

## **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

**HOUSTON COUNTY  
AGENDA REQUEST FORM  
January 25, 2022**

**Date Submitted: January 20, 2022**

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

**ACTION REQUEST**

**APPOINTMENT REQUEST**

**None**

**HR CONSENT AGENDA REQUEST**

**Building Maintenance**

- **Change the employment status of Linda Ulmen, Assistant Custodian II, from probationary to regular, effective 02/23/2022**

**Recorder's Office**

- **Confirm the resignation of Darlene Peter, Deputy Recorder, effective January 12, 2022**
- **Initiate a competitive search for a Deputy Recorder, B21**

**Sheriff's Office**

- **Rehire Patricia Lemke as a 67 day Transport Officer to work as needed.**

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





The Good Jobs Challenge, made available by Economic Development Administration as part of the American Rescue Plan will provide \$500 Million to organizations across the country. These resources will be directed toward system development, program design and program implementation in multiple employment sectors as determined by regional needs to help workers enter quality jobs and advance along their chosen career path. Workforce Development, Inc. and The Workforce Board of Southeast Minnesota are perfectly positioned to lead the charge on this grant application for our region. With over thirty-five years' experience in identifying regional employment needs, convening community partners and stakeholders, problem solving and developing solutions, and executing programs to advance the workforce of Southeast Minnesota, the Good Jobs Challenge grant is directly at the heart of the work we do every day.

Success is not possible without support and as proud members of the rural Minnesota community we know we are better together. We are seeking community partners, education entities, and local employers who are passionate about solving workforce needs in the Southeast Minnesota region, and hope you will consider joining us in this adventure.

## Project Overview

### System Development

WDI will convene project partners in two separate sectors (healthcare, and trades), to further develop and solidify sectoral partnerships and identify specific regional challenges

### Program Design

Project partners will develop skills training curriculum when necessary, expand on current curriculum and secure materials, and technical expertise to train workers.

### Program Implementation

Training will be provided by project partners; support services and wrap-around support will be provided by WDI and other project partners.

## Timeline and Estimated Request

July 2022-December 2022

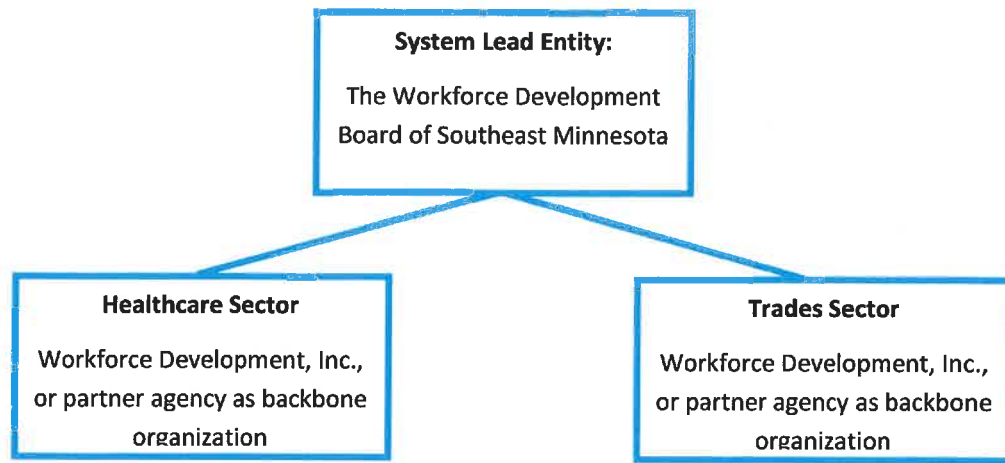
\$1 Million

January 2023-July 2023

\$2 Million

August 2023-June 2026

\$9 Million



### Strengths of The Workforce Development Board of Southeast Minnesota as System Lead Entity:

- Convening power in the region
- Already established and active 38 member Workforce Development Board
- Relationships and credibility with key players
- Track record of coordinating across sectors
- Ability to translate various sectors object
- Capacity to manage grant objectives, outcomes and funds
- Experience helping historically underserved populations, such as justice involved individuals, SNAP/TANF/WIC recipients, Veterans, members of the BIPOC community

### Areas of need for a successful application:

- Additional dedicated partners
- Curriculum development
- Curriculum and training delivery
- Referrals
- Basic/Foundational Education delivery
- Wrap around support providers





# HOUSTON COUNTY

304 South Marshall Street

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

December 25, 2022

ARPA Good Jobs Challenge  
EDA-HDQ-ARPGJ-2021-2006964  
Ref: Good Jobs for Southeast Minnesotans

This letter is written expressing Houston County's support of the proposal submitted by Workforce Development, Inc. in response to the Economic Development Administrations American Rescue Plan Act-Good Jobs Challenge grant opportunity. We strongly support this grant application and its focus on strengthening the regional workforce system and advancing sectoral partnerships. This opportunity will lead to the creation and support of effective training programs, connecting Minnesotan's with in-demand, quality jobs.

We are committed as a partner in this project and plan for our role in the *Good Jobs for Southeast Minnesotans* program to include participation from our Houston County Economic Development Authority.

We encourage the funding of this proposal and appreciate the collaborative relationship we have with Workforce Development Inc.

Sincerely,

Houston County Commissioners

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District 1, Dewey Severson

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District 2, Eric Johnson

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District 3, Robert Burns

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District 4, Teresa Walter

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District 5, Greg Myhre

## Houston County Agenda Request Form

Date Submitted: January 12, 2022 Board Date: January 25, 2022

Person requesting appointment with County Board: Brian Pogodzinski

**Issue:**

Authorization to use alternate method to disseminate bids and requests.

**Attachments/Documentation for the Board's Review:**

Copy of resolution is attached.

**Justification:**

This allows the Highway Department to use the County web site to advertise for transportation proposals related to construction and maintenance projects. It is cost effective and provides a better way to reach our bidders.

**Action Requested:**

Approve attached resolution.

For County Use Only			
<b>Reviewed by:</b>	<input type="checkbox"/> County Auditor	<input type="checkbox"/> County Attorney	<input type="checkbox"/> Zoning Administrator
	<input type="checkbox"/> Finance Director	<input type="checkbox"/> County Engineer	<input type="checkbox"/> Environmental Services
	<input type="checkbox"/> IS Director	<input type="checkbox"/> Other (Indicate dept)	
<b><u>Recommendation:</u></b>			
<b><u>Decision:</u></b>			

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

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.

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

STATE OF MINNESOTA

COUNTY OF HOUSTON

I, Donna Trehus, do hereby certify that the above is true and correct copy of a resolution adopted by the Houston County Board of Commissioners at the session dated January 25, 2022.

WITNESS my hand and the seal of my office this 25th day of January 2022.

(SEAL)

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Donna Trehus, Houston County Auditor/Treasurer

# HOUSTON COUNTY AGENDA REQUEST FORM

**Date Submitted: 01.25.22**

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

**Action Item:**

**Discuss proposals submitted from Banks including Bank of the West and Merchants Bank with recommendation from Houston County Finance Committee.**

**Reviewed by:**

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

**Recommendation:**

**Decision:**

# Houston County Agenda Request Form

Date Submitted: 1/20/2022

Person requesting appointment with County Board: John Pugleasa, Director Public Health & Human Services

Will you be doing a power point or video presentation:        Yes        X NO

**Issue:**

Review and approve contract with Thouroughfare Representative Serives Inc. (TRSI) for guardinaship and conservatorship and related legal services.

**Attachments/Documentation for the Board's Review:**

Soft copy of agreement for review.

**Justification:**

**Action Requested:**

Review and approve contract as presented.

For County Use Only			
<b><u>Reviewed by:</u></b>	<u>          </u> County Auditor	<u>          </u> County Attorney	<u>          </u> Zoning/Environmental Service
	<u>          </u> Finance Director	<u>          </u> County Engineer	<u>          </u> HR/Personnel
	<u>          </u> IS Director	<u>          </u> Other (indicate dept)	<u>          </u>
<b><u>Recommendation:</u></b>			
<b><u>Decision:</u></b>			

All agenda request forms must be submitted to the County Auditor by 4:00 p.m. on Monday in order to be considered for inclusion on the following week's agenda. The Board will review all requests and schedule appointments as appropriate.

## PURCHASE OF SERVICE AGREEMENT

This Agreement made and entered into by and between the County of Houston, through its local social service agency, Houston County Public Health and Human Services, 304 South Marshall Street, Room #104, Caledonia, MN 55921, referred to as the "County" and **Thoroughfare Representative Services, Inc.**, 59207 423<sup>rd</sup> Avenue, Mazeppa, MN 55956, hereafter referred to as the "Provider".

### WITNESSETH

WHEREAS, Houston County Human Services had identified a need for Guardianship/Conservator services and related legal services for indigent persons who are impaired to the extent of lacking sufficient understanding or capacity to make or communicate responsible personal decisions, and who has demonstrated deficits in behavior which evidence an inability to meet personal need for medical care, nutrition, clothing, shelter, or safety; or concerning the appointment concerning the person's estate or financial affairs, has demonstrated deficits in behavior which evidence an inability to manage the estate or financial affairs effectively by reason of detention by a foreign power or disappearance.

WHEREAS, this is a mandated service under Minnesota Statute 524.5-101 to 524.5-903 and 252A.01-252A.21;

WHEREAS, the County wishes to purchase such program services from the Provider;

NOW, THEREFORE, in consideration of the mutual understanding and agreements set forth, Houston County and Provider agree as follows:

1. Term

The term of this Agreement shall be from January 1, 2021 through December 31, 2022. Either party may cancel this Agreement, with or without cause, upon thirty (30) days written notice. Cancellation of this Agreement or expiration of the Agreement term shall not relieve County from paying for Provider's services for wards and protected persons that the Provider is court-appointed to serve, and whom are still eligible for services under this Agreement, before cancellation or termination, so long as Provider remains the court-appointed Guardian and/or Conservator.

2. Services:

- a. Pursuant to MN Statutes 256M (Vulnerable Children and Adults Act) and as further detailed in Attachment A to this Agreement, Houston County agrees to purchase, and the Provider agrees to furnish the following services:

SERVICE DESCRIPTION

**BRASS CODE**

59509  
69500  
61600  
51600  
64800

**SERVICE DESCRIPTION**

Guardianship/Conservatorship (DD)  
Guardianship/Conservatorship (Adult)  
Transportation/Mileage (Adult)  
Transportation/Mileage (DD)  
Money Management



3. Cost and Delivery of Purchased Services:

- a. The amount paid for service will be billable at \$48.00 per hour/\$12.00 per 15 minutes for service provided directly to or on behalf of the client. Travel time to see the client shall be paid at a rate of \$30.00 per hour/\$7.50 per 15 minutes and mileage reimbursed at the federal mileage rate. Service descriptive, number of units, and estimated travel costs for each client will be authorized by an Individual Service Agreement.
- b. The per hour fee stated above includes administrative services as are reasonably or necessarily incurred by the Provider including documents, reports, phone calls, certificates, etc. as required by this Agreement. See Attachment A for details.

4. Eligibility for Services:

- a. Service eligibility will be determined according to the criteria established by the County.
- b. Services under this Agreement shall only be provided to clients meeting the criteria of indigent residents of the County.
- c. The County shall determine an indigent client AND the category of complexity shall be assigned by the County after negotiation with the Provider. All new indigent cases that are not a medical emergency must be screened by the County prior to start of service. Service level is subject to negotiation by Provider and County in the light of actual experience with the client and/or changing circumstances.

5. Payment for Purchased Services:

- a. The Provider shall within ten (10) working days following the last day of each month, submit a county approved invoice for purchased services to the County. The invoice shall show client name, address, case number and a detailed listing of the service(s) provided. The details must include hours or partial hours for each service provided. The County shall, within thirty-five (35) days of the receipt of the invoice, make payment for all units of service billed.
- b. The Provider further acknowledges that bills must be current and timely. The Provider acknowledges that there will be a reduction of 50% of the total amount billable, on bills submitted for payment more than 3 months after date of service.
- c. If the ward/conservatee has a monthly income and is:
  - 1) Receiving Minnesota Supplemental Aid (MSA) and not residing in Nursing Home or Regional Treatment Center or
  - 2) Receives Housing Support benefits or
  - 3) Receiving Medical Assistance (MA) Payments for Long-Term Care (LTC) Services,

The Conservator/Guardian shall deduct 5% of the ward/conservatee's gross

monthly income for conservator/guardian fees up to a maximum of \$120.00 per month. This amount must then be deducted from the indicated County payment amount. If the amount obtained from income exceeds the County payment amount, there will be no County payment to Provider.

6. Records

- a. The Provider shall maintain such records and provide the County (DD and/or MH Unit) with financial, statistical and service reports as the County may require for accountability.
- b. Per MN Statute 16C.05, Subd. 5, all records pertaining to this Agreement must be maintained for six (6) years. Provider shall inform the County the address of where records shall be located.
- c. The Provider agrees to cooperate in evaluative and/or outcome efforts as required by the County.

7. Independent Contractor

- a. The Provider represents that it has, or will secure at its own expense, all personnel required in performing services under this Agreement. Any and all personnel of the Provider or other persons, while engaged in the performance of any work or services required by the Provider under this Agreement, shall have no contractual relationship with the county and shall not be considered employees of the County, and any and all claims that may or might arise under the Unemployment Compensation Act or the Workers' Compensation Act of the State of Minnesota on behalf of said personnel arising out of employment or alleged employment including, without limitation, claims of discrimination against the Provider, its officers, agents, contractors, or employees shall in no way be the responsibility of the County; and the Provider shall defend, indemnify, and hold the County, its officers, agents, and employees harmless from any and all such claims irrespective of any determination of any pertinent tribunal, agency, board, commission, or court. Such personnel or other persons shall neither require nor be entitled to any compensation, rights, or benefits of any kind whatsoever from the County, including without limitation, tenure rights, medical and hospital care, sick and vacation leave, Workers' Compensation, Unemployment Insurance, disability, severance pay and PERA.
- b. It is agreed that nothing contained in the Agreement, including the payment provisions as specified above for the full term or any portion or extension of the contract period, is intended or should be construed as creating the relationship of co-partners, joint venturers, or an association with the County. And nor shall the Provider, its employees, agents, and representatives be considered employees, agents and representatives of the County.

8. Provider Standards and Licenses

- a. The Provider shall furnish to the County a background resume to include the following: professional and personal credentials for guardianship/conservatorship, a minimum of three personal/professional references, professional associations and/or accreditation of such, a current

Minnesota driver's license in good standing.

- b. The Provider will annually authorize the County to perform a background check under the Criminal Justice Information System for evidence of maltreatment of adults, vulnerable adults, and any criminal exploitation. The Provider will be required to consent to a background check (local and state) prior to a contract being issued.
- c. Provider will comply with all court background check and background reporting requirements, including filling out forms annually and when any changes occur, if applicable.
- d. When required, the Provider shall remain licensed by the State during the term of this Agreement. The County will only pay for contracted services provided pursuant to such licensing requirements.
- e. When licensing is required, the revocation of the license shall be the cause for cancellation of this Agreement effective upon receipt of the cancellation notice, other provisions for cancellation of this Agreement notwithstanding.
- f. The Provider shall comply with all applicable Federal and State statutes and regulations, as well as local ordinances and rules now in effect or hereafter adopted including Minnesota Statutes 524.5 et al.
- g. Other provisions for cancellation of this Agreement notwithstanding, failure to meet the requirements of paragraphs a-f as stated above may be cause for cancellation of this Agreement effective as of receipt of notice of cancellation.


9. Safeguard of Client Information:

The use or disclosure by the Provider of information concerning an eligible client in violation of any rule of confidentiality provided for in Minnesota Statutes, Chapter 13, or for any purpose not directly connected with the administration of the County or Providers responsibility with respect to the Purchased Services hereunder is prohibited except upon written consent of such eligible client, the client's attorney or the client's responsible parent or guardian.

THE REMAINDER OF THIS PAGE IS INTENTIONALLY LEFT BLANK

IN WITNESS WHEREOF, Houston County and the Provider have executed this Agreement as of the day and year first written above.

THOROUGHFARE REPRESENTATIVE SERVICES, INC.

BY:   
Jill Draayer

DATED: 12-27-2021

Approved as to Form and Execution:

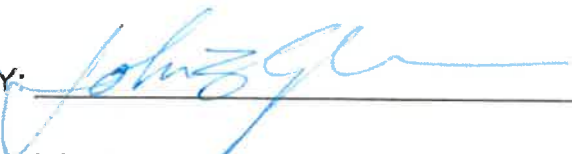
BY:   
Houston County Attorney

DATED: 12/31/21

BY: \_\_\_\_\_

DATED: \_\_\_\_\_

Chairperson  
Houston County Board of Commissioners

BY: 

DATED: 12/22/21

John Puleasa, Director  
Houston County Public Health and Human Services

## **Houston County's Conservatorship/Guardianship Service Definition**

### **A guardian or conservator:**

- Has only those powers necessary to provide for the demonstrated needs of the ward or protected person.
- Is responsible for protecting the rights of ward or protected person.
- Is the court-appointed decision maker for the ward or protected person.
- Should involve the ward or protected person (and other interdisciplinary team members if applicable) in the decision-making process but is ultimately responsible for making decisions that promote the health, safety and personal well-being of the ward or protected person.

### **Duties for Guardian/Conservators:**

- Minimum of two (2) face-to-face visits with client per year, more frequent visits and communication by other means is encouraged.
- Sign consents and other necessary paperwork
- Complete financial applications as needed
- Complete any required correspondence
- Make court appearances on behalf of client as needed
- Attend Care Conference, annual meetings, ISP and IHP meetings on client's behalf
- Communicate with interdisciplinary team members regarding decisions made

### **Conservator:**

- Pay monthly bills and service other financial responsibilities
- Establish and manage appropriate checking, savings and other accounts
- File annual accounting with the court(s).

### **Guardian:**

- Coordinate general living support services
- Coordinate housing upkeep and repair if needed
- Ensure general living and health needs are adequately met
- File annual well-being report to court(s).

### **General:**

- Remain current on trends and procedures of Conservatorship and Guardianship
- Submit monthly bills and contact notes to the County

### **Rates:**

The amount paid for service will be billable at \$48.00 per hour/\$12.00 per 15 minutes for service provided directly to or on behalf of the client. Travel time to see the client shall be paid at a rate of \$30.00 per hour/\$7.50 per 15 minutes and mileage reimbursed at the federal mileage rate.

### **Service Agreements:**

Individual Service Agreements will authorize the amount and frequency of service to be provided to each client. Guardians/conservators cannot exceed the authorized amount of service to be provided without having received prior approval from the involved social worker, or designee, to do

so.

**Billing:**

Guardian/Conservator and travel time should be billed in 15-minute increments. Bills and associated contact notes should be submitted to a Human Services Case Manager on a monthly basis. While monthly billing is expected, if for some reason monthly billing is not possible, they must be submitted quarterly. Guardians/Conservators must also meet "end of the year" budget deadlines in order to be paid for December.

# Houston County

## Agenda Request Form

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

**Date Submitted:** January 20, 2022 for January 25, 2022 Meeting

**Person requesting appointment with County Board:** Martin Herrick

**Issue:**

To approve the release of the RFP for the comprehensive land use plan update.

**Attachments/Documentation for the Board's Review:**

2022 RFP Cover Letter, 2022 Request for Proposal

**Justification:**

Received approval through HR and the Attorney's Office.

**Action Requested:**

Approval for release.

### For County Use Only

**Reviewed by:**

_____ County Auditor	_____ County Attorney	_____ Zoning Administrator
_____ Finance Director	_____ County Engineer	_____ Environmental Services
_____ IS Director	_____ Other (indicate dept)	_____

**Recommendation:**

**Decision:**

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



## **HOUSTON COUNTY ENVIRONMENTAL SERVICES**

Solid Waste • Recycling • Zoning  
304 South Marshall Street – Room 209, Caledonia, MN 55921  
Phone: (507) 725-5800 • Fax: (507) 725-5590



### **NOTICE INVITING REQUESTS FOR PROPOSAL QUOTES TO UPDATE THE COMPREHENSIVE LAND USE PLAN**

February 1, 2022

Houston County is seeking written proposals quotes from a qualified consultant or consultants to assist in development of an update of the Comprehensive Land Use Plan for the County.

Qualifications based selection criteria will be used to analyze submittals from responding consultants. Upon completion of evaluations based on qualifications, interviews may be held with the top ranked firms.

Houston County will enter into contract negotiations with the consultants whose proposal most appropriately meets the County's needs and reserves the right to reject any or all submittals.

Interested firms should contact Martin Herrick, Environmental Services Director, at:

Houston County Environmental Services  
Attn: Martin Herrick  
304 S. Marshall St., Room 209  
Caledonia, MN 55921

Contact can also be done via phone at (507) 725-5800, or by email: [comp.plan@co.houston.mn.us](mailto:comp.plan@co.houston.mn.us).

All proposals received by 4:30 p.m. March 1, 2022 at the Houston County Environmental Services Office will be given equal consideration. Respondents must submit six (6) copies of the proposal, as well as an electronic copy of the materials described in the RFP *Deliverables* section.

Thank you for your interest.

Sincerely,

Martin Herrick  
Environmental Services Department Director



# **Request for Proposal Quotes**

## **Comprehensive Land Use Plan Update**

**Houston County, MN**



**Release Date: February 1, 2022**

**Question and Answer Period Deadline: February 11, 2022**

**Proposal Submittal Deadline: March 1, 2022**

**Martin Herrick**  
**Houston County Environmental Services**  
**304 S. Marshall Street, Room 209**  
**Caledonia, MN 55921**  
**[comp.plan@co.houston.mn.us](mailto:comp.plan@co.houston.mn.us)**

# **HOUSTON COUNTY**

## **REQUEST FOR PROPOSAL (RFP)**

### **Introduction**

Houston County is requesting a Proposal from experienced consulting firms that are interested in assisting the Houston County Board of Commissioners and staff with updating the County's long-term Comprehensive Land Use Plan (CLUP).

The chosen firm will be expected to provide a full range of professional services to lead the development of the updated CLUP, including planning expertise in rural land use, transportation, environmental protection and public participation. Consultants must also have experience in residential and economic development, growth management, geographic information systems, aggregate resources, agricultural preservation and protection of natural resources and the environment.

### **Background**

Houston County's current land use plan was originally adopted December 8, 1998 and re-approved in December 2008.

### **Vision Statement**

Provide quality, essential and affordable public services to the community.

### **County Values**

County Values to guide plan development:

- Houston County recognizes the cultural and economic importance of agriculture to the community. Local decisions should support maintaining and sustaining the vitality of family farms and locally owned agricultural operations and support practices that balance the conservation of soil, water quality, and economic viability.
- Houston County values the importance of sound environmental practices that promote the efficient use of all natural resources and protection of environmentally sensitive natural resources.
- Houston County acknowledges aggregate materials are important to the economic basis of the community and to use in construction, road maintenance and other uses and strives to balance access to materials with protection of natural resources.
- Houston County affirms the need to promote growth, retention and diversification of business to provide employment opportunities and access to goods and services for the County and regional population.
- Houston County has a significant proportion of land classified as natural resource areas and supports the federal and state regulations requiring careful control of development in sensitive areas to minimize pollution problems and protect the public health and safety.
- Houston County has a road network of Township, County, and State roads that meet or exceeds standards of safety and accessibility and encourages continued priority of maintenance and improvement of road segments to support the economic vitality of the County and region.
- Houston County desires citizen participation in all phases of the preparation and implementation of this Comprehensive Plan including planning and general county operations.

## **Demographic and Land Use**

Houston County sits at Minnesota's southeast corner, bordering Wisconsin across the Mississippi River and Iowa at its southern border. The county's terrain consists of rolling hills on its western end, transitioning to bluffs carved with drainages toward the east. The County rests in the "Driftless Zone", marked by the absence of glacial drift, thus features a mixture of agricultural land and steep bluffs covered with hardwood forests, major river corridors, streams and lowlands cutting through the bluffs. The County boasts natural springs, trout streams, the Root River and wetlands, which provide habitat for wildlife and makes the County a destination for hunting, fishing, camping and other outdoor activities.

Houston County has a total area of 569 square miles, with roughly 60% dedicated to agriculture and related industries. Though Houston County has seen a slight decline, similar to national trends, agriculture remains a very important part of the rural communities located throughout the County. As of the 2017 Census of Agriculture, there are 891 farms in the county, down only 3% from 2012. Of the 1,437 producers, 96% remain family farms and 22% hire additional labor. Of concern, 33% of producers are age 65 or older, with only 5.6% under the age of 35. However, 335 (23%) producers are considered new or beginning farmers so there is still inflow to the agricultural economy. The County has strictly regulated any non-farm development in the agricultural area, maintaining that agriculture is a vital part of the local economy, strict control minimizes urban/rural conflicts, minimizes local service costs and protects woodlands, wetlands, sloughs and streams.

The County is divided into 17 townships and seven (7) cities. The County's land use plan has limited the development in agricultural areas of the County by restricting non-farm dwellings to one per quarter-quarter section with a minimum lot size of one acre. The County has encouraged urban development within the existing cities or adjacent to them provided that adequate sanitary sewer service is either available or can be safely provided. In addition, there are several rural, unincorporated communities located in various parts of the County. Most of these communities have not experienced any growth, nor have County officials actively encouraged growth in these areas due to their lack of urban services.

According to the 2010 Census data, the County's population was 19,027 with a 2018 estimate of 18,578 showing a 2.3% decline. Houston County reflects regional Minnesota trends with a unique statistic – 45% of the County workforce worked outside of Minnesota and an additional 9% worked outside of the County.

## **Project Purpose**

The purpose of this project is to produce a CLUP update that is derived from citizen and stakeholder input and provides a clear direction for future land use decisions and County services for the next 10 years and beyond. The CLUP will be the principal planning document for Houston County and serve as the basis for planning and zoning decisions, regulations, policies and initiatives to be considered and implemented by the County. It should reflect the unique character of the County, consider growth management, agricultural preservation, environmental and natural resource protection, access to aggregate resources, transportation, parks and recreation, economic development and build upon its strengths.

The services provided by the selected consultant may include, but are not necessarily limited to:

- Evaluating the existing Comprehensive Land Use Plan and goals approved in 2008;
- Assessing the County's current condition including demographics, land use, transportation, design and community character;
- Gathering public input on the goals and concerns of residents, businesses and other stakeholders;
- Incorporating current planning documents into the land use policy analysis including the Zoning Ordinance, Water Management Plan, Solid Waste Management Plan and other adopted plans and ordinances;
- Develop projections for future growth and development in the County;
- Determining a specific implementation plan for short- and long-term goals and action items;
- Proposing policies, initiatives and additional tasks necessary to accomplish the planning goals of the community;
- Evaluating existing park and recreation facilities and identifying potential improvement opportunities.

In addition to the items listed above, the County is open to suggestions the consultant believes will be of value in producing a dynamic CLUP update that will have practical applications.

### **Public Engagement**

Houston County desires a mix of open houses, popup/intercept events, focus group listening sessions and a survey. Houston County would like help in creating an advisory committee and possibly sub-committees in Agriculture, Natural Resources, Economic Development and Transportation. These groups will consist of Advisory Committee members, County Staff, and citizen involvement. The County requests support from the consultant in assisting /attending and developing meeting materials, draft summaries of key meeting findings, and suggestions for engagement exercises.

### **Deliverables**

Interested consulting firms are required to submit six (6) paper copies and one digital copy (in PDF format) of their Proposal.

The proposal is to be sent in a sealed envelope to:

COMPREHENSIVE PLAN UPDATE  
Houston County Environmental Services  
Attn: Martin Herrick  
304 S. Marshall St., Room 209  
Caledonia, MN 55921  
Email: comp.plan@co.houston.mn.us

The Proposal must be received no later than: March 1, 2022 at 4:30pm and contain the contact information for the consulting firm including e-mail address.

The following information should be submitted by all consultants responding to this Request for Qualifications:

- Letter of interest signed by a duly authorized officer or agent empowered with the right to bind the consultant submitting a proposal for consideration.
- Background information of the consulting firm, including size, location, available resources and areas of expertise and technical capabilities.
- General philosophies and approaches to land use planning.
- Names, qualifications and relevant experience of key personnel that will play the primary role(s) in this project; the name of the project manager must be included.
- Descriptions of relevant projects in which key project staff have played a central role in developing.
- Methodology and approach the firm intends to utilize in order to complete the Comprehensive Land Use Plan Update.
- A list of at least three (3) professional references for projects of similar scope that have been completed. These projects should involve the key personnel proposed for the Houston County Comprehensive Land Use Plan Update. References must include current contact name, address and phone number and e-mail address.
- Any additional information that the consultant deems appropriate and will assist the County in evaluating the responses.
- A detailed list of the total cost of the preparation of the Comprehensive Plan.
- Most importantly, a detailed work plan identifying the major tasks to be accomplished. The work plan must present the Proposer's approach, task breakdown, and deliverable due dates in a graphical format.

### **Questions**

Questions relating to the Request for Proposal must be submitted in writing or by e-mail to:

COMPREHENSIVE PLAN UPDATE  
Houston County Environmental Services  
Attn: Martin Herrick  
304 S. Marshall St., Room 209  
Caledonia, MN 55921  
Email: [comp.plan@co.houston.mn.us](mailto:comp.plan@co.houston.mn.us)

Questions must be received no later than February 11, 2022.

### **Selection Process**

Houston County will evaluate all qualified submissions based on qualifications, background, experience, past performance and fees.

Consulting firms considered to be the most qualified may be selected and requested to make a presentation to the County. This presentation should detail the consulting firm's qualifications for selection and highlight the uniqueness of their proposed approach.

Based on the evaluation of all materials presented and the interview process, the County will identify the most qualified consulting firm and pursue development of an agreement covering the scope of services, fees, timetable, performance standards, etc. If for any reason the County and selected

consulting firm cannot agree upon the scope of services and fee, the County will enter into negotiations with the next most qualified consulting firm.

### **Tentative Schedule**

Release of the Request for Proposals (RFP) Quotes	Tuesday, February 1, 2022
Deadline for Questions	12:00 pm, Friday, February 11, 2022
Question Responses and/or Addenda to RFP	Friday, February 18, 2022
Submission Deadline for RFP	4:30 pm Tuesday, March 1, 2022
County Evaluations	March 15, 2022
Interviews with Selected Consulting Firms, if necessary	Beginning of April, 2022
Board of Commissioners Final Approval	April 2022
Anticipated Start of Project	May 2022
Anticipated Completion Date	no later than May 2023

### **Available Resources**

The Houston County Zoning Ordinance is available at:

<https://www.co.houston.mn.us/?mdocs-file=2334>

The Houston County (2008) 1998 Land Use Plan:

<https://www.co.houston.mn.us/?mdocs-file=2349>

The Houston Local Water Management Plan is available at:

<https://www.co.houston.mn.us/?mdocs-file=3631>

The Houston County Solid Waste Management Plan is available at:

<https://www.co.houston.mn.us/?mdocs-file=2888>

The Houston County Zoning District Map is available on Beacon as a layer.

<https://beacon.schneidercorp.com/>

### **Limitations**

Houston County reserves the right to accept or reject any or all submittals as a result of this Request for Proposals or to cancel, in part or in its entirety, this Request for Proposals if found to be in the best interest of the County. This Request for Proposals does not commit the County to award a contract, pay costs incurred for the preparation of the response documents, or any subsequent costs associated with the provision of additional information or presentation, or to procure or contract for services or goods. The proposal quotes are not to exceed \$100,000. By submitting a Proposal, the consultant hereby authorizes the County to contact references and make such further investigations as may be in the interest of the County. All submittals become the property of Houston County and will be open to public inspection.

**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.

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

STATE OF MINNESOTA

COUNTY OF HOUSTON

I, Donna Trehus, do hereby certify that the above is a true and correct copy of a resolution adopted by the Houston County Board of Commissioners dated January 25, 2022.

WITNESS my hand and the seal of my office this 25<sup>th</sup> day of January, 2022.

(SEAL)

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Donna Trehus, Houston County Auditor/Treasurer

**HOUSTON COUNTY  
AGENDA REQUEST FORM**

**Date Submitted: 01.25.22**

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

**Consent Agenda:**

**Consider approving Resolution 22-10 to Authorize Auditor-Treasurer to establish Absentee and UOCAVA Ballot Board for the March Township Election to be held on March 8, 2022.**

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



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.

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

STATE OF MINNESOTA  
COUNTY OF HOUSTON

I, Donna Trehus, do hereby certify that the above is a true and correct copy of a resolution adopted by the Houston County Board of Commissioners at the session dated January 25, 2022.

WITNESS my hand and the seal of my office this 25th day of January 2022.

---

Donna Trehus, Auditor-Treasurer