

PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: November 1, 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, Interim Recorder Mary Betz, Zoning Administrator Amelia Meiners, Environmental Services Director Martin Herrick, Public Health and Human Services Director John Pogleasa, and Attorney Samuel Jandt

Presiding: Chairperson Myhre

Call to order.

Pledge of Allegiance.

Motion by Commissioner Walter, seconded by Commissioner Burns motion unanimously carried to approve the agenda.

Motion was made by Commissioner Severson, seconded by Commissioner Johnson, motion unanimously carried to approve the meeting minutes from October 25, 2022.

Public Comment:

None.

APPOINTMENTS

Motion by Commissioner Burns, seconded by Commissioner Severson motion unanimously carried to approve going into closed session pursuant to Minn. Stat. 13D.05, subdivision 1 (d), attorney – client privilege to discuss pending litigation regarding the DNR wake zone decision. The Commissioners, Attorney Jandt, Zoning Administrator Meiners, and Environmental Services Director Herrick attended the closed session.

At 9:45 the regular meeting resumed. Attorney Jandt gave a summary of the closed sessions saying the Commissioners had discussed the pending litigation regarding the DNR no wake zone decision.

Motion by Commissioner Johnson, seconded by Commissioner Walter, to cease working with RASLAW regarding the DNR's wake zone decision and to instead peruse the matter in house without hiring external consultation. The motion passed 4-1 with Commissioner voting no.

Motion by Commissioner Burns, seconded by Commissioner Severson, motion unanimously carried to approve the consent agenda. See consent agenda below.

CONSENT AGENDA

- 1) Hire Mark Bennett, as a probationary Deputy Auditor/Treasurer, B22, Step 3, effective 11/14/2022, conditioned on successful completion of background check.
- 2) Change the employment status of Highway Maintenance Specialist, Ryly Patterson, from probationary to regular, effective 11/15/2022.
- 3) Initiate a competitive search for a 1.0 FTE RN or PHN (Home & Community Based Services).
- 4) Change the employment status of Lead Jailer/Dispatcher/Programmer, Amy Gehrke, from probationary to regular, effective 11/03/2022.

ACTION ITEMS

File No. 1 – Commissioner Johnson moved, Commissioner Severson seconded, motion unanimously carried to approve Resolution No. 22-54 Final Acceptance for SAP 028-592-006, Contract #403 with Bruening Rock Products Inc. for South Ridge Road. Total cost was \$159,409.64. See resolution below.

RESOLUTION NO. 22-54

FINAL ACCEPTANCE FOR SAP 028-592-006

CONTRACT # 403 – BRUENING ROCK PRODUCTS, INC Subgrade Excavation and Aggregate Base

November 1, 2022

WHEREAS, Contract No. 403 has in all things been completed, and the County Board being fully advised in the premises,

NOW, THEN BE IT RESOLVED, That we do hereby accept said completed project for and in behalf of the County of Houston and authorize final payment as specified herein.

DISCUSSION ITEMS

Commissioners discussed recent meetings they had attended including a district meeting.

Commissioner Burns told the Commissioners he had recently attended a collaborative meeting with Houston County schools regarding research on mental health in schools.

Closing Public Comment:

None.

Commissioner Severson moved, Commissioner Johnson seconded, motion unanimously carried to adjourn the meeting at 10:09 a.m. The next meeting would be a regular meeting on November 8, 2022.

BOARD OF COUNTY COMMISSIONERS

HOUSTON COUNTY, MINNESOTA

By: _____
Greg Myhre, Chairperson

Attest: _____
Donna Trehus, Auditor/Treasurer

**HOUSTON COUNTY
AGENDA REQUEST FORM
November 8, 2022**

Date Submitted: November 3, 2022

By: Tess Kruger, HRD/Facilities Mgr.

ACTION

- **Consider the options presented by Collaborative Design Group in its 10/31/2022 Space Utilization Study, Clarification of Proposed Fee**

APPOINTMENT REQUEST

- **None**

HR CONSENT AGENDA REQUEST

- **Public Health & Human Services**
Confirm the resignation of Hana El-Afandi, Child Protection Social Worker, effective the end of the business day 11/16/2022
- **Approve the initiation of a competitive search for a Child Protection Social Worker**

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



October 31, 2022

Theresa Arrick-Kruger
Human Resource Director/Facilities Manager
Houston County
304 S. Marshall St.
Suite 208
Caledonia, MN 55921

Re: Houston County – Space Utilization Study, Clarification of Proposed Fee

Dear Tess:

Our submitted proposal dated June 24, 2022 in response to the Houston County Facility Utilization Study RFQ included consultation with and the study of the following departments:

- Assessor's Office
- Auditor/Treasurer's Office (including the Licensing Center)
- Building Maintenance
- Driver License Examinations
- Finance Office (EDA)
- Information Systems
- Personnel Office
- Planning and Zoning
- Public Health and Human Services Department
- Recorder's Office
- Surveyor
- Veterans Services
- U of M Extension Office

As stated in the RFQ, the purpose of the project is to investigate opportunities for reorganizing these departments into space in existing buildings. The three identified buildings in the RFQ include the Historic Courthouse, the Community Services Building, and the Historic Jail.



We understand that the County Commissioners would like to include the following departments in this study that are currently located in the Justice Center:

- Courts Administration
- County Attorney
- Sheriff / Deputies
- Corrections

Investigation of the use of the Justice Center building to house some of the County's departments instead of the Historic Jail is also desired.

The addition of the four departments to the project, and the use of the Justice Center instead of the Historic Jail, will increase the amount of interview and programming time, which will result in the need for additional fees. I have calculated our revised fees as follows:

- Original proposal: \$49,880.00
- Additional fee: \$11,830.00
- **Total Base Fee:** **\$61,710.00**
- Additional optional fee to include Historic Jail: \$ 1,420.00
- **Total Fee:** **\$63,130.00**

Note that the optional fee to include programming of the Historic Jail can be added to the project at the discretion of the County.

The following is our proposed Work Plan to better communicate our work effort:

TASK	DATES
Kickoff meeting <ul style="list-style-type: none">• Understand Project Objectives• Set project goals and guiding principles• Roles and Responsibilities	Week 1 – week of November 7, 2022
<ul style="list-style-type: none">• Meetings with Work Groups/ County Departments• Virtual meetings to collect department data – CDG will issue questionnaire• Define present and future space requirements• Understand daily functions, workflow, and adjacencies• Define Client/Public interface	November 7 – November 23, 2022



<p>Departments that will be included and consulted in the study are:</p> <ul style="list-style-type: none"> • Assessor's Office • Auditor/Treasurer's Office (including the Licensing Center) • Building Maintenance • Driver License Examinations • Finance Office (EDA) • Information Systems • Personnel Office • Planning and Zoning • Public Health and Human Services Department • Recorder's Office • Surveyor • Veterans Services • U of M Extension Office <p>Additional Departments now included in the study are:</p> <ul style="list-style-type: none"> • Courts Administration • County Attorney • Sheriff / Deputies • Corrections 	
<p>Building Exploration / Evaluation of Existing space</p> <ul style="list-style-type: none"> • Initial walk-through conducted Sept. 27, 2022 • Additional site visits if necessary <p>Buildings included in the study are:</p> <ul style="list-style-type: none"> • Historic Courthouse • Community Service Building (off campus) • Justice Center <p>Alternate to further explore the use of the Historic Jail Building</p>	<p>November 2022</p>



Develop Space Program (excel spreadsheet) Quantify space for present and future: <ul style="list-style-type: none"> • Department assigned space • Shared space • Common Areas • Facilities and/or Back of House 	November 28 – December 2, 2022
Block Diagram Preparation <ul style="list-style-type: none"> • Iterative Process • Develop space plan options utilizing colored block planning 	November 28 – December 19, 2022
Meeting with Core Committee/County Board to present Space Planning options <ul style="list-style-type: none"> • On site 	December 22 – January 6, 2022 Includes Holiday break
Report Preparations <ul style="list-style-type: none"> • Revise Block Plan options based upon County review • Report Writing • Prepare report documents Submit 80% Draft Report and Drawings	January 6, 2022 – January 27, 2023
Meeting with Core Committee (discuss 80% Draft report and direction) <ul style="list-style-type: none"> • Review comments • Prepare for Cost Estimate 	Week of January 30, 2023 – February 3, 2023
Report Finalization <ul style="list-style-type: none"> • Revise report base upon County review • Prepare Cost Estimate Submit 95% Draft Report and Drawings	February 6 – 17, 2023
Receive comments from County on 95% Report and Cost Estimate	February 20 – March 3, 2023
Presentation to County Board	Week of March 6, 2023
Submit 100% Final Report	Week of March 13, 2023

October 31, 2022
Theresa Arrick-Kruger
Houston County – Space Utilization Study, Clarification of Proposed Fee



Please let me know if there are any questions regarding this fee request for the additional work requested by the County.

Thank you again for the opportunity to provide our services to Houston County.

Very truly yours,
Collaborative Design Group, Inc.

A handwritten signature in black ink, appearing to read 'Craig Milkert'. The signature is fluid and cursive, with the first name 'Craig' and last name 'Milkert' clearly distinguishable.

Craig Milkert, PE
Principal

c: Johona Harris