

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. Yakle.
- 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 9th.

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

Houston County Agenda Request Form

Date Submitted: April 7, 2022 Board Date: April 12, 2022

Person requesting appointment with County Board: Brian Pogodzinski

Issue:

The City of La Crescent would like to improve the crosswalks at two intersections on CSAH 6 and would like the county to approve the project and cover costs in the same manner previously agreed to on past projects, with the County covering 50% of the construction cost. La Crescent City would pay for design and maintenance. The County portion is estimated at \$40,000.00 and may be able to come from County State Aid funds, or possibly from the County fund balance or wheelage tax.

Attachments/Documentation for the Board's Review:

Draft layout sketches

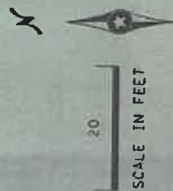
Justification:

Action Requested:

Discuss potential project and county willingness to allow curb extensions on CSAH 6 (Elm St) and cost participation.

For County Use Only			
<u>Reviewed by:</u>	_____ County Auditor	_____ County Attorney	_____ Zoning Administrator
	_____ Finance Director	_____ County Engineer	_____ Environmental Services
	_____ IS Director	_____ Other (indicate dept)	_____
<u>Recommendation:</u>			
<u>Decision:</u>			

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



INSTALL TEMPORARY R1-6A ON CENTERLINE

(W11-2)
(W16-7PL)

(R1-6A)

S ELM ST /
RD 6

(W11-2)
(W16-7PL)

(R1-6A)

WHITE FLEX POSTS INSTALLED
EDGE OF BUMP-OUT, SPACED 8'
DO NOT PLACE IN CROSSWALK
(ALL LOCATIONS)

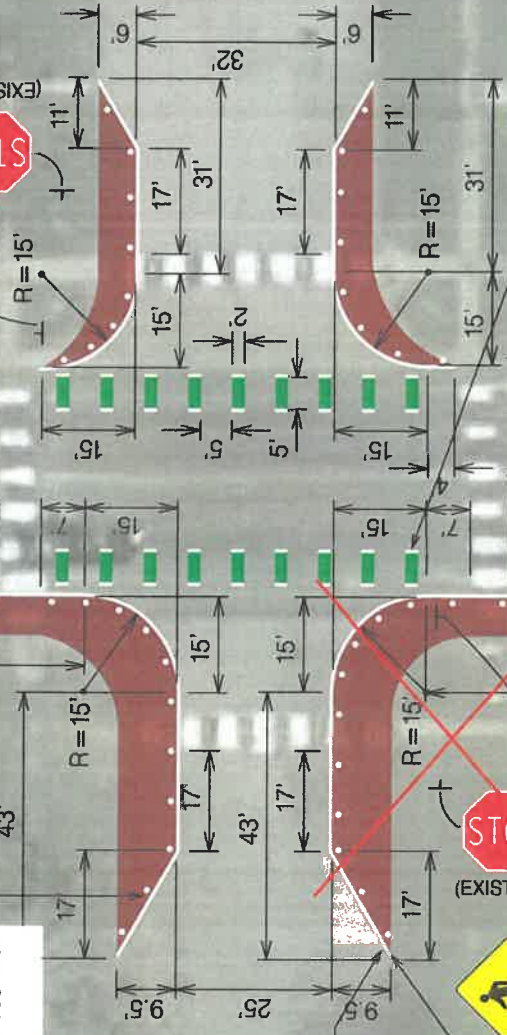
S 6TH ST

6" WHITE TAPE TO MARK BUMP-OUT
PERIMETER (ALL LOCATIONS)

BUMP OUTS EXTEND 30°
(APPLY TO ALL)

INSTALL TEMPORARY R1-6A ON CENTERLINE

STOP
(EXISTING)



PAINTED THROUGH BIKE LANE CROSSWALKS
2' X 5' 5" SPACING, 6" WHITE LINE ON EDGES,
ALIGN WITH EXISTING BIKE LANE

(W11-2)
(W16-7PL)

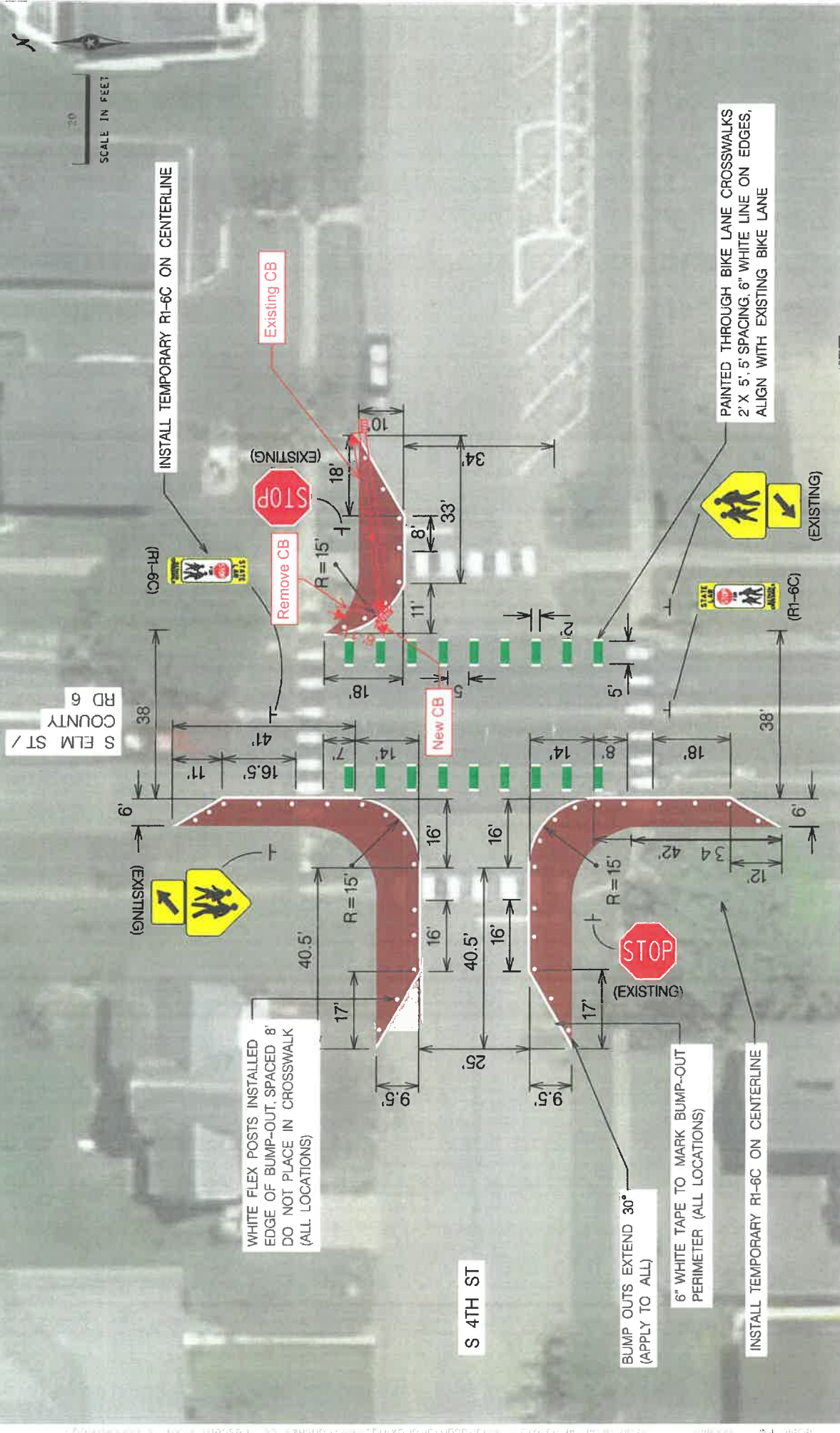
(R1-6A)

SAFE ROUTES TO SCHOOL DEMONSTRATION PROJECT CONCEPT PLAN

COUNTY ROAD 6 (S ELM STREET) AT S 6TH STREET
LA CRESCENT-HOKAH ELEMENTARY SCHOOL
LA CRESCENT, MINNESOTA

DESIGNED BY: [Signature]
CHECKED BY: [Signature]
DATE: [Date]

APPROVED BY: [Signature]
DATE: [Date]



SITE 1

COUNTY ROAD 6 (S ELM STREET) AT S 4TH STREET

LA CRESCENT-HOKAH ELEMENTARY SCHOOL

LA CRESCENT, MINNESOTA

SAFE ROUTES TO SCHOOL

DEMONSTRATION PROJECT

CONCEPT PLAN

County Road 6 (S Elm Street) at S 4th Street

LA Crescent-Hokah Elementary School

LA Crescent, Minnesota

Approved By: _____

Printed Name: _____

Date: _____

Houston County Agenda Request Form

Date Submitted: April 8, 2022 Board Date: April 12, 2022

Person requesting appointment with County Board: Brian Pogodzinski

Issue:

Board approval needed to award the low bid for SAP 028-612-014 in the amount of \$ TBD. This project is for a bridge replacement on County 12, 0.5 miles West of Prairie Ridge Road. Caledonia, MN.

Attachments/Documentation for the Board's Review:

Abstract for SAP 028-612-014 will be available day of board meeting. The letting date is April 11, 2022 at 10:00 a.m.

Reminder: Unit prices are not public until after the award.

Justification:

Action Requested:

Board approval to accept lowest responsible Bidder, TBD.

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

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.