

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

Date: July 12, 2022

9:00 a.m.

Place: Commissioners Room, Courthouse, Caledonia, MN

Members Present:

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

Others Present:

Auditor/Treasurer Donna Trehus, Reporter Craig Moorhead, Reporter Charlene Selbee, Finance Director Carol Lapham, Public Health and Human Services Director John Pugleasa, Interim Recorder Mary Betz, Human Resources Director Theresa Arrick-Kruger, Engineer Brian Pogodzinski, Environmental Services Director Martin Herrick, Julie Amundson Spring Grove City Administrator and IT Director Andy Milde.

Presiding: Chairperson Myhre

Call to order.

Pledge of Allegiance.

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

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

Public Comment: No public comments were made.

### **APPOINTMENTS**

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

## CONSENT AGENDA

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

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

### RESOLUTION NO. 22-35

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

July 12, 2022

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

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

### RESOLUTION NO. 22-36

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

July 12, 2022

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

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

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

#### ACTION ITEMS

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

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

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

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

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

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

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

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

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

Closing Public Comment: None

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

BOARD OF COUNTY COMMISSIONERS

HOUSTON COUNTY, MINNESOTA

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

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

## PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: July 19, 2022

9:00 a.m.

Place: Commissioners Room, Courthouse, Caledonia, MN

Members Present:

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

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

Board Workgroup Session

Call to order.

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

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

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

BOARD OF COUNTY COMMISSIONERS

HOUSTON COUNTY, MINNESOTA

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

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

**HOUSTON COUNTY  
AGENDA REQUEST FORM**

**Date Submitted: 07.26.22**

**By: Donna Trehus, Auditor/Treasurer**

**CONSENT AGENDA REQUEST:**

**Review Annual Disclosure of Tax Increment Districts for the Year Ended  
December 31, 2021 for the City of Caledonia presented by David Drown  
Associates, Inc. Public Finance Advisors**

**ACTION ITEM:**

<b><u>Reviewed by:</u></b>	<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"/>
<b><u>Recommendation:</u></b>			
<b><u>Decision:</u></b>			

**DDA****David Drown Associates, Inc.  
Public Finance Advisors**

Minneapolis Office:  
5029 Upton Avenue South  
Minneapolis, MN 55410-2244  
(612)920-3320 xtn 107 | fax (612) 605-2375  
[www.daviddrown.com](http://www.daviddrown.com)

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July 7, 2022

Houston County Commissioners  
Houston County Courthouse  
304 South Marshall Street  
Caledonia MN 55921

**RE: City of Caledonia  
2021 TIF Reports**

Dear County Board Members:

Enclosed please find one completed copy of Caledonia's Annual Disclosure Report as it pertains to their 2021 TIF reports. Please direct any questions or concerns to this office.

On behalf of the City,

Sonya Bubany  
David Drown Associates, Inc.  
[sonya@daviddrown.com](mailto:sonya@daviddrown.com)

**CITY OF CALEDONIA, MINNESOTA**

Annual Disclosure of Tax Increment Districts for the Year Ended December 31, 2021

Name of TIF District:	TIF 2 - 1 Townhomes	TIF 2 - 2 Housing
Current net tax capacity	8,163	7,460
Original net tax capacity	32	350
Captured net tax capacity	8,131	7,110
Principal and interest payment due in 2022	8,999	7,500
Tax increment received in 2021	10,272	8,920
Tax increment expended in 2021	3,120	3,782
First tax increment receipt	June, 1998	June, 1998
Date of required decertification	Dec. 31, 2023	Dec. 31, 2023
Increased property taxes on other properties due to Fiscal Disparities	0	0

Additional information regarding each district may be obtained from:

Stephanie Mann  
City of Caledonia  
PO Box 232  
Caledonia MN 55921  
Phone: 507-725-3450



**HOUSTON COUNTY  
AGENDA REQUEST FORM  
July 26, 2022**

**Date Submitted: July 21, 2022,  
By: Tess Kruger, HRD/Facilities Mgr.**

**ACTION**

- **Consider approval of contract with Collaborative Design Group to conduct a Facilities Utilization Study**
- **Consider approval of Memorandum of Agreement with LELS #60, regarding Health Care Savings Plan language in the CBA**
- **Consider approval of Memorandum of Agreement with LELS #237, regarding Health Care Savings Plan language in the CBA**
- **Consider approval of Memorandum of Agreement with LELS #415, regarding Health Care Savings Plan language in the CBA**
- **Consider approval of Memorandum of Agreement with MAPE, regarding Health Care Savings Plan language in the CBA**
- **Consider approval of Memorandum of Agreement with AFSCME, regarding Health Care Savings Plan language in the CBA**

**APPOINTMENT REQUEST**

**Closed Session pursuant to Minn. Stat. 13D.05, subdivision 1 (d), attorney – client privilege to consider the recent MAPE arbitration results (Attorney Jandt)**

**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 Dept.**

- **Confirm the resignation of Shane McCabe, Mechanic, effective the end of work day 07/28/22**
- **Approve initiating a competitive search for a Highway Department Mechanic**

**PHHS**

- **Approve initiating a competitive search for an Eligibility Worker**

- Approve the hire of Kyli Gobrecht, as probationary Child Protection Social Worker, C41, Step 1, effective 08/08/2022, conditioned upon successful completion of background check

**Sheriff's Office**

- Change the employment status of Deputy Sheriff, Isaiah Bunke, from probationary to regular, effective 8/03/2022

<b><u>Reviewed by:</u></b>	<u>  X  </u>	HR Director	<u>  X  </u>	Sheriff
	<u>  X  </u>	Finance Director	<u>  X  </u>	Engineer
			<u>  X  </u>	
	<u>  X  </u>	IS Director	<u>      </u>	PHHS (indicate other dept)
	<u>      </u>	County Attorney	<u>  X  </u>	
	<u>      </u>	Environmental Svcs		
<b><u>Recommendation:</u></b>				
<b><u>Decision:</u></b>				



## **HOUSTON COUNTY-COLLABORATIVE Design Group, inc.**

### **Professional Services Agreement FACILITY UTILIZATION STUDY**

**THIS CONTRACT**, amendments and supplements thereto, is between the County of Houston, acting through its Board of Commissioners, (hereinafter HOUSTON), and COLLABORATIVE Design Group, Inc., (hereinafter COLLABORATIVE).

**WHEREAS**, HOUSTON pursuant to Minnesota Statutes Chapter 375, is empowered to procure professional services, and

**WHEREAS**, HOUSTON seeks to a comprehensive facility utilization study involving three buildings located in Caledonia, Minnesota, and

**WHEREAS**, COLLABORATIVE represents it has employees and agents who are duly qualified and willing to amend the current documents and perform the services set forth in this CONTRACT.

**NOW THEREFORE**, it is agreed:

#### **I. TERM OF CONTRACT**

This CONTRACT shall be effective on July 12, 2022 or upon the date the final required signature is obtained by both parties, whichever **occurs later**, and shall remain in effect through December 31, 2022 unless cancelled pursuant to the provisions set forth in clause V. herein.

#### **II. COLLABORATIVE DUTIES**

COLLABORATIVE will deliver the requested professional services, in a timely manner, consistent with the Scope of Work set forth in COLLABORATIVE'S Proposal for Facility Utilization Study dated June 24, 2022 (Exhibit A).

#### **III. CONSIDERATION AND TERMS OF PAYMENT**

**A. Consideration.** All services performed by COLLABORATIVE pursuant to this CONTRACT shall be paid by HOUSTON as follows:

- **Compensation.** HOUSTON agrees to pay COLLABORATIVE FORTY-NINE THOUSAND EIGHT HUNDRED AND EIGHTY dollars (\$49,880.00). (See Page 18 of Exhibit A.)

- B. Payments. COLLABORATIVE will provide HOUSTON two (2) invoices: one reflecting 50% completion of the work and the second reflecting 100% completion of the work:

IV. AUTHORIZED REPRESENTATIVES

All official notifications, including but not limited to, cancellation of this CONTRACT must be sent to the other party's authorized representative.

- A. HOUSTON's authorized representative for the purpose of administration of this CONTRACT is:

Name: Theresa Arrick-Kruger  
Address: HRD/Facilities Mgr.  
304 South Marshall Street  
Caledonia, MN 55921  
Telephone: (507) 725-5822  
E-Mail: [Theresa.Arrick-Kruger@co.houston.mn.us](mailto:Theresa.Arrick-Kruger@co.houston.mn.us)

- B. COLLABORATIVE'S authorized representative for the purpose of administration of this CONTRACT is:

Name: Craig Milkert  
Project Manager, Structural Engineer  
Address: 125 Main Street SE, Suite 100  
Minneapolis, MN 55414  
Telephone: (612) 332-3654  
E-Mail: [cmilkert@cdg-mn.comm](mailto:cmilkert@cdg-mn.comm)

V. CANCELLATION AND TERMINATION

This CONTRACT may be canceled by either party at any time, with or without cause, upon thirty (30) days written notice to the other party. In the event of such a cancellation, COLLABORATIVE shall be entitled to reimbursement for pro-rated services to effective date of cancellation.

VI. ASSIGNMENT

COLLABORATIVE shall neither assign nor transfer any rights or obligations under this CONTRACT without the prior written consent of HOUSTON.

VII. LIABILITY

COLLABORATIVE employees and agents at all time remain under the direction and supervision of COLLABORATIVE. HOUSTON employees shall at all times remain under the direction and supervision of HOUSTON. It is agreed that nothing herein contained is

intended or should be construed in any manner as creating or establishing a partnership or agency relationship.

Notwithstanding, each party shall be liable for its own acts to the extent provided by law and hereby agree to indemnify, hold harmless and defend the other, its officers and employees against any and all liability, loss, costs, damages, expenses, claims or actions, including attorney's fees which the other, its officers and employees may hereafter sustain, incur or be required to pay, arising out of or by reason of any act or omission of the other party, its agents, servants or employees, in the execution, performance, or failure to adequately perform its obligations pursuant to this CONTRACT. (VII. and VIII. herein supersede any conflicting or inconsistent clauses in COLLABORATIVE's June 24, proposal.)

#### **VIII. INSURANCE REQUIREMENTS**

COLLABORATIVE shall maintain General Liability, Commercial Auto, Professional liability, and Workers' Compensation coverage at the recommended levels set by the Minnesota Counties Insurance Trust (MCIT) throughout the term of this agreement. HOUSTON and COLLABORATIVE agree that at all times during the term of this CONTRACT to maintain the following levels of minimum coverage:

- Comprehensive General Liability - \$1.5 million minimum per occurrence
- Excess Liability Coverage - \$3 million over the general and automobile coverage.
- Auto Liability: \$1.5 million combined single limit
- Workers Compensation as required by Minnesota Statutes

COLLABORATIVE agrees to maintain the above required insurance and shall provide the COUNTY with thirty (30) days written notice of any proposed changes prior to the cancellation, non-renewal or material changes. An ACORD Certificate of Liability Insurance for the above listed coverage shall be supplied to COUNTY by COLLABORATIVE for each calendar year covered by the term of this AGREEMENT (Exhibit B).

#### **IX. GOVERNMENT DATA PRACTICES**

COLLABORATIVE agrees to comply with the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13 as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the parties in accordance with this CONTRACT. The civil remedies of Minnesota Statute §13.08 apply to the release of the data referred to in this clause by either COLLABORATIVE or HOUSTON. Further, COLLABORATIVE will notify the HOUSTON within two business days of any request it receives to release data as a result of this CONTRACT.

**XIV. INTELLECTUAL PROPERTY RIGHTS**

All work and reports generated as a result of this agreement are the property of HOUSTON. All materials delivered to COLLABORATIVE by HOUSTON and work generated by COLLABORATIVE as a result of this agreement will be delivered within ten business days of HOUSTON's request for documents.

**XV. AMENDMENTS**

Any amendments to this CONTRACT shall be in writing and shall be executed by the same parties who executed the original CONTRACT, or their successors in office.

**XVIII. JURISDICTION/VENUE**

This Agreement shall be governed, construed and interpreted by, through and under the Laws of the State of Minnesota. All proceedings related to the CONTRACT shall be venued in Houston County, Minnesota.

**XIX. ENTIRE AGREEMENT**

It is understood and agreed that the entire agreement of the parties is contained herein, and that this agreement supersedes all oral agreements, and negotiations between the parties relating to the subject matter hereof as well as any previous agreements presently in effect between HOUSTON and COLLABORATIVE relating to the subject matter hereof.

**XX. SURVIVAL OF TERMS**

The following clauses survive the expiration, cancellation or termination of this CONTRACT: VII, Liability; IX, Government Data Practices Act; XIV, Intellectual Property Rights; and XVIII, Jurisdiction/Venue.

**THIS SPACE INTENTIONALLY BLANK**

**SIGNATURE PAGE NEXT PAGE**

IN WITNESS WHEREOF, the parties have caused this CONTRACT to be duly executed intending to be bound thereby.

**APPROVED:**

**HOUSTON COUNTY**

By: (authorized signature)

**APPROVED:**

**COLLABORATIVE Design Group, Inc.**

By: (authorized signature)

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Name: Greg Myhre  
Title: County Board Chair  
Date: June , 2022

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Name: Craig Milkert  
Title: Project Manager  
Date: June , 2022

**HOUSTON COUNTY**

By: (authorized signature)

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Name: Theresa Arrick-Kruger  
Title: HRD/Facilities Mgr.  
Date: June , 2022

**APPROVED AS TO FORM AND EXECUTION:**

By:

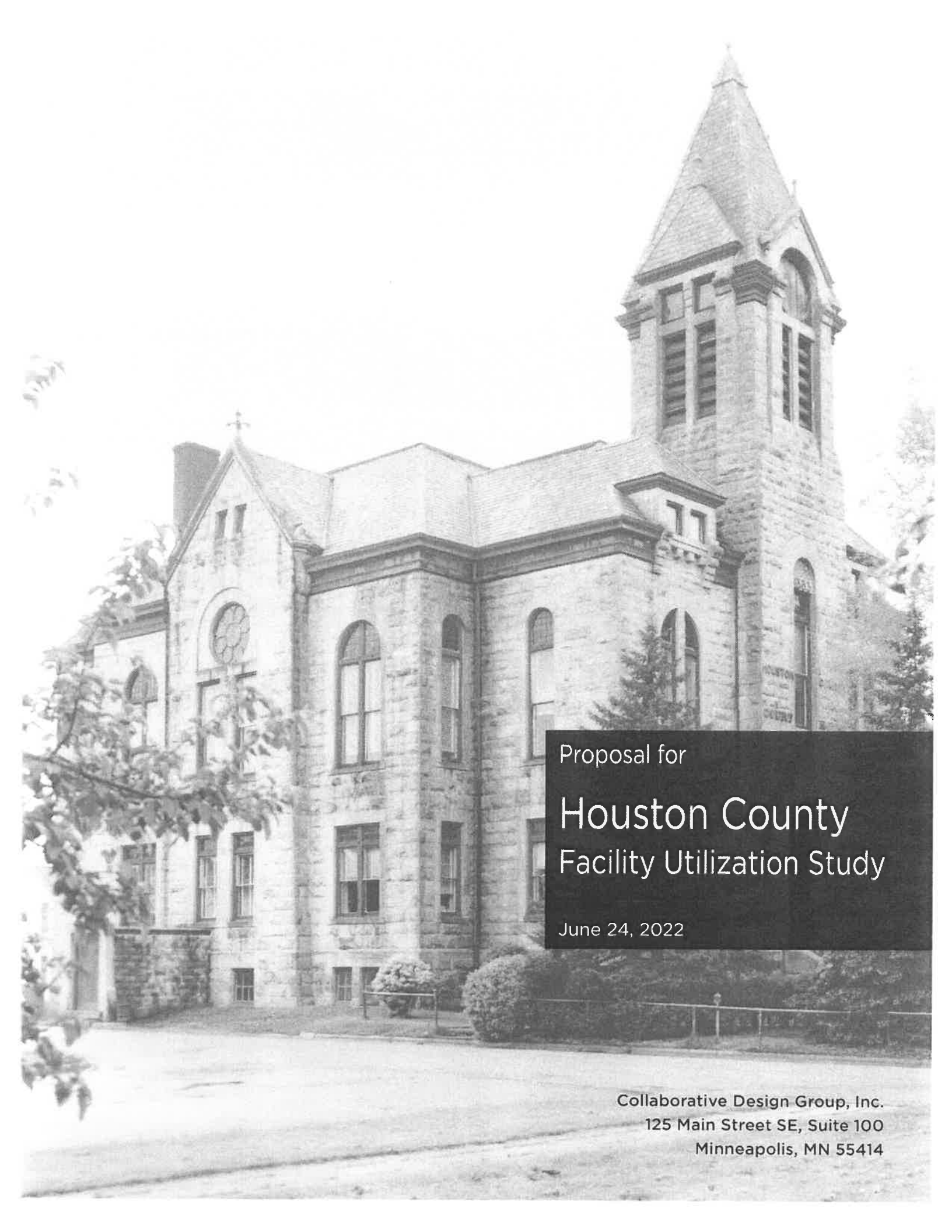
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Name: Samuel Jandt  
Title: County Attorney  
Date: June , 2022

## **EXHIBIT A**

### **Proposal for Houston County Facility Utilization Study**





Proposal for

# Houston County Facility Utilization Study

June 24, 2022

Collaborative Design Group, Inc.  
125 Main Street SE, Suite 100  
Minneapolis, MN 55414





June 24, 2022

Theresa Arrick-Kruger  
Houston County  
County HR Director/Facilities Mgr.  
theresa.arrick-kruger@co.houston.mn.us.

Re: Proposal for Houston County  
Facility Utilization Study

Dear Theresa,

Collaborative Design Group would like to extend our thanks for your invitation to submit our proposal for the Houston County Facility Utilization Study. It has been a pleasure working with Houston County for the last several years as you have worked to understand and improve your historic Courthouse and Jail facilities. Our familiarity with the County and your buildings will prove to be hugely beneficial for this project, as we have already begun to explore the possibility of reusing the historic Jail for County office space and have developed some early fit plans for moving County services into the building.

While you mostly know us for our historic assessment, restoration, and reuse planning services, CDG also works frequently in workplace settings. We have completed facility utilization master plans and studies for several Minnesota State campuses and have helped Dakota, Hennepin, and Todd Counties understand their current space use and have designed new workplaces to relocate their existing departments. Our work with Todd County is particularly relevant, as it involved essentially the same scope of work as your project. We performed a County-wide department analysis to determine space use and the possibility for improved efficiencies and reorganization. The project led to the restoration and renovation of the historic County Courthouse, which was sitting mostly empty, to be reused for relocated County services, providing office, meeting, and public spaces for County personnel and citizens.

CDG will draw on this expertise and our familiarity with Houston County to complete a study that helps you understand your space use and plan for future improvements or reorganizations. Through our work with you over the years, we feel personally invested in the County and we are excited to see how your departments and buildings evolve. We would love the opportunity to work with you again and help guide your improvements. We are prepared to begin work immediately upon your authorization and complete the project within the timeline detailed in this proposal. We are looking forward to working with you.

Very truly yours,  
Collaborative Design Group, Inc.

Craig Milkert, Principal  
cmilkert@cdg-mn.com  
(612) 371-6420

## FIRM DESCRIPTION AND EXPERIENCE



Creative problem solving is what our profession is all about. While the employees at CDG challenge all team members to think creatively to develop interesting and exciting designs, we realize that creativity does not stop with aesthetics. Our team understands that the most important component of problem solving is thinking about how to combine a creative design with functionality, affordability, practicality, and efficiency. Creative thinking and thoughtful solutions will make your project successful.

Collaborative Design Group is a name carefully considered to reflect our fundamental belief that the design process is a collaborative effort, with our clients as integral members of the project team. We believe that the success of your project is dependent on the knowledge and resources of many groups of people. It is our goal to assemble the most appropriate and talented individuals to meet your specific needs.

*What sets us apart* is that we provide a truly collaborative approach to the design of built environments. We seamlessly blend our in-house disciplines of Architecture, Interior Design, Structural Engineering and Historic Preservation to develop sound and energized design solutions. The level of knowledge that these combined disciplines bring to a project ensures informed decision making and enhances the overall health of the building, leading to a successful project outcome.

**LOCATION** 125 Main Street SE, Suite 100  
Minneapolis, MN 55414

**ESTABLISHED** 2001

**LEGAL STATUS & OWNERSHIP** Privately Owned C Corporation

**STAFFING** Total: 17  
Architecture: 8  
Structural Engineering: 2  
Interior Design: 5  
Administrative: 2

**CONTACT PERSON** Craig Milkert, Principal  
(612) 371-6420  
cmilkert@cdg-mn.com

## FIRM CAPABILITIES

### ARCHITECTURE

- Pre-design Studies
- Architectural Design
- Rehabilitation & Adaptive Re-Use
- Sustainable Design
- Specifications
- Code Analysis
- Construction Administration

### PLANNING

- Master Planning
- Academic Planning
- Urban Planning
- Site Evaluation & Selection
- Feasibility Studies
- Planning & Zoning Approvals
- Crime Prevention Through Environmental Design

### ENGINEERING

- Structural Analysis
- Forensic Investigations
- Building Pathology Reports
- Structural Design
- Construction Review

### HISTORIC PRESERVATION

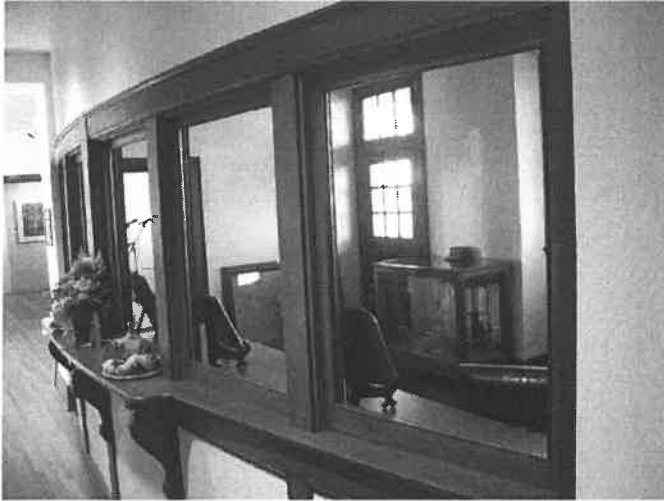
- Historic Structures Reports
- Condition Assessments
- Preservation Design/Planning
- HABS/HAER Documentation
- Tax Credit Applications
- Design Guidelines

### INTERIOR DESIGN

- Pre-design Studies
- Programming
- Space Planning
- Furnishings & Finish Selection
- Environmental Graphics

### BUILDING SCIENCE

- Condition Assessments
- Estimates and Recommendations
- Maintenance Plans
- Destructive and Non-destructive Testing
- Roofing Design
- Envelope Restoration Design



### National Register of Historic Places Projects

- Anderson Center HSR and Master Plan
- Anoka Amphitheater Condition Assessment
- Armstrong House Stabilization and Relocation
- Baudette Train Depot Rehabilitation
- Black Building National Register and Tax Credit Consulting
- Blair House Restoration
- Carleton Place Buildings Rehabilitation
- Commodore Condominiums Study
- Comstock House Plaster Failure Study
- Enger Tower Restoration
- Faribault Commercial Historic District Design Guidelines
- Fort Snelling Assessment and Restoration Projects
- Garrison Concourse Overlook Assessment
- Grandview Lodge Restoration
- Harkin Store and House Restoration
- Hersey & Bean Planing Mill Wall Stabilization
- Houston County Courthouse and Jail Assessment, Restoration, and Reuse Study
- Jackson Street Water Tower Condition Assessment
- Johnston Hall Building Condition Assessment
- Kasson School HSR and Roof Repairs
- Landmark Center Exterior Envelope Assessment and Roof and Masonry Restoration
- Lindbergh House Accessibility Options
- Marine on St. Croix Town Hall HSR
- Meighen House, Store, and Farm HSR, Stabilizations, and Relocation
- Midtown Exchange Adaptive Reuse
- Mineral Oil Building Restoration
- Ogilvie Water Tower Study and Restoration
- Preston Overlook Assessment
- Plummer House Assessments and HVAC Design
- Reads Landing Schoolhouse HSR and Exterior Rehabilitation
- Robitshek Building Study
- Sriver Building Accessibility Project
- Shoddy Mill and Warehouse Relocation
- Split Rock Lighthouse Restoration
- Swedish Bank Building Rehabilitation
- Todd County Courthouse Rehabilitation
- Victory Memorial Parkway Assessment
- Reads Landing HSR
- UMN Eddy Hall Forensic Assessment and Annex Removal
- UMN Nicholson Hall Renovation and Restoration
- Willow Lake Overlook Assessment

## FIRM DESCRIPTION AND EXPERIENCE

### Workplace Planning & Design

#### BT Global

Space planning and design for 150 person office, including reception area, meeting rooms, and break room | 23,000 sf

#### Calix

Renovation of office, reception, bump and meet areas, meeting rooms, lab space, and break room for 115 people | 33,000 sf

#### Community Reinvestment Fund

Space planning and design to renovate the headquarter's open and private offices, meeting rooms, and reception | 12,300 sf

#### Dakota County SMART Center

Design of a new office, training, and storage facility to provide public space and relocate multiple County departments

#### Education Sciences Building

Reuse of the 1924 U of M building; included inserting a new second floor within the existing space, exterior restoration, new mechanical, electrical, and plumbing systems, and design of offices, labs, and meeting rooms | 70,000 sf

#### Four51

Design of open and private offices, hoteling stations, meeting rooms, and break room within the historic space

#### Go East Design

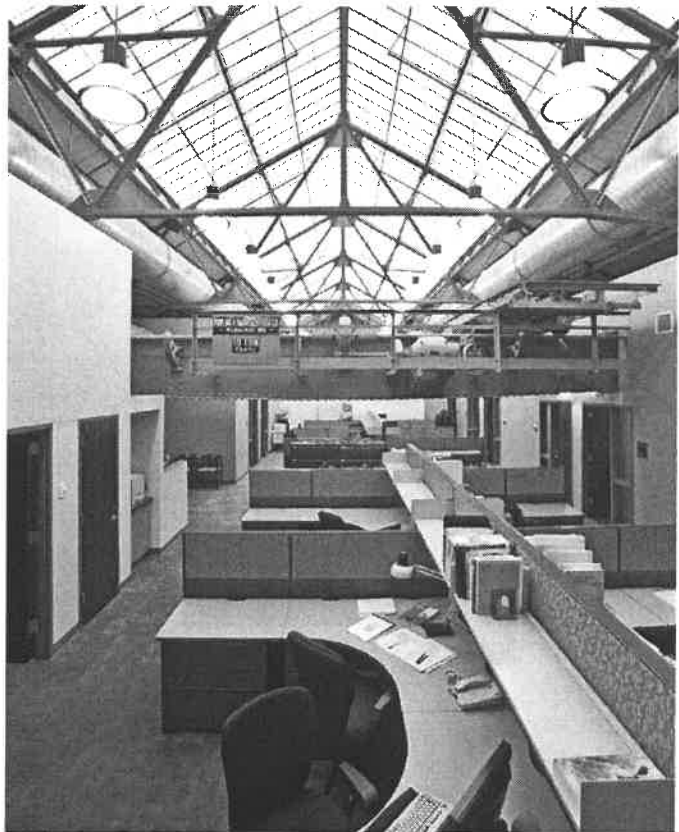
Design of offices, conference rooms, lobby, and cafeteria for a graphic and packaging design firm | 24,000 sf

#### HSML Law Offices

Renovation of open and private offices, conference and break rooms, and reception

#### IQ Marketing

Design to improve interior aesthetics and create an open, flexible floor plan with offices, reception, and conference room | 9,560 sf



## FIRM DESCRIPTION AND EXPERIENCE



### **LT Media Lab**

Renovation to create private and open offices, flexible classroom and meeting areas, and improved technology | 5,785 sf



### **Metro Transit Overhaul Base Facility**

Space planning study and renovation, including design of new reception area, offices, and flexible meeting space with demountable wall | 14,330 sf



### **Midwest Plaza**

Design and planning services for public spaces and tenant improvements for over 20 companies within the building | 100,000 sf



### **Minnesota Veterans Services Building**

Predesign and design for the office renovation, including investigation and repairs of the facade and improved interior lighting | 61,765 sf

### **Nolte Hall**

Study to create collaborative workspaces for a variety of work styles, shared spaces, life-safety upgrades, infrastructure and accessibility improvements, and envelope repairs | 34,650 sf

### **NorthMarq**

Design of offices, conference and board rooms, lobby, and teaming areas | 8,000 sf

### **Postal Credit Union**

Design services for six locations, including branch office renovations and construction of new branches and office headquarters building

### **Research and Outreach Center**

Design of a new office building and relocation of the existing Outreach department.

### **Southdale Medical Office Building**

Design of a new medical office building and accompanying parking facility

### **St. Paul Fire Department Headquarters**

Study and design of new LEED Silver Certified station and office space for the relocated department headquarters | 58,000 sf



## SIMILAR PROJECTS AND REFERENCES

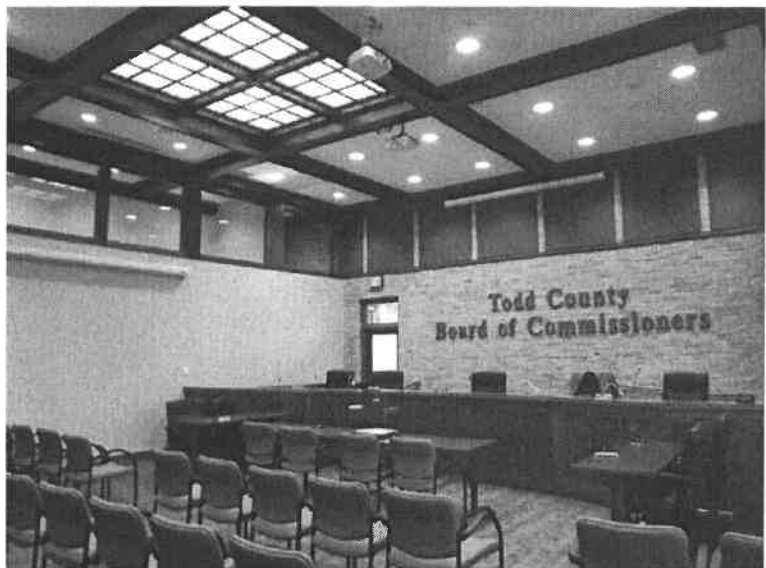
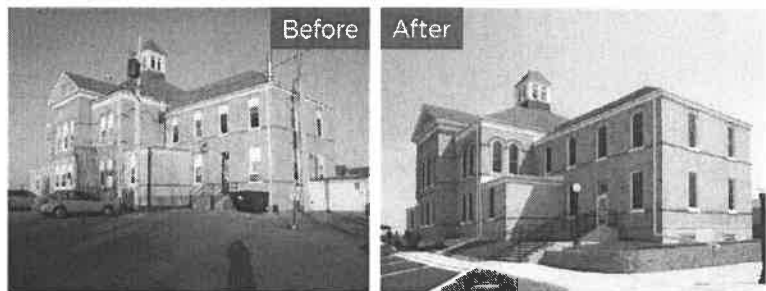
### Todd County Department Analysis and Historic Courthouse Renovation

Long Prairie, Minnesota

Collaborative Design Group began a County-wide space programming process and organizational analysis with each Todd County department to determine their space needs and establish specific project goals. The team analyzed the departments, which had been scattered throughout several buildings, to determine space needs and consider the best use of existing resources, potential reorganization of departments, and the consolidation of services.

The study identified two conclusions: additional space requirements were needed, and that the historic Courthouse was suitable to be reused to meet the County's needs. It was determined that the interior would not be able to be preserved as originally constructed, but creative thinking and thoughtful to a schematic design that included removing walls within the building to allow for open offices and adaptable spaces for future growth of the County administration and service departments.

In addition to the interior renovation, exterior work included masonry repairs, replacement of gutters and doors, and upgraded landscaping, site grading, lighting, and parking. Our review of the history of the building determined that the appearance of the windows had been altered, and some windows had been bricked in entirely. A window replacement restored the original aesthetic of the exterior and offered improved interior efficiency. The project came in under budget, even with the addition of replacing the roof and extra interior modifications.





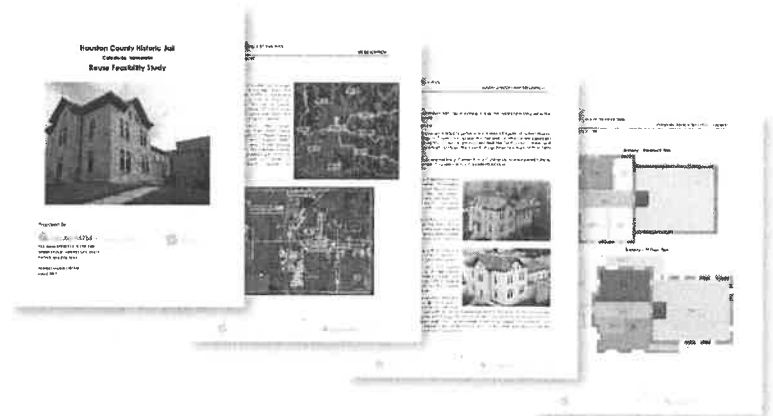
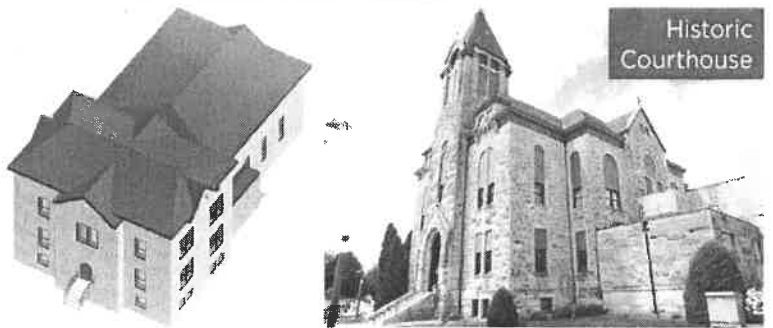
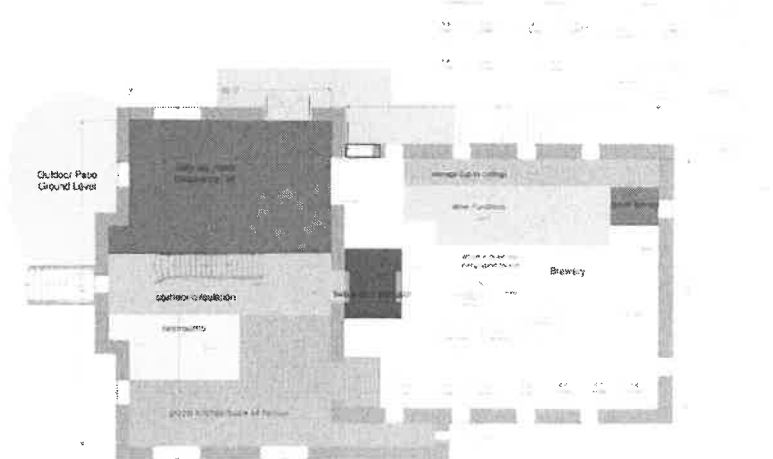
## Houston County Historic Jail Reuse Study

Caledonia, Minnesota

The Historic 1875 Jail is located next to the historic Courthouse in Caledonia, MN, which is the county seat of Houston County. While the Courthouse has been occupied continuously since its construction in 1883, the jail has not experienced the same consistent usage.

After CDG completed a condition assessment of the Courthouse, the County again retained CDG to complete construction documents for recommended masonry repairs for the building, as well as a study, market assessment, and community engagement to determine new uses for the Jail. The design team worked with County stakeholders, community members, and local business owners to explore new possibilities for the Jail. Options investigated would preserve the historic building elements, take advantage of market opportunities, and benefit the community, County, and region. Some options that were considered included a library, brewery, and office space for the County.

Based on the guiding principles and additional market research, the study focused on three alternatives and analyzed design, capital investment, potential funding sources, and pro forma financial projections to guide decision-making. The report discusses the feasibility of each scenario and provides conceptual floor plans and case studies of similar successes from around the region. The presentation of schematic floor plans, cost estimates, and market impact helped the County determine that additional office space to better organize their departments was deemed the best option for the building.



## SIMILAR PROJECTS AND REFERENCES

### University of Minnesota Lind Hall Predesign and Renovation

Minneapolis, Minnesota

Collaborative Design Group completed the renovation of the first floor and portions of the basement of the historic Lind Hall for the College of Science and Engineering at the University of Minnesota. The project included adapting the floor for a new Student Welcome Center and offices for the Student Services Department. Structural repairs and the replacement of mechanical and electrical infrastructure and first floor windows were included. A Starbucks Coffee Shop was integrated into the first floor central corridor and office spaces, corporate interview rooms, and a computer classroom were added. The Taylor Center library was also upgraded to introduce technology while retaining the historic aesthetic, resulting in an active computer study and collaboration area for 70 students.

CDG is currently working with the University to renovate the portions of the building that were not upgraded in the original 2012 project or the years since. The ongoing project included the development of predesign and schematic design reports that were submitted to the University for review and approval. In addition to structural, mechanical, electrical, and technology upgrades, the renovation will create modern offices, classrooms, and collaborative spaces required to relocate College of Science & Engineering programs into the building. Exterior work includes the replacement of the upper level windows and construction of a new accessible ramp. The project is currently under construction, which is anticipated to be complete in December 2022.



## Carleton College Laird Hall Renovation

Northfield, Minnesota

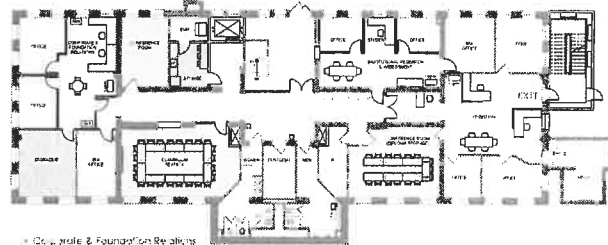
Constructed in 1905 as Science Hall, Carleton's Laird Hall now serves as the College's administration building, providing office areas for the College president and all senior administrators. In order to fully update the building, CDG was tasked with designing a renovation of nearly all of the building's three floors and basement. The project reorganizes the building's occupants and provides modern offices and conference rooms for administration and academic departments, as well as classroom space, all gender restrooms, elevator installation and other accessibility upgrades, and select window replacements.

Significant structural modifications were made to the sloped attic to remove columns and fit new mechanical equipment. Utilizing 3D software allowed the architectural and engineering teams to coordinate and avoid clashes while configuring equipment, ductwork, and piping. As part of CDG and MEP Associate's separate project to convert the entire campus from steam to low-temperature hot water distribution, the Laird Hall project also integrates chilled water cooling and uses high-efficiency fan-panel radiators. Historic fixtures have been reworked with LEDs to enhance the historic aesthetic while improving light-quality and efficiency.

In addition to the ongoing work, CDG has provided a variety of projects for the building, including multiple assessments, code review, replacement of the roof and main entry steps, masonry restoration, and remodel of the offices, meeting space, and reception area that make up the President's office suite.



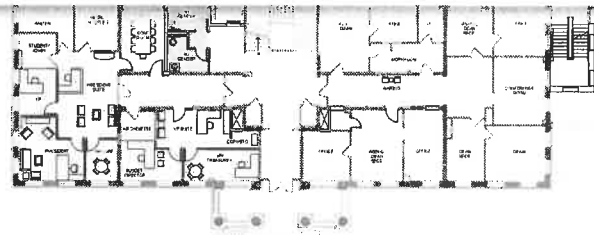
Lower Level Floor Plan Option 1



- Circulation & Foundation Revisions relocated to west side of lower level
- Reception area added to main side
- Restrooms added to main side
- Interior windows added to main offices to transfer natural light to open office areas
- One classroom added
- Large conference room remains as dual purpose site for staff and seminar classroom (5 students)
- Storage / IT space to remain

CARLETON COLLEGE - Laird Hall 10/07/2019

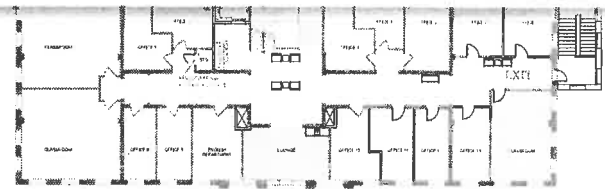
COLLABORATIVE



- President's office reconfigured
- VP Treasurer's office relocated to main side
- Single large public restroom adjacent to elevator to facilitate early changing of attire & reduce and/or remove function to campus commons
- New entry to Dean's Secretary
- Door removed and window added at Mainwell's office

CARLETON COLLEGE - Laird Hall 10/07/2019

COLLABORATIVE



- Classroom 20s becomes more efficient
- Two small office added on main level
- Lounge moved to main level
- East hallway Exit 2 added to building for safety for rescue 2 doors
- Offices to receive fresh air grade that can't have lost through the building

#### Department Totals:

- 11 Faculty Offices
- 2 Large Classrooms
- 1 Seminar Classroom

CARLETON COLLEGE - Laird Hall 10/07/2019

COLLABORATIVE

## SIMILAR PROJECTS AND REFERENCES

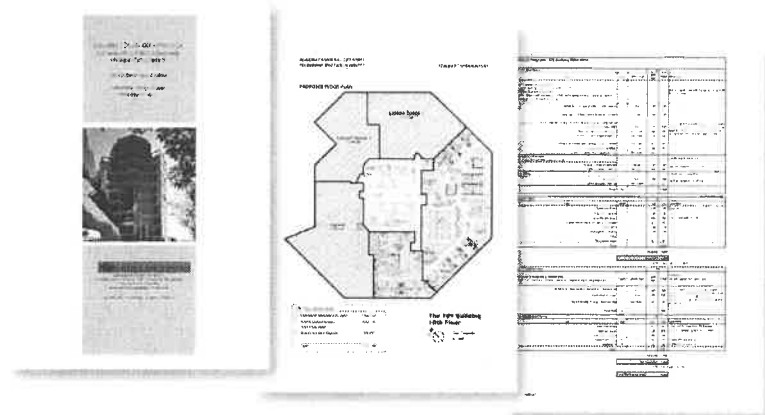
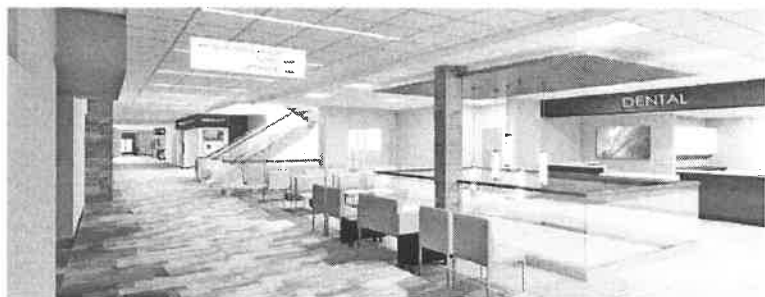
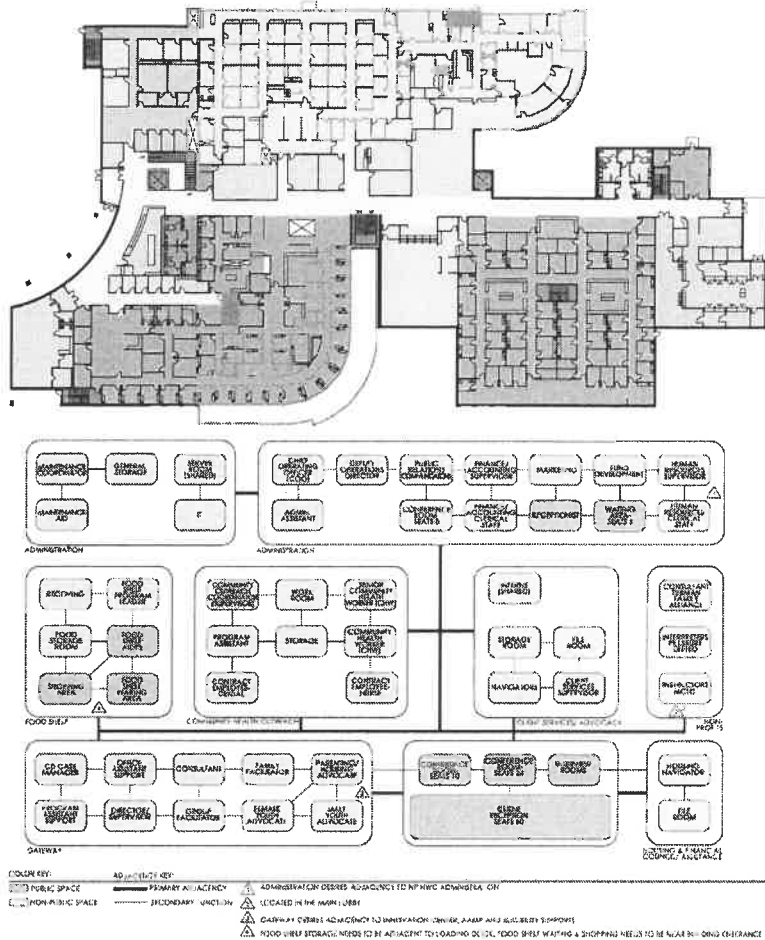
### Hennepin County Department Relocations and Renovations

Minneapolis, Minnesota

The 701 Building Office Space Modifications project was approved to support relocation of Hennepin County programs into vacant space as it becomes available at the 701 Building. Collaborative Design Group was retained by Hennepin County to assist in the relocation of the Sheriff's Office (HCSO), the Department of Community Corrections and Rehabilitation (DOCCR), the Public Defender's Office, and other departments from their locations in the Grain Exchange Building into the 701 Building.

A space needs assessment was carried out for each department to determine which functions and programs to relocate. Based on the studies, it was decided to move three units in the HCSO Investigative Division and an additional three DOCCR units as two separate relocation projects. Consisting of 62,000 sf over four floors, the relocation of the Public Defenders' Office was one of the largest moves for the County into leased office space. Space planning, mechanical and electrical modifications, and lighting and finish upgrades were key elements of the renovation.

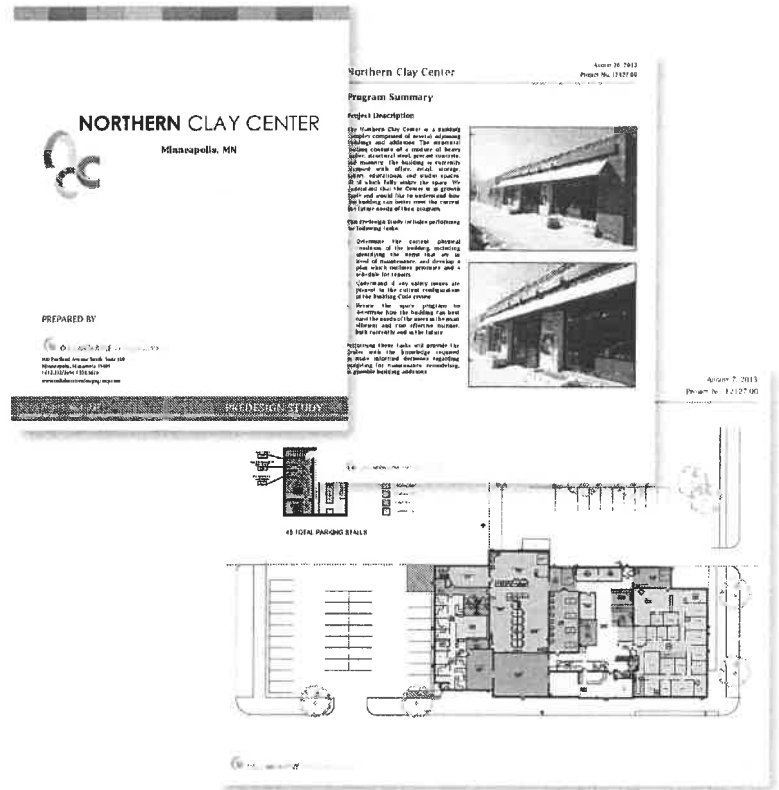
CDG also worked with the County to provide a much needed expansion of program space in the NorthPoint Health & Wellness Center. The project included a renovation of the existing 67,000 sf facility and two 50,000 sf building additions. CDG worked closely with stakeholders to understand user needs, rightsize, improve efficiencies, and design spaces for general medicine, optometry, dental, behavioral health, pharmacy, labs, and department offices for records, financial, administration, and IT.



## Northern Clay Center Space Plan and Remodel

Minneapolis, Minnesota

Northern Clay Center is an organization dedicated to the advancement of ceramic arts in the community and nationwide. The organization offers classes and workshops for all skill levels and provides studio space and a sales gallery for artists in its facility in Minneapolis. Collaborative Design Group has worked with the Northern Clay Center on multiple projects, one of which was a comprehensive study that included space programming, building condition assessment, and code review. Design work at the building has included improvements to code and ventilation, roof replacement, new storage and photography space, reconfiguration of artist studios, and relocation of the kitchen.

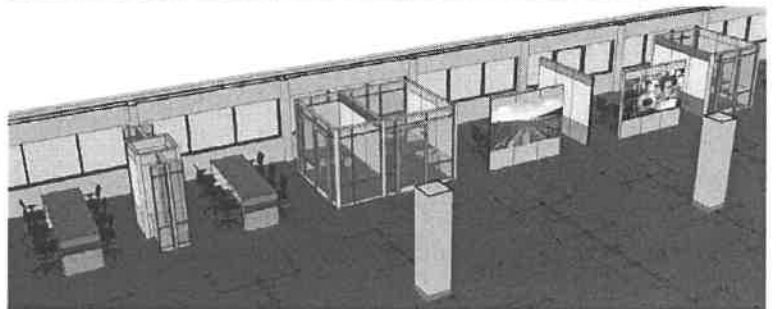
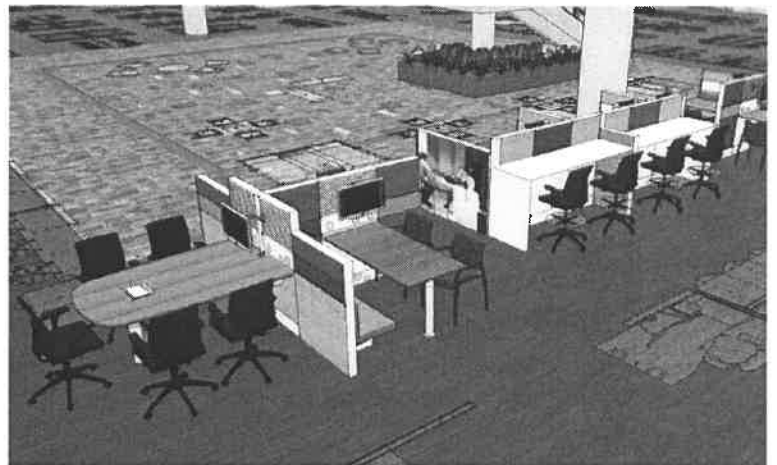


## Cargill Office Projects

Wayzata, Minnesota

Collaborative Design Group worked with Cargill to provide services for miscellaneous office projects, including:

- Master Occupancy Planning Strategy: Full building analysis to increase occupancy by 200 - 500 seats
- Next Generation Workplace Development: Exploration of office trends and features that provide adaptable work spaces that evolve with Cargill's needs
- Excelsior Crossings 7th Floor: Division of the floor into multi-tenant space
- Grain IT Lab Space Renewal
- Data Center Space Renewal
- LaCrosse Room Renewal
- Revit Model Hosting
- Cafe Servery Remodel
- Ground East Restroom Renovation



## ***SIMILAR PROJECTS AND REFERENCES***

### **References**

#### **Carleton College**

John Mathews  
Project Manager  
Carleton College  
(507) 222-4091  
jmathews@carleton.edu

#### **University of Minnesota**

Paul Oelze  
Project Manager  
(612) 625-0588  
oelze001@umn.edu

#### **Northern Clay Center**

Sarah Millfelt  
(612) 339-8007  
sarahmillfelt@northernclaycenter.org

### ***CONTACT PERSON***

Craig Milkert, Principal  
125 Main St SE, Suite 100  
Minneapolis, MN 55414  
(612) 371-6420  
cmilkert@cdg-mn.com

### PROJECT EXPERIENCE

- Armstrong House Relocation | St. Paul, MN
- Baudette Depot Assessment and Reuse | Baudette, MN
- Black Building Historic Tax Credit Consulting | Fargo, ND
- Blair House Assessment and Restoration | St. Paul, MN
- Burton Hall Roof, Step, Window, and Waterproofing Replacement | Carleton College | Northfield, MN
- Carleton College Annual Campus Exterior Envelope Assessment | Northfield, MN
- Christian Family Residence Historic Structure Report and Schematic Design Options | Minneapolis, MN
- Coffman Memorial Union Condition Survey and Masonry Restoration | University of Minnesota | Minneapolis, MN
- Eddy Hall Building Forensic Assessment | University of Minnesota | Minneapolis, MN
- Education Sciences Building Renovation and Restoration | University of Minnesota | Minneapolis, MN
- Evans Hall Renovation and Restoration | Carleton College | Northfield, MN
- Forest History Center Siding Repair and Roof Replacements | Grand Rapids, MN
- Fort Snelling Assessment and Restoration Projects | St. Paul, MN
- Grand View Lodge Restoration | Nisswa, MN
- Hennepin Avenue United Methodist Church Exterior Condition Assessment | Minneapolis, MN
- Houston County Courthouse Assessment and Exterior Restoration | Caledonia, MN
- Houston County Jail Assessment and Reuse Study | Caledonia, MN
- Johnston Hall Exterior Envelope Assessment and Roof Replacement and Masonry Restoration Construction Documents | Faribault, MN
- Kasson School Historic Structure Report | Kasson, MN
- Landmark Center Exterior Envelope Assessment and Roof and Masonry Restoration | St. Paul, MN
- Lind Hall Renovation, Restoration, and Structural Modifications | University of Minnesota | Minneapolis, MN
- Marine on St. Croix Town Hall Historic Structure Report | Marine on St. Croix, MN
- Meighen Residence, Store, and Scale House HSR and Restoration Projects | Forestville, MN
- Midtown Exchange Assessment, Reuse, and Restoration | Minneapolis, MN
- Milaca Museum Condition Assessment and Restoration | Milaca, MN
- Plummer House Facilities Master Plan | Rochester, MN
- Robbinsdale Historic Library Condition Assessment | Robbinsdale, MN
- Shoddy Mill and Warehouse Relocation | Stillwater, MN
- Split Rock Lighthouse Assessment and Restoration | Two Harbors, MN
- Todd County Department Analysis and Courthouse Renovation | Long Prairie, MN



**Craig Milkert** PE, LEED AP  
Principal, Collaborative Design Group

Principal in Charge  
Project Manager  
Engineer

Throughout his career, Craig has been passionate about understanding how buildings work. He believes that a building is a working system of individual components, and that designers must understand how all components of a building affect each other in order to construct a long-lasting and well-performing building. He is the leader of the Building Science Group at CDG. This group of professionals performs forensic investigations of existing building structures and exterior envelopes, testing, restoration design, and renovation design of all types of structures. Craig is known for creative, innovative, and cost effective solutions to complex building problems.

### EXPERIENCE

40 years

### EDUCATION

University of Illinois, Bachelor of Science,  
Civil Engineering

### REGISTRATION

Professional Engineer, Minnesota #18260

LEED Accredited Professional



## KEY PERSONNEL



**Johona Harris** CID  
Collaborative Design Group

Interior Designer  
Space Planner

Johona has extensive experience in programming, master and space planning, and design services for all types and sizes of building interiors, with special focus on higher education projects and reuse of existing facilities. With strong project management and communication skills, Johona's responsibilities include programming, information gathering and analysis, conceptualizing project themes, space planning development, and carrying out design concepts. Her role will also include reviewing space utilization rates and projecting future space needs.

### EXPERIENCE

26 years

### EDUCATION

University of Minnesota, Bachelor of Science, Interior Design

### REGISTRATION

Certified Interior Designer, Minnesota  
#C02249

### PROJECT EXPERIENCE

- The Burch Building Restoration and Reuse | Minneapolis, MN
- Burton Hall Lounge & Corridor Remodels | Carleton College | Northfield, MN
- Carleton College Interior Renovation and Planning Projects (30+ projects) | Northfield, MN
- Dakota County SMART Center | Inver Grove Heights, MN
- Dakota County Interior Design and Carpet Standards
- Education Sciences Building Renovation and Restoration | University of Minnesota | Minneapolis, MN
- Evans Hall Renovation | Carleton College | Northfield, MN
- Hennepin County Department of Community Corrections & Rehabilitation Programming Study & Relocation | Minneapolis, MN
- Hennepin County NorthPoint Health & Wellness Center Master Plan and Expansion | Minneapolis, MN
- Hennepin County Public Defender's Office Programming Study & Relocation | Minneapolis, MN
- Hennepin County Sheriff's Office Programming Study & Relocation | Minneapolis, MN
- Houston County Jail Assessment and Reuse Study | Caledonia, MN
- Goodsell Observatory Lounge Remodel | Carleton College | Northfield, MN
- Gould Library Needs Study and Remodel | Carleton College | Northfield, MN
- Hennepin History Museum HSR and Expansion Schematic Design | Minneapolis, MN
- Itasca Community College Comprehensive Facilities Utilization Master Plan | Itasca, MN
- Jones Hall Student Admissions Remodel | University of Minnesota | Minneapolis, MN
- Laird Hall Renovation | Carleton College | Northfield, MN
- Landmark Center Space Needs and Market Study | St. Paul, MN
- Lind Hall Predesign and Renovation | University of Minnesota | Minneapolis, MN
- LT Media Lab Remodel | University of Minnesota | Minneapolis, MN
- McGladrey Plaza Office Tenant and Public Space Improvements (15+ Tenants) | Minneapolis, MN
- Northeast Higher Education District Comprehensive Facilities Utilization Master Plan | 6 campuses
- South Central College Comprehensive Facilities Utilization Master Plan | Faribault and North Mankato, MN
- St. Cloud State University Comprehensive Facilities Utilization Master Plan | St. Cloud, MN
- Todd County Department Analysis and Courthouse Renovation | Long Prairie, MN
- Treasure Island Center Renovation | St. Paul, MN
- Winona State University Comprehensive Facilities Utilization Master Plan | Winona, MN



### PROJECT EXPERIENCE

- Armstrong House Relocation | St. Paul, MN
- Baudette Depot Assessment and Reuse | Baudette, MN
- Black Building Historic Tax Credit Consulting | Fargo, ND
- Blair House Assessment and Restoration | St. Paul, MN
- Brakemeier Creamery Historic Reuse Study | Minnetrista, MN
- Dakota County SMART Center | Inver Grove Heights, MN
- Education Sciences Building Renovation and Restoration | University of Minnesota | Minneapolis, MN
- Enger Park Master Plan, Tower and Pavilion Restorations, and New Gazebo | Duluth, MN
- Evans Hall Renovation | Carleton College | Northfield, MN
- Houston County Jail Assessment and Reuse Study | Caledonia, MN
- Faribault Downtown Historic Guidelines | Faribault, MN
- Fort Snelling Master Plan and Restorations | St. Paul, MN
- Grand View Lodge Restoration | Nisswa, MN
- Itasca Community College Comprehensive Facilities Utilization Master Plan | Itasca, MN
- Landmark Center Exterior Envelope Assessment and Roof and Masonry Restoration | St. Paul, MN
- Landmark Center Space Needs and Market Study | St. Paul, MN
- Lind Hall Predesign and Renovation | University of Minnesota | Minneapolis, MN
- Madison Downtown Historic Architecture Study | Madison, SD
- Midtown Exchange Renovation | Minneapolis, MN
- Minneapolis Federal Office Building Renovations | Minneapolis, MN
- Minnesota Historical Society Universal Design Study | Various Locations
- Natural Resources Management Barn Historic Reuse Study | Medina, MN
- Northeast Higher Education District Comprehensive Facilities Utilization Master Plan | 6 campuses
- Plummer House Historic Site Master Plan, Tower Restoration, and House Improvements | Rochester, MN
- Schmitt House Historic Reuse Study | Medina, MN
- Soldiers Field Historic Master Plan | Rochester, MN
- South Central College Comprehensive Facilities Utilization Master Plan | Faribault and North Mankato, MN
- Split Rock Lighthouse and Site Buildings Restoration | Two Harbors, MN
- Spring Park Depot Historic Reuse Study | Spring Park, MN
- St. Cloud State University Comprehensive Facilities Utilization Master Plan | St. Cloud, MN
- Todd County Department Analysis and Courthouse Renovation | Long Prairie, MN
- Treasure Island Center Renovation | St. Paul, MN
- Winona State University Comprehensive Facilities Utilization Master Plan | Winona, MN



**William Hickey** AIA CID LEED AP

Principal, Collaborative Design Group

### Architect

Bill has considerable expertise in the programming, design, and project management of Commercial and Institutional projects, including corporate, retail, restaurant, university, and government buildings. His work also includes multifamily housing, mixed-use and transportation-oriented development, strategic planning, and collegiate projects. Bill has a strong background in facility analysis and reports and he meets the Secretary of the Interior's Standards for Historical Architect and Architectural History.

### EXPERIENCE

35 years

### EDUCATION

University of Minnesota, Bachelor of Architecture

University of Minnesota, Bachelor of Environmental Design

### REGISTRATION

Registered Architect, Minnesota #20111

Certified Interior Designer, Minnesota #C00264

LEED Accredited Professional

### Project Understanding

Houston County currently provides services to the public from two facilities: the Community Services Building on Vista Drive and the Historic County Courthouse on South Marshall Street. These two buildings currently provide office space for approximately 95 people, in addition to Meeting Rooms and the County Board Room. The County also owns the vacant Historic Jail building that is adjacent to the Courthouse.

The needs of the public, along with the way that the County provides services has changed over the years. Typically, certain efficiencies can be gained from reorganizing spaces, and providing a more central location for all County services. The purpose of this project is to understand the needs of the public, understand how the County delivers services, and make recommendations to consolidate the services to optimize the use of the three County owned buildings. We understand that one possible outcome may be to move all services to the Marshall Street campus, which includes the Courthouse and the vacant Historic Jail. The Community Services Building could then be sold, with proceeds used to fund any renovation costs for the consolidated spaces.

Collaborative Design Group has previously developed a reuse plan for the Historic Jail building, with one potential use being County office space. We have already developed some rudimentary fit plans for moving certain County services to this building. CDG's previous knowledge of the buildings will be an advantage to jump-start the study process.

### Methodology and Work Plan

An important component to the space utilization study is understanding the construction of the buildings, the potential changes that may need to be made to the infrastructure that supports the spaces, and the cost of any changes. A cost estimate to make the recommended space changes will be prepared to include the costs of building renovations. The cost estimate will be a high-level look at the building requirements, as the design is beyond the scope of this report.

Craig Milkert will be the Principal in Charge and main contact for this project. Craig has good knowledge of the existing Courthouse and Historic Jail buildings, and will further assess the building needs to make any renovations. Johona Harris will be the principal space planner, meeting with the users and stakeholders, and developing the utilization plan. Bill Hickey will provide any architectural, building code, and ADA analysis and recommendations. Regardless of the recommended reorganization, it will be important to be sensitive to the historic architecture of the buildings. CDG staff will provide support as needed to develop the report and drawings.

This project will begin with a Kickoff Meeting. The design team will meet with all stakeholders, including County Commissioners and representatives from the various departments that provide County services. Every meeting will have a purpose, with an agenda and stated outcome. The desired outcome of the Kickoff Meeting is to develop a clear understanding of the project with agreement from all parties. We will develop the Statement of Need and establish the Guiding Principles for this project. The Guiding Principles will be a series of statements that identify the goals of the project. The goals may include topics like the reason for the project, specific issues that need to be addressed, diversity/equity/inclusion requirements, sustainability requirements, ADA requirements, durability, adaptability, cost, schedule, and aesthetics. Essentially, these Principles will establish the basis of design and the reason for this project. They are especially valuable when there are conflicting needs or opinions, and we need to develop consensus. The Guiding Principles will help to keep the team on track.

## METHODOLOGY, PROJECT PLAN, AND DELIVERABLES

Following the first meeting, we will develop a schedule to meet with the various stakeholders, and subsequent progress meetings. To be respectful of the County resources, we will schedule the initial meetings using a virtual format. The desired outcome is a better understanding of how the departments work and what their needs are to best deliver their services to the public. We will then schedule an in-person site visit to observe how people work in the spaces and better understand their needs. The in-person visit will also be important to observe the existing building infrastructure. Discussions with building maintenance staff will be included, as they understand how the building systems currently operate.

Based on information received, our team will begin to develop space needs requirements for the spaces. All spaces will be assessed, including work and meeting areas. The use of the spaces will be compared to certain industry standards to establish efficiencies. Opportunities for adjacencies to share work areas will be investigated. We will begin to prepare program documents that communicate these requirements. Knowing that further changes in the delivery of services is inevitable in the future, the spaces will be arranged to be adaptable for further renovations.

This space planning process will be iterative, as the initial layouts will likely create differing opinions. All ideas, desires, and opinions will be discussed. We will use the Guiding Principles as our basis to make decisions for refinement of the program plans. This process will continue until the space for each department is developed and consensus among the stakeholders has been achieved.

A Space Utilization Report will be developed and shared with the County at 50% and 80% development for review and input. This report will include a description of the current use of the spaces and recommendations for reorganization. Block plans will be developed to illustrate the recommended layouts. An implementation plan will also be included to illustrate how the departments can be productive and provide services to the public while the spaces are being rearranged. A description of the building infrastructure will be included, with general recommendations for required modifications. A high-level cost estimate will be included for budgeting the costs to implement the plans. The final report will be issued to the County for review and approval. The CDG Team will present the report to the Board of Commissioners in person.

## Schedule

TASK	TIMEFRAME
Kickoff Meeting	Week 1
Virtual meetings with County department representatives	Weeks 2-3
Development of base drawings of the buildings	Weeks 2-4
Site visit and meetings	Week 5
Report preparation, virtual meetings, issue 50% review	Weeks 5-10
Receive comments, virtual meetings, develop the report, prepare cost estimate, issue 80% review	Weeks 11-15
Receive comments, finalize the report, issue 100% report, presentation	Weeks 16-20

## ***PROPOSED FEE***

Collaborative Design Group proposes to provide the services requested by the County and as discussed in this proposal for a lump sum fee of \$49,880, including all normal expenses (travel, mileage, and printing).

## **EXHIBIT B**

### **ACORD Certificate of Liability Insurance**



# CERTIFICATE OF LIABILITY INSURANCE

Page 1 of 1

DATE (MM/DD/YYYY)  
05/06/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Willis Towers Watson Midwest, Inc. c/o 26 Century Blvd P.O. Box 305191 Nashville, TN 372305191 USA	<b>CONTACT NAME:</b> Willis Towers Watson Certificate Center <b>PHONE (A/C No. Ext):</b> 1-877-945-7378 <b>FAX (A/C No.):</b> 1-888-467-2378 <b>E-MAIL ADDRESS:</b> certificates@willis.com
<b>INSURED</b> Collaborative Design Group, Inc. 125 Main Street SE, Ste 240 Minneapolis, MN 55414	<b>INSURER(S) AFFORDING COVERAGE</b> <b>INSURER A:</b> Berkley Insurance Company <b>INSURER B:</b> <b>INSURER C:</b> <b>INSURER D:</b> <b>INSURER E:</b> <b>INSURER F:</b>
	<b>NAIC #</b> 32603

**COVERAGES****CERTIFICATE NUMBER:** W24730791**REVISION NUMBER:**


THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	<b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:					EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRE AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY					COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$					EACH OCCURRENCE AGGREGATE
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below Y/N <input type="checkbox"/> N/A					PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT
A	Professional Liability		AEC-9051376-03	01/01/2022	01/01/2023	Per Claim Aggregate \$3,000,000 \$5,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Project: Houston County Courthouse - Roof Replacement

**CERTIFICATE HOLDER****CANCELLATION**

Houston County 304. Marshall St. Suite 208 Caledonia, MN 55921	<b>SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.</b>  <b>AUTHORIZED REPRESENTATIVE</b> 
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# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
05/06/2022

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> H. Robert Anderson and Associates, Inc. 8201 Norman Center Drive Suite 220 Bloomington MN 55437		<b>CONTACT NAME:</b> Jeanne Danmeier <b>PHONE (A/C, No, Ext):</b> (952) 893-1933 <b>FAX (A/C, No):</b> (952) 893-1819 <b>E-MAIL ADDRESS:</b>	
<b>INSURED</b> COLLABORATIVE DesignGroup, Inc. 125 Main Street SE Suite 240 Minneapolis MN 55414		<b>INSURER(S) AFFORDING COVERAGE</b> <b>INSURER A:</b> The Travelers Indemnity Company NAIC # 25658 <b>INSURER B:</b> The Phoenix Insurance Company 25623 <b>INSURER C:</b> Travelers Property Casualty Co 25674 <b>INSURER D:</b> Farmington Casualty Company 41483 <b>INSURER E:</b> <b>INSURER F:</b>	

**COVERAGES****CERTIFICATE NUMBER:** 2022-2023 1**REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR			680 6H014680 22 47	01/01/2022	01/01/2023	EACH OCCURRENCE \$ 2,000,000
			DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000				
			MED EXP (Any one person) \$ 10,000				
			PERSONAL & ADV INJURY \$ 2,000,000				
	GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:						GENERAL AGGREGATE \$ 4,000,000
							PRODUCTS - COMP/OP AGG \$ 4,000,000
B	<input type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			BA-3R385730-22-47	01/01/2022	01/01/2023	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
			BODILY INJURY (Per person) \$				
			BODILY INJURY (Per accident) \$				
			PROPERTY DAMAGE (Per accident) \$				
C	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE			CUP 8102Y078 22 47	01/01/2022	01/01/2023	EACH OCCURRENCE \$ 3,000,000
			AGGREGATE \$ 3,000,000				
			DED RETENTION \$				
D	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input type="checkbox"/>	N/A	UB 9J101985 22 47	01/01/2022	01/01/2023	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER
			E.L. EACH ACCIDENT \$ 1,000,000				
			E.L. DISEASE - EA EMPLOYEE \$ 1,000,000				
			E.L. DISEASE - POLICY LIMIT \$ 1,000,000				

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Re: Houston County Courthouse - Roof Replacement

This certificate or memorandum of insurance does not affirmatively or negatively amend, extend, or alter the coverages afforded by the insurance policies.

**CERTIFICATE HOLDER****CANCELLATION**

Houston County 304 Marshall Street Suite 208 Caledonia MN 55921	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE 
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**MEMORANDUM OF AGREEMENT**  
**between**  
**American Federation of State, County and Municipal Employees, Council 65**

**Health Care Savings Plan Amendments**

This Memorandum of Agreement is entered into between the County of Houston (hereafter, "County") and American Federation of State, County and Municipal Employees, Council 65 (hereafter, "Union").

**WHEREAS**, the County and the Union are parties to a Collective Bargaining Agreement (hereafter "CBA" or "Agreement").

**WHEREAS**, the CBA contains language that requires amendment for alignment with the Minnesota State Retirement Service.

**NOW, THEREFORE**, the parties agree to the following amendments as follows:

1. Article XV. B. Employees separation from employment, except for discharge or termination during trial work period, shall be compensated for all accumulated unused sick leave up to the accumulated maximum at the time of separation, or to the employee's estate in event of death, at the rate of fifty (50%) percent to a maximum of fifty (50) days/four hundred 400) hours. Such payment upon separation will be deposited in the ~~post-employment~~ health care savings plan (PEHCSP) created for each represented employee. An employee must have been employed for a period of five (5) years to qualify for the above provision, except that an employee who has been laid off may qualify for the above provision upon layoff, regardless of years of service.

This Memorandum of Agreement shall remain in effect for the duration of the CBA and the above referenced amendments shall be incorporated into future CBAs.

In witness whereof, the parties have caused this Memorandum of Agreement to be executed this 26th day of July, 2022.

**HOUSTON COUNTY**

**AFSCME Council 65**

\_\_\_\_\_  
Date  
Greg Myhre  
County Board Chair

\_\_\_\_\_  
Date  
Max Forrester  
AFSCME Business Agent

\_\_\_\_\_  
Date  
Theresa Arrick-Kruger  
Houston County HR Director

\_\_\_\_\_  
Date  
Jennifer Daley-Oakes  
AFSCME Local Representative



**MEMORANDUM OF AGREEMENT**  
**between**  
**Houston County and Law Enforcement Labor Services, Inc. #60**  
  
**Health Care Savings Plan Amendments**

This Memorandum of Agreement is entered into between the County of Houston (hereafter, "County") and Law Enforcement Labor Services, Inc., Local #60 (hereafter, "Union").

**WHEREAS**, the County and the Union are parties to a Collective Bargaining Agreement (hereafter "CBA" or "Agreement").

**WHEREAS**, the CBA contains language that requires amendment for alignment with the Minnesota State Retirement Service.

**NOW, THEREFORE**, the parties agree to the following amendments as follows:

1. Article 10.5, The employer will maintain the ~~post-employment~~ health care savings plan (PEHCSP) offered by the Minnesota State Retirement System to be funded by ~~employee payments/contributions and~~ severance amounts, as allowed by law.
2. Article 11.3, All employees who have an accumulated sick leave balance, as of the end of the last payroll period in any calendar year, of more than eight hundred (800) hours, will receive payment for fifty five percent (55%) of those sick leave hours above eight hundred (800) hours, at the end of each year with the understanding that all sick leave hours accumulated in excess of 800 hours will be forfeited and their balance returned to 800 hours prior to the new year. Such payment will be deposited in the ~~post-employment~~ health care savings plan (PEHCSP) created for each employee in Article 10.4 5.
3. Article 18.4, Employee's separation from employment, except for discharge or termination during trial work period, shall be compensated for all accumulated unused sick leave up to the accumulated maximum at the time of separation, or to the employee's estate in event of death, at the rate of fifty five (55%) percent to a maximum of fifty five (55) days / four hundred forty (440) hours. ~~, or may convert 80 hours of unused sick leave to one (1) months paid up health insurance for the employee only.~~ Such payment upon separation will be deposited in the ~~post-employment~~ health care savings plan (PEHCSP) created for each employee in Article 10.4 5.

An employee must have been employed for a period of ten (10) years to qualify for the above provision, except that an employee who has been laid off may qualify for the above provision upon layoff, regardless of years of service.

This Memorandum of Agreement shall remain in effect for the duration of the CBA and the above referenced amendments shall be incorporated into future CBAs.

**Signature Page to Follow**

In witness whereof, the parties have caused this Memorandum of Agreement to be executed this 26th day of July, 2022.

**HOUSTON COUNTY**

**LELS, Inc. #60**

\_\_\_\_\_  
Date  
Greg Myhre  
County Board Chair

\_\_\_\_\_  
Date  
Rick Mathwig  
LELS #60 Business Agent

\_\_\_\_\_  
Date  
Theressa Arrick-Kruger  
Houston County HR Director

\_\_\_\_\_  
Date  
Mark Olson  
LELS Local #60 Representative

\_\_\_\_\_  
Date  
Ben Novak  
LELS Local #60 Representative

**MEMORANDUM OF AGREEMENT**  
**between**  
**Houston County and Law Enforcement Labor Services, Inc. #237**

**Health Care Savings Plan Amendments**

This Memorandum of Agreement is entered into between the County of Houston (hereafter, "County") and Law Enforcement Labor Services, Inc., Local #237 (hereafter, "Union").

**WHEREAS**, the County and the Union are parties to a Collective Bargaining Agreement (hereafter "CBA" or "Agreement").

**WHEREAS**, the CBA contains language that requires amendment for alignment with the Minnesota State Retirement Service.

**NOW, THEREFORE**, the parties agree to the following amendments as follows:

1. Article 10.4, The employer will maintain the ~~post-employment~~ health care savings plan (PEHCSP) offered by the Minnesota State Retirement System to be funded by ~~employee payments/contributions and~~ severance amounts, as allowed by law.
2. Article 11.3, All employees who have ... to the new year. Such payment will be deposited in the ~~post-employment~~ health care savings plan (PEHCSP) created for each employee in Article 10.4.
3. ~~Article 16.9, During the contract period, the county agrees to working with the Union on putting in place a Health Care Savings Account program where bargaining unit members can make payments and/or transfer their severance package into such an account, consistent with applicable laws.~~
4. Article 18.4, Employee's separation from employment, except for discharge or termination during trial work period, shall be compensated for all accumulated unused sick leave up to the accumulated maximum at the time of separation, or to the employee's estate in event of death, at the rate of fifty five (55%) percent to a maximum of fifty five (55) days / four hundred forty (440) hours, ~~or may convert 80 hours of unused sick leave to one (1) months paid up health insurance for the employee only.~~ Such payment upon separation will be deposited in the ~~post-employment~~ health care savings plan (PEHCSP) created for each employee in Article 10.4.  
An employee must have been employed for a period of ten (10) years to qualify for the above provision, except that an employee who has been laid off may qualify for the above provision upon layoff, regardless of years of service.

This Memorandum of Agreement shall remain in effect for the duration of the CBA and the above referenced amendments shall be incorporated into future CBAs.

**Signature Page to Follow**

In witness whereof, the parties have caused this Memorandum of Agreement to be executed this 26th day of July, 2022.

**HOUSTON COUNTY**

**LELS, Inc. #237**

\_\_\_\_\_  
Date  
Greg Myhre  
County Board Chair

\_\_\_\_\_  
Date  
Tim Chmielewski  
LELS #237 Business Agent

\_\_\_\_\_  
Date  
Theressa Arrick-Kruger  
Houston County HR Director

\_\_\_\_\_  
Date  
Steven Garrett  
LELS Local #237 Representative

**MEMORANDUM OF AGREEMENT**  
**between**  
**Houston County and Law Enforcement Labor Services, Inc. #415**

**Health Care Savings Plan Amendments**

This Memorandum of Agreement is entered into between the County of Houston (hereafter, "County") and Law Enforcement Labor Services, Inc., Local #415 (hereafter, "Union").

**WHEREAS**, the County and the Union are parties to a Collective Bargaining Agreement (hereafter "CBA" or "Agreement").

**WHEREAS**, the CBA contains language that requires amendment for alignment with the Minnesota State Retirement Service system.

**NOW, THEREFORE**, the parties agree to the following amendments as follows:

1. Article 10.3, The employer will maintain the ~~post-employment~~ health care savings plan (PEHCSP) offered by the Minnesota State Retirement System to be funded by ~~employee payments/contributions and~~ severance amounts, as allowed by law.
2. Article 11.3, All employees who have an accumulated sick leave balance, as of the end of the last payroll period in any calendar year, of more than eight hundred (800) hours, will receive payment for fifty five percent (55%) of those sick leave hours above eight hundred (800) hours, at the end of each year with the understanding that all sick leave hours accumulated in excess of 800 hours will be forfeited and their balance returned to 800 hours prior to the new year. Such payment will be deposited in the ~~post-employment~~ health care savings plan (PEHCSP) created for each employee in Article 10.43.
3. Article 19.5, Upon employee's separation from employment, except for discharge or termination during trial work period, the employee shall be compensated for all accumulated unused sick leave up to the accumulated maximum at the time of separation, or to the employee's estate in event of death, at the rate of fifty five (55%) percent to a maximum of fifty five (55) days/four hundred forty (440) hours. ~~may convert 80 hours of unused sick leave to one (1) months paid up health insurance for the employee only.~~ Such payment upon separation will be deposited in the ~~post-employment~~ health care savings plan (PEHCSP) created for each employee in Article 10.43.  
An employee must have been employed for a period of ten (10) years to qualify for the above provision, except that an employee who has been laid off may qualify for the above provision upon layoff, regardless of years of service.

**Signature page to Follow**

In witness whereof, the parties have caused this Memorandum of Agreement to be executed this 26th day of July, 2022.

**HOUSTON COUNTY**

**LELS, Inc. #415**

\_\_\_\_\_  
Date  
Greg Myhre  
County Board Chair

\_\_\_\_\_  
Date  
Jay Maher  
LELS #415 Business Agent

\_\_\_\_\_  
Date  
Theressa Arrick-Kruger  
Houston County HR Director

\_\_\_\_\_  
Date  
Tracie Erickson  
LELS Local #415 Representative

**MEMORANDUM OF AGREEMENT**  
**Between**  
**Houston County and Minnesota Association of Professional Employees**

The Memorandum of Agreement (“MOA”) is entered into between the County of Houston (“County”) and Minnesota Association of Professional Employees (“Union”).

**WHEREAS**, the County and the Union are parties to a Collective Bargaining Agreement (hereafter “CBA” or “Agreement”).

**WHEREAS**, the CBA contains language that requires amendment for alignment with the Minnesota State Retirement Service.

**NOW, THEREFORE, the parties agree to the following amendments:**

Article 12, ... Employees who have been employed for a period of five (5) years and were not discharged for cause qualify for a severance as set forth below. Notwithstanding, employees who have been laid off may qualify for a severance pay out, regardless of years of service. Eligible employees shall be compensated for their accumulated unused sick leave at the rate of fifty (50) percent to a maximum of four hundred eighty (480) hours.

Eligible employees upon permanent separation, for reasons other than layoff or death, ~~may opt to~~ will have such payment deposited in a ~~post-employment~~ health care savings plan (PEHCSP) created for the employee. ~~; or the employee may opt to convert 80 hours of unused sick leave to one (1) months paid up health insurance for the employee only.~~

Employees unable to report for their normal work day ...

**This space intentionally left blank**

**Signature page to follow**

**IN WITNESS WHEREOF**, the parties have caused this Memorandum of Agreement to be executed this 26th day of July, 2022.

**FOR MINNESOTA ASSOCIATION OF PROFESSIONAL EMPLOYEES**

\_\_\_\_\_  
Date: 07/ /2022  
Adam Kamp, MAPE Business Agent

\_\_\_\_\_  
Date: 07/ /2022  
Brian Pogodzinski, MAPE Steward

\_\_\_\_\_  
Date: 07/ /2022  
Karen Kohlmeyer, MAPE Steward

\_\_\_\_\_  
Date: 07/ /2022  
Robert Thoen, MAPE Steward

**FOR THE COUNTY OF HOUSTON:**

\_\_\_\_\_  
Date: 07/ /2022  
Greg Myhre, County Board Chair

\_\_\_\_\_  
Date: 07/ /2022  
Theresa Arrick-Kruger HC HR Director