

PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: December 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 Charlene Selbee, Reporter Rachel Stock, Finance Director Carol Lapham, Board Clerk/EDA Director Allison Wagner, Recorder Mary Betz, Public Health and Human Services Director John Pogleasa, Engineer Brian Pogodzinski, Human Resource Technician Ann Diersen, Public Health Educator Brianna Ceaser, Financial Assistance Supervisor Karen Kohlmeyer, Bob Schuldt, 2022 Employee Recognition Awardees present included: Carolyn Olson, Sharen Lapham, Matthew Papenfuss, Jacquelyn Snodgrass, Tammy Petersen, Heidi Harms, and Lisa Arneson

Presiding: Chairperson Myhre

Call to order.

Pledge of Allegiance.

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

Motion was made by Commissioner Severson, seconded by Commissioner Burns, motion unanimously carried to approve the meeting minutes from the Special Board Meeting on December 19, 2022.

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

Public Comment:

Commissioner Walter said she had appreciated working with the board and County. Commissioner Johnson thanked Commissioner Walter for her 12 years of service saying it had been good working with Walter and that he had learned from her. The Commissioners agreed.

APPOINTMENTS

The Commissioners presented the 2022 Employee Recognition awards. Commissioners thanked the awardees for their years of service to Houston County. Those who received awards are listed below.

40 Year Awards

Carolyn J Olson 6/2/1982

30 Year Awards

Mary A Zaffke 2/27/1992

Sharen K Lapham 6/22/1992

Cynthia E Melbostad 9/2/1992

20 Year Awards

Matthew Q Papenfuss 1/14/2002

Nancy A Welsh 1/8/2002

Mary B Betz 4/1/2019 Includes Non-Consecutive

15 Year Awards

Janet A Becker 7/30/2007

10 Year Awards

Jason B Quandahl 1/20/2012

Nathan P Smith 7/30/2012

Jacquelyn M Snodgrass 4/4/2012

Tammy M Petersen 5/29/2012

Heather A Berger 7/23/2012

Heidi L Harms 10/1/2012

Lisa K Arneson 4/8/2014 Includes Non-Consecutive

CONSENT AGENDA

None.

ACTION ITEMS

File No. 1 – Commissioner Johnson moved, Commissioner Severson seconded, motion unanimously carried to set the 2023 Recorder’s annual salary at \$76,273.60.

File No. 2 – Commissioner Johnson moved, Commissioner Severson seconded, motion unanimously carried to set the 2023 Sheriff’s annual salary at \$113,042.50.

File No. 3 – Before a motion was made the Commissioners discussed their annual salary. The current salary of \$19,016.34 had not been adjusted since 2014. Commissioner Severson said he was fine with the current salary and was in favor of keeping it the same. Commissioner Johnson said while he personally was fine with the current salary he also wanted to keep in mind the future and others who would be running for office. Commissioner Johnson moved,

Commissioner Walter seconded motion passed three to two to increase the Commissioners annual salary to \$19,586.83. Commissioners Johnson, Walter, and Myhre voted yes. Commissioners Severson and Burns voted no.

File No. 4 – Commissioner Johnson moved, Commissioner Severson seconded, motion carried unanimously to adopt the 2023 Tax Levy Resolution 22-60. The levy was set at 2%. See resolution below.

RESOLUTION NO. 22-60

BE IT RESOLVED, that the certified levy after the deduction of County Program Aid (CPA), in the amount of \$13,132,459 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	\$ 8,239,532
Road & Bridge	2,246,101
Human Services	2,354,584
Bond Fund – 2017A Jail Bonds	735,473
Bond Fund – 2020A Jail Bonds	636,825

Total	\$14,212,515
Less CPA	(1,080,056)

Total Levy	<u>\$13,132,459</u>

File No. 5 – Commissioner Burns moved, Commissioner Myhre seconded, motion carried unanimously to adopt the 2023 Operating Budget Resolution 22-61. See resolution below.

RESOLUTION NO. 22-61

RESOLUTION ADOPTING 2023 OPERATING BUDGET

	Revenue	Expenditures	Revenues Over (Under) Expenditures
	-----	-----	-----
County Revenue	\$12,119,695	\$12,253,804	(\$134,109)
Road & Bridge	8,217,508	8,254,066	(36,558)
Public Health & Human Services	7,267,296	7,305,620	(38,324)
Debt Service	1,591,876	1,591,876	0
	-----	-----	-----

Grand Total	\$29,196,375	\$29,405,366	(\$208,991)
	=====	=====	=====

File No. 6 – Commissioner Johnson moved, Commissioner Severson seconded, motion carried unanimously to approve the final transfer of funds in the amount of \$110,644.72 from the Highway fund to the Capital Projects fund effective 12/31/2022.

File No. 7 – Commissioner Burns moved, Commissioner Johnson seconded, motion carried unanimously to approve the designation of the major funds for 2023 as General, Road & Bridge, and Human Services with Debt Service designated as a minor fund.

File No. 8 – Commissioner Burns moved, Commissioner Myhre seconded, motion carried unanimously to approve 2022 budget amendments to include General Fund, Road & Bridge, Recorder’s Technical Equipment, and Compliance Fund adjustments.

File No. 9 – Commissioner Johnson moved, Commissioner Burns seconded, motion carried unanimously to approve Resolution No. 22-62 Agreement for Sponsoring Agency of Paved Shoulders along CSAH 21 and Resolution No. 22-63 Agreement to Maintain Shoulders along CSAH 21. Commissioner Johnson said this would be a good project as 21 was busy with bikes and people roller blading. He said there was a triathlon each year, and this project would help with safety. See resolutions below.

RESOLUTION NO. 22-62

Agreement for Sponsoring Agency of Paved Shoulders along CSAH 21

Be it resolved that Houston County agrees to act as sponsoring agency for the project identified as SAP 028-621-016 CSAH 21 Paving seeking Transportation Alternatives funds and has reviewed and approved the project as proposed. Sponsorship includes a willingness to secure and guarantee the local share of costs associated with this project and responsibility for seeing this project through to its completion, with compliance of all applicable laws, rules, and regulations.

Be it further resolved that Brian Pogodzinski, County Engineer is hereby authorized to act as agent on behalf of this sponsoring agency.

RESOLUTION NO. 22-63

Agreement to Maintain Paved Shoulders along CSAH 21

WHEREAS: The Federal Highway Administration (FHWA) requires that states agree to operate and maintain facilities (paved shoulders) constructed with federal transportation funds for the useful life of the improvement and not change the use of right of way or property ownership acquired without prior approval from the FHWA; and

WHEREAS: Transportation Alternatives projects receive federal funding; and

WHEREAS: the Minnesota Department of Transportation (MnDOT) has determined that for projects implemented with alternative funds, this requirement should be applied to the project proposer; and

WHEREAS: Houston County is the sponsoring agency for the transportation alternatives project identified as SAP 028-621-016 CSAH 21 Paving.

THEREFORE BE IT RESOLVED THAT: the sponsoring agency hereby agrees to assume full responsibility for the operation and maintenance of property and facilities related to the aforementioned transportation alternatives project.

File No. 10 – Commissioner Severson moved, Commissioner Burns seconded, motion carried unanimously to proceed with bidding the parking lot project.

DISCUSSION ITEMS

Commissioners discussed recent meetings they had attended including a PMT meeting with TKDA for the County’s Comprehensive Land Use Plan and a Parks Committee meeting. A new 25 year lease contract for Wildcat Park had recently been signed with the Army Core of Engineers.

Chairman Myhre thanked the board for making him chairman of the board in 2022. He said thank you for a good year, and that he had enjoyed it. Chairman Myhre said he was ready to pass along the duties to Commissioner Severson, and looked forward to serving on the board in 2023.

Commissioner Severson wished everyone a happy new year and said he was looking forward to a good year for the County.

Closing Public Comment:

None.

Commissioner Walter moved, Commissioner Johnson seconded, motion unanimously carried to adjourn the meeting at 9:50 a.m. The next meeting would be a regular meeting on January 3, 2023.

BOARD OF COUNTY COMMISSIONERS

HOUSTON COUNTY, MINNESOTA

By: _____

Greg Myhre, Chairperson

Attest: _____
Donna Trehus, Auditor/Treasurer

**HOUSTON COUNTY
AGENDA REQUEST FORM
January 3, 2023**

Date Submitted: December 29, 2022

On behalf of: Tess Kruger, HRD/Facilities Mgr.

ACTION

- **Consider allowing Child Support Officer, Liza Jandt's 1.0 FTE extension to remain in place until further discussion regarding her position can take place (her FTE was to revert back to .95 effective 1/01/2023)**

APPOINTMENT REQUEST

None

HR CONSENT AGENDA REQUEST

Public Health & Human Services

- **Change the employment status of Eligibility Worker, Melissa Jordan, from probationary to regular, effective 1/18/2023**

Sheriff's Office

- **Confirm the approval of a leave of absence (up to ten years) for Chief Deputy Brian Swedberg beginning 1/3/2023, pursuant to M.S. §3.088**

Reviewed by:	<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 checked="" type="checkbox"/>	PHHS
	<input type="checkbox"/>	County Attorney	<input type="checkbox"/>	(indicate other dept)
	<input type="checkbox"/>	Environmental Svcs	<input type="checkbox"/>	
	<input type="checkbox"/>		<input type="checkbox"/>	
Recommendation:				
Decision:				

↻ Reply all | ▾ 🗑 Delete Junk | ▾ ⋮

leave of absence



Brian Swedberg

Wed 12/28, 12:27 PM

Theresa Arrick-Kruger; Greg Myhre; Ann Diersen ▾

↻ Reply all | ▾

Greg & Tess,

At this time I am notifying you that I am taking a leave of absence from my current position as Chief Deputy. I am planning on keeping my position as Sheriff for two terms (8 years).

3.088 LEAVE OF ABSENCE.

<https://www.revisor.mn.gov/statutes/cite/3.088/pdf>

Sincerely,

Chief Deputy Brian Swedberg

Houston County Sheriff's Office

Suite 1100

306 S. Marshall Street

Caledonia, MN 55921

Office: 507-725-5960

Fax: 507-725-2238

**HOUSTON COUNTY
AGENDA REQUEST FORM**

Date Submitted: 01.03.23

By: Donna Trehus-Auditor-Treasurer

ACTION ITEM:

Open Bids for the Official Newspaper 2023.

Reviewed by:	<input type="checkbox"/> HR Director	<input type="checkbox"/> 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 checked="" type="checkbox"/> Other (indicate dept)	<u>Auditor/Treasurer</u>
	<input type="checkbox"/> Environmental Svcs		
Recommendation:			
Decision:			

RESOLUTION NO. 23-01

2023 OFFICIAL NEWSPAPER

January 3, 2022

WHEREAS, Minn. Statute § 375.12 Subd. 1, requires a county to solicitations of bids annually at the first regular meeting for an official paper;

THEREFORE, BE IT RESOLVED, by the Houston County Board of Commissioners, that the following publications have been designated as the Official Newspaper for publication of minutes, public notices, and other routine county business, with the accepted rates for publication expenses:

THE CALEDONIA ARGUS

OFFICIAL NEWSPAPER FOR 2023 Official proceedings of the County Board and all notices required to be published in the county's official paper. Charge per inch (based on a 7 point type, Arial font, with 8 point leading) \$

MISCELLANEOUS NOTICES that are not required to be published in the Official Paper (per column inch). Legal Rate \$ 8.70 Display Rate \$

FIRST PRINTING OF 2021 FINANCIAL STATEMENT Charge per inch (based on a 7 point type, Arial font, with 8 point leading) \$

PUBLICATION OF SAMPLE BALLOT INFORMATION Charge per inch (based on a 7 point type, Arial font, with 8 point leading) \$

PUBLICATION OF TAX FORFEITURE INFORMATION Charge per inch (based on a 7 point type, Arial font, with 8 point leading) \$

PUBLICATION OF DELINQUENT TAX LIST: Charge per inch (based on a 7 point type, Arial font with 8 point leading) \$

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 January 3, 2023.

WITNESS my hand and the seal of my office this 3rd day of January 2023.

Donna Trehus, Auditor-Treasurer

Houston County Agenda Request Form

Date Submitted: December 6, 2022 **Board Date:** January 3, 2023

Person requesting appointment with County Board: Brian Pogodzinski

Issue:

Authorization to use alternate method to disseminate bids and requests.

Attachments/Documentation for the Board's Review:

Copy of resolution is attached.

Justification:

This allows the Highway Department to use the County web site to advertise for transportation proposals related to construction and maintenance projects. It is cost effective and provides a better way to reach our bidders.

Action Requested:

Approve attached resolution.

For County Use Only			
Reviewed by:	<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>
<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.

RESOLUTION NO. 23-02

**AUTHORIZATION TO USE ALTERNATE METHOD TO DISSEMINATE
BIDS AND REQUESTS**

January 3, 2023

WHEREAS, Minn. Statute § 331A.03 Subd. 3(b), allows a county to use its website or recognized industry trade journals as an alternative to disseminate solicitations of bids, requests for information and requests for proposals;

THEREFORE, BE IT RESOLVED, by the Houston County Board of Commissioners, that the County of Houston will continue to use the Houston County website, www.co.houston.mn.us as an alternative means to disseminate solicitations of bids, requests for information, and requests for proposals for transportation related construction and maintenance projects.

BE IT FURTHER RESOLVED, that any dissemination by alternative means must be in substantially the same format and for the same period of time as a publication would otherwise be required under Minn. Statute § 331A.03 Subd. 3.

*****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 January 3, 2023.

WITNESS my hand and the seal of my office this 3rd day of January 2023.

(SEAL)

Donna Trehus, Houston County Auditor/Treasurer

**HOUSTON COUNTY
AGENDA REQUEST FORM**

Date Submitted: 01.03.23

By: Donna Trehus-Auditor-Treasurer

Consent Agenda:

**Adopt Resolution 23-003 -Account Powers Granted for Merchants Bank
N.A.**

<u>Reviewed by:</u>	<input type="checkbox"/> HR Director	<input type="checkbox"/> 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 checked="" type="checkbox"/> Other (indicate dept)	<u>Auditor/Treasurer</u>
	<input type="checkbox"/> Environmental Svcs		
<u>Recommendation:</u>			
<u>Decision:</u>			

RESOLUTION NO. 23-03

**ACCOUNT POWERS GRANTED
MERCHANTS BANK N.A.**

January 3, 2023

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, Finance Director Carol Lapham, and Board Chairman TBD to endorse checks and orders for the payment of money or otherwise withdraw or transfer funds on deposit with this Financial institution.

*****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 January 3, 2023.

WITNESS my hand and the seal of my office this 3rd day of January 2023.

Donna Trehus, Auditor-Treasurer

**HOUSTON COUNTY
AGENDA REQUEST FORM**

Date Submitted: 01.04.22

By: Donna Trehus-Auditor-Treasurer

Consent Agenda:

Adopt Resolution ~~23~~-04 Account Powers Granted for Bank of the West - 2022.

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

RESOLUTION NO. 23-04

**ACCOUNT POWERS GRANTED
BANK OF THE WEST**

January 3, 2023

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, Finance Director Carol Lapham, and Board Chairman TBD to endorse checks and orders for the payment of money or otherwise withdraw or transfer funds on deposit with this Financial institution.

*****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 January 3, 2023.

WITNESS my hand and the seal of my office this 3rd day of January 2023.

Donna Trehus, Auditor-Treasurer

**HOUSTON COUNTY
AGENDA REQUEST FORM**

Date Submitted: 01.03.23

By: Donna Trehus-Auditor-Treasurer

Consent Agenda:

Adopt Resolution 23-06 -Account Powers Granted for ESB Banking

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

RESOLUTION NO. 23-05

**ACCOUNT POWERS GRANTED
ESB BANKING**

January 3, 2023

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, Finance Director, Carol Lapham, and Board Chairman TBD to endorse checks and orders for the payment of money or otherwise withdraw or transfer funds on deposit with the requirement of two signatures with this Financial institution.

*****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 January 3, 2023.

WITNESS my hand and the seal of my office this 3rd day of January 2023,

Donna Trehus, Auditor-Treasurer

RESOLUTION NO. 23-06

2023 ANNUAL APPROPRIATIONS

January 4, 2023

WHEREAS, The Houston County Board of Commissioners approved the 2023 Annual Budget on December 27th, 2022;

BE IT RESOLVED, by the Houston County Board of Commissioners, that the following appropriations will be made in 2023 as appropriate from the County Revenue Fund:

ORGANIZATION	2022 BUDGET
SE Minnesota Initiative Fund	\$3,750
SEMAAA	\$2,000
SELCO	\$189,650
Emergency Medical Service	\$10,000
SEMCAC - Senior & Caregiver Advocacy	\$1,500
SEMCAC - Senior Nutrition	\$2,000
SEMCAC - Transportation Program (Donation Rides)	\$1,500
Historical Society	\$37,500
Historical Society - Matching Funds (Maximum)	\$5,000
Southern MN Tourism/Historic Bluff Country	\$952
Agricultural Society	\$20,000
Agricultural Society - Prior Year Financials Additional	\$4,000
RRSWCD	\$129,000
SE MN EMS	\$5,000
TOTAL	\$411,852

CERTIFICATION**

STATE OF MINNESOTA
COUNTY OF HOUSTON

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WITNESS my hand and the seal of my office this 3rd day of January 2023.

Donna Trehus
Houston County Auditor/Treasurer

**HOUSTON COUNTY
AGENDA REQUEST FORM**

Date Submitted: 01.03.23

By: Donna Trehus-Auditor-Treasurer

ACTION ITEM:

Appoint and update 2023 Commissioner Committee Assignment List and Chart.

<u>Reviewed by:</u>	<input type="checkbox"/> HR Director	<input type="checkbox"/> 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 checked="" type="checkbox"/> Other (indicate dept)	<u>Auditor/Treasurer</u>
	<input type="checkbox"/> Environmental Svcs		
<u>Recommendation:</u>			
<u>Decision:</u>			