

PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: October 4, 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 Pugleasa, Interim Recorder Mary Betz, and Sheriff Mark Inglett

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 September 27, 2022.

Public Comment:

None.

APPOINTMENTS

None.

CONSENT AGENDA

- 1) Hire Lauren Felten as a probationary Administrative Assistant, B22, Step 1, effective October 24, 2022, conditioned on successful completion of background check.
- 2) 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.

- 3) Change the employment status of PSAP/Emergency Management Coordinator, Mark Olson, from probationary to regular, effective 10/06/2022.
- 4) Change the employment status of Jail Administrator, Dean Ott, from probationary to regular, effective 10/13/2022.

ACTION ITEMS

File No. 1 – Commissioner Burns moved, Commissioner Severson seconded, motion unanimously carried to approve a recommendation by the Park’s Committee to approve increases to the 2023 Wildcat schedule. The approved increases are listed below.

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)

File No. 2 Commissioner Severson moved, Commissioner Walter seconded, motion unanimously carried to approve Resolution No. 22-53 Active Transport Infrastructure Program Resolution of Support. See resolution below.

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.

DISCUSSION ITEMS

Commissioners discussed the project scope and limits for the west parking lot at the Historic County Courthouse with Engineer Pogodzinski and Human Resources Director Kruger. The original preliminary scope had been updated to include up to eight additional parking stalls. The project would also address areas in the lot where water froze in the winter months causing a slipping hazard for people walking in the lot. In addition, the plan would update sidewalks and lighting for safety purposes.

Commissioners discussed recent meetings they had attended including a WINLAC, SELCO, and a Hiawatha Valley Mental Health meeting.

Commissioner Johnson asked Human Resources Director Kruger where things were at with finalizing department head reviews. Kruger said she was still waiting on responses from all the Commissioners, and that she had only received one thus far. She said once she received all the feedback department heads would need to sign off that they received the feedback and would be given the opportunity to respond to the feedback if they wished. From there if additional discussion was requested by either the Commissioners or a Department Head a closed session would be set up for continued evaluation.

Closing Public Comment:

None.

Commissioner Severson moved, Commissioner Walter seconded, motion unanimously carried to adjourn the meeting at 10:02 a.m. The next meeting would be a regular meeting on October 11, 2022.

BOARD OF COUNTY COMMISSIONERS

HOUSTON COUNTY, MINNESOTA

By: _____
Greg Myhre, Chairperson

Attest: _____
Donna Trehus, Auditor/Treasurer

**HOUSTON COUNTY
AGENDA REQUEST FORM
October 11, 2022**

Date Submitted: October 6, 2022

By: Tess Kruger, HRD/Facilities Mgr.

ACTION

- **Consider amending the Collaborative Design Group Facilities Utilization Study Agreement to include the JC, thereby increasing the utilization study cost by \$13,250.00, for a total cost of \$63,130.00.**

APPOINTMENT REQUEST

- **None**

HR CONSENT AGENDA REQUEST

Highway Department

- **Hire James Sweet as a probationary Highway Maintenance Specialist, B23, Step 1, effective October 24, 2022, conditioned on successful completion of background check**

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

Houston County Agenda Request Form

Date Submitted: September 21, 2022 Board Date: October 11, 2022

Person requesting appointment with County Board: Brian Pogodzinski

Issue:

The National Association of County Engineers (NACE) conference will be held in Orange Beach, AL in April of 2023. It is anticipated that I will be the President of the Minnesota County Engineers Association at the time of the

Attachments/Documentation for the Board's Review:

Out of State Travel Policy

Justification:

Between 1/3 to 1/2 of MN County Engineers attend the NACE Conference each year with the 2023 attendance expected to be near the higher end of the range. It is also anticipated that I will be the President of the Association at that time.

Action Requested:

Approval for out of state travel to attend the NACE conference. It is anticipated that flying to the conference will be the best option, but I will also be looking into driving, depending on flight options and costs.

For County Use Only

Reviewed by:

_____ County Auditor	_____ County Attorney	_____ Zoning Administrator
_____ Finance Director	_____ County Engineer	_____ Environmental Services
_____ IS Director	_____ Other (indicate dept)	

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.

9.26 Out of State Travel Policy

The Houston County Board of Commissioners have determined that duly designated representatives of the County shall be authorized to participate in the meetings and activities of their respective State Association by membership and attendance at meetings or training sessions, provided that such membership, meetings and/or trainings are job-related and serve a public purpose. Money may be appropriated from the County Revenue Fund to defray expenses of such officials in connection with such expenses to be paid upon presentation and allowance of properly itemized claims in an amount not to exceed county policy or statutory limitations.

This policy applies to out of state travel necessary for job-related meetings and/or training for all Houston County employees, including elected officials as required by Minnesota Statutes 471.661.

When out-of-state travel is appropriate

Out-of-state travel may be appropriate when the travel is to obtain ongoing education and training, receive updated information and technical expertise, or to attend an event related to County business, which serves a public purpose, and is directly related to the betterment of the County. The County Board shall determine when out-of-state travel is appropriate and in the interest of Houston County.

Definition of out-of-state travel

Out-of-state travel, for the purpose of this policy, is defined as any travel that exceeds 500 miles in length (one way) and/or requires air transportation.

Procedure for approval of out-of-state travel

As required by MS 471.661, out-of-state travel for Elected Officials, including County Commissioners, is permitted within the budgetary allowance for "travel" as stipulated in the approved annual budget and the County Board officially approves such travel at a regular, special, or emergency County Board meeting prior to the travel date.

Out-of-state travel for all other employees is permitted provided there are adequate budgetary funds within the departmental budget and the County Board and/or employee's Department Head determines that out-of-state travel is appropriate and in the interest of the position they hold as well as in the interest of Houston County.

The budgetary allowance for "travel" by definition for this policy includes: Salary; Mileage and/or transportation expenses; Lodging, Food, Parking; and Registration fees.

Airline Travel Credit

Whenever public funds are used to pay for airline travel by an elected official or public employee, MS 15.435 requires that any credits or other benefits issued by any airline must accrue to the benefit of the public body providing the funding. In the event the issuing airline will not honor a transfer or assignment of any credit or benefit, the individual passenger shall report receipt of the credit or benefit to the public body issuing the initial payment within 90 days of receipt.

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**HOUSTON COUNTY
AGENDA REQUEST FORM
November 11, 2022**

Date Submitted: 10/6/2022

By: Brian Swedberg, Chief Deputy

ACTION REQUEST:

CONSENT AGENDA REQUEST:

Approve purchase of 2020 Chevy Tahoe from City of Spring Grove for \$42,000.00.

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