

PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: September 27, 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 Rachel Stock, Reporter Charlene Selbee, Finance Director Carol Lapham, Board Clerk/EDA Director Allison Wagner, Human Resources Director Theresa Arrick-Kruger, County Engineer Brian Pogodzinski, Public Health and Human Services Director John Pogleasa, Accounting Supervisor Heidi Hankins, Interim Recorder Mary Betz, Attorney Samuel Jandt, La Crescent Community Development Director Larry Kirch, Collaborative Design Group Principal in Charge/Engineer/Project Manager Craig Milkert, and Collaborative Design Group Interior Designer/Space Planner Johona Harris

Presiding: Chairperson Myhre

Call to order.

Pledge of Allegiance.

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

Motion was made by Commissioner Burns, seconded by Commissioner Walter, motion unanimously carried to approve the meeting minutes from September 13, 2022.

Motion was made by Commissioner Severson seconded by Commissioner Johnson, motion unanimously carried to approve the workgroup session minutes from September 20, 2022.

Public Comment:

None.

APPOINTMENTS

At 9:03 a.m. a motion was made by Commissioner Johnson seconded by Commissioner Burns, motion unanimously carried to go into closed session pursuant to Minn. Stat. 13D.05,

subdivision 1 (d), attorney – client privilege to consider an AFSCME grievance. All the Commissioners, Human Resources Director Kruger, and Attorney Jandt attended the closed session.

At 9:43 a.m. a motion was made by Commissioner Johnson seconded by Commissioner Burns, motion unanimously carried to go back into regular session. Human Resources Director Kruger gave a summary of the closed session saying the Commissioners had decided to continue discussions with AFSCME.

Craig Milkert, and Johona Harris from Collaborative Design Group discussed with the board plans for the upcoming Space Utilization Study they would be conducting for the County as well as the proposed Houston County Historic Courthouse roof request for proposal (RFP). The Space Utilization Study would begin soon and take some time to complete as Collaborative Design Group would be meeting with each County department to discuss and analyze wants and needs as far as County space. The RFP for the Historic Courthouse roof was ready to be sent out for bid. Milkert said fall would be a good time to bid the project, however the actual work might need to wait until the Spring of 2023.

CONSENT AGENDA

None.

ACTION ITEMS

File No. 1 – Commissioner Walter moved, Commissioner Severson seconded, motion unanimously carried to approve Resolution No. 22-49 to allow Auditor-Treasurer Trehus Account Powers to open accounts at Rushford State Bank. See resolution below.

RESOLUTION NO. 22-49

ACCOUNT POWERS GRANTED RUSHFORD STATE BANK

September 27, 2022

BE IT RESOLVED, the Houston County Board of Commissioners authorizes County Auditor/Treasurer Trehus the authority to open any deposit or share accounts in the name of Houston County and further authorizes Auditor/Treasurer Trehus and Deputy Auditor-Treasurer Julie Schleich to endorse checks and orders for the payment of money or otherwise withdraw or transfer funds on deposit with this Financial Institution.

File No. 2 – Prior to making a motion EDA Director Wagner and La Crescent Community Development Director Larry Kirch told the board the County and City attorneys had worked to come up with a Memorandum of Agreement for the County, City of La Crescent, City of Houston,

and City of Hokah to jointly cooperate on the extension of the Root River recreational trail. Each government entity would appoint two people to serve on a committee on their behalf. The Wagon Wheel Trail Bridge had recently been opened in La Crescent connecting La Crescent to La Crosse, Wisconsin. The next phase of the trail expansion would include working with willing property owners to try to expand the trail from La Crescent to Houston and Hokah. Commissioner Severson moved, Commissioner Walter seconded, motion unanimously carried to approve Houston-Hokah-La Crescent Root River Trail Extension Memorandum of Agreement to Jointly Cooperate and Resolution 22-50 County of Houston Joint Cooperation for Recreational Trail Development. See resolution below.

RESOLUTION NO. 22-50

County of Houston Joint Cooperation for Recreational Trail Development

WHEREAS, the Houston County Board of Commissioners are committed to supporting the planning and development of a trail system for public use as a multi-use recreational bicycling and walking facility between the cities of La Crescent, Houston, and Hokah; and

WHEREAS, the Houston County Board of Commissioners recognize there are practical and economic advantages to inter-governmental cooperation when planning, developing, and funding such trail system; and

WHEREAS, the County of Houston wishes to collaborate with municipalities located in County of Houston for the purpose of furthering the development and the completion of a recreational trail.

NOW THEREFORE BE IT RESOLVED, the Houston County Board of Commissioners commits to working with the City of La Crescent, the City of Houston, and the City of Hokah to pursue the development of a trail system from these communities to common points between them, is hereby approved.

File No. 3 – Commissioner Johnson moved, Commissioner Severson seconded, motion unanimously carried to designate Joe Thesing and Benjiman Horn as committee members on behalf of Houston County for the development of the connected trail plan for the Root River Trail Extension.

File No. 4 – Commissioner Severson moved, Commissioner Myhre seconded, motion unanimously carried to approve Resolution No. 22-51 setting the proposed levy. The proposed levy was set with a 3% increase. See resolution below.

RESOLUTION NO. 22-51

BE IT RESOLVED, that the proposed levy after the deduction of County Program Aid (CPA), in the amount of \$13,271,797 be made on all taxable property in the County of Houston for taxes payable in 2023 in the following amounts by County Fund:

County Revenue	\$ 8,332,588
Road & Bridge	2,254,059
Public Health & Human Services	2,392,908
Bond Fund – 2017A Jail Bonds	735,473
Bond Fund – 2020A Jail Bonds	636,825

Total	\$14,351,853
Less CPA	(1,080,056)

Total Levy	<u>\$13,271,797</u>

File No. 5 – Commissioner Severson moved, Commissioner Walter seconded, motion unanimously carried to approve Resolution No. 22-52 adopting the 2023 operating budget. See resolution below.

RESOLUTION NO. 22-52
RESOLUTION ADOPTING 2023 OPERATING BUDGET

	Revenue	Expenditures	Revenues Over (Under) Expenditures
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County Revenue	\$12,189,539	\$12,295,264	(\$105,725)
Road & Bridge	8,225,466	8,254,066	(28,600)
Public Health & Human Services	7,274,416	7,304,778	(30,362)
Debt Service	1,591,876	1,591,876	0
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Grand Total	<u>\$29,281,297</u>	<u>\$29,445,984</u>	<u>(\$164,687)</u>

DISCUSSION ITEMS

Commissioners discussed recent meetings they had attended including a zoning meeting, TKDA bus tour for Comprehensive Land Use Plan, solid waste meeting, department head meeting, MCIT teleconference, Root River Watershed meeting, and SELCO meeting.

Closing Public Comment:

None.

Commissioner Johnson moved, Commissioner Severson seconded, motion unanimously carried to adjourn the meeting at 11:40 a.m. The next meeting would be a regular meeting on October 4, 2022.

BOARD OF COUNTY COMMISSIONERS

HOUSTON COUNTY, MINNESOTA

By: _____
Greg Myhre, Chairperson

Attest: _____
Donna Trehus, Auditor/Treasurer

**HOUSTON COUNTY
AGENDA REQUEST FORM
October 4, 2022**

Date Submitted: September 29, 2022
By: Tess Kruger, HRD/Facilities Mgr.

ACTION

- None

APPOINTMENT REQUEST

- None

HR CONSENT AGENDA REQUEST

Sheriff's Office

- Hire Lauren Felten as a probationary Administrative Assistant, B22, Step 1, effective October 24, 2022, conditioned on successful completion of background check
- Hire Luke Inglett for one day as a temporary/casual Sheriff's Deputy, C42, Step 1, for a mandatory EVOC training event, effective with retroactive application for 09/29/2022
- Change the employment status of PSAP/Emergency Management Coordinator, Mark Olson, from probationary to regular, effective 10/06/2022
- Change the employment status of Jail Administrator, Dean Ott, from probationary to regular, effective 10/13/2022

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

**HOUSTON COUNTY
AGENDA REQUEST FORM
October 4, 2022**

Date Submitted: 10/4/2022
By: Donna Trehus- Auditor Treasurer
CONSENT AGENDA REQUEST

APPOINTMENT REQUEST

ACTION ITEM REQUESTS: Consider recommendation by the Park's Committee to approve increases to the 2023 Wildcat Schedule as follows:

- *Seasonal sites to increase by \$100.00
(from \$1500.00 to \$1600.00 per season)
- *Primitive (tent) sites to increase by \$5.00
(from \$20.00 per night to \$25.00)
- *Electric sites to increase by \$10.00
(from \$40.00 to \$50.00)
- *Monthly sites to increase by \$25.00
(from \$425.00 to \$450.00)

<u>Reviewed by:</u>	<input type="checkbox"/> HR Director	<input type="checkbox"/> Sheriff	
	<input type="checkbox"/> Finance Director	<input checked="" type="checkbox"/> Engineer	
	<input type="checkbox"/> IS Director	<input type="checkbox"/> PHHS	
	<input type="checkbox"/> County Attorney	<input checked="" type="checkbox"/>	<input type="checkbox"/> Auditor-Treasurer
	<input type="checkbox"/> Environmental Svcs		
<u>Recommendation:</u>			
<u>Decision:</u>			

Houston County Agenda Request Form

Date Submitted: September 28, 2022 **Board Date:** October 4, 2022

Person requesting appointment with County Board: Brian Pogodzinski

Issue:

The City of La Crescent is applying for Active Transportation funds to install curb extensions at two intersection along CSAH 6. The application required an approved resolution from the county.

Attachments/Documentation for the Board's Review:

Resolution

Justification:

The La Crescent Safe Routes to School Plan recommends that curb extensions be installed at the S 4th St and S 6th St intersection along CSAH 6. The County and City has been working jointly on improving these crossings and seeking funding.

Action Requested:

Approval of resoution supporting the project.

For County Use Only

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

Recommendation:

Decision:

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

RESOLUTION NO. 22-53

**Active Transportation Infrastructure Program
Resolution of Support**

October 4, 2022

WHEREAS, \$3.5 million in Active Transportation funding is available, with a minimum of \$50,000 and cap of \$500,000 for each project; and

WHEREAS, Active Transportation funds can be used to reimburse construction costs on Active Transportation eligible items, and that construction costs above the Active Transportation grant award will need to have alternate funding sources; and

WHEREAS, A Safe Routes to School (SRTS) Plan has been developed for the City of La Crescent community through partnership with Houston County, MnDOT, and La Crescent area schools; and

WHEREAS, The SRTS Plan list the locations of S 4th St and S 6th St as they intersect with County State Aid Highway (CSAH) 6 as a major issue impacting walking and biking in the area around the elementary school; and

WHEREAS, The SRTS Plan recommends installing curb extensions at these locations to improve visibility, safety, and comfort crossing Elm St (CSAH 6); and

WHEREAS, The City and County have jointly partnered to prepare plans, construct, and fund the project.

NOW THEREFORE, BE IT RESOLVED THAT:

1. The Houston County Board of Commissioners supports the construction of the project and agrees to maintain such improvements.
2. The County Board supports submittal of the Active Transportation application.
3. The County assures that Houston County and the City of La Crescent will pay all costs associated with the project beyond the AT grant award.

*****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 October 4, 2022.

WITNESS my hand and the seal of my office this 4th day of October 2022.

(SEAL)

Donna Trehus, Houston County Auditor/Treasurer

Houston County Agenda Request Form

Date Submitted: September 28, 2022

Board Date: October 4, 2022

Person requesting appointment with County Board: Brian Pogodzinski

Issue:

The west parking lot is in poor condition and access to the main entrance may be able to be improved with modifying the layout.

Attachments/Documentation for the Board's Review:

Site Layout drawing

Justification:

Modifying the layout at the time of resurfacing is the most effective time to complete this type of project. The new layout would add approximately 10 parking stalls and provide safer access from the parking lot to the main entrance.

Action Requested:

Discussion on project scope and limits.

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

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

