

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

Houston County Agenda Request Form

Date Submitted: 2/9/2022 (for 3/1/2022 Board)

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:

Board appointment for ABC Woodland to give the Board a program update.

Attachments/Documentation for the Board's Review:

None

Justification:

Action Requested:

No action requested

For County Use Only

<u>Reviewed by:</u>	<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>

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 schedule appointments as appropriate.

**HOUSTON COUNTY
AGENDA REQUEST FORM**

Date Submitted: 03.01.22

By: Donna Trehus-Auditor-Treasurer

Consent Agenda:

Adopt Resolution 22-12 , 22-13 , 22-14 , 22-15 , 22-16

Account Powers Granted for Merchants Bank (Recycling) Various Accounts Listed:

**Houston County Recycling Center
Houston County Recycling
Caledonia Supervised Dumpsite
Spring Grove Aluminum Purchase Account
Houston Dumpsite Aluminum Purchase**

Reviewed by:

____ **HR Director**

____ **Finance Director**

____ **IS Director**

____ **County Attorney**

____ **Environmental Svcs**

County

____ **Sheriff**

____ **County**

____ **Engineer**

____ **PHHS**

____ **Other**

____ **(indicate**

____ **dept)**

____ **Auditor/Treasurer**

Recommendation:

Decision:

RESOLUTION NO. 22-12

**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.

*****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 March 1, 2022.

WITNESS my hand and the seal of my office this 1st day of March 2022.

Donna Trehus, Auditor-Treasurer

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.

*******CERTIFICATION*******

STATE OF MINNESOTA

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Donna Trehus, Auditor-Treasurer

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.

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Donna Trehus, Auditor-Treasurer

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.

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Donna Trehus, Auditor-Treasurer

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.

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Donna Trehus, Auditor-Treasurer

HOUSTON COUNTY AGENDA REQUEST FORM

Date Submitted: 03.01.22

By: Donna Trehus, Auditor/Treasurer

CONSENT AGENDA REQUEST:

Request Approval of the Off-Site Gambling Permit on behalf of Lancer Youth Hockey Association, 520 S. 14th Street, La Crescent, MN for gambling activities to be conducted at The Barn on Southridge at 7442 County 25, LaCrescent, MN. in Mound Prairie Township with no waiting period.

ACTION ITEM:

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

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.

*****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 March 1, 2022.

WITNESS my hand and the seal of my office this 1st day of March 2022.

Donna Trehus, Auditor-Treasurer

LG230 Application to Conduct Off-Site Gambling**No Fee****ORGANIZATION INFORMATION**Organization Name: Lancer Youth Hockey Association License Number: 03796Address: 520 S. 14th Street City: La Crescent, MN Zip: 55947Chief Executive Officer (CEO) Name: Jason Wieser Daytime Phone: _____Gambling Manager Name: Brian Ernst Daytime Phone: _____**GAMBLING ACTIVITY**

Twelve off-site events are allowed each calendar year not to exceed a total of 36 days.

From 04 / 23 / 22 to 04 / 23 / 22

Check the type of games that will be conducted:



Raffle



Pull-Tabs



Bingo



Tipboards



Paddlewheel

GAMBLING PREMISESName of location where gambling activity will be conducted: The Barn on SouthridgeLa Crescent

Street address and

City (or township): 7442 County 25 Mound Prairie Township Zip: 55947 County: Houston

- Do not use a post office box.
- If no street address, write in road designations (example: 3 miles east of Hwy. 63 on County Road 42).

Does your organization own the gambling premises?

**Yes** If yes, a lease is not required.**No** If no, the lease agreement below must be completed, and signed by the lessor.**LEASE AGREEMENT FOR OFF-SITE ACTIVITY (a lease agreement is not required for raffles)**Rent to be paid for the leased area: \$ 0 (if none, write "0")

All obligations and agreements between the organization and the lessor are listed below or attached.

- Any attachments must be dated and signed by both the lessor and lessee.
- This lease and any attachments is the total and only agreement between the lessor and the organization conducting lawful gambling activities.
- Other terms, if any:

Lessor's Signature: Ryan Minegar Date: 2-24-22Print Lessor's Name: Ryan Minegar**CONTINUE TO PAGE 2**

Acknowledgment by Local Unit of Government: Approval by Resolution

CITY APPROVAL for a gambling premises located within city limits	COUNTY APPROVAL for a gambling premises located in a township
City Name: _____	County Name: <u>Houston</u>
Date Approved by City Council: _____	Date Approved by County Board: _____
Resolution Number: _____ (If none, attach meeting minutes.)	Resolution Number: _____ (If none, attach meeting minutes.)
Signature of City Personnel: _____	Signature of County Personnel: _____
Title: _____ Date Signed: _____	Title: _____ Date Signed: _____
<div style="border: 1px solid black; padding: 10px; text-align: center;"> Local unit of government must sign. </div>	TOWNSHIP NAME: <u>Mound Praire</u> Complete below only if required by the county. On behalf of the township, I acknowledge that the organization is applying to conduct gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minnesota Statutes 349.213, Subd. 2.) Print Township Name: <u>Mound Prairie</u> Signature of Township Officer: <u>Dan Fuchsel</u> Title: <u>Chair Supervisor</u> Date Signed: <u>2/24/2020</u>

CHIEF EXECUTIVE OFFICER (CEO) ACKNOWLEDGMENT

The person signing this application must be your organization's CEO and have their name on file with the Gambling Control Board. If the CEO has changed and the current CEO has not filed a LG200B Organization Officers Affidavit with the Gambling Control Board, he or she must do so at this time.

I have read this application, and all information is true, accurate, and complete and, if applicable, agree to the lease terms as stated in this application.

Jason W. Wiser 2-24-22
Signature of CEO (must be CEO's signature; designee may not sign) Date

Mail or fax to:

Minnesota Gambling Control Board
Suite 300 South
1711 West County Road B
Roseville, MN 55113
Fax: 651-639-4032

No attachments required.

Questions? Contact a Licensing Specialist at 651-539-1900.

This publication will be made available in alternative format (i.e. large print, braille) upon request.

Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process your organization's application.

Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public.

If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public.

Private data about your organization are available to: Board members, Board staff whose work requires access to the information; Minnesota's Department of Public Safety; Attorney General; commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor; national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.



Date: February 25, 2022

To: Houston County Commissioners & Staff

From: Allison Wagner, Houston County EDA

RE: Consider approving First Children's Finance Memorandum of Agreement for the Rural Childcare Innovation Program Grant and authorizing Economic Development Director Allison Wagner's signature.



First Children's Finance

MEMORANDUM OF AGREEMENT

This AGREEMENT is made and entered into by and between First Children's Finance, a national nonprofit corporation; and the **Community of Houston County**.

All parties wish to enter into an independent contractor relationship for their mutual benefit and to set forth the terms of that relationship in writing.

First Children's Finance agrees to provide consulting services as outlined below.

SERVICES TO BE PERFORMED

- ☐ Rural Child Care Innovation Program

First Children's Finance will provide selected consulting services at no cost to the **Community of Houston County**. First Children's Finance's funding partners including Initiative Foundation and MN Department of Human Services have provided financial support to deliver the consulting services outlined in this agreement.

COMMUNITY RESPONSIBILITIES

The **Community of Houston County** is agreeing to participate fully in the activities outlined in this agreement. **Allison Wagner**, Houston County Economic Development Director, will serve as the Core Team Lead on this project and represent the **Community of Houston County** throughout the process.

In order to provide the products and services outlined above, we will need to request relevant community information from you. The **Community of Houston County** agrees to collect and send requested information within 5 business days of the request.

In the event you need to reschedule a meeting please try to let First Children's Finance staff know at least 24 hours in advance. The **Community of Houston County** and First Children's Finance staff agree to make every effort to be prepared and on time to all scheduled appointments.



DATA AND EVALUATION

First Children's Finance's funding partners have provided financial support that allows First Children's Finance to provide the consulting services outlined in this agreement at no cost to the **Community of Houston County**. Since the community consulting services that First Children's Finance is providing are at no monetary cost to the **Community of Houston County**, we acknowledge that data is a form of currency or exchange.

CONFIDENTIALITY

First Children's Finance understands the work is of a confidential nature and any information First Children's Finance has access to as a result of this Agreement may contain confidential information. First Children's Finance agrees to hold that information in confidence, discussing it only with the appropriate First Children's Finance staff; funders and the **Community of Houston County**, and board (if it applies). Your information will be shared on a community level or aggregated with other communities for benchmarking, information, and as a performance measurement tool.

LIMITED RIGHT TO USE

First Children's Finance owns the title, copyright, and other intellectual properties in any reports or tools provided. First Children's Finance grants the community perpetual, nonexclusive, nontransferable permission to use the reports or tools provided. All parties agree to retain First Children's Finance's copyright, trademark, and other proprietary rights notices on any copies of the reports or tools provided, including partial copies.

AGREEMENT TERM AND TERMINATION

This agreement shall be effective as of 7/1/2022, and shall continue through 6/30/2024. This Agreement may be extended beyond the term end date by the mutual agreement of all parties; which may incur additional fees. This Agreement may be terminated by any party providing ten (10) days written notice to the others.

INDEPENDENT CONTRACTOR

First Children's Finance will furnish business & community consulting services as an independent contractor and not as an employee of the Funder(s) or the **Community of Houston County**.



HOLD HARMLESS

The **Community of Houston County** and First Children's Finance agree to hold the other harmless from and against all responsibility and liability for any and all damage or injury of any kind or nature to all persons, whether employees or otherwise, and to all property, relating to or resulting from this Agreement.

CONTACTS

Questions or concerns regarding this agreement and/or the work of First Children's Finance described in this agreement may be directed to: **Teri Steckelberg, Business Development Manager, phone: 612-279-6526, email: teris@firstchildrensfinance.org.**

Questions or concerns regarding the **Community of Houston County** in this project may be directed to: **Allison Wagner, phone: 507-725-5836, email: EDA@co.houston.mn.us.**

This instrument constitutes the entire agreement between First Children's Finance and the **Community of Houston County**. This agreement may be modified in writing by mutual consent of the contracted parties.

Please sign below that you have read this agreement and represent **Community of Houston County** commitment to this agreement.

Signature: _____
Date: _____
Printed Name: _____
Title: _____
Business: _____

Signature: Teri Steckelberg
Date: 2/18/22
Printed Name: Teri Steckelberg
Title: Business Development Manager
First Children's Finance