESOTA

By: \_\_\_\_\_  
Greg Myhre, Chairperson

Attest: \_\_\_\_\_  
Donna Trehus, Auditor/Treasurer



## **PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS**

Date: October 18, 2022

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:

Finance Director Carol Lapham, Auditor/Treasurer Donna Trehus, EDA Director/Board Clerk Allison Wagner, Accounting Supervisor Heidi Hankins, Public Health Supervisor Jordan Knoke, Public Health and Human Services Director John Pugleasa, Sheriff Mark Inglett, Chief Deputy Brian Swedberg, Engineer Brian Pogodzinski, Interim Recorder Mary Betz, STS Crew Leader Craig Welsh, and John Fuchsel

Board Workgroup Session

Call to order.

Public Health Supervisor Knoke, and Public Health and Human Services Director Pugleasa gave an overview of the public health division to the Commissioners. Knoke said public health focuses on the health needs of the population as a whole. The division oversaw numerous public health programs and did family home visiting. The public health division also worked with Fillmore County through the Community Health Board (CHB).

Engineer Pogodzinski discussed with the board what airport projects the County wanted to start in Federal Fiscal Year 2023. It was the general consensus of the board to fix the runway using FAA dollars and some County funds. The runway would be fixed up to the spot where potential hangers could be built if private individuals wanted to build hangers in the future.

Engineer Pogodzinski discussed with the board what Capital Improvement Projects the County wanted to do in Fiscal Years 2023-2027. Pogodzinski shared with the board that all District 6 County Engineers along with MnDot employees had sat down and discussed that funding would be down from State aid accounts in the near future. This was primarily due to less revenue coming into the State from new vehicle sales than original estimates had projected. Commissioners discussed future projects including a paving project on County 21 that went through Mound Prairie. Pogodzinski said a bike lane could possibly be added to the road project in the future if funding were secured for the lane. It was the general consensus of the Commissioners that this would be a good idea as the road was already being used by bikers currently.

The Commissioners discussed the Sentence to Serve (STS) program with STS Crew Leader Craig Welsh, Sheriff Inglett, and Chief Deputy Brian Swedberg. The total cost in 2022 for the program would be \$76,351.00. Welsh spoke in favor of the program to the Commissioners. He said he had been a Crew Leader for the program for 25 years and that numerous projects had been completed for various organizations and government entities including for the County, Department of Natural Resources, Houston County Townships, Historical Society, Houston County Fair, Cities in Houston County, local schools, and churches. One project in particular that was mentioned was the demolition and reconstruction of the Meyer furniture building that the County was currently using for County offices. Workers who participated in the program were not paid, but did learn valuable skills that Welsh said had sometimes turned into other job opportunities in the community. Welsh said he thought the current Judge was in favor of the program and Welsh expressed frustration that Attorney Jandt had not requested STS during sentencing more often. Welsh said the number of inmates and those on probation utilizing the program had fallen in recent years, and that the pandemic had decreased those numbers. Sheriff Inglett said he did not see the County having enough of a jail population in the future to justify the program. Commissioner Walter said STS was a good program. No final decisions on whether or not to continue the contract for the program were made at the meeting.

Commissioners discussed possible future allocations for ARPA dollars, and reviewed the current list of potential requested uses. It was the general consensus of the Commissioners to revisit the discussion at a later meeting, and that some ARPA dollars should be left unspent as they had until 2024 to allocate all the dollars and did not know what needs may come up in the future.

Commissioner Severson asked that a meeting be set up with Collaborative Design Group at the next regular meeting to further discuss options for the Space Utilization Study and to discuss what areas would be covered by the study. He said he had recently reviewed a previous study done by the firm in 2018. The Commissioners agreed another meeting with Collaborative Design Group should take place. Commissioner Johnson said the Historic Jail did not need to be studied again since it had been studied previously, and they could refer to the previous study for information on the Historic Jail. Chairperson Myhre said he would connect with Human Resources Director Kruger to set up the meeting.

The meeting ended at 11:53 a.m.

BOARD OF COUNTY COMMISSIONERS

HOUSTON COUNTY, MINNESOTA

By: \_\_\_\_\_  
Greg Myhre, Chairperson

Attest: \_\_\_\_\_  
Donna Trehus, Auditor/Treasurer

## **PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS**

Date: October 25, 2022

8:59 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 Rachel Stock, Reporter Charlene Selbee, Finance Director Carol Lapham, Board Clerk/EDA Director Allison Wagner, Human Resources Director Theresa Arrick-Kruger, County Engineer Brian Pogodzinski, Interim Recorder Mary Betz, Zoning Administrator Amelia Meiners, Environmental Services Director Martin Herrick, John Fuchsel, Public Health Supervisor Jordan Knoke, Public Health and Human Services Director John Pugleasa, Public Health Educator Bri Ceaser, Attorney Samuel Jandt, Deborah Wray, Rich Cordes, Janene Hosch, Rich Cordes, Karen Wilke, Ron Wilke, Collaborative Design Group Principal in Charge/Engineer/Project Manager Craig Milkert, and Collaborative Design Group Interior Designer/Space Planner Johona Harris

Presiding: Chairperson Myhre

Call to order.

Pledge of Allegiance.

Prior to approving the agenda one item was added to the consent agenda: Confirm the resignation of William Persons, Jail/Dispatcher effective the end of shift November 5, 2022. Another item was removed from the Consent Agenda: Initiate a competitive search for a 1.0 FTE Social Worker (Home & Community Based Services). Commissioner Burns also asked that item No. 3 from the Consent Agenda be moved to the regular agenda. Motion by Commissioner Severson, seconded by Commissioner Walter motion unanimously carried to approve the agenda with the changes.

Motion was made by Commissioner Johnson, seconded by Commissioner Burns, motion unanimously carried to approve the meeting minutes from October 11, 2022.

Motion was made by Commissioner Severson, seconded by Commissioner Myhre, motion unanimously carried to approve the workgroup session minutes from October 18, 2022.

#### Public Comment:

Deborah Wray was present and spoke in favor of including the Historic Jail in the space utilization study Collaborative Design Group would be conducting. She said she was a part of the Historical Society and she wanted to see the building used. She said she was aware of the previous study that had been conducted by Collaborative Design Group.

Ron Wilke was present and spoke in favor of the Commissioners filing a file writ of certiorari to challenge the DNR's decision regarding the no wake ordinance near Shore Acres. The DNR had recently denied the County's application saying the County did not have jurisdiction to create a no wake zone. Wilke said while he could not speak for all his neighbors he did live in Shore Acres and several residents had gotten together to discuss the matter. He said he appreciated what the County board and staff had done thus far. He said he knew that challenging the DNR's decision would cost the County some money, but that he was concerned because of safety issues. He encouraged the Commissioners to move forward with challenging the decision.

#### APPOINTMENTS

Commissioners discussed the upcoming Space Utilization Study with Craig Milkert and Johona Harris from Collaborative Design Group. Commissioners discussed if the historic jail and/or new jail should be included in the study. A previous study of the Historic Jail conducted in 2018 had estimated the costs of turning the Historic Jail into office space to be around 3.7 million dollars at the time. Commissioner Johnson asked why the Historic Jail needed to be studied again as it could be assumed that the costs now would be higher. Commissioner Johnson said he had originally thought the study was only going to look at current space that was usable and being utilized by the County currently. Commissioner Burns said that the last study had considered renovating the entire Historic Jail, but that perhaps only a part of it could be turned into office space if needed to reduce costs. Harris and Milkert said that studying the Historic Jail again in the new study would be minimal as work had already been done in the last study. They said additional costs for the study would come into play if the Commissioner wanted to add in the new County Justice Center, as that was not in the original proposal. Harris said the County Justice Center could be added in, but it would cost more due to meeting with additional department heads within the building. Chairperson Myhre asked Harris and Milkert to come up with some new numbers for the next meeting so the Commissioners could look at potential options.

#### CONSENT AGENDA

- 1) Hire Eliana Babinski as a probationary Deputy Auditor/Treasurer (0.5 FTE), B22, Step 1, effective November 14, 2022, conditioned on successful completion of background check.
- 2) Hire Celeste Abbott as a 67 day temporary employee to assist with elections.
- 3) Moved to action items.

- 4) Confirm the resignation of Andrea Onstad, Social Worker, effective the end of the business day, October 31, 2022. (Kruger)
- 5) This item was removed from the agenda.
- 6) Hire Ethan Meyer as a probationary Sheriff's Deputy (1.0 FTE), C42, Step 4, effective November 21, 2022, conditioned on successful completion of psych/physical (note previous applicant withdrew prior to her start date).
- 7) Confirm the resignation of William Persons, Jail/Dispatcher effective the end of shift November 5, 2022.

## ACTION ITEMS

File No. 1 – Commissioner Burns moved, Commissioner Severson seconded, motion unanimously carried to renew Paul Fruechte's term on the Crooked Creek Watershed Board. His term was up for renewal on November 30, 2022.

File No. 2 - Commissioner Walter moved, Commissioner Severson seconded, motion unanimously carried to approve a submission of grant application along with Spring Grove School District and HVMHC to evaluate disparities in access to children's mental health. The primary purpose of the grant would be to complete a Health Equity Data Analysis.

File No. 3 – Prior to any motions being made Commissioners discussed with Attorney Jandt, Zoning Administrator Meiners, and Environmental Services Herrick if they should file a writ of certiorari to challenge the DNR's decision. The DNR had recently denied the County's application to create a no wake zone near Shore Acres saying the County did not have jurisdiction in the area. An outside attorney would need to be hired to file the writ of certiorari, and it needed to be filed by October 28<sup>th</sup> if that was what the Commissioners wanted to do. If the deadline was missed the County would not be able to challenge the DNR's decision. Commissioner Johnson asked how much it would cost to challenge the DNR. Total costs for the process were estimated to cost up to \$50,000, however Attorney Jandt suggested a not to exceed amount of around \$5,000 could be allocated to the initial filing if the Commissioners wanted to file. Commissioner Severson spoke in favor of the no wake zone. Commissioner Severson moved, Commissioner Walter seconded, motion unanimously carried to have RASLAW file writ of certiorari to challenge the DNR's decision by October 28<sup>th</sup> 2022 with a not to exceed amount for the filing of \$5,000.

File No. 4 - Commissioner Johnson moved, Commissioner Severson seconded, motion unanimously carried to approve an interagency agreement between Houston County and Mound Prairie Township for snow plowing and signing services.

File No. 5 – Prior to any motions being made Commissioner Burns said he wanted to move the item from the consent agenda to the regular agenda to discuss the step the highway mechanic was being hired at. The suggested step was Step 5. Commissioner Johnson said while he didn't doubt the new mechanic's qualifications he had heard from union members in the past that they did not appreciate it when new employees were hired above the step of the previous employee. Commissioner Severson said that in his experience good mechanics were hard to come by and the

jobs were competitive. Engineer Pogodzinski and Human Resources Director Kruger said that the new candidate was very qualified for the position with many years of experience. They also said that he was being hired at the same step as the previous employee. Commissioner Burns moved, Commissioner Severson seconded, motion unanimously carried to approve hiring Shane StJohn as a probationary Highway Mechanic (1.0 FTE), B24, Step 5, effective November 14, 2022, conditioned on successful completion of background check.

## DISCUSSION ITEMS

Commissioners discussed recent meetings they had attended including a Finance meeting, Department Head meeting, CJC meeting, SELCO meeting, First Children's Finance Core Team meeting, and an upcoming district meeting.

Commissioner Johnson said he wanted to clarify that he did not want to see the jail tore down or unused, but he also did not see how the County could afford at the current time to fix it up to be used for County office space. He told the board that they had recently spent 6.7 million on a new Highway Facility. He also mentioned upcoming projects like the new roof on the Historic Courthouse and redoing the parking lot near the courthouse. Johnson said the new jail would soon not have as many prisoners. He said he was concerned about the County budget and did not see how they could afford to renovate the Historic Jail at the current time with all the other recent projects. His suggestion was to maintain the building as it was, but to hold off on spending large amounts of money to renovate it at the current time. Commissioner Burns said that he agreed with Commissioner Johnson, but proposed that perhaps only a small section of the Historic Courthouse could be renovated therefore costing less money to the County.

### Closing Public Comment:

Ron Wilke thanked the board for their decision to challenge the DNR's recent denial regarding the no wake zone. He said the Commissioners could reach out to him if needed. In addition, he said that the equity work being proposed in the grant by Public Health and Human Services was important. He said in his experience of working in different areas of the State as a school principal and superintendent smaller counties such as Houston County did not receive the same support and opportunities for things like mental health as larger metro areas. He said it was important for Houston County to advocate for their fair share of resources.

Commissioner Johnson moved, Commissioner Severson seconded, motion unanimously carried to adjourn the meeting at 10:43 a.m. The next meeting would be a regular meeting on November 1, 2022.

## BOARD OF COUNTY COMMISSIONERS

HOUSTON COUNTY, MINNESOTA

By: \_\_\_\_\_  
Greg Myhre, Chairperson

Attest: \_\_\_\_\_  
Donna Trehus, Auditor/Treasurer

## **PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS**

Date: November 1, 2022

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 Rachel Stock, Reporter Charlene Selbee, Finance Director Carol Lapham, Board Clerk/EDA Director Allison Wagner, Human Resources Director Theresa Arrick-Kruger, Interim Recorder Mary Betz, Zoning Administrator Amelia Meiners, Environmental Services Director Martin Herrick, Public Health and Human Services Director John Puleasa, and Attorney Samuel Jandt

Presiding: Chairperson Myhre

Call to order.

Pledge of Allegiance.

Motion by Commissioner Walter, seconded by Commissioner Burns motion unanimously carried to approve the agenda.

Motion was made by Commissioner Severson, seconded by Commissioner Johnson, motion unanimously carried to approve the meeting minutes from October 25, 2022.

Public Comment:

None.

### **APPOINTMENTS**

Motion by Commissioner Burns, seconded by Commissioner Severson motion unanimously carried to approve going into closed session pursuant to Minn. Stat. 13D.05, subdivision 1 (d), attorney – client privilege to discuss pending litigation regarding the DNR wake zone decision. The Commissioners, Attorney Jandt, Zoning Administrator Meiners, and Environmental Services Director Herrick attended the closed session.

At 9:45 the regular meeting resumed. Attorney Jandt gave a summary of the closed sessions saying the Commissioners had discussed the pending litigation regarding the DNR no wake zone decision.



Motion by Commissioner Johnson, seconded by Commissioner Walter, to cease working with RASLAW regarding the DNR's wake zone decision and to instead peruse the matter in house without hiring external consultation. The motion passed 4-1 with Commissioner Severson voting no.

Motion by Commissioner Burns, seconded by Commissioner Severson, motion unanimously carried to approve the consent agenda. See consent agenda below.

#### CONSENT AGENDA

- 1) Hire Mark Bennett, as a probationary Deputy Auditor/Treasurer, B22, Step 3, effective 11/14/2022, conditioned on successful completion of background check.
- 2) Change the employment status of Highway Maintenance Specialist, Ryly Patterson, from probationary to regular, effective 11/15/2022.
- 3) Initiate a competitive search for a 1.0 FTE RN or PHN (Home & Community Based Services).
- 4) Change the employment status of Lead Jailer/Dispatcher/Programmer, Amy Gehrke, from probationary to regular, effective 11/03/2022.

#### ACTION ITEMS

File No. 1 – Commissioner Johnson moved, Commissioner Severson seconded, motion unanimously carried to approve Resolution No. 22-54 Final Acceptance for SAP 028-592-006, Contract #403 with Bruening Rock Products Inc. for South Ridge Road. Total cost was \$159,409.64. See resolution below.

#### **RESOLUTION NO. 22-54**

#### **FINAL ACCEPTANCE FOR SAP 028-592-006**

#### **CONTRACT # 403 – BRUENING ROCK PRODUCTS, INC Subgrade Excavation and Aggregate Base**

**November 1, 2022**

WHEREAS, Contract No. 403 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.

#### DISCUSSION ITEMS

Commissioners discussed recent meetings they had attended including a district meeting.

Commissioner Burns told the Commissioners he had recently attended a collaborative meeting with Houston County schools regarding research on mental health in schools.

Closing Public Comment:

None.

Commissioner Severson moved, Commissioner Johnson seconded, motion unanimously carried to adjourn the meeting at 10:09 a.m. The next meeting would be a regular meeting on November 8, 2022.

BOARD OF COUNTY COMMISSIONERS

HOUSTON COUNTY, MINNESOTA

By: \_\_\_\_\_  
Greg Myhre, Chairperson

Attest: \_\_\_\_\_  
Donna Trehus, Auditor/Treasurer

## **PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS**

Date: November 8, 2022

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 Rachel Stock, Reporter Charlene Selbee, Finance Director Carol Lapham, Board Clerk/EDA Director Allison Wagner, Human Resources Director Theresa Arrick-Kruger, Interim Recorder Mary Betz, Deborah Wray, and John Fuchsel

Presiding: Chairperson Myhre

Call to order.

Pledge of Allegiance.

Motion by Commissioner Walter, seconded by Commissioner Burns motion unanimously carried to approve the agenda.

Commissioner Walter told the board a Commissioner's name had been left out of the minutes regarding a no vote. Board Clerk Wagner said she would add the name in as it had accidentally been omitted. Motion was made by Commissioner Johnson, seconded by Commissioner Severson, motion unanimously carried to approve the meeting minutes from November 1, 2022 with the change.

Public Comment:

None.

### **APPOINTMENTS**

None.

Motion by Commissioner Severson, seconded by Commissioner Johnson, motion unanimously carried to approve the consent agenda. See consent agenda below.

### **CONSENT AGENDA**

- 1) Confirm the resignation of Hana El-Afandi, Child Protection Social Worker, effective the end of the business day 11/16/2022.
- 2) Approve the initiation of a competitive search for a Child Protection Social Worker.

#### ACTION ITEMS

File No. 1 – Commissioner Johnson moved, Commissioner Myhre seconded, motion carried 4 to 1 with Commissioner Severson voting no to move forward with the space utilization study with Collaborative Design Group in the amount of \$61,710. This amount would include the Historic Courthouse, new County Justice Center, and Community Services Building, but not the Historic Jail. The cost would include studying each department within the three buildings to access their space needs. Human Resources Director Kruger was also asked by the board to verify the final dollar amount one last time with Collaborative Design Group.

#### DISCUSSION ITEMS

Commissioners discussed recent meetings they had attended including an EDA meeting, bike trail meeting, and Hiawatha Valley Mental Health meeting.

Chairperson Myhre reminded those attending the meeting that it was election day.

Chairperson Myhre asked who would attend the canvassing of the election scheduled for November 14<sup>th</sup>, at 2:00 p.m. in the County Board Room. It was the general consensus of the Commissioners that Chairperson Myhre and Commissioner Burns would attend the canvassing.

Closing Public Comment:

Deborah Wray from the Houston County Historical Society asked the board if they knew what the results of the space utilization study would be. She asked the Commissioners if there would be different options presented at the end of the study. The Commissioners said they were not sure.

Commissioner Johnson moved, Commissioner Severson seconded, motion unanimously carried to adjourn the meeting at 9:45 a.m. The next meeting would be a workgroup session on November 15, 2022.

BOARD OF COUNTY COMMISSIONERS

HOUSTON COUNTY, MINNESOTA

By: \_\_\_\_\_  
Greg Myhre, Chairperson

Attest: \_\_\_\_\_  
Donna Trehus, Auditor/Treasurer

## **PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS**

Date: November 15, 2022

9:00 a.m.

Place: Commissioners Room, Courthouse, Caledonia, MN

Members Present:

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

Others Present:

Finance Director Carol Lapham, Auditor/Treasurer Donna Trehus, EDA Director/Board Clerk Allison Wagner, Accounting Supervisor Heidi Hankins, Public Health and Human Services Director John Pogleasa, Human Resources Director Theresa Arrick-Kruger, Chief Deputy Brian Swedberg, Engineer Brian Pogodzinski, Recorder Mary Betz, Attorney Samuel Jandt, Jail Administrator Dean Ott, Merchants Bank President Matt Schuldt, Merchants Bank Customer Service Representative Manon Hoscheit, Merchants Bank Treasury Management Sales Officer Lead Nick Benz, Merchants Bank Regional President Erick Maki, and Bob Schuldt

Board Workgroup Session

Call to order.

Attorney Jandt and Jail Administrator Ott discussed the Sentence to Serve (STS) program with the board. The board discussed the pros and cons of terminating the contract for the program. While the general consensus was that the program was good the Commissioners also discussed the cost to the County. Jail Administrator Ott told the board from a strictly jail budget perspective the cost to the County was high. The program was not currently being used often, and the jail population was expected to decrease in upcoming years.

Merchants Bank President Schuldt and others from Merchants Bank presented banking options to the Commissioners. Using figures from a previous year as an example staff from Merchants Bank told the Commissioners they could potentially help the County make some money by earning interest on accounts. Commissioners discussed the possibility of changing banks. The County was currently banking with Bank of the West.

Human Resources Director Kruger told the board she had followed up with Collaborative Design Group and received clarification on the final cost for the study. The amount of \$61,710 that had been approved at the previous board meeting was correct. The cost would include studying the Historic Courthouse, County Justice Center, and Community Services Building. Studying the Historic Jail would not be included.

Commissioners discussed the 2023 budget with Finance Director Lapham and department heads.

The meeting ended at 11:02 a.m.

BOARD OF COUNTY COMMISSIONERS

HOUSTON COUNTY, MINNESOTA

By: \_\_\_\_\_  
Greg Myhre, Chairperson

Attest: \_\_\_\_\_  
Donna Trehus, Auditor/Treasurer

## **PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS**

Date: November 22, 2022

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 Charlene Selbee, Finance Director Carol Lapham, Board Clerk/EDA Director Allison Wagner, Human Resources Director Theresa Arrick-Kruger, Recorder Mary Betz, Public Health and Human Services Director John Pugleasa, Chief Deputy Brian Swedberg, Sheriff Mark Inglett, Engineer Brian Pogodzinski, Zoning Administrator Amelia Meiners, Environmental Services Director Martin Herrick, Merchants Bank President Matt Schuldt, Fair Manager Emily Johnson, Root River SWCD Dave Walter, and Bob Schuldt

Presiding: Chairperson Myhre

Call to order.

Pledge of Allegiance.

Prior to approving the agenda one item was added to the consent agenda: Approve the non-precedent mediated settlement agreement between the County and AFSCME on behalf of grievant Amelia Meiners for \$1,606 less required payroll deductions. Motion by Commissioner Burns, seconded by Commissioner Severson motion unanimously carried to approve the agenda with the change.

Motion was made by Commissioner Walter, seconded by Commissioner Severson, motion unanimously carried to approve the meeting minutes from November 8, 2022.

Motion was made by Commissioner Burns, seconded by Commissioner Johnson, motion unanimously carried to approve the meeting minutes from November 15, 2022.

Public Comment:

None.

APPOINTMENTS

Fair Manager Emily Johnson presented the Houston County Agricultural Society (Fair Board's) Profit & Loss statement from October 2021 through September 2022. Johnson said overall the County Fair had went well in 2022. She said that each grandstand event had made some money. Johnson said they currently had \$72,000 set aside for the next fair building project. She asked the Commissioners for the additional \$4,000 for the Ag Society that was typically received after the financial statement was presented to the Commissioners. The Commissioners asked Johnson about the County's Sentence to Serve (STS) program and how the program helped the fair board. Johnson said STS was a "huge asset" to the fair board. She said one project STS worked on was taking down an old fair building when the new building was constructed.

Dave Walter from the Root River Soil and Water Conservation District (RRSWCD) presented the 2023 RRSWCD budget to the Commissioners. Walter said that expenses were going up. He said he was asking for more money this year, and this was the first time he had done so in the nine years he had been with the RRSWCD. He asked the Commissioners to consider a \$15,000 increase to the County appropriation.

At 10:42 a.m. a motion was made by Commissioner Severson, seconded by Commissioner Myhre, motion unanimously carried to go into closed session pursuant to Minn. Stat. 13D.05, Subd. 3 for end of probation review. All the Commissioners and Human Resources Director Kruger attended the closed session.

At 11:50 a.m. a motion was made by Commissioner Myhre, seconded by Commissioner Burns, motion carried unanimously to come out of closed session.

Human Resources Director Kruger gave a summary of the closed session saying they had discussed the Environmental Services Director. No action had been taken. It had been the general consensus of the board to extend the session to December 13<sup>th</sup>, 2022.

Motion by Commissioner Burns, seconded by Commissioner Severson, motion unanimously carried to approve the consent agenda. See consent agenda below.

#### CONSENT AGENDA

- 1) Amend the contract with Collaborative Design Group for the Facilities Utilization Study Agreement to three buildings: Justice Center, Historic Courthouse, and Community Services Building for a total cost of \$61,710.00.
- 2) Hire Kristen Klug as a probationary Case Aide, B22 Step 1, effective 12/19/2022, conditioned upon successful completion of background check.
- 3) Amend Hana El-Afandi's resignation date from 11/16/2022 to 11/21/2022.
- 4) Change the employment status of Lead Jailer/Dispatcher, Patrick Molling, from probationary to regular, effective 12/06/2022.
- 5) Approve the non-precedent mediated settlement agreement between the County and AFSCME on behalf of grievant Amelia Meiners for \$1,606 less required payroll deductions.



## ACTION ITEMS

File No. 1 – Commissioner Walter moved, Commissioner Johnson seconded, motion carried unanimously to approve the additional \$4,000 to the Houston County Ag Society (Fair Board). (Item was already budgeted.)

File No. 2 – Commissioner Severson moved, Commissioner Johnson seconded, motion carried unanimously carried to approve the FY 2023 BWSR MPCA Grants for the Septic Treatment Systems (\$18,600) and the Septic Treatment Systems Upgrade (\$33, 418).

File No. 3 – Commissioner Walter moved, Commissioner Severson seconded, motion carried unanimously carried to approve Resolution No. 22-55 regarding the County Veterans Service Office Operational Enhancement Grant Program. See resolution below.

### RESOLUTION NO. 22-55

### OF HOUSTON COUNTY

BE IT RESOLVED by Houston County 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, as amended by Minnesota Laws 2022, Regular Session, Chapter 54, Article 1, Section 3, Subdivision 2(e) This Grant should not be used to supplant or replace other funding.

BE IT FURTHER RESOLVED by Houston County that Robert Thoen, the County Veterans Service Officer, be authorized to execute the attached Grant Contract for the above-mentioned Program on behalf of the County.

WHEREUPON the above resolution was adopted at a regular meeting of the County Board Chair this 22nd day of November, 2022.

File No. 3 – Commissioners discussed County banking options. Prior to making a motion Commissioner Burns said he was in favor of switching banks because Merchants bank was a Minnesota company with three branches in Houston County. He said they employed many local people. He also said that based on the numbers presented at the last workgroup session Merchants Bank would be able to make the County more interest on accounts than the current bank. Commissioner Johnson said the County had a long history of banking with Bank of the West. Bank of the West had recently been acquired by BMO Harris Bank. Commissioner Johnson said he did not know what would happen, however he hoped the local branch in

Houston County would continue to stay open. Auditor/Treasurer Trehus told the Commissioners the Bank of the West accounts had made \$3,979.24 in interest since May of 2022. Commissioner Burns moved, Commissioner Walter seconded, motion carried 4 to 1 to switch banks from Bank of the West to Merchants Bank. Commissioner Johnson voted no.

#### DISCUSSION ITEMS

Commissioners discussed the Sheriff's Office budget with department heads.

Commissioners discussed recent meetings they had attended including a Finance meeting, SELCO meeting, and Project Management Team meeting for the County Comprehensive Land Use Plan.

Commissioner Walter said she had worked as an election judge in La Crescent township and that the poll pads had worked well. She said she had also recently attended a Veterans Day celebration. She said a La Crosse Harbor meeting was scheduled for the following week.

Closing Public Comment:

None.

Commissioner Johnson moved, Commissioner Myhre seconded, motion unanimously carried to adjourn the meeting at 11:54 a.m. The next meeting would be a regular meeting on December 13, 2022.

#### BOARD OF COUNTY COMMISSIONERS

HOUSTON COUNTY, MINNESOTA

By: \_\_\_\_\_  
Greg Myhre, Chairperson

Attest: \_\_\_\_\_  
Donna Trehus, Auditor/Treasurer

## **PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS**

Date: December 13, 2022

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 Charlene Selbee, Reporter Rachel Stock, Finance Director Carol Lapham, Board Clerk/EDA Director Allison Wagner, Human Resources Director Theresa Arrick-Kruger, Recorder Mary Betz, Public Health and Human Services Director John Pugleasa, Engineer Brian Pogodzinski, Zoning Administrator Amelia Meiners, Environmental Services Director Martin Herrick, Caledonia Clerk/Administrator Jake Dickson, Caledonia Public Works/Zoning Director Kasey Klug, Attorney Samuel Jandt, IT Director Andrew Milde, Attorney Office Administrative Assistant Julie Von Arx – Abnet, Judge Carmaine Sturino, Law Clerk John Abendroth, and Bob Schuldt

Presiding: Chairperson Myhre

Call to order.

Pledge of Allegiance.

Prior to approving the agenda Commissioner Johnson requested that two items be removed from the agenda, so that the personnel committee could review them first: consider upgrading one existing Eligibility Worker and one existing Child Support Officer to Income Maintenance Unit Lead and Child Support Unit Lead respectively, and consider increasing the FTE of one Child Support Officer from .95 to 1.0. A motion was made by Commissioner Burns, seconded by Commissioner Johnson, motion unanimously carried to approve the agenda with the change.

Motion was made by Commissioner Severson, seconded by Commissioner Myhre, motion unanimously carried to approve the meeting minutes from November 22, 2022.

Public Comment:

None.

### **APPOINTMENTS**

At 9:33 a.m. a public hearing was held regarding the Storm Water Pollution Prevention Program MS4. County Engineer Pogodzinski said the public meeting was a requirement. No members of the public commented on the program.

At 10:04 a.m. a motion was made by Commissioner Burns, seconded by Commissioner Myhre, motion unanimously carried to go into closed session pursuant to Minn. Stat. 13D.05, Subd. 3 for end of probation review.

At 12:43 a.m. a motion was made by Commissioner Myhre, seconded by Commissioner Burns, motion carried unanimously to come out of closed session.

Commissioner Burns said no action had been taken during the closed session. The Commissioners had interviewed various County workers throughout the session. Human Resources Director Kruger had also attended the closed session. The Commissioners requested that a Special Meeting be held on Monday, December 19<sup>th</sup> with a closed session pursuant to Minn. Stat. 13D.05, Subd. 3 for end of probation review. Commissioner Burns said the Commissioners wanted the full board to be present before a decision was made.

Motion by Commissioner Burns, seconded by Commissioner Johnson, motion unanimously carried to approve the consent agenda. See consent agenda below.

#### CONSENT AGENDA

- 1) Approve the 2023 Tobacco Licenses for the following: River Valley Convenience Store, Inc. Cennex, Houston, MN, Houston Food Mart/BP, Houston, MN, and DG Retail, LLC dba Dollar General #20006.
- 2) Change the employment status of Social Worker, Brittany Anderson, from probationary to regular, effective 12/22/2022.
- 3) Hire Calvin Nagle as a 1.0 FTE probationary Deputy Sheriff, C42, Step 1, effective 1/3/2023.
- 4) Hire Dorothy Schutz as a Veterans Services driver, temporary/casual 67 day employee, at a pay rate of \$14.97/hour.

#### ACTION ITEMS

File No. 1 – Commissioner Severson moved, Commissioner Johnson seconded, motion unanimously carried to deny a request from the County Highway Department to purchase a 32' scissor lift. Commissioner Burns said the item was not currently in the budget.

File No. 2 – Commissioner Burns moved, Commissioner Severson seconded, motion carried unanimously carried to approve a proposal from Bolten and Menk to design and inspect the airport hanger taxilane construction project.

File No. 3 – Commissioner Burns moved, Commissioner Myhre seconded, motion carried unanimously to approve Resolution No. 22-56 Resolution by the Board of Commissioners of Houston County Supporting the City of Caledonia’s Pursuit of Active Transportation Infrastructure Funding for Pedestrian Safety Improvements. See resolution below.

**RESOLUTION NO. 22-56**

**RESOLUTION BY THE BOARD OF COMMISSIONERS OF HOUSTON COUNTY,  
MINNESOTA SUPPORTING THE CITY OF CALEDONIA’S PURSUIT OF ACTIVE  
TRANSPORTATION INFRASTRUCTURE FUNDING FOR PEDESTRIAN SAFETY  
IMPROVEMENTS**

**WHEARAS**, the Minnesota Active Transportation Infrastructure Program provides grant funding for the construction of pedestrian and bicycle infrastructure projects that will improve transportation options and reduce vehicle miles traveled; and

**WHEREAS**, the program was established by the Minnesota Legislature in 2018 and is defined in Minnesota Statute 174.38; and

**WHEREAS**, in this funding cycle the Minnesota Department of Transportation will award \$3.5 million in state funding to selected projects that will effectively address safety concerns, equity, and engage the community in project development; and

**WHEREAS**, the proposed project will enter construction during the 2024 calendar year and will have a useful life of over 10 years; and

**WHEREAS**, we understand that this project will install multiple Rectangular Rapid Flashing Beacons (RRFB) at pedestrian crossing locations with high volumes of traffic and exposure within the City of Caledonia; and

**WHEAREAS**, we understand that the construction of this project will enhance the safety of the pedestrian crossings at intersections by increasing pedestrian visibility and increasing driver awareness of pedestrian crossing locations.

**THEREFORE, BE IT RESOLVED**, the Active Transportation Program requires a sponsoring agency for small cities. Houston County is prepared to act as the sponsoring agency on behalf of Caledonia and will execute the grant agreement and ensure the proposed project is meeting milestones and dates.; and

**THEREFORE, BE IT FURTHER RESOLVED**, the Houston County Board of Commissioners approves the City of Caledonia’s pursuit of Active Transportation funds for the Pedestrian Safety Improvements; and

**THEREFORE, BE IT FURTHER RESOLVED,** Houston County recognizes that Active Transportation grants are paid on a reimbursable basis and agrees act as the fiscal agent on behalf of the City of Caledonia to finance the total project cost before submitting a request for reimbursement;

**THEREFORE, BE IT FURTHER RESOLVED,** Houston County is committed to working with the City of Caledonia in the development and construction of the proposed project in a timeframe that supports grant agreement requirements.

File No. 4 – Commissioner Burns moved, Commissioner Severson seconded, motion carried unanimously to approve participation and funding agreement with SELCO.

File No. 5 – Commissioner Johnson moved, Commissioner Severson seconded, motion carried unanimously to approve setting the 2023 County Attorney’s annual salary at \$124,425.60.

File No. 6 – Commissioner Johnson moved, Commissioner Severson seconded, motion carried unanimously to approve setting the 2023 Auditor/Treasurer’s annual salary at \$93,683.20.

File No. 7 – Commissioner Johnson moved, Commissioner Severson seconded, motion passed 3 to 1 to cancel the Sentence to Serve (STS) contract. Commissioner Myhre voted no. (Commissioner Walter was absent from the meeting.) Commissioner Burns said the decision was a “tough one”. Commissioner Johnson said STS was a good program, but it wasn’t getting utilized enough. He said the decision was strictly a budget decision. It was the general consensus of the Commissioners that they were thankful for the STS projects that had been completed over the years.

File No. 8 – Commissioner Johnson moved, Commissioner Burns seconded, motion carried unanimously to amend the current contract with MCAPS. Commissioner Johnson moved, Commissioner Burns seconded, motion carried unanimously to approve the purchase of a new case management software to replace MCAPS. The new case management software would be Prosecutor by Karpel.

File No. 9 – Item was removed from agenda.

File No. 10 – Item was removed from agenda.

File No. 11 – Commissioner Johnson moved, Commissioner Severson seconded, motion carried unanimously to approve the 2023 Board Meeting Schedule. The new 2023 Board Meeting Schedule would be posted on the County website.

## DISCUSSION ITEMS

None.

Closing Public Comment:

None.

Commissioner Johnson moved, Commissioner Myhre seconded, motion unanimously carried to adjourn the meeting at 12:50 a.m. The next meeting would be a special meeting on December 19, 2022 at 3:00 p.m. There would be a regular meeting on December 20, 2022.

BOARD OF COUNTY COMMISSIONERS

HOUSTON COUNTY, MINNESOTA

By: \_\_\_\_\_  
Greg Myhre, Chairperson

Attest: \_\_\_\_\_  
Donna Trehus, Auditor/Treasurer

## **PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS**

Date: December 19, 2022

3:00 p.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, Board Clerk/EDA Director Allison Wagner,  
and Zoning Administrator Amelia Meiners

Presiding: Chairperson Myhre

Call to order.

Pledge of Allegiance.

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

Public Comment:

None.

### **APPOINTMENTS**

A motion was made by Commissioner Severson, seconded by Commissioner Johnson, motion unanimously carried to go into closed session pursuant to Minn. Stat. 13D.05, Subd. 3 for end of probation review. All the Commissioners and Auditor/Treasurer Trehus attended the closed session.

At 3:25 p.m. a motion was made by Commissioner Walter, seconded by Commissioner Myhre, motion carried unanimously to come out of closed session.

Commissioner Severson moved, Commissioner Walter seconded, to move Environmental Services Director Martin Herrick from probationary to regular employment pending that he passed a septic test. The probationary period would be extended for up to six months. The motion passed three to two with Commissioners Johnson and Myhre voted no. Commissioners Severson, Walter, and Burns voted yes. Commissioner Burns explained his vote saying that two senior members of the department had expressed their opinion that Herrick should stay working for the County. One junior member and someone else had disagreed. Commissioner Burns said there was a continuing learning process, and that Herrick was learning.



## DISCUSSION ITEMS

None.

Closing Public Comment:

None.

Commissioner Severson moved, Commissioner Walter seconded, motion unanimously carried to adjourn the meeting at 3:30 p.m. The next meeting would be a regular meeting on December 20, 2022.

## BOARD OF COUNTY COMMISSIONERS

HOUSTON COUNTY, MINNESOTA

By: \_\_\_\_\_  
Greg Myhre, Chairperson

Attest: \_\_\_\_\_  
Donna Trehus, Auditor/Treasurer

## **PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS**

Date: December 20, 2022

9:00 a.m.

Place: Commissioners Room, Courthouse, Caledonia, MN

Members Present:

Dewey Severson (arrived at 9:02 a.m.), Eric Johnson, Robert Burns, and Greg Myhre

Others Present:

Auditor/Treasurer Donna Trehus, Reporter Charlene Selbee, Finance Director Carol Lapham, Board Clerk/EDA Director Allison Wagner, Recorder Mary Betz, Public Health and Human Services Director John Pugleasa, Engineer Brian Pogodzinski, Environmental Services Director Martin Herrick, Human Resource Technician Ann Diersen, and Bob Schuldt

Presiding: Chairperson Myhre

Call to order.

Pledge of Allegiance.

A motion was made by Commissioner Johnson, seconded by Commissioner Burns, motion unanimously carried to approve the agenda.

Motion was made by Commissioner Johnson, seconded by Commissioner Burns, motion unanimously carried to approve the meeting minutes from December 13, 2022.

Public Comment:

None.

### **APPOINTMENTS**

None.

Motion by Commissioner Burns, seconded by Commissioner Severson, motion unanimously carried to approve the consent agenda. See consent agenda below.

### **CONSENT AGENDA**

- 1) Hire Mark Schroeder as a Dropsite Supervisor, 67 day casual employee at an hourly rate of \$15.49, conditioned upon successful completion of a background check.

- 2) Approve searching for a Planning Commission community member 3 year appointment (posting period 12/21/22 -4:30 PM 1/4/23).
- 3) Reappoint Ken Visger to the Board of Adjustment for a 3-year term ending 12/31/2025.
- 4) Reappoint Franklin Hahn to the Board of Adjustment for a 3-year term ending 12/31/2025.
- 5) Reappoint Wayne Feldmeier to the Planning Commission for a 3-year term ending 12/31/2025.

## ACTION ITEMS

File No. 1 – Commissioner Johnson moved, Commissioner Severson seconded, motion unanimously carried to adopt the non-represented wage and salary pay scale 3% for 2023.

File No. 2 – Commissioner Johnson moved, Commissioner Burns seconded, motion unanimously carried to adjust D range non-represented employee pay rates for 2023 to that of the represented pay rate adjustments of the represented D range employees for 2023, whose pay status was grandfathered subsequent to the compensation study.

File No. 3 – Commissioner Johnson moved, Commissioner Severson seconded, motion carried unanimously to approve adjusting the temporary/seasonal employee wage scales for seasonal workers, Veterans Service Drivers and Sheriff's Office Transport Officers 3% for 2023.

File No. 4 – Commissioner Severson moved, Commissioner Burns seconded, motion carried unanimously to approve agreement and Resolution No. 22-57 Agency Agreement for Federal Participation in Construction. See Resolution below.

## RESOLUTION NO. 22-57

### **Agency Agreement for Federal Participation in Construction.**

December 2022

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

BE IT FURTHER RESOLVED, the **Houston County Board Chairman** and the **County Auditor-Treasurer** are hereby authorized and directed for and on behalf of **Houston County** to execute and enter into an agreement with the Commissioner of Transportation prescribing the terms and conditions of said federal aid participation as set forth and contained in "Minnesota Department of Transportation Agency Agreement No. **1052054**, a copy of which said agreement was before the County Board and which is made a part hereof by reference.

File No. 5 – Commissioner Johnson moved, Commissioner Severson seconded, motion carried unanimously to approve Resolution No. 22-58 Final Acceptance for SAP 028-592-007, Contract #328 with Dunn Blacktop for South Ridge Road. The total cost was \$599,413.87. See resolution below.

**RESOLUTION NO. 22-58**

**FINAL ACCEPTANCE FOR SAP 028-592-007  
South Ridge Road Paving**

**CONTRACT # 328 – DUNN BLACKTOP**

**December 20, 2022**

WHEREAS, Contract No. 328 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. 6 – Commissioner Burns moved, Commissioner Johnson seconded, motion carried unanimously to approve Resolution No. 22-59 Final Acceptance for SAP 028-030-008, Contract #320 with Dunn Blacktop for Paving on CSAH's 1, 4, and 10 in Houston County. The total cost was \$3,392,301.58. See resolution below.

**RESOLUTION NO. 22-59**

**FINAL ACCEPTANCE FOR SAP 028-030-008  
Paving on CSAH's 1, 4, and 10**

**CONTRACT # 320 – DUNN BLACKTOP**

**December 20, 2022**

WHEREAS, Contract No. 320 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. 7 – Commissioner Severson moved, Commissioner Myhre seconded, motion carried unanimously to approve the MFIP/DWP contract with Workforce Development Inc. (WDI) for required employment and training services.

File No. 8 – Commissioner Johnson moved, Commissioner Severson seconded, motion carried unanimously to approve the 2023 contract with Woods Psychological Service to provide reflective supervision for our Child Protection Social Workers.

File No. 9 – Commissioner Burns moved, Commissioner Johnson seconded, motion carried unanimously to approve the Multi County SNAP Employment & Training agreement.

File No. 10 – Commissioner Burns moved, Commissioner Sevrerson seconded, motion carried unanimously to approve the 2023 Hiawatha Valley Mental Health Center HVMHC contract and rates for adult and children’s mental health services. The rates for 2023 reflected a 5% increase.

#### DISCUSSION ITEMS

Commissioners discussed the 2023 budget and ARPA dollars with Finance Director Lapham.

Commissioners discussed recent meetings they had attended including a First Children’s Finance Core Team Grant meeting, finance meeting, Hiawatha Valley Mental Health Meeting, and a Personnel Committee meeting.

The newly elected officials at the County would be sworn in at a ceremony at 8:30 a.m. on Tuesday, January 3, 2022 at the Historic Courthouse Building Room 222.

Closing Public Comment:

None.

Commissioner Severson moved, Commissioner Burns seconded, motion unanimously carried to adjourn the meeting at 10:20 a.m. The next meeting would be regular meeting on December 27, 2022.

BOARD OF COUNTY COMMISSIONERS

HOUSTON COUNTY, MINNESOTA

By: \_\_\_\_\_  
Greg Myhre, Chairperson

Attest: \_\_\_\_\_  
Donna Trehus, Auditor/Treasurer

## **PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS**

Date: December 27, 2022

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 Charlene Selbee, Reporter Rachel Stock, Finance Director Carol Lapham, Board Clerk/EDA Director Allison Wagner, Recorder Mary Betz, Public Health and Human Services Director John Puleasa, Engineer Brian Pogodzinski, Human Resource Technician Ann Diersen, Public Health Educator Brianna Ceaser, Financial Assistance Supervisor Karen Kohlmeyer, Bob Schuldt, 2022 Employee Recognition Awardees present included: Carolyn Olson, Sharen Lapham, Matthew Papenfuss, Jacquelyn Snodgrass, Tammy Petersen, Heidi Harms, and Lisa Arneson

Presiding: Chairperson Myhre

Call to order.

Pledge of Allegiance.

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

Motion was made by Commissioner Severson, seconded by Commissioner Burns, motion unanimously carried to approve the meeting minutes from the Special Board Meeting on December 19, 2022.

Motion was made by Commissioner Johnson, seconded by Commissioner Severson, motion unanimously carried to approve the meeting minutes from December 20, 2022.

Public Comment:

Commissioner Walter said she had appreciated working with the board and County. Commissioner Johnson thanked Commissioner Walter for her 12 years of service saying it had been good working with Walter and that he had learned from her. The Commissioners agreed.

### **APPOINTMENTS**

The Commissioners presented the 2022 Employee Recognition awards. Commissioners thanked the awardees for their years of service to Houston County. Those who received awards are listed below.

***40 Year Awards***

Carolyn J Olson	6/2/1982
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***30 Year Awards***

Mary A Zaffke	2/27/1992
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Sharen K Lapham	6/22/1992
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Cynthia E Melbostad	9/2/1992
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***20 Year Awards***

Matthew Q Papenfuss	1/14/2002
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Nancy A Welsh	1/8/2002
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Mary B Betz	4/1/2019	Includes Non-Consecutive
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***15 Year Awards***

Janet A Becker	7/30/2007
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***10 Year Awards***

Jason B Quandahl	1/20/2012
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Nathan P Smith	7/30/2012
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Jacquelyn M Snodgrass	4/4/2012
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Tammy M Petersen	5/29/2012
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Heather A Berger	7/23/2012
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Heidi L Harms	10/1/2012
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Lisa K Arneson	4/8/2014	Includes Non-Consecutive
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**CONSENT AGENDA**

None.

**ACTION ITEMS**

File No. 1 – Commissioner Johnson moved, Commissioner Severson seconded, motion unanimously carried to set the 2023 Recorder’s annual salary at \$76,273.60.

File No. 2 – Commissioner Johnson moved, Commissioner Severson seconded, motion unanimously carried to set the 2023 Sheriff’s annual salary at \$113,042.50.

File No. 3 – Before a motion was made the Commissioners discussed their annual salary. The current salary of \$19,016.34 had not been adjusted since 2014. Commissioner Severson said he was fine with the current salary and was in favor of keeping it the same. Commissioner Johnson said while he personally was fine with the current salary he also wanted to keep in mind the future and others who would be running for office. Commissioner Johnson moved,

Commissioner Walter seconded motion passed three to two to increase the Commissioners annual salary to \$19,586.83. Commissioners Johnson, Walter, and Myhre voted yes. Commissioners Severson and Burns voted no.

File No. 4 – Commissioner Johnson moved, Commissioner Severson seconded, motion carried unanimously to adopt the 2023 Tax Levy Resolution 22-60. The levy was set at 2%. See resolution below.

### **RESOLUTION NO. 22-60**

BE IT RESOLVED, that the certified levy after the deduction of County Program Aid (CPA), in the amount of \$13,132,459 be made on all taxable property in the County of Houston for taxes payable in 2023 in the following amounts by County Fund:

County Revenue	\$ 8,239,532
Road & Bridge	2,246,101
Human Services	2,354,584
Bond Fund – 2017A Jail Bonds	735,473
Bond Fund – 2020A Jail Bonds	636,825
	-----
Total	\$14,212,515
Less CPA	(1,080,056)
	-----
Total Levy	\$13,132,459
	=====

File No. 5 – Commissioner Burns moved, Commissioner Myhre seconded, motion carried unanimously to adopt the 2023 Operating Budget Resolution 22-61. See resolution below.

### **RESOLUTION NO. 22-61**

#### **RESOLUTION ADOPTING 2023 OPERATING BUDGET**

	Revenue	Expenditures	Revenues Over (Under) Expenditures
	-----	-----	-----
County Revenue	\$12,119,695	\$12,253,804	(\$134,109)
Road & Bridge	8,217,508	8,254,066	(36,558)
Public Health & Human Services	7,267,296	7,305,620	(38,324)
Debt Service	1,591,876	1,591,876	0
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Grand Total	\$29,196,375	\$29,405,366	(\$208,991)
	=====	=====	=====

File No. 6 – Commissioner Johnson moved, Commissioner Severson seconded, motion carried unanimously to approve the final transfer of funds in the amount of \$110,644.72 from the Highway fund to the Capital Projects fund effective 12/31/2022.

File No. 7 – Commissioner Burns moved, Commissioner Johnson seconded, motion carried unanimously to approve the designation of the major funds for 2023 as General, Road & Bridge, and Human Services with Debt Service designated as a minor fund.

File No. 8 – Commissioner Burns moved, Commissioner Myhre seconded, motion carried unanimously to approve 2022 budget amendments to include General Fund, Road & Bridge, Recorder’s Technical Equipment, and Compliance Fund adjustments.

File No. 9 – Commissioner Johnson moved, Commissioner Burns seconded, motion carried unanimously to approve Resolution No. 22-62 Agreement for Sponsoring Agency of Paved Shoulders along CSAH 21 and Resolution No. 22-63 Agreement to Maintain Shoulders along CSAH 21. Commissioner Johnson said this would be a good project as 21 was busy with bikes and people roller blading. He said there was a triathlon each year, and this project would help with safety. See resolutions below.

## **RESOLUTION NO. 22-62**

### **Agreement for Sponsoring Agency of Paved Shoulders along CSAH 21**

Be it resolved that Houston County agrees to act as sponsoring agency for the project identified as SAP 028-621-016 CSAH 21 Paving seeking Transportation Alternatives funds and has reviewed and approved the project as proposed. Sponsorship includes a willingness to secure and guarantee the local share of costs associated with this project and responsibility for seeing this project through to its completion, with compliance of all applicable laws, rules, and regulations.

Be it further resolved that Brian Pogodzinski, County Engineer is hereby authorized to act as agent on behalf of this sponsoring agency.

## **RESOLUTION NO. 22-63**

### **Agreement to Maintain Paved Shoulders along CSAH 21**

WHEREAS: The Federal Highway Administration (FHWA) requires that states agree to operate and maintain facilities (paved shoulders) constructed with federal transportation funds for the useful life of the improvement and not change the use of right of way or property ownership acquired without prior approval from the FHWA; and

WHEREAS: Transportation Alternatives projects receive federal funding; and

WHEREAS: the Minnesota Department of Transportation (MnDOT) has determined that for projects implemented with alternative funds, this requirement should be applied to the project proposer; and

WHEREAS: Houston County is the sponsoring agency for the transportation alternatives project identified as SAP 028-621-016 CSAH 21 Paving.

THEREFORE BE IT RESOLVED THAT: the sponsoring agency hereby agrees to assume full responsibility for the operation and maintenance of property and facilities related to the aforementioned transportation alternatives project.

File No. 10 – Commissioner Severson moved, Commissioner Burns seconded, motion carried unanimously to proceed with bidding the parking lot project.

#### DISCUSSION ITEMS

Commissioners discussed recent meetings they had attended including a PMT meeting with TKDA for the County's Comprehensive Land Use Plan and a Parks Committee meeting. A new 25 year lease contract for Wildcat Park had recently been signed with the Army Core of Engineers.

Chairman Myhre thanked the board for making him chairman of the board in 2022. He said thank you for a good year, and that he had enjoyed it. Chairman Myhre said he was ready to pass along the duties to Commissioner Severson, and looked forward to serving on the board in 2023.

Commissioner Severson wished everyone a happy new year and said he was looking forward to a good year for the County.

Closing Public Comment:

None.

Commissioner Walter moved, Commissioner Johnson seconded, motion unanimously carried to adjourn the meeting at 9:50 a.m. The next meeting would be a regular meeting on January 3, 2023.

BOARD OF COUNTY COMMISSIONERS

HOUSTON COUNTY, MINNESOTA

By: \_\_\_\_\_

Greg Myhre, Chairperson

Attest: \_\_\_\_\_  
Donna Trehus, Auditor/Treasurer