

PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: July 5, 2022

9:00 a.m.

Place: Commissioners Room, Courthouse, Caledonia, MN

Members Present:

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

Others Present:

Auditor/Treasurer Donna Trehus, Reporter Craig Moorhead, Reporter Charlene Selbee, Finance Director Carol Lapham, Board Clerk/EDA Director Allison Wagner, Public Health and Human Services Director John Pugleasa, Interim Recorder Mary Betz, Human Resources Director Theresa Arrick-Kruger, Engineer Brian Pogodzinski, Environmental Services Director Martin Herrick, Assessor Lucas Onstad, and Veterans Service Officer Robert Thoen

Presiding: Chairperson Myhre

Call to order.

Pledge of Allegiance.

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

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

Public Comment: No public comments were made.

APPOINTMENTS

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

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

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

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

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

CONSENT AGENDA

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

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

ACTION ITEMS

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

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

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

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

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

DISCUSSION ITEMS

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

Closing Public Comment: None.

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

BOARD OF COUNTY COMMISSIONERS

HOUSTON COUNTY, MINNESOTA

By: _____
Greg Myhre, Chairperson

Attest: _____
Donna Trehus, Auditor/Treasurer

RESOLUTION NO. 22-35

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

July 12, 2022

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

*****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 July 12, 2022,

WITNESS my hand and the seal of my office this 12th day of July 2022.

(SEAL)

Donna Trehus, Auditor/Treasurer

RESOLUTION NO. 22-36

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

July 12, 2022

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

*****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 July 12, 2022,

WITNESS my hand and the seal of my office this 12th day of July 2022.

(SEAL)

Donna Trehus, Auditor/Treasurer

**HOUSTON COUNTY
AGENDA REQUEST FORM
July 12, 2022**

**Date Submitted: July 7, 2022,
By: Tess Kruger, HRD/Facilities Mgr.**

ACTION

- **Consider the City of Spring Grove's Letter of Intent to enter an agreement with Houston County for law enforcement services (Sheriff Inglett)**
- **Consider authorization to initiate a search for 2 full-time deputies for the purpose of fulling the contractual duties to provide law enforcement services to the City of Spring Grove. (The hire of such deputies would be conditioned upon the execution of a contract between Houston County and the City of Spring Grove)**

APPOINTMENT REQUEST

Department Head Reviews

- **Closed meeting pursuant to Minn. Stat. §13D.05, Subd. 3. (a) to to evaluate the performance of an individual who is subject to its authority**
- **Closed meeting pursuant to Minn. Stat. §13D.05, Subd. 3. (a) to to evaluate the performance of an individual who is subject to its authority**

HR CONSENT AGENDA REQUEST

Highway

- **Approve initiating a competitive search for a Highway Maintenance Foreman, C42**

PHHS

- **Confirm the resignation of Jean Baty Young, Eligibility Worker, effective 07/05/2022**
- **Extend Liza Jandt, Child Support Officer, FTE from .95 to 1.0 FTE through 12/31/2022 (provides coverage during new staff training period.)**

Sheriff's Office

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

<u>Reviewed by:</u>	<u> X </u>	HR Director	<u> X </u>	Sheriff
	<u> X </u>	Finance Director	<u> X </u>	Engineer
	<u> </u>	IS Director	<u> X </u>	PHHS

	_____	_____	(indicate	_____
			other	
	_____	County Attorney	_____	_____
	_____	Environmental Svcs		
Recommendation:				
Decision:				

Resolution No. 22-28

**LETTER OF INTENT TO CONTRACT FOR POLICING SERVICES WITH THE
HOUSTON COUNTY SHERIFF'S OFFICE**

TO: Mark Inglett, Sheriff, Houston County; and
Houston County Board of Commissioners
304 South Marshall Street
Caledonia, MN 55921

WHEREAS, the City of Spring Grove ("City") has a city-managed police department, staffed by employees of the City, and

WHEREAS, the City desires to maintain a police presence in the City, and in considering the best manner in which to ensure a continued and effective police presence in the City, especially in light of the pending retirement of long-time Police Chief Paul Folz, began exploring alternative options for policing the City, and

WHEREAS, the City initiated discussions with Sheriff Mark Inglett of the Houston County Sheriff's Office to consider whether the Sheriff's Office may be able to meet the policing needs of the City, and

WHEREAS, on April 6, 2022 Sheriff Mark Inglett provided City Administrator Julie Amundson a "Contracted Law Enforcement Services Proposal", a copy of which is attached as Exhibit A, and

WHEREAS, the City has reviewed the proposal and met with Sheriff Mark Inglett to further discuss the proposal in greater detail, and

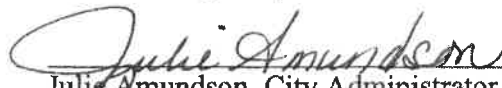
WHEREAS, the City is supportive of further pursuing a contract with the Houston County Sheriff's Office, and, subject to approval of the Houston County Board of Commissioners and City approval of the final contractual terms, passes this resolution stating their intent to contract for the necessary policing services with the Houston County Sheriff's Office based on the framework outlined in the attached Exhibit A.

NOW THEREFORE, BE IT RESOLVED, BY THE CITY COUNCIL OF SPRING GROVE, MINNESOTA that we hereby pass this Letter of Intent to contract for policing services with the Houston County Sheriff's Office, Houston County, Minnesota.

Adopted this 6th day of July 2022



Scott Solberg, Mayor



Julie Amundson, City Administrator

Exhibit A
April 6, 2022, proposal

**HOUSTON COUNTY
AGENDA REQUEST FORM
July 12, 2022**

Date Submitted: 7/8/2022

By: Carol Lapham, Finance Director

CONSENT AGENDA REQUEST

APPOINTMENT REQUEST

ACTION ITEM REQUESTS

Requesting approval of 2022 budget amendments to accurately reflect various revenues and expenditures including 2022 labor contract settlements.

Discuss and possibly approve additional ARPA fund distributions

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

	REVISED 2021	REVISED 2022	DIFFERENCE
COUNTY REVENUE	7,384,789	7,424,406	39,617
ROAD & BRIDGE	1,837,388	1,913,924	76,536
HUMAN SERVICES	4,326,465	4,474,791	148,326
	13,548,642	13,813,121	<u>264,479</u>

COUNTY REVENUE CHANGES: REVISED 2021 to REVISED 2022

COUNTY ADMINISTRATOR 2021 PAYOUT REDUCTION

AUDITOR-TREASURER DOOR ATTENDANT TEMP REDUCTION

ELECTIONS TEMP ADDITION

ENVIRONMENTAL SPECIALIST 1 FTE REDUCTION

BUILDING MAINTENANCE 1 FTE REDUCTION

JAILER/DISPATCHER .5 FTE REDUCTION

HUMAN SERVICES CHANGE: REVISED 2021 to REVISED 2022

ACCOUNTING TECHNICIAN 1 FTE REDUCTION

	ORIGINAL 2022	REVISED 2022	DIFFERENCE
COUNTY REVENUE	7,500,418	7,424,406	-76,012
ROAD & BRIDGE	1,889,385	1,913,924	24,539
HUMAN SERVICES	4,352,209	4,474,791	122,582
	13,742,012	13,813,121	<u>71,109</u>

COUNTY REVENUE CHANGES: ORIGINAL 2022 to REVISED 2022

COUNTY ADMINISTRATOR 2021 PAYOUT REDUCTION

AUDITOR-TREASURER DOOR ATTENDANT TEMP REDUCTION

ELECTIONS TEMP ADDITION

ENVIRONMENTAL SPECIALIST 1 FTE REDUCTION

BUILDING MAINTENANCE 1 FTE REDUCTION

JAILER/DISPATCHER .5 FTE REDUCTION

HUMAN SERVICES CHANGE: REVISED 2022 to REVISED 2022

ELIGIBILITY WORKER 1 FTE ADDITION (1/2 YEAR)