

PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: January 3, 2023

9:00 a.m.

Place: Commissioners Room, Courthouse, Caledonia, MN

Members Present:

Dewey Severson, Eric Johnson, Robert Burns, Bob Schuldt, and Greg Myhre

Others Present:

Auditor/Treasurer Donna Trehus, Reporter Rachel Stock, Reporter Charlene Selbee, Fillmore County Journal Publisher Jason Sethre, Finance Director Carol Lapham, Public Health and Human Services Director John Pugleasa, Board Clerk/EDA Director Allison Wagner, Engineer Brian Pogodzinski, Recorder Mary Betz, Human Resource Technician Ann Diersen, Zoning Administrator Amelia Meiners, and Financial Assistance Supervisor Karen Kohlmeyer

Presiding: Board Clerk Wagner, Chairperson pro tem

Call to order.

Pledge of Allegiance.

Wagner requested nominations for Chairperson for the year 2023. Commissioner Burns nominated Commissioner Severson for Chairperson of the County board 2023. Commissioner Johnson seconded the motion, and it carried unanimously. There were no other nominations.

Chairperson Severson asked for nominations for board Vice-Chairperson. Motion was made by Commissioner Myhre to nominate Commissioner Johnson for Vice-Chairperson 2023. Commissioner Burns seconded the motion, and it carried unanimously. There were no other nominations.

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

Motion was made by Commissioner Myhre, seconded by Commissioner Severson, motion carried four to one to approve the December 27th 2022 meeting minutes. Commissioner Schuldt abstained as he was not yet officially serving on the board in December.

Public Comment: No public comments were made.

APPOINTMENTS

Auditor/Treasurer, Trehus, opened the sealed bids for the official County newspaper 2023. There were two bids. One was from the *Caledonia Argus* and the other was from the *Fillmore County Journal*. Trehus read the rate amounts line by line to Commissioners. The *Caledonia Argus* bid \$9.00 for each line item. The *Fillmore County Journal* bid \$5.00 for each line item. The *Fillmore County Journal* included a letter with their bid. Trehus read the letter to the Commissioners. The letter stated that the *Fillmore County Journal* had full zip coverage for circulation in Caledonia, Eitzen, Houston, and Spring Grove. The total circulation in Houston County was 4,818 households and businesses. The letter said the *Fillmore County Journal* had opened an office in Caledonia in 2021. The letter stated “We feel that providing news free to the public is the best way to keep members of each community informed. Everyone in our coverage area receives the *Fillmore County Journal* for free.”

CONSENT AGENDA

Motion by Commissioner Burns, seconded by Commissioner Schuldt, motion unanimously carried to approve the consent agenda. Items approved are listed below.

- 1) Change the employment status of Eligibility Worker, Melissa Jordan, from probationary to regular, effective 1/18/2023. (Kruger)
- 2) 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. (Kruger)

ACTION ITEMS

File No. 1 – Prior to a motion being made Commissioners discussed the official newspaper 2023. Commissioner Burns asked *Fillmore County Journal* staff when their office hours were in Caledonia. Reporter Selbee said she work at the Caledonia office from 9 a.m. to 3 p.m. Monday through Thursday with the exception of Tuesday mornings when she attended the County board meetings. Commissioner Schuldt said he had received feedback from people that they sometimes didn’t know things were happening with local government. He was in favor of the option that would best get the County news out to residents. Commissioner Schuldt also asked *Fillmore County Journal* staff about the possibility of expanding circulation to La Crescent, Hokah, and Brownsville. *Fillmore County Journal* Publisher Sethre said that the *Fillmore County Journal* was open to this possibility in the future, but that they first wanted to make sure they had adequate staff to also cover city council and school board meetings in those communities. He said it would be a substantial investment. Sethre said that they did currently do rack distribution at certain locations within those cities such as Kwik Trip, Quillin’s Foods, and The River Station. Commissioner Johnson moved, Commissioner Myhre seconded, motion unanimously carried to adopt Resolution No. 23-01 and designate the *Fillmore County Journal* the 2023 Official Newspaper. See resolution below.

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 FILLMORE COUNTY JOURNAL

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) **\$ 5.00**

MISCELLANEOUS NOTICES that are not required to be published in the Official Paper (per column inch). Legal Rate **\$ 5.00** Display Rate **\$ 5.00**

FIRST PRINTING OF 2022 FINANCIAL STATEMENT Charge per inch (based on a 7 point type, Arial font, with 8 point leading) **\$ 5.00**

PUBLICATION OF SAMPLE BALLOT INFORMATION Charge per inch (based on a 7 point type, Arial font, with 8 point leading) **\$ 5.00**

PUBLICATION OF TAX FORFEITURE INFORMATION Charge per inch (based on a 7 point type, Arial font, with 8 point leading) **\$5.00**

PUBLICATION OF DELINQUENT TAX LIST: Charge per inch (based on a 7 point type, Arial font with 8 point leading) **\$ 5.00**

File No. 2 – Commissioner Burns moved, Commissioner Johnson seconded, motion unanimously carried to allow Child Support Officer, Liza Jandt’s 1.0 FTE extension to remain in place until further discussion regarding her position could take place (her FTE was to revert back to .95 effective 1/01/2023).

File No. 3 – Commissioner Johnson moved, Commissioner Burns seconded, motion unanimously carried to adopt Resolution No. 23-02 Authorization to use Alternate Method to Disseminate Bids and Requests. See resolution below.

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.

File No. 4 – Commissioner Myhre moved, Commissioner Schuldt seconded, motion unanimously carried to adopt Resolution No. 23-03 Account Powers Granted Merchants Bank N.A. See resolution below.

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 Severson to endorse checks and orders for the payment of money or otherwise withdraw or transfer funds on deposit with this Financial institution.

File No. 5 – Commissioner Myhre moved, Commissioner Severson seconded, motion unanimously carried to adopt Resolution No. 23-04 Account Powers Bank Granted of the West. See resolution below.

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 Severson to endorse checks and orders for the payment of money or otherwise withdraw or transfer funds on deposit with this Financial institution.

File No. 6 – Commissioner Burns moved, Commissioner Johnson seconded, motion unanimously carried to approve Resolution No. 23-05 Account Powers Granted ESB Banking. See resolution below.

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 Finance Director, Carol Lapham, and Board Chairman Severson 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.

File No. 7 – Commissioner Myhre moved, Commissioner Johnson seconded, motion unanimously carried to approve Resolution No. 23-06 2023 Annual Appropriations. See resolution below.

RESOLUTION NO. 23-06

2023 ANNUAL APPROPRIATIONS

January 3, 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	2023 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

File No. 8 – Commissioners reviewed the current Commissioner Committee Assignments and discussed possible changes for 2023. After agreeing on the changes to the list a motion was made by Commissioner Myhre, seconded by Commissioner Johnson, motion unanimously carried to update the current Commissioner Committee Assignments for 2023.

DISCUSSION ITEMS

Commissioners discussed establishing a jail operations review committee, as there would likely be changes with the jail in the future.

There being no further business at 10:27 a.m., a motion was made by Commissioner Johnson, seconded by Commissioner Myhre, motion unanimously carried to adjourn the meeting. The next meeting would be a regular meeting on January 10, 2023.

BOARD OF COUNTY COMMISSIONERS

HOUSTON COUNTY, MINNESOTA

By: _____
Dewey Severson, Chairperson

Attest: _____
Donna Trehus, Auditor/Treasurer

PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: January 10, 2023

9:00 a.m.

Place: Commissioners Room, Courthouse, Caledonia, MN

Members Present:

Dewey Severson, Eric Johnson, Robert Burns, Bob Schuldt, and Greg Myhre

Others Present:

Auditor/Treasurer Donna Trehus, Reporter Rachel Stock, Reporter Charlene Selbee, Finance Director Carol Lapham, Public Health and Human Services Director John Pugleasa, Board Clerk/EDA Director Allison Wagner, Engineer Brian Pogodzinski, Recorder Mary Betz, Human Resource Technician Ann Diersen, Environmental Services Director Martin Herrick, Sheriff Brian Swedberg, and Mark Klinski

Presiding: Chairperson Severson

Call to order.

Pledge of Allegiance.

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

Motion was made by Commissioner Johnson, seconded by Commissioner Myhre, motion carried unanimously to approve the January 3, 2023 meeting minutes.

Public Comment: No public comments were made.

APPOINTMENTS

None.

CONSENT AGENDA

Motion by Commissioner Burns, seconded by Commissioner Schuldt, motion unanimously carried to approve the consent agenda. Items approved are listed below.

- 1) Confirm the approval of a leave of absence (up to ten years) for Mary Betz beginning 1/3/2023, pursuant to M.S. 3.088.

ACTION ITEMS

File No. 1 – Commissioner Burns moved, Commissioner Schuldt seconded, motion unanimously carried to award the low bid for SAP 028-599-083 and SAP 028-599-084 to Minnowa Construction in the amount of \$557,997.75. The project was for the replacement of two box culverts on Wiebke Hill Road in Wilmington Township.

File No. 2 – Prior to making a motion the Commissioners discussed a purchase increase for a plow truck and box purchase with Engineer Pogodzinski. The board had approved a 2023 model plow truck chassis from Nuss Truck and box, plows and lights from Towmaster on February 22, 2022. Due to increases in raw materials, labor, freight, energy, and supply chain issues both companies were increasing their costs for the truck already ordered. The Commissioners could cancel their order, but they would then be moved to the back of the current list. The general consensus from the Commissioners was that although the change was frustrating they should stay with their spot on the list to keep the County's equipment rotation as close to on schedule as possible. Commissioner Johnson moved, Commissioner Severson seconded, motion unanimously carried to approve a purchase increase for a plow truck and box purchase from both Nuss Truck (\$9,002.87) and Towmaster (\$37,021.00).

File No. 3 – Commissioner Burns moved, Commissioner Johnson seconded, motion unanimously carried to purchase a snow plow chassis, plow truck box, and lights. There was a possibility the truck might not come until 2024, so the County was anticipating receiving a 2025 model. The 2025 price was not officially available and could be subject to change. Pogodzinski said it was important for the County to order the truck as lead times were getting longer, and the County needed to ensure their spot.

File No. 4 – Commissioner Myhre moved, Commissioner Severson seconded, motion unanimously carried to approve the purchase of the Case 590SN Backhoe Loader from Titan Machinery for \$74,500.00.

File No. 5 – Commissioner Myhre moved, Commissioner Johnson seconded, motion unanimously carried to approve Houston County Hauler License Renewals.

File No. 6 – Commissioner Myhre moved, Commissioner Schuldt seconded, motion unanimously carried to approve the service contract with ABC/Woodland for Community Based Supported Employment, Center Based Supported Employment, and Transportation. The agreement reflected an updated rate structure.

File No. 7 – Commissioner Johnson moved, Commissioner Burns seconded, motion unanimously carried to approve the 2022 Semcac contract for transportation services.

File No. 8 – Commissioner Johnson moved, Commissioner Myhre seconded, motion unanimously carried to approve guardianship contracts with John Miller, Gregory Yackle, Clinton Brainard, Nora Beckjord, Bonnie Gregerson, Terry Lund.

File No. 9 - Commissioner Johnson moved, Commissioner Myhre seconded, motion unanimously carried to reappoint Dayna Burtress to the Houston County Economic Development Board. Her term would expire on 12/31/2025 (three year term).

File No. 10 – Commissioners discussed with Sheriff Swedberg the possibility of creating a jail operations review committee. It was the general consensus of the board to create a committee since there would likely be changes with jail operations in the upcoming years. It was decided that the Sheriff, PSAP Coordinator, Jail Administrator, Finance Director, and Commissioners Severson and Schuldt would serve on the committee. The committee appointments were officially approved under File No. 11.

File No. 11 – Chairperson Severson said there had been a request to reconsider the 2023 Committee Assignments. The Commissioners went through each committee assignment. When it came to the Personnel Committee Commissioner Myhre said that he would like to continue serving on the committee as he had only served for one year. Commissioner Burns had been appointed to the committee along with Commissioner Johnson at the previous board meeting. Commissioner Myhre said he thought there was a conflict of interest with Commissioner Burns serving on the Committee since his son worked for the County. Commissioner Burns said that since union contracts had already been negotiated and agreed upon for the next several years he did not see it as a conflict. Commissioner Severson made a motion to appoint Commissioner Burns and Johnson to the Personnel Committee. The motion failed for lack of a second. Commissioner Johnson then motioned to keep the Personnel Committee the same as it was in 2022 by having Commissioner Myhre serve on the Personnel Committee. The motion passed three to two. Commissioners Johnson, Schuldt, and Myhre voted yes. Commissioners Burns and Severson voted no. The Commissioners continued to review the list. The Commissioners also changed the Finance Standing Committee to include Commissioner Burns and Severson. Commissioner Schuldt agreed to serve on the Southeastern MN Emergency Medical (JPC) Committee. Commissioners Severson and Schuldt were appointed to serve on the newly established Jail Operations Review Committee. After reconsidering the 2023 Committee List Commissioner Johnson moved, Commissioner Schuldt seconded to approve the 2023 Committee List with the changes mentioned above.

DISCUSSION ITEMS

Commissioners discussed recent meetings they had attended including a land use, Semcac, Hiawatha Valley planning, economic development authority (EDA), and community services meeting.

Commissioner Johnson said the EDA Board had decided to set the annual interest rate for EDA Revolving Loans in 2023 at 3.5%. The board had funds available to lend for starting and expanding businesses in Houston County.

The Commissioners discussed meeting with the Fillmore County Commissioners directly following the Joint Board of Health meeting on January 24, 2024 at the Mable Community Center to discuss possible areas of collaboration between the two counties.

There being no further business at 10:25 a.m., a motion was made by Commissioner Myhre, seconded by Commissioner Johnson, motion unanimously carried to adjourn the meeting. The next meeting would be a workgroup session on January 17, 2023.

BOARD OF COUNTY COMMISSIONERS

HOUSTON COUNTY, MINNESOTA

By: _____
Dewey Severson, Chairperson

Attest: _____
Donna Trehus, Auditor/Treasurer

PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: January 17, 2023

8:59 a.m.

Place: Commissioners Room, Courthouse, Caledonia, MN

Members Present:

Eric Johnson, Robert Burns, Bob Schuldt, and Greg Myhre

Others Present:

Finance Director Carol Lapham, Auditor/Treasurer Donna Trehus, EDA Director/Board Clerk Allison Wagner, Public Health and Human Services Director John Pugleasa, Financial Assistance Supervisor Karen Kohlmeyer, Human Resources Director Theresa Arrick-Kruger, Human Resources Technician Ann Diersen, Sheriff Brian Swedberg, Engineer Brian Pogodzinski, Recorder Mary Betz, Jail Administrator Dean Ott, and Bolton & Menk Aviation Engineer Silas Parmar

Board Workgroup Session

Call to order.

Commissioners discussed the procedure for appointing people to the Planning Commission. Commissioner Johnson said there was an opening on the planning commission due to a term ending. He said in the past they had tried to get equal representation from districts. Commissioner Johnson said he wanted to see some weight given to candidates who would be serving a recently vacated district if possible. The current vacancy was in his district. Two people were interested in the serving on the planning commission. It was the general consensus of the Commissioners that they would decide who would serve on the Commission at the next regular meeting after reviewing information from the interested individuals.

The Commissioners discussed the possibility of purchasing some additional land around the airport with Engineer Pogodzinski and Bolton & Menk Aviation Engineer Parmar. A land owner with bordering land to the airport had approached the County and was willing to sell some of his land to the County. Commissioners discussed future airport plans, and the possibility of swapping land. Parmar said he could check with the FAA to see what part of the potential land purchase they would cover and report back to the Commissioners.

The Commissioners discussed the possibility of adding lead workers in Public Health and Human Services in the Income Maintenance and Child Support Units with Public Health and Human Services Director Pugleasa and Financial Assistance Supervisor Kohlmeyer. Pugleasa and Kohlmeyer said the proposal would help with the shifting and demands in the complex case reporting. They said the additions in the leads would provide staff direct access to a program area

expert and create more space for training new and existing staff. Pugleasa and Kohlmeyer also proposed increasing one Child Support Officer from .95 to 1.0.

Sheriff Swedberg and Jail Administrator Ott told the board that the company that currently fulfilled jail medical needs had recently filed for bankruptcy. Therefore the County would need to contract with a different company for jail medical services. This would result in an increase in these costs to the County.

Commissioner Mhyre said he would be attending a meeting regarding ambulance services and possible consolidation of ambulance service in Spring Grove. He asked if any other Commissioners wanted to attend with him and Commissioner Burns volunteered to also attend the meeting.

The meeting ended at 11:13 a.m.

BOARD OF COUNTY COMMISSIONERS

HOUSTON COUNTY, MINNESOTA

By: _____
Greg Myhre, Chairperson

Attest: _____
Donna Trehus, Auditor/Treasurer

PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: January 24, 2023

9:00 a.m.

Place: Commissioners Room, Courthouse, Caledonia, MN

Members Present:

Dewey Severson, Eric Johnson, Robert Burns, Bob Schuldt, and Greg Myhre

Others Present:

Auditor/Treasurer Donna Trehus, Reporter Rachel Stock, Reporter Charlene Selbee, Finance Director Carol Lapham, Public Health and Human Services Director John Pugleasa, Board Clerk/EDA Director Allison Wagner, Engineer Brian Pogodzinski, Recorder Mary Betz, Jail Administrator Dean Ott, Financial Assistance Supervisor Karen Kohlmeyer, Human Resources Director Theresa Arrick-Kruger, City of Caledonia Clerk/Administrator Jake Dickson

Presiding: Chairperson Severson

Call to order.

Pledge of Allegiance.

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

Motion was made by Commissioner Myhre, seconded by Commissioner Burns, motion carried unanimously to approve the January 10, 2023 meeting minutes.

Motion was made by Commissioner Johnson, seconded by Commissioner Burns, motion carried unanimously to approve the January 17, 2023 workgroup session minutes.

Public Comment: No public comments were made.

APPOINTMENTS

None.

CONSENT AGENDA

Motion by Commissioner Johnson, seconded by Commissioner Burns, motion unanimously carried to approve the consent agenda. Items approved are listed below.

- 1) Assign Kelly Rohland, Adult Services Social Worker, C41, to Child Protective Services Social Worker, C41, (lateral transfer) effective January 25, 2023.
- 2) Initiate a competitive search for a full-time Adult Services Social Worker to fill the vacancy created by Ms. Rohland's change of assignment.
- 3) Confirm Sheriff Swedberg's request to appoint Deputy William Hargrove as Chief Deputy Sheriff, C52 step 8, effective January 29, 2023. (This appointment is pursuant to M.S. 387.145.)
- 4) Reappoint Brad Hoschiet for a 2nd term on the Extension Committee 1/1/2023 to 1/1/2025.
- 5) Approve guardianship contracts - Renata Luetdtke, Judy Storlie, Sandra Fitting.

ACTION ITEMS

File No. 1 – Commissioner Johnson moved, Commissioner Burns seconded, motion unanimously carried to continue Liza Jandt's employment status at 1.0 FTE.

File No. 2 – Prior to making any motions Commissioners discussed who should be appointed to the planning commission. There were two applicants. Commissioner Severson said based on the applications he felt Cindy Wright should be appointed. Commissioner Johnson said the vacancy was in his district and that he would like to see Johnathon Glasspoole appointed to the planning Commission. Johnson said Glasspoole lived in the district where there was a vacancy and he could "vouch" for Glasspoole that he had the qualifications and experience to serve on the committee. Commissioner Schuldt said he thought that Wright owned land in the vacant district, also. Commissioner Johnson moved, Commissioner Myhre seconded, motion failed two to three to appoint Johnathon Glasspoole to the planning commission. Commissioners Severson, Burns, and Schuldt voted no. Commissioner Burns moved, Commissioner Schuldt seconded, motion carried three to two to appoint Cindy Wright to the planning commission. Commissioner Severson also voted yes. Commissioners Johnson and Myhre voted no.

File No. 3 – Commissioner Johnson moved, Commissioner Severson seconded, motion unanimously carried to switch from from Mend to ACH medical service for Houston County Jail services. Commissioners thanked Jail Administrator Ott for working on the new contract quickly after finding out the current company had filed for bankruptcy.

File No. 4 – Commissioner Burns moved, Commissioner Schuldt seconded, motion unanimously carried to approve the cooperative agreement with Olmsted County for Minnesota Department of Health Infrastructure Grant project. This project would focus on developing local data for the following three areas: opioids, family home visiting, and access to services.

File No. 5 – Commissioner Myhre moved, Commissioner Severson seconded, motion unanimously carried to approve the CREST agreement. CREST was a regional collaborative in SE MN that coordinated mental health related services in the region. It was a two year agreement.

File No. 6 – Commissioner Burns moved, Commissioner Schuldt seconded, motion unanimously carried to approve the Regional Mobile Crisis agreement. This was a multi-county project that coordinated mobile crisis services for counties in SE Minnesota. It was a two year agreement.

File No. 7 – Commissioner Johnson moved, Commissioner Burns seconded, motion unanimously carried to approve a request to trade two compact track loaders.

File No. 8 – Commissioner Johnson moved, Commissioner Myhre seconded, motion unanimously carried to approve the purchase of Methyl Methacrylate (MMA) sealant and aggregate for sealing deck bridges. The approved purchase included \$31,116.00 for the material purchase and an estimated \$1,700 for shipping with the understanding that shipping could fluctuate. The total would be approximately \$32,816.00.

File No. 9 - Commissioner Burns moved, Commissioner Myhre seconded, motion unanimously carried to approve a request from Engineer Pogodzinski to attend the AASHTO Resource Technical Exchange in Fort Worth Texas from March 27-30, 2023. The conference, hotel, and transportation would be paid for by MnDot State Aid.

DISCUSSION ITEMS

Commissioners discussed the upcoming Childcare Town Hall Meeting on February 7th 2023. EDA Director Wagner asked if all the Commissioners were interested in attending and if there was a possibility of a quorum. Several Commissioners were interested in attending. Wagner said she would advertise a potential quorum at the event.

Commissioners discussed a possible date to meet with Collaborative Design Group regarding the space utilization study. It was the general consensus of the board that they could meet with Collaborative Design Group on February 14th at the end of the board meeting around 10-10:30 a.m.

Commissioners discussed recent meetings they had attended including a Finance Committee meeting, Human Services Orientation, Spring Grove Co-op Ambulance meeting, and an upcoming Jail Operations meeting.

The Commissioners said Assessor Onstad had done a good job reaching out to the Department of Revenue at the State regarding some changes regarding green acres.

Commissioner Johnson said he wanted to set up a personnel meeting regarding Human Resources policies.

Caledonia Clerk/Administrator Dickson was present and told the board the City of Caledonia had reviewed a cannabis licensing ordinance proposal at their last City Council meeting.

There being no further business at 10:22 a.m., a motion was made by Commissioner Johnson, seconded by Commissioner Myhre, motion unanimously carried to adjourn the meeting. The next meeting would be a special workgroup session with the Fillmore County Commissioners in the afternoon of the same day, January 24, 2023. The next regular meeting would be on February 7th, 2023.

BOARD OF COUNTY COMMISSIONERS

HOUSTON COUNTY, MINNESOTA

By: _____
Dewey Severson, Chairperson

Attest: _____
Donna Trehus, Auditor/Treasurer

PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: January 24, 2023

2:25 p.m.

Place: Mable Community Center, Mable, MN

Members Present:

Eric Johnson, Robert Burns, Bob Schuldt, and Greg Myhre

Others Present:

Fillmore County Commissioner Duane Bakke, Fillmore County Commissioner Larry Hindt, Fillmore County Commissioner Mitch Lentz, Fillmore County Commissioner Randy Dahl, Fillmore County Administrator Bobbie Hillery, Fillmore County Director of Nursing Jessica Erickson, Fillmore County EDA Director Chris Hahn, Houston County EDA Director/Board Clerk Allison Wagner, Houston County Public Health and Human Services Director John Pogleasa, and Houston County Public Health Supervisor Jordan Knoke

Board Workgroup Session

Call to order.

The Houston County Commissioners met with Fillmore County Commissioners directly following their Joint Board of Health meeting. The purpose of the special meeting was to discuss possible areas of future cooperation between Houston and Fillmore Counties. No official action was taken at the meeting.

Houston County Commissioners discussed with Fillmore County their legislative priorities. It was the general consensus of Commissioners from both Counties that they shared many of the same priorities.

Commissioners from both Counties discussed the need for child mental health services and issues. They discussed the importance of having regional facilities close to home for County residents.

Commissioners from both Counties agreed that they were open to working together when possible in the future. They discussed the possibility of having joint meetings in the future if situations for possible collaboration emerged.

The meeting ended at 3:20 p.m.

BOARD OF COUNTY COMMISSIONERS

SPECIAL WORKGROUP SESSION — January 24, 2023

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HOUSTON COUNTY, MINNESOTA

By: _____
Dewey Severson, Chairperson

Attest: _____
Donna Trehus, Auditor/Treasurer

PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: February 7, 2023

9:00 a.m.

Place: Commissioners Room, Courthouse, Caledonia, MN

Members Present:

Dewey Severson, Eric Johnson, Robert Burns, Bob Schuldt, and Greg Myhre

Others Present:

IT Director Andrew Milde, Reporter Charlene Selbee, Finance Director Carol Lapham, Public Health and Human Services Director John Pogleasa, Board Clerk/EDA Director Allison Wagner, Engineer Brian Pogodzinski, Human Resources Director Theresa Arrick-Kruger, Public Health Supervisor Jordan Knoke, Public Health Educator Brianna Ceaser, Deputy Auditor/Treasurer Nikki Konkel, Sheriff Brian Swedberg, Attorney Samuel Jandt, Social Services Supervisor Bethany Moen, and City of Caledonia Clerk/Administrator Jake Dickson

Presiding: Chairperson Severson

Call to order.

Pledge of Allegiance.

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

Motion was made by Commissioner Johnson, seconded by Commissioner Burns, motion carried unanimously to approve the January 24, 2023 meeting minutes.

Motion was made by Commissioner Burns, seconded by Commissioner Myhre, motion carried unanimously to approve the January 24, 2023 workgroup session minutes.

Public Comment: No public comments were made.

APPOINTMENTS

Wagner presented the 2022 Economic Development Authority (EDA) annual report. She thanked the board for their continued partnership with Community and Economic Development Associates (CEDA) for EDA services. Wagner said the Houston County EDA welcomed 2022 by finishing pandemic relief related projects and returning to pre-pandemic projects. She noted that the EDA had disbursed a total of \$1,554,761 in grant funds to eligible businesses during the pandemic and said businesses were thankful to the Commissioners for allocating pandemic relief

funding to the grant programs. Wagner said continued initiatives in 2022 included helping farmers and the expansion of the Bluff Country Collaborative program, which had grown into a strong partnership with area schools including all Houston County School Districts, many area businesses, and several organizational partners. New 2022 projects included opening Keep Company Co-Working Space the County's only co-working space, working on the expansion of the Root River Bike/Pedestrian Trail, working with the Houston Area Preservation Initiative (HAPI) to preserve historic property for use as community arts, culture, history, and educational areas, and creating a core team to address childcare needs throughout the County. The Houston County EDA was involved with authoring seven grants that were awarded in Houston County in 2022. Wagner said these accomplishments in addition to the day-to-day work of connecting with businesses and providing assistance to entrepreneurs had set Houston County up to become a recognized leader in rural development. She thanked the Commissioners for their support and participation in 2022, and said she was looking forward to 2023.

CONSENT AGENDA

Motion by Commissioner Burns, seconded by Commissioner Johnson, motion unanimously carried to approve the consent agenda. Items approved are listed below.

- 1) Change the status of Child Protection Social Worker, Kyli Gobrecht, from probationary to regular, effective 2/8/23.
- 2) Accept the resignation of Barbara Schmitz, Dept. of Corrections, Technical Clerk I effective the end of the business day 02/10/2023.
- 3) Consider approving guardianship contract – Virgie Rud.

ACTION ITEMS

File No. 1 – Commissioner Myhre moved, Commissioner Schuldt seconded, motion unanimously carried to approve a Houston County Hauler License Renewal for Generation X Construction for 2023.

File No. 2 – Commissioner Johnson moved, Commissioner Severson seconded, motion unanimously carried to schedule a public hearing to consider a moratorium on the sale of edible cannabinoid products and/or hemp derived tetrahydrocannabinols (THC) food and beverages within the County of Houston. The hearing was set for February 28th 2023 at 6:00 p.m. in the Houston County Commissioner Room in the Historic Courthouse.

File No. 3 – Commissioner Burns moved, Commissioner Myhre seconded, motion unanimously carried to approve request to advertise for proposals for the Houston County Historic Courthouse roof replacement.

File No. 4 – Commissioner Johnson moved, Commissioner Myhre seconded, motion carried four to one to approve Merchants Bank credit cards due to the bank change. Commissioner Burns abstained due to not having a County credit card.

File No. 5 – Commissioner Myhre moved, Commissioner Burns seconded, motion unanimously carried to approve request from Engineer Pogodzinski to attend the AASHTO Annual Meeting in Indianapolis, Indiana from November 12-16, 2023 instead of the previously approved AASHTO Resource Technical Exchange in Fort Worth, Texas. The conference, hotel, and transportation would be paid for by MnDot State Aid.

DISCUSSION ITEMS

Commissioners discussed a letter Chairperson Severson had received from Miken. The letter stated that the facility located at 131 Bissen Street in Caledonia would continue to operate at the location with some employees, but there would be a mass layoff of around 44 employees. Wagner said that the State's rapid response team would hopefully be coming to Caledonia soon to work on helping workers who would be displaced by the layoff. She also announced that the EDA would be holding their annual Career/Hiring Fair at the La Crescent Area even center on March 8th, 2023 from 9 a.m. to 3 p.m. The fair was open to the general public as well as students. Businesses would be hiring at the event for full, part time, and seasonal workers. The event had been shared with Miken.

Commissioners discussed recent meetings they had attended including an Extension meeting, WINLAC public hearing, collaborative meeting with schools, jail meeting, and a Hiawatha Valley planning meeting.

The Commissioners discussed a possible future Eagle Scout project at Botcher Park.

The Commissioners briefly discussed jail options including the potential possibility of sharing a dispatch system with Fillmore County. Sheriff Swedberg said this could be looked into in the future, but there would be some obstacles such as using different systems and the way current dispatchers in Houston County also worked in the jail.

There being no further business at 10:10 a.m., a motion was made by Commissioner Johnson, seconded by Commissioner Myhre, motion unanimously carried to adjourn the meeting. The next meeting would be a regular meeting on February 14th, 2023.

BOARD OF COUNTY COMMISSIONERS

HOUSTON COUNTY, MINNESOTA

By: _____
Dewey Severson, Chairperson

Attest: _____
Donna Trehus, Auditor/Treasurer

PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: February 14, 2023

9:00 a.m.

Place: Commissioners Room, Courthouse, Caledonia, MN

Members Present:

Dewey Severson, Eric Johnson, Robert Burns, Bob Schuldt, and Greg Myhre

Others Present:

Auditor/Treasurer Donna Trehus, Reporter Rachel Stock, IT Director Andrew Milde, Reporter Charlene Selbee, Finance Director Carol Lapham, Public Health and Human Services Director John Pogleasa, Board Clerk/EDA Director Allison Wagner, Engineer Brian Pogodzinski, Human Resources Director Theresa Arrick-Kruger, Deputy Auditor/Treasurer Nikki Konkel, Recorder Mary Betz, Jail Administrator Dean Ott, Collaborative Design Group Johona Harris, Collaborative Design Group Tamara Wylie, and Mark Bennett

Presiding: Chairperson Severson

Call to order.

Pledge of Allegiance.

Prior to any motions being made one item was added to the action items on the agenda: Consider approving Resolution No. 23-08 Establishment of Absentee Ballot Board and UOCAVA Ballot Board – M.S. 203B.121. Motion was made by Commissioner Schuldt, seconded by Commissioner Myhre, motion unanimously carried to approve the agenda with the change.

Motion was made by Commissioner Myhre, seconded by Commissioner Johnson, motion carried unanimously to approve the February 7, 2023 meeting minutes.

Public Comment: No public comments were made.

APPOINTMENTS

The Commissioners met with Johona Harris and Tamara Wylie from Collaborative Design Group to discuss preliminary draft plans from the space utilization study. Harris and Wylie showed the Commissioners three options for potentially moving some offices around to best utilize County space. The Commissioners discussed the possibility of consolidating services and potentially selling the Community Services Building along the highway in the future. Those offices would then need to be relocated possibly to the Historic Courthouse. Harris and Wylie mentioned the possibility of creating additional space by scanning some documents that were

currently taking up room in storage areas. This could possibly free up more space for additional offices. The Commissioners would review the preliminary ideas in the upcoming week and discuss the ideas again at the next workgroup session.

CONSENT AGENDA

Motion by Commissioner Myhre, seconded by Commissioner Johnson, motion unanimously carried to approve the consent agenda. Items approved are listed below.

- 1) Change Lee Langager's banding/Step from B-21 Step 4 to B-22 Step 4 effective 02/15/2023.
- 2) Change Nancy Welsh's from 0.7 FTE to 0.8 FTE, effective immediately While we work with DOC supervisor to determine appropriate FTE.
- 3) Change Ben Novak's assignment from Lead Jailer/Dispatcher (Sgt.) to 0.55 Jailer Dispatcher effective 02/26/2023. (This is a voluntary demotion and there are no plans in the foreseeable future to replace the Lead (Sgt.) position.)

ACTION ITEMS

File No. 1 – Commissioner Johnson moved, Commissioner Burns seconded, motion unanimously carried to adopt Resolution No. 23-07 Resolution to Submit, Adopt, and Implement the WinLaC Comprehensive Watershed Management Plan contingent upon BWSR approval. Commissioner Burns moved, Commissioner Myhre seconded, motion unanimously carried to approve the WinLaC (Mississippi River Winona La Crescent) Comprehensive Watershed Management Plan Joint Powers Agreement contingent upon BWSR approval.

File No. 2 – Commissioner Johnson moved, Commissioner Myhre seconded, motion unanimously carried to approve the Icon Constructions, LLC quote for Bridges 28512, 28538, 28530, 28531, 28510, and 28515 in the amount of \$117,100.00.

File No. 3 – Commissioner Johnson moved, Commissioner Severson seconded, motion unanimously carried to approve Winona County-Houston County Professional Services Inter-County Agreement.

File No. 4 – Commissioner Burns moved, Commissioner Schuldt seconded, motion unanimously carried to approve Resolution No. 23-08 Establishment of Absentee Ballot Board and UOCAVA Ballot Board – M.S. 203B.121.

DISCUSSION ITEMS

Commissioners discussed the Childcare Town Hall event that they had attended the previous week. The purpose of the event was to learn about childcare data collected in Houston County and address needs. It was the general consensus of the Commissioners that the Childcare Town Hall had been a successful event. Wagner said the main takeaway from the meeting was that

the County was short over 200 childcare slots in the 0-5 age group meaning there were more children than childcare slots available in Houston County. This was directly related to the workforce and overall economy of Houston County. She said this was the reason for the core team working with First Children's Finance to create additional childcare slots and support existing providers.

Commissioners discussed recent meetings they had attended including Public Health Advisory, Comp Plan Review with TKDA, Semcac, and Community Services meetings.

Commissioner Burns said that due to the COVID-19 pandemic emergency ending some SNAP participants in the County would no longer receive some benefits. He said he anticipated an increased demand for food from Semcac and food shelf programs in the County.

There being no further business at 11:43 a.m., a motion was made by Commissioner Myhre, seconded by Commissioner Johnson, motion unanimously carried to adjourn the meeting. The next meeting would be a workgroup session on February 21st, 2023.

BOARD OF COUNTY COMMISSIONERS

HOUSTON COUNTY, MINNESOTA

By: _____
Dewey Severson, Chairperson

Attest: _____
Donna Trehus, Auditor/Treasurer

PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: February 21, 2023

9:00 a.m.

Place: Commissioners Room, Courthouse, Caledonia, MN

Members Present:

Dewey Severson, Eric Johnson, Robert Burns, Bob Schuldt, and Greg Myhre

Others Present:

Finance Director Carol Lapham, Auditor/Treasurer Donna Trehus, Public Health Supervisor Jordan Knoke, Social Services Supervisor Bethany Moen, Human Resources Director Theresa Arrick-Kruger, Sheriff Brian Swedberg, Engineer Brian Pogodzinski, Recorder Mary Betz and Deputy Auditor/Treasurer Polly Heberlein.

Board Workgroup Session

Call to order.

Commissioners discussed the Highway Department's equipment replacement schedule and anticipated rotation time frame of other existing equipment. Engineer Pogodzinski stated that Houston County's plow truck rotation goal is 12 to 13 years on average. A uniform equipment cost forecast is targeted to be between \$600,000 and \$700,000 annually. The question of keeping the pickup purchases with the Enterprise program will be discussed at a future Finance Committee meeting.

The Commissioners discussed the opportunity to acquire roughly 6 acres of the former Barth homestead land near the Airport. It was noted that Houston County purchasing 2 acres on the north end of the property is anticipated to be fully supported by the FAA and would help the County to obtain a non-precision instrument approach verses visual only. Land purchase cost is anticipated to be 90% FAA/5%MnDot Aeronautics/5% Local. In order for the current land owner to build a home on the remaining 4 acres, they would need FAA approval but not a variance. Engineer Pogodzinski will look into cost share availability for building and tree removal costs on the property that the County may purchase. This discussion was food-for-thought only, at this point.

The Commissioners discussed the suggestion of placing an ad in the local papers for the replacement of Lieutenant Tracie Erickson, regarding his upcoming retirement. There were two ad options suggested, with one looking at replacing the Sherriff's Lieutenant position only verses placing an ad with the option to include a Deputy and/or Sargent position, should someone from within the current Department be offered the Lieutenant position. The joint ad would not prolong the search for additional candidates if an in-house advancement would occur. It was the preference

of the Board to advertise the Sheriff's Lieutenant position only at this time for the necessary 3-week period. The Deputy and/or Sargent position will be reviewed at a later date, if necessary. There will be two Action Items included at the next Board meeting with the first being the confirmation of the retirement of Lieutenant Erickson and the second being the intent to initiate a competitive search to replace the Lieutenant position.

The Commissioners discussed the space study options presented by Collaborative Design Group, Inc. The 3 suggestions were forwarded to Department Heads in the hopes that conversation with each Department would list pros and cons to help either narrow down options or flush out more questions that would require additional research. The Board would like to hear the feedback from the Departments thru the Department Head and then ask HR Director Arrick-Kruger to forward the findings to CDG for more tweaking. More information is needed in order for the Board to move forward with a decision.

Commissioner Myhre mentioned that applications will be sought to manage Wildcat Campground for 2023. The contract, bond and insurance options are being looked into. The first year management agreement will be a 1 year contract with the hopes of extending the future term to be a possible 3 to 5 year commitment.

Commissioner Johnson asked Public Health Supervisor Knoke if comments have been received on the upcoming Public Hearing to consider a moratorium on the sale of edible cannabinoid products and/or THC food and beverages within Houston County. She confirmed that Health and Human Services Director John Pugleasa has received a few comments. He is currently working on a 1-page list of rules on this topic which is structured somewhat like a statute guide. While at the upcoming Public Meeting, Commissioner Severson has agreed to stress that the meeting is an opportunity to make a 3-minute public comment only. It is intended for the Board to listen to the public with no decisions being made that night. Commissioner Burns added that in order for the Public to speak, they will have to sign up at the entrance. Commissioner Burns has been doing research on the CBD products currently available for sale in Houston County as well as creating a list of the businesses that are selling the products.

Commissioner Burns noted that Houston County resident Paul Fruechte along with other neighboring land owners have received a letter along with a preprinted Purchase Agreement regarding an offer to purchase land in their area with the possibility of creating a housing addition of some kind on the property. The price listed within the Purchase Agreement was at a very low price. The Board suggested the County post / publish an ad of 'People Beware' to make it be known that there is a strong possibility this could be a scam. Auditor/Treasurer Trehus will get this notification in the local papers and on the Houston County website.

Commissioner Severson noted there will be a Workforce and SHAC meeting next week along with a no-wake public hearing next month with the DNR. He also mentioned the possibility of the need for a County Administrator to help clarify and delegate for approximately 200 County employees.

The meeting ended at 11:13 a.m.

BOARD OF COUNTY COMMISSIONERS

HOUSTON COUNTY, MINNESOTA

By: _____
Dewey Severson, Chairperson

Attest: _____
Donna Trehus, Auditor/Treasurer

PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: February 28, 2023

9:00 a.m.

Place: Commissioners Room, Courthouse, Caledonia, MN

Members Present:

Dewey Severson, Eric Johnson, Robert Burns, Bob Schuldt, and Greg Myhre

Others Present:

Auditor/Treasurer Donna Trehus, Reporter Rachel Stock, Reporter Charlene Selbee, Finance Director Carol Lapham, Public Health and Human Services Director John Pugleasa, Board Clerk/EDA Director Allison Wagner, Engineer Brian Pogodzinski, Human Resources Director Theresa Arrick-Kruger, Recorder Mary Betz, County Attorney Samuel Jandt, and Attorney Margaret Skelton

Presiding: Chairperson Severson

Call to order.

Pledge of Allegiance.

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

Motion was made by Commissioner Burns, seconded by Commissioner Myhre, motion carried unanimously to approve the February 14, 2023 meeting minutes.

Motion was made by Commissioner Johnson, seconded by Commissioner Severson, motion carried unanimously to approve the February 21, 2023 workgroup session minutes.

Public Comment: No public comments were made.

APPOINTMENTS

At 9:10 a.m. a motion was made by Commissioner Severson seconded by Commissioner Burns, motion carried unanimously to go into closed session pursuant to Minn. Stat. 13D.05, subdivision 1 (d), *attorney – client privilege* to meet with Attorney Margaret Skelton regarding pending employment claim. All the Commissioners, Attorney Jandt, Attorney Skelton, and Human Resources Director Kruger attended the closed session.

At 9:49 a.m. a motion was made by Commissioner Myhre, seconded by Commissioner Burns, motion carried unanimously to come out of closed session. Attorney Jandt gave a

summary of the closed session saying it was the consensus of the County board to keep moving forward with the litigation.

CONSENT AGENDA

Motion by Commissioner Johnson, seconded by Commissioner Myhre, motion unanimously carried to approve the consent agenda. In addition, Commissioner Johnson thanked Tracie Erickson for his many years of service to Houston County. The Commissioners agreed. Items approved are listed below.

- 1) Initiate a competitive search for a .6 FTE Technical Clerk I, B-21-Department of Corrections (opening due to a recent resignation of a .8 FTE Tech Clerk I).
- 2) Confirm the retirement of Tracie Erickson, Sheriff's Office effective 02/28/2023.
- 3) Approve initiating a competitive search for a 1.0 FTE Sheriff's Lieutenant, C-43.

ACTION ITEMS

File No. 1 – Commissioner Myhre moved, Commissioner Severson seconded, motion unanimously carried to accept a Brownsville VFW donation in the amount of \$185.00 to the Veteran Services Office to use for any veteran's needs.

File No. 2 – Commissioner Myhre moved, Commissioner Johnson seconded, motion unanimously carried to approve a Peddler Licence for Scott Allan Gibson. Mr. Gibson was contracted through Scenic Concepts out of La Crosse, and would be taking ariel photos.

File No. 3 – Prior to any motions being made Commissioners discussed the possibility of purchasing additional land around the Houston County airport. A property owner was willing to sell six acres of land for \$100,000. Purchasing the additional property would potentially allow the County to get instrument landing for planes after clearing some trees on the property. The Commissioners said that instrument landing was something that they had heard pilots ask for in the past, and it was not currently available at the airport. Commissioner Myhre said the property owner wanted an answer regarding the purchase by the following business day. Commissioner Burns said the purchase price was high. The Commissioners discussed with Engineer Pogodzinski the possibility of the FAA contributing to the purchase of the land. Pogodzinski said while this was a possibility they would not know for certain if the FAA would participate until an environmental review and appraisal was done. He said this could take six to nine months. Commissioner Johnson said purchasing the additional land was not in the original airport master plan. He said he did not like the idea of the County moving forward without knowing if the FAA would help cover the costs. He said approving the purchase was a gamble. Commissioner Johnson suggested a land swap instead, since some land had already been purchased with help from the FAA. Commissioner Severson said he agreed the cost was high, but that the County may not have an opportunity to purchase the land in the future. Commissioner Schuldt said the airport world was changing with technology. He said some could not fly to the County airport because of the way the airport was set up. Commissioner Schuldt also said that the County had

options if they decided not to move forward with the instrument landing such as leasing the land, creating an easement, or selling it again. Commissioner Burns moved, Commissioner Myhre seconded, motion carried four to one to approve the purchase of six acres of land at \$100,000 from land owner Nickolas Hoscheit. Commissioner Burns said they would move forward with the FAA to see if they would participate. Commissioner Johnson voted no to the motion saying he did not want the County to move forward without knowing if the FAA would contribute financially. He said he was not in favor of “dipping into the levy for the purchase”.

File No. 4 – Commissioner Myhre moved, Commissioner Burns seconded, motion unanimously carried to approve Resolution No. 23-09 Endorsing the efforts of the AMC Community Supervision Work Group and urging the legislature to pass a new funding formula and significant appropriation during the 2023 legislative session.

DISCUSSION ITEMS

Commissioners discussed recent meetings they had attended including a Workforce Development meeting, State Community Health Services meeting, AMC legislative conference, Environmental Services Committee meeting, Transportation Committee meeting, Finance Committee meeting, and Department Head meeting.

Commissioner Burns said they had discussed a possible license plate cost increase at the Transportation Committee meeting he had attended.

Commissioners discussed the logistics of the public hearing regarding the possible moratorium on the sale of edible cannabinoid products and/or hemp derived THC food and beverages.

There being no further business at 11:01 a.m., a motion was made by Commissioner Myhre, seconded by Commissioner Severson, motion unanimously carried to adjourn the meeting. The next meeting would be a regular meeting on March 7th, 2023.

BOARD OF COUNTY COMMISSIONERS

HOUSTON COUNTY, MINNESOTA

By: _____
Dewey Severson, Chairperson

Attest: _____
Donna Trehus, Auditor/Treasurer

PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: March 7, 2023

9:00 a.m.

Place: Commissioners Room, Courthouse, Caledonia, MN

Members Present:

Dewey Severson, Eric Johnson, Robert Burns, Bob Schuldt, and Greg Myhre

Others Present:

Auditor/Treasurer Donna Trehus, Reporter Rachel Stock, Reporter Charlene Selbee, WXOW Reporter Roger Staffaroni, Finance Director Carol Lapham, Public Health and Human Services Director John Pogleasa, Board Clerk/EDA Director Allison Wagner, Human Resources Director Theresa Arrick-Kruger, Recorder Mary Betz, County Attorney Samuel Jandt, Environmental Services Director Martin Herrick, City of Caledonia Clerk Administrator Jake Dickson, Deputy Auditor/Treasurer Eliana Babinski, Deputy Auditor/Treasurer Polly Heberlein, Public Health Supervisor Jordan Knoke, Darnell Johnson, Brent Welch, Sara Viner, Heidi Snell, Nick Meiners, Jamie Meiners, Yvonne Krogstad, Rebecca Wilhelmson, Abby Jilek, Kristina Hauser, and Katelyn Buchholtz

Presiding: Chairperson Severson

Call to order.

Pledge of Allegiance.

Prior to approving the agenda two items were added to the consent agenda: confirm the change of employment status of Helen Olson from probationary to regular effective 3/25/2023, and confirm the change of employment status of Nicole Karl from probationary to regular effective 3/29/2023. Motion was made by Commissioner Johnson, seconded by Commissioner Burns, motion unanimously carried to approve the agenda with the additions.

Motion was made by Commissioner Myhre, seconded by Commissioner Schuldt, motion carried unanimously to approve the February 28, 2023 meeting minutes.

Public Comment: No public comments were made.

APPOINTMENTS

None.

CONSENT AGENDA

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

- 1) Approve the hire of Nikki Klemp as a probationary Nurse Case Manager, C-41, Step 4, effective 3/27/2023 conditioned on successful completion of background check.
- 2) Confirm the change of employment status of Helen Olson from probationary to regular effective 3/25/2023.
- 3) Confirm the change of employment status of Nicole Karl from probationary to regular effective 3/29/2023.

ACTION ITEMS

File No. 1 – Commissioner Johnson moved, Commissioner Myhre seconded, motion unanimously carried to approve the LG220 Application for Exempt Permit for Off-Site Gambling on behalf of District 300 Foundation, P.O. Box 34, La Crescent, MN 55947 for gambling activities to be conducted at Valley High Golf Club located at 9203 Mound Prairie Drive, Houston, MN in Mound Prairie Township on April 28, 2023. with no waiting period. The motion also included approving Resolution No. No. 23-10 Minnesota Lawful Gambling Permit Approval District 300 Foundation. See Resolution below.

RESOLUTION NO. 23-10

MINNESOTA LAWFUL GAMBLING PERMIT APPROVAL DISTRICT 300 FOUNDATION

March 7, 2023

BE IT RESOLVED, the Houston County Board of Commissioners does hereby approve the Minnesota Lawful Gambling Application LG220 for Exempt Permit for District 300 Foundation for gambling activities to be conducted at the Valley High Golf Club in Mound Prairie Township on April 28, 2023, with no waiting period.

File No. 2 – This item was approved under File No. 1.

File No. 3 – Commissioners discussed with Public Health and Human Services Director Pugleasa the possibility of using ARPA funding for 2023 technology replacement. The idea had been previously discussed, but no ARPA dollars had officially been allocated. The original estimate for the equipment had been \$31,330, but the price had increased to \$42,083.47. Commissioner Johnson moved, Commissioner Myhre seconded, motion carried unanimously to table the request until the Commissioners could look at what was still available and remaining for unallocated ARPA dollars.

File No. 4 – Prior to any motions being made Commissioners discussed the recent public hearing regarding a possible moratorium on the sale of edible cannabinoid products and/or hemp derived tetrahydrocannabinols (THC) food and beverages within the County of Houston. Commissioner Severson said health and safety concerns had originally been the reason for the moratorium consideration. Commissioner Johnson said his main concern was the packaging of edible gummies appearing to look like regular candy. The concern was kids accidentally ingesting the edible gummies. Commissioner Severson said he had received additional feedback after the recent public hearing. He said most he had heard from were not in favor of the moratorium. Commissioner Severson moved, Commissioner Johnson seconded, motion carried four to one to not establish a moratorium, but to instead instruct the County Attorney to come up with an ordinance with some regulations as to where, when, and how the sale of edible cannabinoid products and/or hemp derived tetrahydrocannabinols (THC) food and beverages would be handled within Houston County. Severson said this could include licensing and taxing of the product. Commissioner Burns abstained from the vote. Commissioners Severson, Johnson, Schuldt, and Mhyre voted in favor of the motion. Commissioner Schuldt mentioned to the Commissioners the possibility of establishing a study committee, as many who attended the public hearing had expressed interest in serving on a study committee. Some of those who had expressed interested had established businesses in the field and were experienced with the product. Attorney Jandt said a study committee could still be formed if needed in the future. Attorney Jandt said once a draft of an ordinance was created another public hearing would need to take place before the ordinance could be adopted. There was a possibility that with new future legislation the County’s ordinance would need to be amended.

DISCUSSION ITEMS

Commissioners discussed recent meetings they had attended including an EDA meeting, Personal Committee Meeting regarding the County’s work from home policy, Hiawatha Valley Mental Health meeting, and a Land Use LiDAR demonstration.

Wagner said the annual BCC Career Fair and Hiring event would take place on Wednesday, March 7th, 2023 at the La Crescent Area Event Center. Around 40 businesses and at least 200 students were expected to attend the event. The event was also open to job seekers in the general public. Businesses at the event would be hiring full, part time, and seasonal employees.

Chairperson Severson said he had received official notice from Winona County that they would be cancelling their jail contract with Houston County on September 31, 2023.

Commissioner Schuldt said he had been contacted regarding river cleanup in Houston County. He said he could reply on behalf of the County.

CLOSING PUBLIC COMMENT

Nick Meiners said he though the Commissioners had made the right move regarding not implementing the moratorium. He said with the new bill being considered he wanted to make sure

the Commissioners were not wasting Attorney Jandt's time. He encouraged the Commissioners to not waste too much time or taxpayer money since he said many of their concerns would most likely be addressed with the new bill.

There being no further business at 9:45 a.m., a motion was made by Commissioner Burns, seconded by Commissioner Schuldt, motion unanimously carried to adjourn the meeting. The next meeting would be a regular meeting on March 14th, 2023.

BOARD OF COUNTY COMMISSIONERS

HOUSTON COUNTY, MINNESOTA

By: _____
Dewey Severson, Chairperson

Attest: _____
Donna Trehus, Auditor/Treasurer

PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: March 14, 2023

9:00 a.m.

Place: Commissioners Room, Courthouse, Caledonia, MN

Members Present:

Dewey Severson, Eric Johnson, Robert Burns, Bob Schuldt, and Greg Myhre

Others Present:

Auditor/Treasurer Donna Trehus, Reporter Rachel Stock, Reporter Charlene Selbee, Finance Director Carol Lapham, Public Health and Human Services Director John Pogleasa, Board Clerk/EDA Director Allison Wagner, Human Resources Director Theresa Arrick-Kruger, Recorder Mary Betz, Deputy Auditor/Treasurer Mark Bennett, Deputy Auditor/Treasurer Polly Heberlein, Deputy Auditor Treasurer Nikki Konkell, Sheriff Brian Swedberg, Jail Administrator Mark Olson, IT Director Andrew Milde, Engineer Brian Pogodzinski, City of Caledonia Clerk Administrator Jake Dickson, City of Caledonia Public Works and Zoning Director Casey Klug, and Collaborative Design Group Principal in Charge/Engineer/Project Manager Craig Milkert

Presiding: Chairperson Severson

Call to order.

Pledge of Allegiance.

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

Motion was made by Commissioner Johnson, seconded by Commissioner Severson, motion carried unanimously to approve the March 7, 2023 meeting minutes.

Public Comment: No public comments were made.

APPOINTMENTS

None.

CONSENT AGENDA

None.

ACTION ITEMS

File No. 1 – Prior to making a motion Commissioners discussed the Historical Courthouse Roof replacement with Engineer/Project Director Craig Milkert from Collaborative Design Group. Commissioner Burns asked if it would be likely that the project would have unforeseen change orders. Milkert said he did not think so. He said there was a potential for some rotten wood to be discovered, but some of that cost was covered in the bid. Milkert said Equity Builders & Construction Services typically stayed with the original bid price. Commissioner Johnson told the board he had already discussed this with Milkert, but Milkert had some concerns with using metal shingles on the high parts of the roof, so Milkert was recommending the asphalt shingles. Commissioner Johnson said he had also asked about using both types of shingles, however they would not match. Commissioner Johnson moved, Commissioner Burns seconded, motion unanimously carried to award the low bid for the Historical Courthouse roof replacement to Equity Builders & Construction Services, Inc. in the amount of \$174,630.00. Milkert said the work would most likely begin in April.

File No. 2 – Sheriff Swedberg told the Commissioners an upgrade was required for the recorder system used by the Sheriff's Office. Commissioner Myhre moved, Commissioner Schuldt seconded, motion unanimously carried to approve the Sheriff's Office recorder upgrade.

File No. 3 – Commissioners discussed the Courthouse parking lot bids. Engineer Pogodzinski said two options were bid out, one with the County doing some of the demolition work, and the other with contractor doing all the work. The low bid was different depending on the option. Pogodzinski said he was recommending the low bid of Zenke Inc. at \$296,165.05. Zenke would be doing the removal and the parking lot work. Pogodzinski said he had done the math and it would cost the County around \$40,000 to do the pre work themselves. Zenke had also won a bid for a nearby City of Caledonia project that would be taking place around the same time. Commissioner Johnson said he did not like that the bid was nearly \$300,000, and more than they had originally anticipated. He said he was starting to question if it was wise to move forward with the project. Commissioner Johnson said he thought a better use of the funds might be using the money for County roads instead. Commissioner Burns said the project would improve handicap access, sidewalks, and drainage in the parking lot. Commissioner Schuldt asked Engineer Pogodzinski about handicap accessibility in the current parking lot. Engineer Pogodzinski said the proposed parking lot project would make the lot handicap accessible. Commissioner Burns moved, Commissioner Myhre seconded, motion carried four to one to award the Courthouse Parking Lot Bid to Zenke Inc. in the amount of \$296,165.05. Commissioner Johnson voted no. Commissioners Severson, Burns, Schuldt, and Myhre voted yes.

File No. 4 – Commissioner Johnson moved, Commissioner Burns seconded, motion unanimously carried to accept bids for CP 2023-01, for Stockpile Aggregate, Class 5 Delivered (maintenance rock) for various highways in Houston County. The total cost would be around \$308,000.00 with different contractors doing the work depending on the location. An additional 20% for stockpile aggregate was also approved to account for any additional rock that was

needed. Pogodzinski had requested the additional amount as the total cost had come in under budget.

File No. 5 – Commissioner Johnson moved, Commissioner Severson seconded, motion unanimously carried to approve all quotes for CP 2023-02 for aggregate stock piles. Engineer Pogodzinski said all quotes were approved each year so that depending on where a project was located different sources could be used and the County would receive the best price on materials.

File No. 6 – Commissioner Johnson moved, Commissioner Severson seconded, motion unanimously carried to approve all quotes for CP 2023-03 equipment rentals.

File No. 7 – Engineer Pogodzinski recommended that accepting the low quote for CP 2023-04 for crack filling be tabled until he could do some research on the company who had the lowest quote. He said the County had not yet worked with them and he wanted to do a reference check before moving forward with the quote, as it had been much lower than the others. Commissioner Johnson moved, Commissioner Myhre seconded, motion unanimously carried to table the decision until Engineer Pogodzinski could do some research on the company.

File No. 8 – Commissioner Burns moved, Commissioner Johnson seconded, motion unanimously carried to award the low bid for CP 2023-06 Seal Coat to Scott Construction in the amount of \$507,220.22.

File No. 9 – Commissioner Johnson moved, Commissioner Myhre seconded, motion unanimously carried to approve the contract with Mn/Dot to move forward with MN 26/Houston County CSAH 3 (Brownsville intersection) preliminary design and pass Resolution No. 23-11 Mn/Dot Partnership Agreement Work Order Authorization. See resolution below.

RESOLUTION NO. 23-11

Mn/Dot Partnership Agreement Work Order Authorization

March 14, 2023

WHEREAS, The Minnesota Department of Transportation wishes to cooperate closely with local units of government to coordinate the delivery of transportation services and maximize the efficient delivery of such services at all levels of government; and

WHEREAS, MnDOT and local governments are authorized by Minnesota Statutes sections 471.59, 174.02, and 161.20, to undertake collaborative efforts for the design, construction, maintenance and operation of state and local roads; and

WHEREAS: the parties wish to be able to respond quickly and efficiently to such opportunities for collaboration, and have determined that having the ability to write “work

orders” against a master contract would provide the greatest speed and flexibility in responding to identified needs.

THEREFORE, be it resolved:

1. That Houston County enter into a Master Partnership Contract with the Minnesota Department of Transportation, a copy of which was before the Board.
2. That the proper County officers are authorized to execute such contract, and any amendments thereto.
3. That the County Engineer/ County Auditor/Treasurer is authorized to negotiate work order contracts pursuant to the Master Contract, which work order contracts may provide for payment to or from MnDOT, and that the County Engineer/ County Auditor/Treasurer may execute such work order contracts on behalf of Houston County without further approval by this Board.

File No. 10 – Commissioner Johnson moved, Commissioner Burns seconded, motion unanimously carried to approve the Stonebrooke Engineering proposal for the preliminary design of TH 26 and Houston County CSAH 3 intersection in Brownsville, MN. The County’s portion was expected to be around \$12,000 with MnDot contributing around \$59,000.

File No. 11 – Commissioner Myhre moved, Commissioner Schuldt seconded, motion unanimously carried to approve the Avfuel contract and authorize Engineer Pogodzinski to sign it.

DISCUSSION ITEMS

Commissioners discussed recent meetings they had attended including a Land Use, Semcac, Community Services, and Workforce Development Inc. meeting.

Commissioner Myhre said he had recently heard about a grant opportunity that could possibly be used for Wildcat or other County parks. Pogodzinski said the due date to apply in 2023 was fast approaching, but that he could look into the grant for 2023 or future years.

Commissioner Burns said he had attended the annual Bluff Country Collaborative Career Fair that had taken place at the La Crescent Area Event Center the week prior. He said he was impressed as the turn out had been very good and he was surprised at how many positions County businesses had to offer. Businesses were hiring for full, part time, and seasonal workers. Businesses were open to having student workers. Commissioner Myhre said he had also attended the Career Fair and it had been a good economic development event. He thanked Wagner for her work on the event.

CLOSING PUBLIC COMMENT

None.

There being no further business at 10:24 a.m., a motion was made by Commissioner Myhre, seconded by Commissioner Johnson, motion unanimously carried to adjourn the meeting. The next meeting would be a workgroup session on March 21st, 2023.

BOARD OF COUNTY COMMISSIONERS

HOUSTON COUNTY, MINNESOTA

By: _____
Dewey Severson, Chairperson

Attest: _____
Donna Trehus, Auditor/Treasurer

PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: March 21, 2023

9:01 a.m.

Place: Commissioners Room, Courthouse, Caledonia, MN

Members Present:

Dewey Severson, Eric Johnson, Robert Burns, Bob Schuldt, and Greg Myhre

Others Present:

Finance Director Carol Lapham, Auditor/Treasurer Donna Trehus, EDA Director/Board Clerk Allison Wagner, Public Health and Human Services Director John Pugleasa, Recorder Mary Betz, and Attorney Samuel Jandt

Board Workgroup Session

Call to order.

Commissioners reviewed current ARPA distributions to date and discussed possible options for the remaining ARPA funds with Finance Director Lapham. It was the general consensus of the Commissioners to allocate some ARPA dollars to two childcare trainings for current providers. Wagner said that the Childcare Core Team who was currently studying childcare needs in the County had heard from providers that help paying for required trainings would be appreciated. The cost of food, paper products, and other needed goods was going up, and making it harder for some providers to afford yearly required trainings. The amount was expected to be below \$8,000 for both the trainings. Discussion and possible approval of ARPA fund distributions would be officially considered at the next regular meeting.

Attorney Jandt said he had been in contact with the Fillmore County Attorney regarding a possible ordinance regarding the sale of edible cannabinoid products and/or hemp derived tetrahydrocannabinols (THC) food and beverages within the County. The Commissioners discussed waiting to move forward with any ordinances until the State made a final decision on the possible cannabis bill.

Commissioner Severson said he had recently attended a La Crosse County Solid Waste meeting. He said he had gotten a tour of the facility and had learned a lot.

Commissioner Severson said there would be an upcoming public hearing regarding the no wake zone near Shore Acres at 5:00 p.m. on March 29th at the La Crescent Fire Station. Wagner said the zoning office had advertised that there may be a possible quorum at the hearing.

Commissioner Johnson said he had recently received some calls from constituents regarding a possible resolution regarding the second amendment.

The meeting ended at 10:23 a.m.

BOARD OF COUNTY COMMISSIONERS

HOUSTON COUNTY, MINNESOTA

By: _____
Dewey Severson, Chairperson

Attest: _____
Donna Trehus, Auditor/Treasurer

PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: March 28, 2023

9:00 a.m.

Place: Commissioners Room, Courthouse, Caledonia, MN

Members Present:

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

Others Present:

Auditor/Treasurer Donna Trehus, Reporter Rachel Stock, Reporter Charlene Selbee, Finance Director Carol Lapham, Public Health and Human Services Director John Pugleasa, Board Clerk/EDA Director Allison Wagner, Recorder Mary Betz, Deputy Auditor/Treasurer Mark Bennett, Deputy Auditor/Treasurer Polly Heberlein, Engineer Brian Pogodzinski, City of Caledonia Public Works and Zoning Director Casey Klug, Scott Kingsford from Raymond James, Howard Lampert, Pastor William Reese, and Dave Winnes

Presiding: Chairperson Severson

Call to order.

Pledge of Allegiance.

Prior to approving the agenda Wagner said that one Action Item should be removed from the agenda. This item was Action Item No. 8. Wagner said the Extension office had received additional donations for Farm Safety Day. The total they were requesting approval for was \$3,770.00. Wagner said an additional item was requested to be added to the agenda: Consider approval of Petition and Waiver Agreement with the City of Caledonia regarding roadway pavement on E. Washington St between S. Kingston St and the Houston County Historic Courthouse. Motion was made by Commissioner Myhre, seconded by Commissioner Burns, motion unanimously carried to approve the agenda with the changes.

Motion was made by Commissioner Johnson, seconded by Commissioner Myhre, motion carried unanimously to approve the March 14, 2023 meeting minutes.

Prior to a motion being made Commissioner Severson questioned the time of an upcoming public hearing written in the minutes. Wagner said she would confirm with the Zoning Office that the time in the minutes was correct. Commissioner Johnson requested one change to the minutes. He said Commissioner Severson had attended a La Crosse County Solid Waste meeting. It had accidentally been written as a Soil and Water meeting. Wagner said she would make the change. Motion was made by Commissioner Johnson, seconded by Commissioner Burns, motion carried unanimously to approve the March 21, 2023 workgroup session minutes with the change.

Public Comment: No public comments were made.

APPOINTMENTS

Scott Kingsford, a broker, from Raymond James presented to the board. He said he had worked with the County for many years. Kingsford spoke on the economy and said that investment yields had normalized, and that inflation was high. He said it was a good time to take advantage of the current interest rate. He said they were seeing 4.5% on investment yields.

Auditor/Treasurer Donna Trehus reviewed the County's cash and investments with the Commissioners. She said she would continue to look in to the best possible options for the County.

Howard Lampert who was on the cemetery board for Evangelical Church of Peace, 3272 County 249 presented to the board. He said he was there on behalf of the church to request a guardrail to protect the church cemetery. He said there had been a vehicle that had gone off the road and damaged tombstones. The Commissioners discussed the request with Lampert and Engineer Brian Pogodzinski. Pogodzinski said the County had done a road project near the church in 2009. The road project included changing the road and moving a church parking lot from across the road to the side of the church on the opposite side of the cemetery. Pogodzinski showed photos of the road before and after the project. Before the project there had been a wire mesh fence near the road above the cemetery. There currently was not a fence above the cemetery. The new road project had straightened the current road. The County had also added some fencing around the new parking lot to protect drivers from accidentally driving too far. Pogodzinski said at the time the project had been agreed upon by both the church and the County. Lampert said he wanted to complement the work that had been done with the road project, as the church was happy with it. Lampert said they did however still want a guardrail along the road above the cemetery to protect it. Pogodzinski said there were many factors to take into consideration, including roadside hazards being analyzed, and guardrail warrants evaluated prior to installing a new guardrail. He said in some cases the guardrail itself could be a hazard. Pogodzinski said there was a hierarchy of safety measures that needed to take place prior to a guardrail being installed. He said the County also needed to prioritize where guardrails were placed based on safety. Pogodzinski said he had reviewed reports and there had only been one reported crash in the area in the last 10 years. He said the road was also not a high traffic road compared to other roads in the County. Pogodzinski said a fence could possibly be added above the cemetery as an alternative to a guardrail. Dave Winnes, a member of Evangelical Church of Peace also spoke to the board. He said he wanted to thank Pogodzinski for his attention to the matter and professionalism, even though they were coming to different conclusions regarding the guardrail. Winnes wanted a guardrail above the church cemetery. He questioned other areas of the County that he said were similar and had guardrails. Commissioners discussed with Lampert, Pogodzinski, and Winnes different potential possibilities including a fence and two different types of guardrails. Commissioner Severson asked Pogodzinski for estimates on costs.

Pogodzinski said he was unsure of costs, and would need to look into the matter further, but that a rough estimate of guardrail could cost as much as \$15,000 in addition to maintenance.

CONSENT AGENDA

None.

ACTION ITEMS

File No. 1 –Commissioner Myhre moved, Commissioner Burns seconded, motion unanimously carried to table any decision regarding a guardrail or fence above Evangelical Church of Peace. Pogodzinski would work to get some cost estimates of different types of guardrail for the board.

File No. 2 – Commissioner Myhre moved, Commissioner Severson seconded, motion unanimously carried to approve ordering salt through the Cooperative Purchasing Venture (VPV).

File No. 3 – Commissioner Johnson moved, Commissioner Burns seconded, motion unanimously carried to approve the low quote for liquid chloride from Bluff Country Brine. The until price would vary slightly depending on where the chloride was delivered. Pogodzinski said the deliveries were typically in Caledonia, but could also be delivered to Spring Grove or applied to various County roads.

File No. 4 – Commissioner Johnson moved, Commissioner Myhre seconded, motion unanimously carried to approve the low quote from MP Asphalt Maintenance for CP 2023-04 for crackfilling. The following roads were scheduled to be repaired: CSAH 3, CSAH 33, CSAH 8, CSAH 26 (east and west) and CSAH 15. The amount of the quote was \$28,900.

File No. 5 – Commissioner Myhre moved, Commissioner Johnson seconded, motion unanimously carried to approve the low bid for pavement marking to Sir Lines-A-Lot.

File No. 6 – Commissioner Myhre moved, Commissioner Burns seconded, motion unanimously carried to approve the quotes from Ness Pumping for portable bathrooms at Wildcat and Bob Botcher Park.

File No. 7 – Commissioner Myhre moved, Commissioner Johnson seconded, motion unanimously carried to approve a letter and Resolution No. 23-12 Houston County Request for Environment and Natural Resources Trust Fund (ENRTF) Funding. See resolution below.

RESOLUTION NO. 23-12

Houston County Request for Environment and Natural Resources Trust Fund (ENRTF) Funding

March 28, 2023

WHEREAS, The Houston County seeks \$ 500,000 to complete a roadway access rehabilitation project and bathroom addition to Wildcat Park located on the banks of the Mississippi River in Southeastern Minnesota.

NOW, THEREFORE, BE IT RESOLVED, That the Houston County Board of Commissioners support the above referenced project and authorizes the submittal of a proposal for funding of this project on behalf of the Houston County to the Legislative-Citizen Commission on Minnesota Resources (LCCMR) in response to the 2024 Environmental and Natural Resources Trust Fund (ENRTF) Request for Proposal; and

BE IT FURTHER RESOLVED, That, if funding is awarded, Houston County agrees to accept the award and may enter into an agreement with the state of Minnesota for the above referenced project. Houston County will comply with all applicable laws, environmental requirements, and regulations and any additional conditions stated in the grant agreement and the approved LCCMR work plan; and

BE IT FURTHER RESOLVED, That Houston County understands that grants from the ENRTF are generally paid out on a reimbursement basis. Houston County has the financial capability to pay for project expenses prior to seeking reimbursement; and

BE IT FURTHER RESOLVED, That the Houston County Engineer is hereby authorized to execute such agreements and work plans as necessary and Brian Pogodzinski is authorized to implement the project on behalf of the Houston County.

BE IT FURTHER RESOLVED, That the Houston County has the financial capability to meet the match requirements (if any) and ensure adequate construction, operation, and maintenance of the project once completed.

File No. 8 – This item was removed from agenda.

File No. 9 – Commissioner Johnson moved, Commissioner Myhre seconded, motion unanimously carried to approve donations to the Extension Tesmer Farm Safety Day for a total of \$3,770.00.

File No. 10 – Commissioner Myhre moved, Commissioner Johnson seconded, motion unanimously carried to approve application and Resolution No. 23-13 Minnesota Lawful Gambling Permit Approval Lancer Youth Hockey Association. See resolution below.

RESOLUTION NO. 23-13

MINNESOTA LAWFUL GAMBLING PERMIT APPROVAL LANCER YOUTH HOCKEY ASSOCIATION

March 28, 2023

BE IT RESOLVED, the Houston County Board of Commissioners does hereby approve the Minnesota Lawful Gambling Application LG230 to conduct Off-Site Gambling for the Lancer Youth Hockey Association for gambling activities to be conducted at the Barn on Southridge in Mound Prairie Township on April 29, 2023, with no waiting period.

File No. 11 – Commissioners discussed ARPA funds and distributions. Commissioner Johnson moved, Commissioner Myhre seconded, motion unanimously carried to approve up to \$8,000 in ARPA funds for two childcare trainings for Houston County childcare providers including in home providers and childcare centers. Wagner said the EDA was advertising to providers that they could sign up for the upcoming training, and that providers were thankful for the opportunity to take the class for free. Spots for the class were first come, first served. A second class would be offered in the future. Commissioner Johnson moved, Commissioner Myhre seconded, motion unanimously carried to approve \$100,000 in ARPA funds to the Houston County Ag Society to be used for capital improvement and maintenance projects at the Houston County Fair Grounds. Commissioner Johnson moved, Commissioner Myhre seconded, motion unanimously carried to change the amount of ARPA funding allocated to the Space Utilization Study to cover the final price.

File No. 12 – Commissioners discussed with Pogodzinski and City of Caledonia Public Works and Zoning Director Casey Klug a Petition and Waiver Agreement with the City of Caledonia regarding roadway pavement on E. Washington Street between S. Kingston St and the Houston County Historic Courthouse. Pogodzinski said that initially the paving of the street had been bid out by Houston County along with the County's parking lot project. He said the current plan was for the County to bill back the amount of reconstructing of the roadway surface between S. Kingston St and the Houston County Historic Courthouse to the City. The City would then assess the County in accordance with the City's assessment policy. The cost of the paving project was estimated to be \$20,591.86. A 25% assessment would be split between the County and an adjacent land owner. The County's assessment was anticipated to be approximately \$2,573.99. Commissioner Johnson said this had not been the original plan. Commissioner Myhre moved, Commissioner Burns seconded, motion passed three to one to approve the Petition and Waiver Agreement with the City of Caledonia regarding roadway pavement on E. Washington Street between S. Kingston Street and the Houston County Historic Courthouse. Commissioners Myhre, Burns, and Severson voted yes. Commissioner Johnson voted no. Commissioner Schuldt was absent from the meeting. Commissioner Johnson said while he understood the reason for the petition he did not like that the County was waiving their right to a public hearing. The Petition and Waiver Agreement is below.

PETITION AND WAIVER AGREEMENT

We are the owners of property located at 304 South Marshall St. in the City of Caledonia.

The roadway pavement on E. Washington St between S. Kingston St and the Houston County Historic Courthouse is in poor condition and in need of repair.

We understand that the City has the legal authority to reconstruct the road surface as a City project and collect the cost of the work by the levy of a special assessment against our property for collection with real estate taxes.

Therefore, we hereby petition the City to resurface E. Washington St between S. Kingston St and the Houston County Historic Courthouse.

We request that the cost of this project be assessed against our property in accordance with the current City assessment policy. We understand that the cost of the project is estimated to be \$20,591.86.

We understand that we are entitled to have a public hearing on the project and a public hearing on the assessment. However, we request that the project be ordered, and the assessments levied without such public hearings. Therefore, we waive our rights to notice and public hearing on the sewer project and our right to notice and hearing on the levy of special assessments against our property to finance the project.

We also understand that state law gives us the right to appeal the levy of special assessments against our property. We hereby waive our right to appeal the levy of special assessments which are levied in accordance with the terms of this Petition and Waiver Agreement.

Dated: March 28, 2023.

DISCUSSION ITEMS

Commissioners discussed upcoming and recent meetings. These included an Association of Minnesota Counties (AMC) update, Extension, Department Head, SELCO, Wildcat, and Finance meetings.

The Commissioners expressed frustration with the current legislative session and current cuts that were being made. Commissioner Johnson said AMC was working hard to lobby for things that would benefit counties, and he was happy with their work, but disappointed by decisions the legislators were making. Commissioner Burns said he too was disappointed after hearing the latest legislative update.

Commissioner Burns said he had spoken to the Assessor's office regarding sheds that were being built in Houston County with water hookups that sometimes were turning into shouses or shed like houses. He said the Assessor's office said they did catch these instances when they went back to inspect the properties.

Commissioner Burns said someone had recently purchased an airport hanger. He said he thought that the new owner should still be under the old lot lease agreement, as the County had not yet adopted a new agreement. Typically all lease agreements were up for renewal at the same time. Pogodzinski said that County Attorney and Human Resources were working to draft a new lease

agreement. He said the main change in the new lot lease agreement would be a requirement for a higher insurance premium. Commissioner Severson agreed that the new owner should still be under the old agreement, as the County had not yet adopted a newer version.

CLOSING PUBLIC COMMENT

None.

There being no further business at 11:46 a.m., a motion was made by Commissioner Myhre, seconded by Commissioner Burns, motion unanimously carried to adjourn the meeting. The next meeting would be a regular meeting on April 4, 2023.

BOARD OF COUNTY COMMISSIONERS

HOUSTON COUNTY, MINNESOTA

By: _____
Dewey Severson, Chairperson

Attest: _____
Donna Trehus, Auditor/Treasurer

PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: April 4, 2023

9:00 a.m.

Place: Commissioners Room, Courthouse, Caledonia, MN

Members Present:

Dewey Severson, Eric Johnson, Robert Burns, Bob Schuldt, and Greg Myhre

Others Present:

Auditor/Treasurer Donna Trehus, Reporter Rachel Stock, Reporter Charlene Selbee, Finance Director Carol Lapham, Public Health and Human Services Director John Pogleasa, Board Clerk/EDA Director Allison Wagner, Recorder Mary Betz, Deputy Auditor/Treasurer Mark Bennett, Deputy Auditor/Treasurer Polly Heberlein, Engineer Brian Pogodzinski, Environmental Services Director Martin Herrick, Human Resources Director Theresa Arrick-Kruger, Deputy Auditor/Treasurer Nikki Konkel, and Amanda Bennett

Presiding: Chairperson Severson

Call to order.

Pledge of Allegiance.

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

Motion was made by Commissioner Myhre, seconded by Commissioner Johnson, motion carried four to one to approve the March 28, 2023 meeting minutes. Commissioner Schuldt abstained as he had been unable to attend the meeting due to being sick.

Public Comment: No public comments were made.

APPOINTMENTS

None.

CONSENT AGENDA

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

- 1) Hire Andrea Hinitt as a 1.0 FTE probationary Adult Services Social Worker, C41 Step 1, effective 04/24/2023, conditioned on successful completion of background check.

ACTION ITEMS

File No. 1 – Commissioner Myhre moved, Commissioner Johnson seconded, motion unanimously carried to approve a CUP for Anthony & Joyce Heppner to operate an agriculture oriented business in the ag district in Spring Grove Township with the conditions stated in the CUP.

File No. 2 – Commissioner Myhre moved, Commissioner Burns seconded, motion unanimously carried to renew the 25 Year Lease Contract No. DACW37-1-22-0057 (Wildcat) between Army Corps of Engineers and Houston County.

File No. 3 – Commissioners discussed possible ARPA fund distributions and the capital improvement fund. Commissioner Johnson moved, Commissioner Severson seconded, motion unanimously carried to pay for a custom built roll trailer for the Environmental Services Department out of the capital improvement fund. Commissioner Myhre moved, Commissioner Schuldt seconded, to pay \$1,000 to each food shelf in Houston County out of ARPA dollars.

DISCUSSION ITEMS

Commissioners discussed recent meetings they had attended. These included a Comprehensive Land Use, SELCO, Parks, Hiawatha Valley Mental Health, and township annual meetings.

Commissioner Severson said he had attended the public hearing regarding the no wake zone near Shore Acres the previous week. He said around fifteen people had attended the hearing and there were no objections. He said they had sent the proposed ordinance to the State for review, and that they had done everything they could do at the local level regarding the possible no wake zone.

The Commissioners, Engineer Pogodzinski, Human Resources Director Kruger, and Finance Director Lapham had a lengthy discussion regarding the applicants and future contract for the management of Wildcat Park. Commissioner Severson said the parks committee had met the day before. He said they had received some new information at that meeting, and the applicants had been so close that he wondered if they should both come before the board, so the board could make the final decision on the candidates. Commissioner Johnson asked why the board would not take the recommendation of the hiring committee. Engineer Pogodzinski said he was on the hiring and parks committees. He said they had received four applications and interviewed the top two applicants. After the interviews the hiring committee had voted and a candidate had been selected as the top candidate in a four to two vote. Pogodzinski said a contract for management of the park still needed to be put into place for the board to approve. The park was scheduled to open May 1st, 2023. Pogodzinski said his staff could help assist with Wildcat Park in early May if a contract had not yet been approved. Commissioner Johnson asked “from what I gather a candidate had already

been chosen correct?’. Those on the hiring committee said the vote had been very close, but that there was a top candidate in a four to two vote. Lapham said she needed to speak up saying she was on the hiring committee. She said there was an issue with what had happened the day before. She said the top candidate had been notified the previous Friday that they needed to attend a meeting on Monday. She said the parks committee was not aware the candidate would be attending the meeting. Lapham said the meeting had turned into a “second interview” with the candidate even though at that point the candidates had been narrowed down to one. Lapham asked what information the candidate had been given prior to the meeting. Auditor Treasurer Trehus said per Kruger’s instruction she had emailed each of the candidates on Friday. Trehus thanked each candidate for applying and said that the County had narrowed their decision down to a top candidate. The top candidate had been invited to the meeting Monday. Kruger said questions were asked of the top candidate at the Monday meeting to develop the contract for services at the park. Kruger said there were still some questions that needed to be answered for the contract. Commissioner Burns said it seemed like the cart had been put before the horse. He said it sounded like someone had been told they had gotten the contracted position before the Board of Commissioners had officially approved it. It was the general consensus of the Commissioners to have Kruger work with the top candidate to get the remaining information needed for the contract so the contract could be approved at the board meeting the following week.

Mark Bennett said he was a candidate who had applied for the contracted position at Wildcat Park. He said he thought it was a conflict of interest that Carol Lapham was on the hiring committee because her daughter was friends with one of the other candidates. Lapham said she had no contact with the candidate. Bennett said he wanted his comment on the record as he had wanted a fair chance at the position.

There being no further business at 10:21 a.m., a motion was made by Commissioner Johnson, seconded by Commissioner Severson motion unanimously carried to adjourn the meeting. The next meeting would be a regular meeting on April 11, 2023.

BOARD OF COUNTY COMMISSIONERS

HOUSTON COUNTY, MINNESOTA

By: _____
Dewey Severson, Chairperson

Attest: _____
Donna Trehus, Auditor/Treasurer

PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: April 11, 2023

9:00 a.m.

Place: Commissioners Room, Courthouse, Caledonia, MN

Members Present:

Dewey Severson, Eric Johnson, Robert Burns, Bob Schuldt, and Greg Myhre

Others Present:

Auditor/Treasurer Donna Trehus, Reporter Rachel Stock, Reporter Charlene Selbee, Finance Director Carol Lapham, Public Health and Human Services Director John Pugleasa, Board Clerk/EDA Director Allison Wagner, Recorder Mary Betz, Deputy Auditor/Treasurer Mark Bennett, Engineer Brian Pogodzinski, Environmental Services Director Martin Herrick, Human Resources Director Theresa Arrick-Kruger, Deputy Auditor/Treasurer Nikki Konkel, Deputy Auditor/Treasurer Heidi Lapham, Financial Assistance Supervisor Karen Kohlmeyer, Amanda Bennett, Amber Miller, Steve Goetzinger, Jill Reed, Jason Reed, Mitch Seekamp, Steve Skifton, Dave Rask, Jeff Adamson, Trish Nesler, and Jason Wiebke

Presiding: Chairperson Severson

Call to order.

Pledge of Allegiance.

Prior to any motions being made Commissioner Johnson said Engineer Pogodzinski had asked that Action Item No. 4 be removed from the agenda. Motion was made by Commissioner Johnson, seconded by Commissioner Schuldt, motion unanimously carried to approve the agenda with the change.

Motion was made by Commissioner Myhre, seconded by Commissioner Burns, motion unanimously carried to approve the Board Meeting Minutes from April 4, 2023.

Public Comment:

Steve Skifton said he was from outside Houston Township. He said he wanted to bring up something for the Commissioners to consider. Skifton said Greater Minnesota was frustrated that their voice was not being heard. He said some proposed legislation would penalize law abiding citizens. He said there were sheriff's who did not want to enforce the new proposed rules. Skifton said some counties were becoming Second Amendment dedicated counties. He said the Minnesota Gun Owners Caucus had a website with information and resolutions that other Counties had passed. He encouraged the Commissioners to visit the website and consider passing a Second Amendment resolution.

Jill Reed said she would like to see support for the bipartisan Safer Communities Act of 2021. She said there was money for states that passed the act. Reed said when someone was having a mental health crisis their mind was not clear. She said they should not be punished and sent to jail, but instead they should receive treatment. Reed said she supported treatment instead of putting people in jail. Reed said when a gun was sold a trigger lock should also be sold with it for safety purposes.

Jason Reed said he was from Money Creek. He said he wanted to show support for what Skifton had said. He said he supported no gun control.

Trish Nesler said she was a resident of Money Creek. She said she was a mother, woman, and small business owner. She said she supported no gun control. She said the Second Amendment right was “important to protect our families”.

APPOINTMENTS

None.

CONSENT AGENDA

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

- 1) Change the employment status of Lead Social Worker, Erin Cognac from probationary to regular, effective 4/27/2023.
- 2) Accept the resignation of Nicole Karl, Child Support Enforcement Aide, effective the end of the business day 04/13/2023.
- 3) Change the employment status of Administrative Assistant, Lauren Felten from probationary to regular, effective 4/24/2023.
- 4) Reassign Steven Garrett as a 1.0 FTE probationary Lieutenant, C44 step 9, effective 4/23/2023.
- 5) Initiate a competitive search for a 1.0 FTE Deputy Sheriff.

ACTION ITEMS

File No. 1 – Commissioner Myhre moved, Commissioner Burns seconded, motion unanimously carried to approve a contract with Dynamic Lifecycle Innovations.

File No. 2 – Commissioner Burns moved, Commissioner Myhre seconded, motion unanimously carried to apply for the 2023 State of MN Boat and Water Safety Grant.

File No. 3 – Commissioner Johnson moved, Commissioner Myhre seconded, motion unanimously carried to approve an agreement from MnDOT to approve advance construction for

project SP 028-616-006 and SP 028-070-010 and approve Resolution No. 23-14 MnDOT Agency Agreement for Federal Participation in Advance Construction. See resolution below.

RESOLUTION NO. 23-14

MnDOT AGENCY AGREEMENT FOR FEDERAL PARTICIPATION IN ADVANCE CONSTRUCTION

April 11, 2023

BE IT RESOLVED, that pursuant to Minnesota Stat. Sec. 161.36, the Commissioner of Transportation be appointed as Agent of Houston County to accept as its agent, federal aid funds which may be made available for eligible transportation related projects.

BE IT FURTHER RESOLVED, the Houston County Board Chair and the Houston County Auditor-Treasurer are hereby authorized and directed for and on behalf of Houston County to execute and enter into an agreement with the Commissioner of Transportation prescribing the terms and conditions of said federal aid participation as set forth and contained in “Minnesota Department of Transportation MnDot Contract Number 1052544,” a copy which said agreement was before the County Board and which is made a part hereof by reference.

File No. 4 – This item was removed from the agenda.

File No. 5 – Commissioners discussed with Pogodzinski the possibility of renting the airport land for the 2023 growing season. Construction of the taxiway was likely to begin in the summer or early fall. Commissioners discussed what would happen if crops on the rented land were disturbed due to construction. Commissioner Johnson moved, Commissioner Myhre seconded, motion unanimously carried to approve renting the land for \$120 dollars per acre. If crops needed to be disturbed due to construction the renter would be reimbursed for the rent cost of \$120 per acres disturbed. The renter would not be reimbursed the cost of the actual crops.

File No. 6 – Commissioners discussed approving the Wildcat Park manager for the 2023 camping season. Pogodzinski said that the contract was still currently being worked on, but that there was a top candidate that the parks committee and Human Resources Director Kruger were working with on the contract. Pogodzinski wanted to start getting the top candidate familiar with the campground and show her around, as the campground was set to open on May 1, 2023. Amber Miller was the top candidate. She had set up an LLC called Fireside Management LLC. Commissioner Myhre said the contract should have been completed as the Parks Committee had worked on it for several hours the week before, and they had all the information they needed from the top candidate. Kruger said the contract was not yet complete due to the holiday weekend and needing time to work on the contract and confirm the information. Commissioner Johnson moved to approve Amber Miller and her partner Steve Goetzinger as the Wildcat Park manager for the 2023 camping season pending that the contract be completed and approved. The

motion failed three to two. The Commissioners voted by roll. Commissioners Johnson and Myhre voted yes. Commissioners Severson, Burns, and Schuldt voted no. After the vote the Commissioners discussed having a special meeting to approve the Wildcat Park manager contract. It was the general consensus of the Commissioners to approve the contract at the next regular board meeting on April 25th, 2023. Kruger said that she would work on the contract and that she did not need help with it.

File No. 7 – Commissioner Severson moved, Commissioner Burns seconded, motion unanimously carried to adopt Resolution No. 23-15 Resolution Authorizing Houston County Staff to Execute All Necessary Documents to Ensure Houston County Participation in the Multistate Settlements Relating to Opioid Supply Chain Participants, and in the Minnesota Opioids State-Subdivision Memorandum of Agreement. Commissioner Burns asked when the payouts would be coming. Auditor/Treasurer Trehus said the payouts would take place over a period of years as follows: Teva 2023-2035, Allergan 2023-2029, Walgreens 2023-2036, and Walmart 2023-2038 (bonuses paid out 2025). See resolution below.

Resolution 23-15

Resolution Authorizing Houston County Staff to Execute All Necessary Documents to Ensure Houston County Participation in the Multistate Settlements Relating to Opioid Supply Chain Participants, and in the Minnesota Opioids State-Subdivision Memorandum of Agreement.

WHEREAS, the State of Minnesota and numerous Minnesota cities and counties are engaged in nationwide civil litigation against opioid supply chain participants related to the opioid crisis; and

WHEREAS, the Minnesota Attorney General has signed on to multistate settlement agreements with several opioid supply chain participants, but those settlement agreements are still subject to sign-on by local governments and final agreement by the companies and approval by the courts; and

WHEREAS, there is a deadline of April, 18 2023, for a sufficient threshold of Minnesota cities and counties to sign on to the above-referenced multistate settlement agreements, and failure to timely sign on may diminish the amount of funds received by not only that city or county but by all Minnesota cities and counties from the settlement funds; and

WHEREAS, representatives of Minnesota's local governments, the Office of the Attorney General, and the State of Minnesota have reached agreement on the intrastate allocation of these settlement funds between the State, and the counties and cities, as well as the permissible uses of these funds, which will be memorialized in the Minnesota Opioids State-Subdivision Memorandum of Agreement, as amended (the "State-Subdivision Agreement"); and

WHEREAS, the State-Subdivision Agreement creates an opportunity for local governments and the State to work collaboratively on a unified vision to deliver a robust abatement and remediation plan to address the opioid crisis in Minnesota;

NOW, THEREFORE, BE IT RESOLVED, Houston County supports and agrees to the State-Subdivision Agreement; and

BE IT FURTHER RESOLVED, Houston County supports and opts in to all future multistate settlement agreements with opioid supply chain participants; and

BE IT FURTHER RESOLVED, Houston County authorizes Houston County staff to execute all necessary documents to ensure Houston County participation in the multistate settlement agreements, including the Participation Agreement and accompanying Release, and in the State-Subdivision Agreement.

File No. 8 – Wagner said Kelsey and Raymond Anderson owners of Affogato Lane Coffee Company were requesting an EDA loan. The business had started out of a coffee truck, and would soon be expanded to a brick and mortar business located at 28 N. Walnut Street in La Crescent. Funds would be used for equipment and renovating the building. The Economic Development Authority (EDA) had unanimously voted to recommend that the County Commissioners approve the loan. Commissioner Johnson moved, Commissioner Schuldt seconded, motion unanimously carried to approve a \$30,000 loan to Affogato Lane Coffee Company at the 2023 set rate 3.5% for seven years from the County’s Revolving Loan Fund.

File No. 9 – Wagner said Michelle and Paul Gulbranson owners of Western Son LLC had purchased two lots from the Spring Grove EDA in the Spring Grove industrial park. They were requesting an EDA loan to help construct a building in the lot for their trucking business. They currently hauled for other local businesses including Sno Pac Foods and Spring Grove Bottling Works. The EDA had unanimously voted to recommend that the County Commissioners approve the loan. Commissioner Johnson moved, Commissioner Burns seconded, motion unanimously carried to approve providing a \$40,000 loan to Western Son LLC at the 2023 set rate 3.5% for ten years from the County’s Revolving Loan Fund.

DISCUSSION ITEMS

Commissioners discussed recent meetings they had attended. These included a WINLAC, Semcac, and Land Use Committee meeting.

Commissioner Johnson said Schneider had recently done flyovers to take photos. Originally the County had planned on getting a six inch resolution on the photos, but for an additional cost Schneider was offering to do three inch resolutions. The three inch resolutions would be an additional \$17,000. The original contract was \$56,000. The larger resolution would be helpful to various County departments including the Assessor’s and Zoning offices. It was the general consensus of the Commissioners to make a counter offer to Schneider of \$64,500 for the three inch resolutions. If Schneider did not agree to the counter offer the County would stick with the original \$56,000 plan.

There being no further business at 10:13 a.m., a motion was made by Commissioner Burns, seconded by Commissioner Severson motion unanimously carried to adjourn the meeting. The next meeting would be a workgroup session on April 18, 2023.

BOARD OF COUNTY COMMISSIONERS

HOUSTON COUNTY, MINNESOTA

By: _____
Dewey Severson, Chairperson

Attest: _____
Donna Trehus, Auditor/Treasurer

PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: April 18, 2023

9:00 a.m.

Place: Commissioners Room, Courthouse, Caledonia, MN

Members Present:

Dewey Severson, Eric Johnson, Robert Burns, and Bob Schuldt

Others Present:

Finance Director Carol Lapham, Reporter Rachel Stock, Auditor/Treasurer Donna Trehus, Human Resources Director Theresa Arrick-Kruger, Sheriff Brian Swedberg, Board Clerk/EDA Director Allison Wagner, Recorder Mary Betz, Deputy Auditor/Treasurer Mark Bennett, Environmental Services Director Martin Herrick, Zoning Administrator Amelia Meiners, Attorney Samuel Jandt, Public Health and Human Services Director John Pugleasa, Surveyor Eric Schmitt, TKDA Senior Transportation Planner Samantha McKinney, TKDA Program Director Strategic & Community Partnerships Jeannine Clancy, TKDA Planner Evan Monson, District Outreach Representative for Congressman Brad Finstad, Keith Allen, and Matt Klug

Board Workgroup Session

Call to order.

District Outreach Representative Keith Allen introduced himself to the board. He said he represented Congressman Brad Finstad. Allen said Finstad was a farmer and was working on the farm bill. He told the Commissioners to reach out to their office if they needed assistance.

Staff from TKDA presented the comprehensive land use plan draft to the Commissioners. TKDA Program Director Jeannine Clancy said TKDA had been working with Commissioners Johnson and Severson along with County staff to finalize the draft. TKDA reviewed with the Commissioners previous community engagement that had been conducted and said the next step would be for the draft to be released to the public. The public would then have an opportunity to review the draft and offer additional feedback. This would be phase two of community engagement. Public comments could be received on the draft from April 25-June 13th 2023. A public hearing was tentatively planned for June 13th, 2023, to review the final draft, and would take place during the regular board meeting that day.

Commissioners discussed the possibility of adopting a resolution relating to the second amendment. Sheriff Swedberg said of the resolutions he had seen he preferred the resolution Faribault County had recently passed. Attorney Jandt said he would review any proposed

resolutions. Commissioner Johnson said people in the County had brought up the idea of the County passing a second amendment resolution.

Surveyor Schmitt said he had declined an upgrade to three inch resolutions on photos as there had been some confusion on the amount of the upgrade. Schmitt said they would stay with the six inch resolutions like had been used in the past. Six inch resolutions had been approved on May 10, 2022 in the amount of \$77,620.

Attorney Jandt discussed a future updated airport contract with the Commissioners. Commissioner Burns said the topic had come up because someone had recently purchased an airport hanger. He said he thought the new owner should still be under the old lot lease agreement, as the County had not yet adopted a new agreement. Commissioner Burns said the agreement should not be changed until everyone's changed as they would all expire at the same time. Commissioner Johnson agreed that the current rules should stay in place until the current contract was up. Commissioner Burns asked Jandt to work on the new contract, so it would be ready when the current contract expired.

Sheriff Swedberg updated the Commissioners on several topics. He said he had received an official letter from Winona County saying they would be terminating their contract with Houston County for jail services on October 1st of 2023. Swedberg said the jail committee had met and determined some ways to save money in the absence of the Winona contract. Two vacant jailer staff positions at the County would not be filled and one lead jailer had voluntarily went to part time. Houston County would also save money on meals by not needing to provide meals for the Winona contract. Swedberg said they were currently looking into other more local meal options for jail inmates. He thought this would save the County money. He said with the savings mentioned the jail would still be in the negative by about \$7,000. Swedberg said the Winona contract was a minimum of 15 beds at \$60.00 per day. The contract brought in a minimum of \$328,500. He and Jail Administrator Ott had found approximately \$321,500 in savings thus far. They would continue to work to find savings.

Swedberg told the board Emergency Management Director Mark Olson had recently been notified that the north part of Shore Acres would be closing due to flooding. Some residents of Shore Acres were voluntarily evacuating due to flooding. Roughly 58 households could be temporarily displaced.

Swedberg told the board he was not sure how the Sheriff's office would be able to enforce a no wake zone near Shore Acres if it was created. He said they did not have the manpower to enforce the no wake zone.

Swedberg said he was communicating with Vernon County regarding a Joint Powers Agreement to work together on boat patrol.

Swedberg said he would like to hire two or three temporary employees. One would be for boat patrol and the other would be to fill in for deputies. He said there were grant funds to help pay an

employee for boat patrol. He also said hiring a temporary employee would be more cost effective than paying a current employee overtime to fill in.

Commissioner Burns said he would look into a grant opportunity for Houston County that he had first heard about at an HRA meeting. The grant could require a County match if awarded. It could be used to help with housing needs in the County.

Commissioner Severson said the Wildcat Park manager contract would be ready soon. Commissioner Johnson said he was confused by the vote the week prior when he had motioned to approve the top candidate, Amber Miller, as the park manager pending the contract be completed and approved. Commissioner Burns said he did not want to approve something without seeing the contract first. Commissioner Johnson asked if there was more information that had come up after the top candidate had been selected. Commissioner Severson said there had been some concerns, but from his perspective those concerns had been taken care of.

Commissioner Johnson said the County Attorney was supposed to be in charge of contract writing. He said Attorney Jandt should be writing contracts. He said currently Human Resources Director Kruger was writing contracts and it was taking away from her HR duties. Commissioner Burns said that some contracts were taking considerable time to complete. Commissioners discussed other contracts that had taken time complete such as the airport contract. Commissioner Johnson said he thought the Human Resources Director job duties should be relooked at, and possibly changed to not include contract writing. Commissioner Severson said he thought the County should look into hiring an administrator. He said the administrator could assist with contract writing. Commissioner Severson said several cities within the County had administrators and the Cities were smaller than the County as a whole. Commissioner Johnson said this was something that could possibly be looked at in the future, but that the County did have many department heads.

Commissioner Burns said he could speak with St. Mary's Parish and School about the possibility of leasing their parking lot for around 30-40 cars when the County's parking lot was under construction. He said this had been done before during past projects. Commissioner Johnson said the board could encourage County workers to use the St. Mary's parking lot so that the public could use the available limited County parking lot slots during the construction. The Commissioners discussed the County vehicles being parked in the St. Mary's lot during the construction period.

Commissioner Severson asked the personal committee to look into a possible banding change for two County positions.

The meeting ended at 10:57 a.m.

BOARD OF COUNTY COMMISSIONERS

HOUSTON COUNTY, MINNESOTA

By: _____
Dewey Severson, Chairperson

Attest: _____
Donna Trehus, Auditor/Treasurer

PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: April 25, 2023

9:00 a.m.

Place: Commissioners Room, Courthouse, Caledonia, MN

Members Present:

Dewey Severson, Eric Johnson, Robert Burns, Bob Schuldt, and Greg Myhre

Others Present:

Auditor/Treasurer Donna Trehus, Reporter Rachel Stock, Reporter Charlene Selbee, Finance Director Carol Lapham, Public Health and Human Services Director John Pogleasa, Board Clerk/EDA Director Allison Wagner, Recorder Mary Betz, Deputy Auditor/Treasurer Mark Bennett, Engineer Brian Pogodzinski, Fireside Management LLC owner Amber Miller, Fireside Management LLC owner Steve Goetzinger, Attorney Samuel Jandt, Leonard Myhrah, Dan Gavin, Jennifer Meindel, Brandon Ranzenberger, and Jan Kraabel

Presiding: Chairperson Severson

Call to order.

Pledge of Allegiance.

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

Motion was made by Commissioner Myhre, seconded by Commissioner Schuldt, motion unanimously carried to approve the Board Meeting Minutes from April 11, 2023.

Motion was made by Commissioner Johnson, seconded by Commissioner Burns, motion carried four to one to approve the Workgroup Session Minutes from April 18, 2023. Commissioner Myhre abstained due to being absent from the meeting.

Public Comment:

Daniel Gavin asked the Commissioners about the possibility of passing a second amendment resolution, and if the Commissioners intended to do so. Commissioner Severson said they were still looking into the matter, and that no final decisions had been made.

Jan Kraabel said she was “greatly opposed and concerned” about the possibility of the County Board passing a second amendment resolution. She said some other counties had done so, and there had been repercussions. She said other second amendment resolutions that had been

passed indicated that those countites would not follow some laws. She said she was against any government body picking and choosing what laws to follow.

APPOINTMENTS

At 9:05 a.m. a motion was made by Commissioner Johnson, seconded by Commissioner Myhre, motion unanimously carried to close the regular session and open a public hearing regarding approving the combination on/off sale and Sunday liquor license for Shellhorn Enterprises LLC D/B/A Shellhorn Bar and Grill. The public hearing was needed as the business had new owners. New owners, Jennifer Meindel and Brandon Ranzenberger said they were excited to be the new owners of the business, and planned to open on May 1, 2023. No other public comments were made. It was the general consensus of the Commissioners that they were glad to see the business opening up again. They thanked the new owners for being at the hearing. Commissioner Johnson moved, Commissioner Myhre seconded, motion unanimously carried to close the public hearing and return to the regular meeting.

CONSENT AGENDA

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

- 1) Approve Annual Minnesota Lawful Gambling Application LG214 for Caledonia Sno-Gophers Snowmobile Club for gambling activities to be conducted at Shellhorn Enterprises LLC D/B/A Shellhorn Bar and Grill in Brownsville Township and Resolution No. 23-20. See resolution below.

RESOLUTION NO. 23-20

MINNESOTA LAWFUL GAMBLING PERMIT APPROVAL CALEDONIA SNO-GOPHERS SNOWMOBILE CLUB

April 25, 2023

BE IT RESOLVED, the Houston County Board of Commissioners does hereby approve the Minnesota Lawful Gambling Application LG214 for Caledonia Sno-Gophers Snowmobile Club for gambling activities to be conducted at Shellhorn Enterprises LLC D/B/A Shellhorn Bar and Grill in Brownsville Township.

- 2) Approve Combination On/Off Sale and Sunday Liquor License for Shellhorn Enterprises, LLC d/b/a Shellhorn Bar and Grill (New Owners-Jennifer Meindel/Brandon Ranzenberger) which would expire on 6/30/23.
- 3) Approve advertising for temporary/casual (67 day) Sheriff's deputies to cover boat patrol shifts for the 2023 boating season.
- 4) Approve advertising for temporary/casual (67 day) Sheriff's deputies for road patrol shift coverage.

ACTION ITEMS

File No. 1 – Commissioner Myhre moved, Commissioner Schuldt seconded, motion unanimously carried to approve the re-appointment of Commissioner Robert Burns to the SELCO/SELS Board of Directors for a three year term. His current term would end on July 31, 2023. Commissioner Burns was eligible to serve another three year term.

File No. 2 – Commissioner Johnson moved, Commissioner Burns seconded, motion unanimously carried to approve Resolutions 23-16 Viking Ridge Riders Snowmobile Trail, 23-17 La Crescent Snowmobile Trail, 23-18 Houston Money Creek Snowmobile Trail, and 23-19 Gopherland Snowmobile Trail. See resolutions below.

RESOLUTION NO. 23-16

VIKING RIDGE RIDERS SNOWMOBILE TRAIL

April 25, 2023

BE IT RESOLVED that the Board of County Commissioners, Houston County, Minnesota, approves the Maintenance and Grooming application of Viking Ridge Riders Trail and authorizes the Board Chairperson to sign an agreement with the Department of Natural Resources.

WHEREAS, Houston County desires to establish a public trail in furtherance of its public recreation program, and

WHEREAS, the Viking Ridge Riders Snowmobile Club agrees to act as an independent contractor to help and assist Houston County to acquire, construct, and maintain said trail, and is registered as a nonprofit corporation, and

WHEREAS, the State of Minnesota offers financial and technical assistance to Houston County for the construction of an approval trail.

NOW THEREFORE BE IT RESOLVED THAT the Board of County Commissioners, Houston County, Minnesota shall enter into agreement with the State of Minnesota, Department of Natural Resources, for financial and technical assistance in accordance with the laws, rules and regulations governing said assistance for the Viking Ridge Riders Trail for the 2023-2024 snowmobile season.

RESOLUTION NO. 23-17

LA CRESCENT SNOWMOBILE TRAIL

April 25, 2023

BE IT RESOLVED that the Board of County Commissioners, Houston County, Minnesota, approves the Maintenance and Grooming application of La Crescent Snowmobile Trail and authorizes the Board Chairperson to sign an agreement with the Department of Natural Resources.

WHEREAS, Houston County desires to establish a public trail in furtherance of its public recreation program, and

WHEREAS, the La Crescent Snowmobile Club agrees to act as an independent contractor to help and assist Houston County to acquire, construct, and maintain said trail, and is registered as a nonprofit corporation, and

WHEREAS, the State of Minnesota offers financial and technical assistance to Houston County for the construction of an approval trail.

NOW THEREFORE BE IT RESOLVED THAT the Board of County Commissioners, Houston County, Minnesota shall enter into agreement with the State of Minnesota, Department of Natural Resources, for financial and technical assistance in accordance with the laws, rules and regulations governing said assistance for the La Crescent Trail for the 2023-2024 snowmobile season.

RESOLUTION NO. 23-18

HOUSTON MONEY CREEK SNOWMOBILE TRAIL

April 25, 2023

BE IT RESOLVED that the Board of County Commissioners, Houston County, Minnesota, approves the Maintenance and Grooming application of Houston Money Creek Snowmobile Club and authorizes the Board Chairperson to sign an agreement with the Department of Natural Resources.

WHEREAS, Houston County desires to establish a public trail in furtherance of its public recreation program, and

WHEREAS, the Houston Money Creek Snowmobile Club agrees to act as an independent contractor to help and assist Houston County to acquire, construct, and maintain said trail, and is registered as a nonprofit corporation, and

WHEREAS, the State of Minnesota offers financial and technical assistance to Houston County for the construction of an approval trail.

NOW THEREFORE BE IT RESOLVED THAT the Board of County Commissioners, Houston County, Minnesota shall enter into agreement with the State of Minnesota, Department of Natural Resources, for financial and technical assistance in accordance with the laws, rules and regulations governing said assistance for the Houston Money Creek Trail for the 2023-2024 snowmobile season.

RESOLUTION NO. 23-19

GOPHERLAND SNOWMOBILE TRAIL

April 25, 2023

BE IT RESOLVED that the Board of County Commissioners, Houston County, Minnesota, approves the Maintenance and Grooming application of Gopherland Trails and authorizes the Board Chairperson to sign an agreement with the Department of Natural Resources.

WHEREAS, Houston County desires to establish a public trail in furtherance of its public recreation program, and

WHEREAS, the Gopherland Trails agrees to act as an independent contractor to help and assist Houston County to acquire, construct, and maintain said trail, and is registered as a nonprofit corporation, and

WHEREAS, the State of Minnesota offers financial and technical assistance to Houston County for the construction of an approval trail.

NOW THEREFORE BE IT RESOLVED THAT the Board of County Commissioners, Houston County, Minnesota shall enter into agreement with the State of Minnesota, Department of Natural Resources, for financial and technical assistance in accordance with the laws, rules and regulations governing said assistance for the Gopherland Trail for the 2023-2024 snowmobile season.

File No. 3 – Commissioner Burns moved, Commissioner Myhre seconded, motion unanimously carried to approve a revised work order under the MnDot Partnership agreement for the MN 26/CSAH 3 project that was approved on March 14, 2023. MnDot had sent the agreement back to update the wording in a few sections, and to include the attachments within the agreement.

File No. 4 – Commissioners discussed with Amber Miller and Steve Goetzinger owners of Fireside Management LLC a contract with Fireside Management LLC to manage Wildcat Park for the 2023 camping season. Miller had sent back a copy of the proposed contract with some clarifications and updates. Attorney Jandt said he saw the revised contract with Miller's updates as a counter offer to the County. He said he was okay with the updates in the counter offer. Miller had suggested a split in the proceeds of concessions net profits of 15/85. This would

include 15% going to the County and 85% going to Fireside Management LLC. She had also suggested boat launch fee proceeds of 85% going to the County and 15% going to Fireside Management LLC. Commissioner Severson asked for clarification on who would be paying for phone and internet at the campground. Miller said Fireside Management LLC would pay for phone and internet. Attorney Jandt said the contract was a one year contract that could be changed or updated after the first year. He said they would know more after the 2023 camping season. Engineer Pogodzinski said the County was looking into the cost of creating a new camping space near the main office for Miller and Goetzinger to have their camper. He said they were also getting cost estimates for creating additional camping spaces in addition to the one for the park manager. Commissioner Johnson moved, Commissioner Myhre seconded, motion unanimously carried to approve the contract with Fireside Management LLC and owners Amber Miller and Steve Goetzinger to manage Wildcat Park for the 2023 camping season with Miller's edits.

File No. 5 – Commissioner Myhre moved, Commissioner Burns seconded, motion unanimously carried to reappoint Joan Heim-Welch to the Water Plan Committee. (Term Jan. 1, 2022 – December 31, 2024)

DISCUSSION ITEMS

Commissioners discussed recent meetings they had attended. These included a department head, and finance meeting.

There being no further business at 10:02 a.m., a motion was made by Commissioner Myhre, seconded by Commissioner Johnson motion unanimously carried to adjourn the meeting. The next meeting would be a regular meeting on May 2, 2023.

BOARD OF COUNTY COMMISSIONERS

HOUSTON COUNTY, MINNESOTA

By: _____
Dewey Severson, Chairperson

Attest: _____
Donna Trehus, Auditor/Treasurer

PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: May 2, 2023

9:00 a.m.

Place: Commissioners Room, Courthouse, Caledonia, MN

Members Present:

Dewey Severson, Eric Johnson, Robert Burns, Bob Schuldt, and Greg Myhre

Others Present:

Auditor/Treasurer Donna Trehus, Reporter Rachel Stock, Reporter Charlene Selbee, Finance Director Carol Lapham, Public Health and Human Services Director John Pugleasa, Board Clerk/EDA Director Allison Wagner, Recorder Mary Betz, Engineer Brian Pogodzinski, Sheriff Brian Swedberg, Environmental Services Director Martin Herrick, and Zoning Administrator Amelia Meiners

Presiding: Chairperson Severson

Call to order.

Pledge of Allegiance.

Wagner said there was one addition to the consent agenda: Approve assignment and assumption of ground lease form. (A new owner would be taking over the current contract for an airport lease.) Motion was made by Commissioner Myhre, seconded by Commissioner Burns, motion unanimously carried to approve the agenda with the change.

Motion was made by Commissioner Johnson, seconded by Commissioner Schuldt, motion unanimously carried to approve the meeting minutes from April 25, 2023.

Public Comment:

None.

APPOINTMENTS

None.

CONSENT AGENDA

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

- 1) Approve applying for 2023 Boat Safety Supplemental Patrol Grant in the amount of 6,500.

- 2) Approve assignment and assumption of ground lease form. (A new owner would be taking over the current contract for an airport lease.)

ACTION ITEMS

File No. 1 – Commissioner Myhre moved, Commissioner Johnson seconded, motion unanimously carried to approve the 2022 Feedlot Program Annual Report and Financial Report.

File No. 2 – Commissioner Myhre moved, Commissioner Burns seconded, motion unanimously carried to award paving bid from Dunn Blacktop for CSAH 16, SP 028-616-006/SP 028-070-010.

File No. 3 – Commissioner Burns moved, Commissioner Severson seconded, motion unanimously carried to award the bid for the Airport taxilane project to Nadeau Companies LLC for \$283,601.00 contingent upon issuance of a Federal or State grant.

File No. 4 – Commissioners discussed with Engineer Pogodzinski a price increase for the Bobcat Excavator. The purchase had originally been approved on February 8th, 2022. The price had increased from \$177,161.20 to \$186,248.02. This was a \$9,086.82 price increase. The 2022 quote also included a trade-in of \$45,000. The trade value had been reduced down to \$37,500. Commissioners discussed options including keeping the current excavator and not purchasing a new one, or trying to sell the trade-in themselves. It was the general consensus of the board that they were frustrated by the price changes. After much discussion, Commissioner Burns moved, Commissioner Schuldt seconded, motion unanimously carried to approve the price increase and reduction in the trade-in. Actual purchase price would go from \$132,161.20 to \$148,748.02.

File No. 5 – Commissioner Burns moved, Commissioner Johnson seconded, motion unanimously carried to approve using ARPA funds as a \$20,000 one time match for a \$200,000 Minnesota Housing Program called Community Homeowner Impact Fund pending the funds were awarded. Semcac would apply for the funding, disburse it, and update the HRA board if funds were awarded.

DISCUSSION ITEMS

Commissioners discussed recent meetings they had attended. These included a Hiawatha Valley Mental Health, and Zoning meetings.

Commissioner Johnson said he had received some calls from concerned farmers regarding a possible housing development in the Pine Creek Area. Commissioner Schuldt said he had heard from some farmers, also. Commissioner Schuldt said he had attended a meeting with the developer, County Staff, and others to discuss the possible project.

Commissioner Johnson asked if the board had been able to review Attorney Jandt's letter regarding the board adopting a second amendment resolution. Commissioners Severson and Burns

said they were not in favor of a resolution stating that there could be future rules the County refused to follow. Commissioner Burns said he had guns and was a hunter, but that he was in favor of some of the new proposed restrictions on guns like stricter background checks. Commissioner Burns said with all the recent shootings he thought more could be done.

Commissioner Burns said he had talked to St. Mary's School and Church regarding using their parking lot during the County parking lot construction project in the summer of 2023. He asked that the item be put on the agenda for consideration the following week.

Commissioner Severson said he had received a letter from the La Crescent Food Shelf addressed to the County Commissioners thanking them for the \$1,000 in ARPA funds for the food shelf. The letter said the La Crescent Food Shelf was averaging 200 household visits, and distributing over 10,000 pounds of food each month.

There being no further business at 10:18 a.m., a motion was made by Commissioner Myhre, seconded by Commissioner Schuldt motion unanimously carried to adjourn the meeting. The next meeting would be a regular meeting on May 9, 2023.

BOARD OF COUNTY COMMISSIONERS

HOUSTON COUNTY, MINNESOTA

By: _____
Dewey Severson, Chairperson

Attest: _____
Donna Trehus, Auditor/Treasurer

PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: May 9, 2023

9:00 a.m.

Place: Commissioners Room, Courthouse, Caledonia, MN

Members Present:

Dewey Severson, Eric Johnson, Robert Burns, Bob Schuldt, and Greg Myhre

Others Present:

Auditor/Treasurer Donna Trehus, Reporter Rachel Stock, Reporter Charlene Selbee, Finance Director Carol Lapham, Public Health and Human Services Director John Pugleasa, Board Clerk/EDA Director Allison Wagner, Recorder Mary Betz, Environmental Services Director Martin Herrick, Financial Assistance Supervisor Karen Kohlmeyer, Deputy Auditor/Treasurer Mark Bennett, Human Resources Director Theresa Arrick-Kruger, Jail Administrator Mark Olson, Howard Lampert, and Dave Winnes

Presiding: Chairperson Severson

Call to order.

Pledge of Allegiance.

Commissioner Severson said he had one additional Action Item to add to the agenda: Consider approving additional costs for Historic Courthouse roofing project. Motion was made by Commissioner Myhre, seconded by Commissioner Schuldt, motion unanimously carried to approve the agenda with the change.

Motion was made by Commissioner Myhre, seconded by Commissioner Johnson, motion unanimously carried to approve the meeting minutes from May 2, 2023.

Public Comment:

Howard Lampert who was on the cemetery board for Evangelical Church of Peace, 3272 County 249 said he was at the meeting to follow up with the County regarding the installation of a possible guardrail or fence above the Church's cemetery. Lampert said the County had removed a fence years prior when they had worked on a road project, and not put the fence back in. The church had concerns about people driving off the road and into the cemetery damaging tombstones. He showed the Commissioners photos of the former fence. The Commissioners told Lampert that someone from the Church would be receiving a letter from County Engineer Brian Pogodzinski. It was the understanding of the Commissioners that the Church could install a fence of their own at their own expense below the right of way, but that the area did not qualify for a guardrail installed by the County. Commissioner Johnson said this had been discussed in a recent meeting the week prior with Engineer Pogodzinski. Johnson said the slope of the road above the

cemetery was not enough of a slope to qualify for a guardrail. Lampert said there were other places in the County that did not have guardrails, however if someone drove off the road they would be running into a tree or a fence. He said to him the potential of running into a tombstone was of higher importance. Lampert asked if the County had looked into any costs of the guardrail that could be shared with the church. At a previous meeting the plan had been for the County to look into some possible guardrail costs.

Dave Winnes a member of Evangelical Church of Peace said he might be the one who would receive the letter from Engineer Pogodzinski.

The Commissioners said Lampert and Winnes could follow up with Engineer Pogodzinski regarding the matter, and invited them to come back to another meeting after they received the official letter if there were additional comments and questions.

APPOINTMENTS

None.

CONSENT AGENDA

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

- 1) Approve guardianship contract with Rebecca Servais.
- 2) Change the employment status of Deputy Auditor/Treasurer, Mark Bennett from probationary to regular, effective 5/14/2023.
- 3) Hire Deanna McCabe as a probationary, 0.6 FTE Technical Clerk I, B-21, Step 3, effective 05/22/2023 conditioned upon successful completion of background check.
- 4) Initiate a competitive search for a 1.0 FTE Child Support Officer (B24) to fill the recent vacancy of a 1.0 FTE (Child Support Enforcement Aide (B22).
- 5) Change the employment status of Deputy Recorder, Kathlene Barnet from probationary to regular, effective 5/14/2023.

ACTION ITEMS

File No. 1 – Commissioner Burns moved, Commissioner Severson seconded, motion unanimously carried to approve an IUP for Mary Lou Graf to have a temporary farm dwelling in Brownsville Township.

File No. 2 – Commissioner Myhre moved, Commissioner Schuldt seconded, motion unanimously carried to approve Resolution No. 23-21 declaring a state of emergency for conditions resulting from the ongoing Mississippi River flood conditions that started on April 17, 2023. See resolution below.

Resolution Declaring a State of Emergency
Resolution # 23-21

WHEREAS the flooding of the Mississippi River impacted the population of Houston County and its cities, townships, public utilities, and electric cooperatives; and

WHEREAS the Mississippi River flood event has caused a significant amount of debris, road damage, sanitary sewer systems damage, damage to homes; and

WHEREAS the Houston County Department of Emergency Management requests the Houston County Board of Commissioners to declare Houston County in a STATE OF EMERGENCY for the ongoing flood event that started on April 17, 2023;

NOW, THEREFORE, BE IT RESOLVED, that the Houston County Board of Commissioners declares Houston County in a State of Emergency for conditions resulting from the ongoing Mississippi River flood event that started on April 17, 2023.

Adopted by the Houston County Board of Commissioners this 9th day of May, 2023.

File No. 3 – Commissioner Burns moved, Commissioner Schuldt seconded, motion unanimously carried to approve the CREST By-laws. CREST was a regional collaborative in SE MN that coordinated mental health services in the region.

File No. 4 – Commissioner Burns said he had spoken to St. Mary’s Church and School about the possibility of renting their parking lot for County parking at a rate of \$500.00 per month during the Historic Courthouse parking lot construction project. He said the project was anticipated to take two months. Commissioner Burns said the spaces would be available during regular County workday hours, but that County vehicles should not be parked there beyond those hours or overnight. Commissioner Myhre moved, Commissioner Burns seconded, motion carried four to one to approve renting spaces in the St. Mary’s Church and School parking lot at a rate of \$500.00 per month. Commissioner Johnson voted no.

File No. 5 – Commissioners discussed with Human Resources Director Theresa Arrick-Kruger the possibility of adding a total of \$2,500 to the Historic Roof Project. Kruger said the project had used the 20% contingency fund that had been initially approved for the project if needed. For an additional \$2,500 all of the trim on the exterior of the County building including around doorways and windows could be painted. If painted all the trim on the exterior of the building would match. Much of the trim had already been painted. The additional \$2,500 would allow for all trim to be completed. Commissioner Myhre moved, Commissioner Severson seconded, motion unanimously carried to approve an additional \$2,500 to complete the roof project and paint all exterior trim.

DISCUSSION ITEMS

Commissioners discussed recent meetings they had attended. These included a Semcac, Community Services, and Zoning meeting.

Commissioner Burns said he had helped with a school tour for Houston and Spring Grove schools the day prior. Students had toured the Historic Courthouse and County Justice Center. Students had learned about local government.

Commissioner Schuldt said he had attended a La Crescent Township meeting regarding a potential development near Pine Creek. Schuldt said the developer was working with County Environmental Services Director Martin Herrick and the DNR on his proposal. In addition, Schuldt said the Township was concerned about some vacant lots that could potentially be annexed into the City of La Crescent, and would no longer be in the Township. Schuldt said the owners were petitioning the City to consider annexing them so that they could build on their lots.

Commissioner Severson said he wanted to remind taxpayers that property taxes were due on May 15th, 2023.

Commissioners said some residents had reported receiving scam contacts. Scammers were saying they had obtained information from the County when in reality the information they were finding was public information found on Beacon. Commissioners warned residents to be aware of potential scams, and to verify with the County if needed.

There being no further business at 9:42 a.m., a motion was made by Commissioner Myhre, seconded by Commissioner Johnson motion unanimously carried to adjourn the meeting. The next meeting would be a workgroup session on May 16, 2023.

BOARD OF COUNTY COMMISSIONERS

HOUSTON COUNTY, MINNESOTA

By: _____
Dewey Severson, Chairperson

Attest: _____
Donna Trehus, Auditor/Treasurer

PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: May 16, 2023

9:00 a.m.

Place: Commissioners Room, Courthouse, Caledonia, MN

Members Present:

Dewey Severson, Eric Johnson, Robert Burns, Bob Schuldt, and Greg Myhre

Others Present:

Finance Director Carol Lapham, Reporter Rachel Stock, Auditor/Treasurer Donna Trehus, Human Resources Director Theresa Arrick-Kruger, Sheriff Brian Swedberg, Board Clerk/EDA Director Allison Wagner, Recorder Mary Betz, Deputy Auditor/Treasurer Mark Bennett, Public Health and Human Services Director John Pugleasa, Deputy Auditor/Treasurer Polly Heberlein, Deputy Auditor/Treasurer Eliana Babinski, Collaborative Design Group Space Utilization Team Johona Harris and Tamara Wylie

Board Workgroup Session

Call to order.

Johona Harris and Tamara Wylie from Collaborative Design Group (CDG) discussed space utilization options with the Commissioners. Harris and Wylie presented two options for condensing space and better utilizing current space. In one option the County would keep the current community services building and in the other option the County would sell the current community services building along the highway and condense County departments to fit on one centralized campus. Departments from the community services building would be relocated to the Historic Courthouse. Harris and Wylie shared with the Commissioners rough estimates of costs associated with the space utilization options, and asked if the Commissioners had one option they wanted CDG to explore further. Both options were estimated to cost over eight million dollars. The Commissioners said they had “sticker shock”. They thanked CDG for their work on the study. It was the general consensus of the Commissioners to get the final report from CDG, but that CDG did not need to explore any further options.

Commissioner Myhre said there had been some confusion regarding the Wildcat management contract and who was responsible for mowing individual camp sites. He said the new manager had been told that she would not need to mow individual sites, as it was the responsibility of each seasonal camper to mow their own area. Myhre said campers were frustrated saying that the previous manager had mowed their sites.

Sheriff Swedberg shared several updates with the Commissioners related to the Sheriff's department. He said his department would be helping with Farm Safety Day and Syttende Mai.

He said he had received an email from Target Field saying they were giving away some of their metal detectors. The metal detectors were a year old. Swedberg said he had driven to the cities and picked out three metal detectors for the County. He planned to use one in the jail, and the other when needed. The County would also have a backup detector for if a school or other organization wanted to temporarily use it. The Sheriff said the County currently had one permanent metal detector, but the new detectors were newer and portable. Swedberg said he had also obtained body cameras from Olmsted County. Olmsted County had given the cameras to Houston County. He said he was working with IT to get the cameras converted to the County's system for use. Swedberg said typically departments rented cameras and the cost was around \$20,000 per year. He said eventually the cameras could be a requirement. The Commissioners thanked the Sheriff for his work in obtaining the metal detectors and cameras.

Swedberg said his office had received an order from the court that law enforcement needed to give a student a ride to and from school each day. He said this was difficult for the County as a deputy needed to go to attempt to pick up the student each day. If the deputy on duty in the area was on another call at the time the student needed a ride this could cause an issue. He said he hoped the courts would not turn giving students a ride to and from school into a regular occurrence.

Swedberg said there was a possible Sheriff's auction that would be coming up. Equipment that would possibly be sold at the auction was currently in the Highway Building parking lot. If a settlement agreement between parties was made before the sale the sale would be cancelled.

The meeting ended at 11:09 a.m.

BOARD OF COUNTY COMMISSIONERS

HOUSTON COUNTY, MINNESOTA

By: _____
Dewey Severson, Chairperson

Attest: _____
Donna Trehus, Auditor/Treasurer

PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: May 23, 2023

9:00 a.m.

Place: Commissioners Room, Courthouse, Caledonia, MN

Members Present:

Dewey Severson, Eric Johnson, Robert Burns, Bob Schuldt, and Greg Myhre

Others Present:

Auditor/Treasurer Donna Trehus, Reporter Rachel Stock, Reporter Wanda Hanson, Finance Director Carol Lapham, Public Health and Human Services Director John Pogleasa, Board Clerk/EDA Director Allison Wagner, Recorder Mary Betz, Deputy Auditor/Treasurer Mark Bennett, Human Resources Director Theresa Arrick-Kruger, and Surveyor Eric Schmitt

Presiding: Chairperson Severson

Call to order.

Pledge of Allegiance.

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

Motion was made by Commissioner Myhre, seconded by Commissioner Schuldt, motion unanimously carried to approve the meeting minutes from May 9, 2023.

Motion was made by Commissioner Johnson, seconded by Commissioner Burns, motion unanimously carried to approve the workgroup session minutes from May 16, 2023.

Public Comment:

None.

APPOINTMENTS

None.

CONSENT AGENDA

Motion by Commissioner Myhre, seconded by Commissioner Johnson, motion unanimously carried to approve the consent agenda.

- 1) Approve 2023 contract with Driftless Region Vendor Control LLC to canvas specifically identified Houston County communities for potential mosquito related human health hazards.
- 2) Approve liquor licenses. See list below.

LIQUOR LICENCES, WINE AND STRONG BEER

Ferndale Golf, LLC dba Ferndale Golf, LLC
Ma Cal Grove Country Club, Inc. dba Ma Cal Grove Country Club, Inc.
Par 4 Golf, LLC dba Valley High Golf Club
Gasthaus, LLC dba Little Miami
City of La Crescent dba Pine Creek Golf Course (Wine & Strong Beer)

ON SALE BEER LICENSES

Lawrence Lake Marina, LLC dba Lawrence Lake Marina
La Crescent Snowmobile Club dba La Crescent Snowmobile Club
City of La Crescent dba Pine Creek Golf Course
Gopher State Sportsmans Club dba Gopher State Sportsmans Club

OFF SALE BEER LICENSE

Lawrence Lake Marina, LLC dba Lawrence Lake Marina
La Crescent Snowmobile Club dba La Crescent Snowmobile Club
City of La Crescent dba Pine Creek Golf Course
Houston Food Mart dba Houston Food Mart

ACTION ITEMS

File No. 1 – Commissioner Burns moved, Commissioner Myhre seconded, motion unanimously carried to approve Airport Maintenance and Operations Grant Agreement for Fiscal Years 2024 and 2025, and approve Resolution No. 23-22 Authorization to Execute Minnesota Department of Transportation Airport Maintenance and Operations Grant Contract. See resolution below.

RESOLUTION NO. 23-22

**AUTHORIZATOIN TO EXECUTE
MINNESOTA DEPARTMENT OF TRANSPORTATION
AIRPPORT MAINTENANCE AND OPERATION GRANT CONTRACT**

BE IT RESOLVED by the **County of Houston** as follows:

1. That the State of Minnesota Agreement No. **1053353**,
“Airport Maintenance and Operations Grant Contract,” at the **Houston County Airport**
is accepted.

2. That the County Board Chairperson and County Auditor/Treasurer are authorized to execute the Contract and any amendments on behalf of the **County of Houston**.

DISCUSSION ITEMS

Commissioners discussed recent meetings they had attended. These included a Department Head, CJC, Root River One Watershed Plan, SMART, and Finance Committee meeting.

There being no further business at 9:23 a.m., a motion was made by Commissioner Myhre, seconded by Commissioner Burns motion unanimously carried to adjourn the meeting. The next meeting would be a regular meeting on June 6, 2023.

BOARD OF COUNTY COMMISSIONERS

HOUSTON COUNTY, MINNESOTA

By: _____
Dewey Severson, Chairperson

Attest: _____
Donna Trehus, Auditor/Treasurer

PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: June 6, 2023

9:00 a.m.

Place: Commissioners Room, Courthouse, Caledonia, MN

Members Present:

Dewey Severson, Eric Johnson, Robert Burns, Bob Schuldt, and Greg Myhre

Others Present:

Auditor/Treasurer Donna Trehus, Reporter Rachel Stock, Reporter Charlene Selbee, Finance Director Carol Lapham, Public Health and Human Services Director John Pogleasa, Board Clerk/EDA Director Allison Wagner, Recorder Mary Betz, Environmental Services Director Martin Herrick, Financial Assistance Supervisor Karen Kohlmeyer, Deputy Auditor/Treasurer Mark Bennett, Deputy Auditor/Treasurer Polly Heberlein, Deputy Auditor/Treasurer Eliana Babinski, Human Resources Director Theresa Arrick-Kruger, Engineer Brian Pogodzinski, Public Health Supervisor Jordan Knoke, and Franci Palen

Presiding: Chairperson Severson

Call to order.

Pledge of Allegiance.

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

Motion was made by Commissioner Myhre, seconded by Commissioner Severson, motion unanimously carried to approve the meeting minutes from May 23, 2023.

Public Comment:

None.

APPOINTMENTS

None.

CONSENT AGENDA

Motion by Commissioner Johnson, seconded by Commissioner Burns, motion unanimously carried to approve the consent agenda. Commissioner Severson said he wanted to thank Cynthia Cresswell-Hatleli for her years of service to the County.

- 1) Confirm the resignation of Cynthia Cresswell-Hatleli, Accredited Minn. Appraiser, effective 06/01/2023, and thank her for her 24 years of service to the residents of Houston County.
- 2) Change the employment status of Heidi Lapham, Deputy Auditor/Treasurer from 1.0 FTE to 0.5 FTE, effective 06/07/2023.
- 3) Change the employment status of Eliana Babinski, probationary Auditor/Treasurer from 0.5 FTE to 1.0 FTE, effective 06/07/2023.
- 4) Change the employment status of Alex Goergen, Maintenance Specialist, from probationary to regular, effective 06/13/2023.
- 5) Change the employment status of Kristen Klug, Case Aide, from probationary to regular, effective 06/19/2023.
- 6) Change the employment status of Brianna Ceaser, Health Educator, from probationary to regular, effective 07/01/2023.
- 7) Hire Storm Davis as a probationary Sheriff's Deputy, C-42, Step 1, effective 06/25/2023, conditioned on successful completion of background requirements.

ACTION ITEMS

File No. 1 – Commissioner Johnson moved, Commissioner Myhre seconded, motion unanimously carried to appoint Melissa Burrow to the Extension Committee. The term would expire December 21, 2025.

File No. 2 – Commissioner Burns moved, Commissioner Schuldt seconded, motion unanimously carried to recognize Juneteenth as an observed Houston County holiday in compliance with the State of Minnesota amending Minn. Stat. §10.55 and Minn. Stat. §645.44. In the event that Juneteenth falls on a Sunday, the following Monday would be observed as the County paid holiday; in the event that it falls on a Saturday, the preceding Friday would be observed as the County paid holiday.

File No. 3 – Commissioner Burns moved, Commissioner Schuldt seconded, motion unanimously carried to approve Memorandum of Agreements relating to recognizing Juneteenth as an observed County Holiday for each of the following labor unions:

- Law Enforcement Labor Services No. 415, Licensed Lieutenant Unit
- Law Enforcement Labor Services No. 237, Licensed Deputies Unit
- Law Enforcement Labor Services No. 60, Jailer/Dispatcher Unit
- Minnesota Association of Professional Employees, Supervisors Unit
- International Union of Operating Engineers Local No. 49
- American Federation of State, County and Municipal Employees, Council No. 65, Local No. 2166

File No. 4 – Commissioner Myhre moved, Commissioner Johnson seconded, motion unanimously carried to approve a Houston County Hauler License for Northwoods Refuse, LLC for 2023.

File No. 5 – Commissioner Johnson moved, Commissioner Myhre seconded, motion unanimously carried to approve an IUP for Brad Olinger to have a temporary farm dwelling in Crooked Creek Township.

File No. 6 – Commissioner Johnson moved, Commissioner Myhre seconded, motion unanimously carried to approve a CUP for John and Karyl Diersen to expand a feedlot to 461.5 animal units and build a manure storage structure with capacity over 20,000 gallons.

DISCUSSION ITEMS

Commissioners discussed the resignation of the current Auditor/Treasurer and how to move forward with the position. The Commissioners asked Human Resources Director Theresa Arrick-Kruger what options were for moving forward and if the position could be split in two. Kruger said Attorney Jandt was the best one to answer the questions, however it was her understanding that the position should be appointed as Auditor/Treasurer as that was how the current position was. The board would need to appoint someone to fill the current term that would end in 2026. The Commissioners discussed if they should advertise for someone to fill the term, and if the advertisement should only be internal or if it should also be open to the general public. Commissioner Severson said he was concerned about timing. He said he wanted the new person to be able to learn from Auditor/Treasurer Donna Trehus before the transition was made. Commissioner Severson said that while he thought there would be qualified candidates already working at the County, and he liked promoting from within he was in favor of opening up the advertisement to the general public to get the largest pool of candidates possible. Commissioner Schuldt said he was in favor of advertising both internally and externally. It was the general consensus of the commissioners to have Kruger post the Auditor/Treasurer position both internally and externally. The position would be open for two weeks, and then the personnel committee would decide on the candidates for the full board to interview. The newly appointed person would be appointed to fulfil the term until 2026. After that time the position could be reevaluated.

Commissioners discussed recent meetings they had attended. These included an Extension, Watershed, Hiawatha Valley Mental Health, and AMC District 9 meeting.

Commissioner Burns said he was surprise to learn at the AMC District 9 meeting that 62 hundred bills had been heard during the legislative session. Commissioner Burns said there would be new programs and new grant funding opportunities for the County to pursue in the future. Commissioner Burns said one of the things other county administrators were currently doing was pursuing grant funding. Commissioner Johnson suggested combining EDA and County coordinator work as the County was already paying for a Community and Economic Development Associates (CEDA) contract that included similar work. Commissioner Burns said that perhaps the CEDA contract could be increased to include more grant work. Commissioner Johnson said that currently departments such as Public Health, Highway, Sheriff's Office, and others were actively perusing grants on their own on behalf of their departments. Commissioner Severson said he saw the need for a County administrator not only to do grant work, but also to help with day to day administrative duties.

Commissioner Myhre said he had received some phone calls from Houston County residents who were both for and against the use of high powered rifles for hunting in Houston County.

Commissioner Johnson said the local extension office was interested in expanding the hours of one of their support staff from .75 to full time. He said if this were to happen they would no longer need a summer intern. The summer intern budget was \$2,300.

There being no further business at 9:42 a.m., a motion was made by Commissioner Burns, seconded by Commissioner Myhre motion unanimously carried to adjourn the meeting. The next meeting would be a regular meeting on June 13, 2023.

BOARD OF COUNTY COMMISSIONERS

HOUSTON COUNTY, MINNESOTA

By: _____
Dewey Severson, Chairperson

Attest: _____
Donna Trehus, Auditor/Treasurer

PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: June 13, 2023

9:00 a.m.

Place: Commissioners Room, Courthouse, Caledonia, MN

Members Present:

Dewey Severson, Eric Johnson, Robert Burns, Bob Schuldt, and Greg Myhre

Others Present:

Auditor/Treasurer Donna Trehus, Reporter Rachel Stock, Reporter Charlene Selbee, Finance Director Carol Lapham, Public Health and Human Services Director John Pogleasa, Board Clerk/EDA Director Allison Wagner, Environmental Services Director Martin Herrick, Zoning Administrator Amelia Meiners, Financial Assistance Supervisor Karen Kohlmeyer, Deputy Auditor/Treasurer Mark Bennett, Deputy Auditor/Treasurer Polly Heberlein, Human Resources Director Theresa Arrick-Kruger, Engineer Brian Pogodzinski, TKDA Senior Transportation Planner Samantha McKinney, TKDA Program Director Strategic & Community Partnerships Jeannine Clancy, TKDA Planner Evan Monson, TKDA intern Calli Jean Sycks, Bruce Kuehmichel, Franci Palen, Carol Sweeny Monarch, Steve Hartwick, and Christine Custer

Presiding: Chairperson Severson

Call to order.

Pledge of Allegiance.

Prior to a motion being made Commissioner Johnson requested that items two, three, and four of the consent agenda be moved to action items. These items included: consider creating the positions of Lead Child Support Officer, B25 and Lead Eligibility Worker, B25, consider initiating an internal search for a Lead Child Support Officer (no additional FTE), and initiating an internal search for a Lead Eligibility Worker (no additional FTE). Motion was made by Commissioner Myhre, seconded by Commissioner Johnson, motion unanimously carried to approve the agenda with the changes.

Motion was made by Commissioner Burns, seconded by Commissioner Schuldt, motion unanimously carried to approve the meeting minutes from June 6, 2023.

Public Comment:

None.

APPOINTMENTS

Commissioner Burns moved, Commissioner Schuldt seconded, motion unanimously carried to close the regular session and open a public hearing pursuant to Minnesota Statutes 394.26 to receive comments regarding the Houston County draft Comprehensive Land Use Plan.

TKDA Planner Evan Monson said TKDA had been working to update the old County Comprehensive Land Use Plan for several months. He said they had conducted community engagement activities and collected feedback from the public while working with a project management team (PMT) committee at the County.

Steve Hartwick from Money Creek Township commented on the County Comprehensive Land Use Plan draft. He said he was concerned about two acre plots getting developed, and asked if this was addressed in the plan. He said he wanted to see the plan promoting more trails that were for non-motorized activities such as snowshoeing and skiing. He said he was concerned about the possibility of OHV trails in the County. He said that while he was not objecting to gravel pits as he felt they were “necessary” he did want to see a “radius of how far they could ship materials.” He asked if the plan address animal capacity.

The board said animal capacity was addressed specifically in County ordinances and not specifically in the plan. The Comprehensive Land Use Plan was an over arching guide for the ordinances.

TKDA Planner Evan Monson said the one non-farm dwelling unit per quarter-quarter section (40 acres) would stay the status quo. The plan was not changing the current County density rules. The Commissioners said it was still possible for someone who did not own 40 acres to build a home as long as a conditional use permit was able to be obtained and current rules were followed.

Christine Custer from Brownsville Township said she thought the one house rule should be explicitly stated within the plan. She said she had lived in other states with no zoning, and that she did not want to see Houston County “go down that road”. She said overall she thought those working on the plan had done a good job.

The Commissioners thanked TKDA for their work on the plan and for attending the public hearing. The Commissioners said the Comprehensive Land Use Plan was scheduled to be officially adopted at the June 27th, 2023 board meeting.

Commissioner Johnson moved, Commissioner Burns seconded, motion unanimously carried to close the public hearing and return to the regular session.

CONSENT AGENDA

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

- 1) Change the employment status of Martin Herrick, Environmental Services Director, from probationary to regular, effective 06/14/2023.
- 2) Item was moved to Action Items.
- 3) Item was moved to Action Items.
- 4) Item was moved to Action Items.

ACTION ITEMS

File No. 1 – Commissioner Myhre moved, Commissioner Schuldt seconded, motion unanimously carried to approve the contract extension between Houston and Winona Counties for the Operation of a Household Hazardous Waste Management Program.

File No. 2 – Commissioner Burns moved, Commissioner Johnson seconded, motion unanimously carried to approve the purchase of a service contract with Family & Children's Center (FCC) for supervised visitation and parenting education services.

File No. 3 – Commissioner Johnson moved, Commissioner Myhre seconded, motion unanimously carried to approve an \$80,000 loan request to Bullfrog Properties from the County's EDA revolving loan fund for the purpose of renovating a building in downtown Spring Grove to operate Fat Pat's Barbecue and Brewery at the 2023 set rate of 3.5% for ten years.

File No. 4 – Prior to any motions being made Commissioners discussed the possibility of creating two lead positions for Lead Child Support Officer, B25 and Lead Eligibility Worker, B25 with Human Resources Director Kruger, Financial Assistance Supervisor Kohlmeyer, and Public Health and Human Services Director Pugleasa. Kruger said Public Health and Human Services was proposing to change two of their positions to be more of a highbred position. Commissioner Johnson said he felt having an extra layer of supervisors that included leads was not necessary for the department as they already had a department head and supervisor positions. Pugleasa said the positions were necessary as the programs were complicated and there would be new changes and rules coming from the State. Kohlmeyer said the while the State taught policy they did not address procedure. Commissioner Schuldt compared the proposed lead positions to the Sheriff's department where there were lead jailers and dispatchers in addition to the Sheriff. Commissioners Johnson and Myhre expressed concerns that adding lead positions in Public Health and Human Services could result in other departments asking for similar staffing changes. Commissioner Burns said that while that could be a result, he thought Public Health and Human Services was one of the most public facing departments at the County. Commissioner Burns moved, Commissioner Schuldt seconded, motion passed three to two to approve creating the positions of Lead Child Support Officer, B25 and Lead Eligibility Worker, B25. Commissioners Burns, Schuldt, and Severson voted yes. Commissioners Johnson and Myhre voted no.

File No. 5 – Commissioner Burns moved, Commissioner Schuldt seconded, motion carried three to two to approve initiating an internal search for a Lead Child Support Officer (no additional FTE). Commissioners Burns, Schuldt, and Severson voted yes. Commissioners Johnson and Myhre voted no.

File No. 6 – Commissioner Burns moved, Commissioner Schuldt seconded, motion carried three to two to approve initiating an internal search for a Lead Eligibility Worker (no additional FTE). Commissioners Burns, Schuldt, and Severson voted yes. Commissioners Johnson and Myhre voted no.

DISCUSSION ITEMS

Commissioners discussed recent meetings they had attended. These included a Semcac, Community Services, Economic Development Authority (EDA), and Watershed meeting.

Commissioner Burns said other counties allowed workers to work from home. Commissioner Burns said that since the estimates from the recent feasibility study had come back high to relocate offices to one campus, perhaps the County should consider allowing some Public Health and Human Services Staff the ability to work from home. He said he thought a work from home policy was something the County should discuss.

Commissioner Schuldt said the City of Brownsville had some concerns about vehicle speeds coming into the City. He said the Towards Zero Deaths program might have some speed display trailers that could be used by the City or County.

Commissioner Johnson said that although the County Assessor had appealed the State on the matter a 5% increase in property value was expected on woods and tillable farmland throughout the County in 2024.

Auditor/Treasurer Trehus said the State had made some recent changes that would pertain to the upcoming election. All Counties would be required to be open additional days for in person voting. This would require extra staff and the County being open on some extra nights and weekends. The County would receive some money from the State to help cover the additional costs to the County related to voting.

Public Comment: Steve Hartwick asked the board why there had not been any discussion on the consent agenda. The Commissioners said the consent agenda was typically for regular routine items that did not require discussion.

There being no further business at 10:15 a.m., a motion was made by Commissioner Schuldt, seconded by Commissioner Burns motion unanimously carried to adjourn the meeting. The next meeting would be a workgroup session on June 20, 2023.

BOARD OF COUNTY COMMISSIONERS

HOUSTON COUNTY, MINNESOTA

By: _____
Dewey Severson, Chairperson

Attest: _____
Donna Trehus, Auditor/Treasurer

PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: June 20, 2023

9:01 a.m.

Place: Commissioners Room, Courthouse, Caledonia, MN

Members Present: Dewey Severson, Eric Johnson, Robert Burns, and Greg Myhre
Bob Schuldts was present via Zoom.

Others Present:

Finance Director Carol Lapham, Auditor/Treasurer Donna Trehus, Recorder Mary Betz, Attorney Sam Jandt, Engineer Brian Pogodzinski, Environmental Services Director Martin Herrick, Zoning Administrator Amelia Meiners, Deputy Auditor/Treasurer Mark Bennett, Public Health and Human Services Director John Pugleasa, Houston County Public Health Supervisor Jordan Knoke, Deputy Auditor/Treasurer Polly Heberlein, Deputy Auditor/Treasurer Eliana Babinski

Board Workgroup Session

Call to order.

The scheduled SMIF presentation was cancelled and is rescheduled for next month.

The board discussed the recent passage of recreational marijuana in Minnesota and what that means for the County. Attorney Jandt was present along with Environmental Services Director Martin Herrick and Public Health and Human Services Director John Pugleasa and discussed some ideas for future options regarding permitting, licensing, ordinances, etc. Attorney Jandt will bring back proposed ordinance language within 45-60 days.

Carol Lapham, Finance Director discussed budget amendments which she will present to the board during the June 27th board meeting. These amendments will give the board a better idea of what to expect for 2024 budgets which will begin in July.

Engineer Pogodzinski stated “the City of La Crescent applied for funding for the Elm St bump-outs and will be checking with the City on funding status.”

The commissioners discussed a request received from the AMC for volunteers on Legislative Task Forces and Committees.

The meeting ended at 10:28 a.m.

BOARD OF COUNTY COMMISSIONERS

HOUSTON COUNTY, MINNESOTA

By: _____
Dewey Severson, Chairperson

Attest: _____
Donna Trehus, Auditor/Treasurer

PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: June 27, 2023

9:00 a.m.

Place: Commissioners Room, Courthouse, Caledonia, MN

Members Present:

Dewey Severson, Eric Johnson, Robert Burns, Bob Schuldt, and Greg Myhre

Others Present:

Auditor/Treasurer Donna Trehus, Reporter Rachel Stock, Reporter Charlene Selbee, Finance Director Carol Lapham, Public Health and Human Services Director John Pugleasa, Recorder Mary Betz, Environmental Services Director Martin Herrick, Deputy Auditor/Treasurer Mark Bennett, Deputy Auditor/Treasurer Polly Heberlein, Deputy Auditor/Treasurer Nikki Konkel, Human Resources Director Theresa Arrick-Kruger, Sheriff Brian Swedberg, Officer Calvin Nagle, Investigator Steve Garrett, Nicole Garrett, Mark Peterson, Daron Peterson, Sam Costigan and Franci Palen

Presiding: Chairperson Severson

Call to order.

Pledge of Allegiance.

Motion was made by Commissioner Schuldt, seconded by Commissioner Myhre, motion unanimously carried to approve the agenda.

Motion was made by Commissioner Johnson, seconded by Commissioner Burns, motion unanimously carried to approve the meeting minutes from June 13, 2023.

Motion was made by Commissioner Myhre, seconded by Commissioner Schuldt, motion unanimously carried to approve the Workgroup Session meeting minutes from June 20, 2023.

Public Comment:

None.

APPOINTMENTS

None.

CONSENT AGENDA

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

- 1) Acknowledged and accepted the resignation of Donna Trehus, Auditor/Treasurer, effective 8/2/2023 and thanked her for her 12 1/2 years of service to the residents of Houston County. Commissioner Johnson praised A/T Trehus for her ability to work so well with the public.
- 2) Amended the hire date for probationary Sheriff's Deputy, Storm Davis from 6/25/23 to 7/03/2023.
- 3) Accepted the resignation of Amy Gehrke, Lead Dispatcher/Jailer/ Programmer, effective 7/23/2023. Sheriff Swedberg informed the board that Amy will be going back to school for law enforcement.
- 4) Approved initiating a search for a 1 FTE Lead Dispatcher/Jailer/Programmer.

ACTION ITEMS

File No. 1 – Commissioner Burns moved, Commissioner Myhre seconded, motion unanimously carried to approve an IUP for Mathy Construction to operate a temporary bituminous plant in Spring Grove Township. This permit will carry through the end of the year in which both county and local work will be performed.

File No. 2 – Commissioner Myhre moved, Commissioner Severson seconded, motion unanimously carried to approve Regional Administrative Agency Cooperative Agreement Fraud Prevention Investigation Program. This is a routine 2-year contract that is hosted by Wabasha County which expires June 2025. Commissioners Johnson and Severson would like the Wabasha Host Representative to give updates on specifics to the Board. Public Health and Human Service Director John Pugleasa will reach out to Wabasha and invite the Representative to a future board meeting.

File No. 3 – Sheriff Brian Swedberg presented Officer Calvin Nagle with a Life Saving Award due to his quick action on May 23, 2023 on Highway 44 near Spring Grove giving aid to an accident victim that he performed CRP on. Officer Nagle's life-saving-aid allowed the family to speak to the victim before his passing, giving the family closure. The victims two sons were also present and thanked Deputy Nagle for his assistance to their Father, allowing the extra time to spend with him to fulfill his wishes.

File No. 4 – Commissioner Burns moved, Commissioner Johnson seconded, motion unanimously carried to approve 2023 budget amendments to accurately reflect various revenues and expenditures including 2023 payroll adjustments, significant increase to interest income and jail staffing reduction. It was noted that more adjustments are typically done in December as well. "Those numbers will then be used as a base as we begin the 2024 budget process" stated

Finance Director, Carol Lapham. With the amendment adjustments, the 2023 revised budget shows a surplus of \$74,565.00

DISCUSSION ITEMS

Environmental Services Director Martin Herrick responded to questions regarding the Planning Commission Comprehensive Plan meeting by stating that his office is working on a Notice of Intent for the newspapers. The Comp. Plan process does require a Public Hearing as it is in regards to an ordinance. It is not a resolution to adopt. After the Public Hearing, a recommendation will then be made to the board. Commissioner Johnson wishes to move forward on this Public Hearing process ensuring all proper steps are taken, as this Comp. Plan is the heart of zoning and this ordinance will help guide us. Environmental Services Director Martin Herrick will create a timeline, itemizing information and include suggestions on how things can be phrased. He will ensure the procedures are followed to make this process complete.

Commissioner Myhre attended a zoning meeting recently in which 3 of the 4 items were passed with 1 being tabled. Commissioner Myhre was contacted by individuals who had previously requested a fence be built along the road at the Freeburg Church. At this time, the fence will be built by these individuals but they are asking for assistance from Engineer Pogodzinski in wanting to find the road right-of-way so the fence can be placed in the appropriate place.

Commissioner Schuldt had no extra meetings but noted a jail meeting is scheduled for this week.

Commissioner Burns mentioned that the Highway Department will be increasing fees to the townships due to equipment rental increases that are needed as shared by Highway Accountant Sheila Schroeder at the Finance meeting that was previously held prior to the board meeting. The township clerks will be notified of this increase in advance. Burns also mentioned that Public Health Director Pogleasa reported on a Dental Access Clinic coming to Houston County once a month. The County must provide space and reimburse for transportation costs to get here. There are possible 50-50 grant programs to help with the transportation fees and will help reduce paperwork.

Items mentioned from the Department Head meeting included the fact that there are still some issues between the County's transfer of accounts from Bank of the West to Merchants Bank. Some direct deposits have not yet switched as originally planned to the new bank yet. It was shared that Auditor/Treasurer Trehus is happy with the current interest rates. Trehus also reported that she has received a quote for 33 Poll Pad upgrades along with 3 additional Poll Pads to accommodate all of the County's precincts. If approved by the county board, all 36 Poll Pads should be good through 2030. Trehus will bring the quote before the board for approval at a future board meeting. Commissioner Burns reported on his past and upcoming committee meetings. Commissioner Burns stated that Botcher Park has been all cleaned up with the help of the county highway department. He also mentioned he received a call from a Parks Committee member

regarding a recent Health & Safety inspection from MDH (Minnesota Dept. of Health) at Wildcat Park in which Engineer Pogodzinski is working with the managers to rectify the findings. The findings will be reported back to MDH.

Discussion amongst Commissioners regarding the AMC Advisory meeting took place. AMC is looking for volunteers for a variety of new task forces and committees in 5 different categories. Commissioners Burns, Severson and Johnson are considering being volunteers on 3 of the 5 categories.

Commissioner Severson attended a Solid Waste meeting and reported a new contractor for compaction is in place through 2040. He attended a Statewide SHAK meeting in which he learned grant proceeds will be split between all 87 counties in Minnesota. He noted the Cannabis work is still in progress. He learned there is some beach monitoring going on in various areas. As far as well testing goes, Jordan of the Highway Dept. has a plan in place. Green burial was also discussed. More meetings are scheduled in October and then in December after the convention takes place. The highlight of the Department Head meeting pertained to the County's IT issues. Our IT Dept. has been busy patching issues, updating our Public IP addresses and stressing the importance of being able to identify Cyber Theft. Severson stressed the importance of the saying, "If it doesn't look right, don't click on it".

There being no further business at 9:53 a.m., a motion was made by Commissioner Myhre, seconded by Commissioner Burns, motion unanimously carried to adjourn the meeting. The next meeting would be a regular meeting on July 11th, 2023.

BOARD OF COUNTY COMMISSIONERS
HOUSTON COUNTY, MINNESOTA

By: _____
Dewey Severson, Chairperson

Attest: _____
Donna Trehus, Auditor/Treasurer

PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: July 11, 2023

9:00 a.m.

Place: Commissioners Room, Courthouse, Caledonia, MN

Members Present:

Dewey Severson, Eric Johnson, Robert Burns, Bob Schuldt, and Greg Myhre

Others Present:

Auditor/Treasurer Donna Trehus, Reporter Rachel Stock, Reporter Charlene Selbee, Finance Director Carol Lapham, Public Health and Human Services Director John Pogleasa, Board Clerk/EDA Director Allison Wagner, Recorder Mary Betz, Environmental Services Director Martin Herrick, Human Resources Director Theresa Arrick-Kruger, Engineer Brian Pogodzinski, Public Health Supervisor Jordan Knoke, Public Health Educator Bri Ceaser, R.N., P.H.N. Public Health Mary Zaffke, Surveyor Eric Schmitt, Deputy Auditor/Treasurer Mark Bennett, Deputy Auditor/Treasurer Polly Heberlein, Environmental Services Technical Clerk Amy Sylling, WDI Executive Director Jinny Reitmann, WDI Area Manager Kyle Mullen, Root River SWCD Dan Wermager, Michelle Quinn, Doug Dammen, and Franci Palen

Presiding: Chairperson Severson

Call to order.

Pledge of Allegiance.

Prior to approval Wagner said there was one addition to the consent agenda: Temporarily change the employment status of Ben Novak, Sheriff's Deputy from 0.55 FTE to 0.8 FTE, effective 07/16/2023 through 12/30/2023, after which Deputy Novak's employment status would revert to 0.55 FTE. Commissioner Johnson said the matter had not gone through the personal committee. Motion was made by Commissioner Myhre, seconded by Commissioner Schuldt, motion unanimously carried to approve the agenda with the addition.

Motion was made by Commissioner Myhre, seconded by Commissioner Johnson, motion unanimously carried to approve the meeting minutes from July 27, 2023.

Public Comment:

None.

APPOINTMENTS

Public Health and Human Services Director John Pugleasa, Workforce Development Inc. Executive Director Jinny Reitmann, WDI Area Manager Kyle Mullen, and Allison Wagner from the Houston County Economic Development Authority presented to the board a Houston County Childcare Enhancement Proposal focusing on areas of outreach, training enhancement, facilities support, and provider onboarding tracts. The partners asked for ARPA dollars to help support the proposal. Wagner said childcare was specifically listed as an eligible use of ARPA funding. The Commissioners had discussed using ARPA funding for childcare for some time, but before allocating the dollars the EDA wanted to make sure they were making the best use of the funds. Wagner said the County EDA had received an award from First Children's Finance (FCF), a non-profit specializing in childcare in Minnesota. As a part of the award a Core Team was formed to address childcare issues. The core team consisted of County EDA and Public Health and Human Services Staff, elected officials, WDI staff, parents, former childcare providers, business leaders, community members, and school workers. Research from FCF showed a childcare shortage of approximately 206 childcare slots in the zero to five age range. Wagner read from the FCF report saying "analysis also revealed the childcare shortage has severely impacted parents living in Houston County. Thirty-two percent of parent survey respondents declined employment or withdrew from the workforce due to childcare issues." Pugleasa said nearly 40% of employers surveyed responded that lack of child care had impacted their ability to attract and retain employees. Wagner said the childcare shortage was negatively impacting economic development in Houston County. She said it was a strain on families, businesses, and residents using goods and services in Houston County. Through the work of the Core Team WDI had been identified as a partner who could help address childcare needs in Houston County by supporting existing providers and creating additional childcare slots. WDI said the ARPA dollars received would stay in Houston County, and could be a model for the greater region. WDI staff said Houston County efforts were "lightyears" ahead of other communities in the State who were also struggling with childcare issues. WDI staff said "now is the time" to invest in childcare. Mullen said he would continue to look for other funding sources to be leveraged along with the ARPA funding.

Interim Auditor/Treasurer interviews took place at the end of the board meeting. Prior to interviews Commissioner Johnson asked Human Resources Director Theresa Arrick-Kruger what scoring system would be used for the interviews. Kruger said the candidates would be chosen by rank order. The candidates would be asked a series of questions by the board in a round table format. Each Commissioner would score each answer. Commissioners would each have an equal voice at the table. Commissioners would review their scores and rank candidates. HR would tally scores and present the top candidate to the board. Commissioner Johnson questioned the process asking if this was the same process that had been used for previous positions. He asked if a composite scoring system would be used. Commissioner Johnson said the system for scoring described was different than what was used when interviews in departments were conducted. Kruger said the Auditor/Treasurer position reported directly to the board. She said when past candidates who report directly to the board had been interviewed the same method had been used. The candidates interviewed were Michelle Quinn, Amy Sylling, Polly Heberlien, and Mark Bennett.

CONSENT AGENDA

Motion by Commissioner Myhre, seconded by Commissioner Severson, motion passed four to one to approve the consent agenda with Commissioner Johnson voting no.

- 1) Accept the resignation of Heidi Lapham, Deputy Auditor/Treasurer, effective at the end of the business day, 07/14/2023, with thanks for her 1.5 years of service to Houston County.
- 2) Initiate a search for a 0.5 FTE Deputy Auditor/Treasurer (License Center).
- 3) Amend the resignation date of Amy Gehrke, Lead Dispatcher/Jailer/Programmer, from 07/23/2023 to 07/15/2023.
- 4) Temporarily change the employment status of Ben Novak, Sheriff's Deputy from 0.55 FTE to 0.8 FTE, effective 07/16/2023 through 12/30/2023, after which Deputy Novak's employment status will revert to 0.55 FTE.

ACTION ITEMS

File No. 1 – Commissioner Myhre moved, Commissioner Burns seconded, motion unanimously carried to approve an ARPA fund distribution of \$255,000 to WDI for a Houston County Childcare Enhancement Proposal focusing on areas of outreach, training enhancement, facilities support, and provider onboarding tracts. The Houston Childcare County Core Team would work with WDI to support existing providers while working to create additional slots. Commissioner Johnson said he was impressed with the work of EDA, Public Health and Human Services, and the Childcare Core Team in Houston County. He said he thought using ARPA dollars to address childcare needs in Houston County was a good use of the funds. The Commissioners agreed.

File No. 2 – Commissioners considered a proposal presented by Dan Wermager from the Root River SWCD to enter into an application/contract for a pollinator & brush management project in Sheldon Township at Botcher Park. If the funds for the project were awarded the County would be responsible for some mowing and maintenance at the park for a period of time. Commissioners discussed pros and cons of the project with Wermager and Engineer Brian Pogodzinski. Pogodzinski said the project would take extra staff time, and would temporarily take staff away from other projects. He was unable to estimate the amount of time it would take, but said it could be worked into the schedule. Pogodzinski said one benefit would be that he thought in the future Counties most likely would be required to provide pollinator areas, and this would put the County ahead of the mandate. Pogodzinski also said another option would be the County putting in a pollinator area in the park on their own. The grant funds would pay for approximately \$1,065.00 worth of seed, but if the County made the investment on their own without the grant funds they would not be tied to the requirements of maintenance with the grant. Commissioner Johnson said he could see some benefits to the project and thanked Wermager for his work on it, but said also that Botcher Park initially was not supposed to require any extra maintenance on the County's time. He said recent updates to the park had been made the previous year. Motion was made by Commissioner Johnson, seconded by Commissioner Burns, motion unanimously carried to not move forward with the application/contract.

File No. 3 – Commissioner Myhre moved, Commissioner Johnson seconded, motion unanimously carried to approve an IUP for Jeff and Kelly Mauss to have a temporary farm dwelling in Mayville Township.

File No. 4 – Prior to any motions being made Commissioner Burns asked if the CUP had been requested after the work had already been done. Environmental Services Director Martin Herrick said yes, but that he had waived the additional application fee (for after the fact) due to some confusion with the application. Herrick said the applicant Doug Dammen had been good to work with. Commissioner Myhre moved, Commissioner Schuldt seconded, motion carried four to one to approve a CUP for Kimberlee Burichter and Doug Dammen for substantial land alteration in La Crescent Township. Commissioner Burns voted no.

File No. 5 – Commissioner Johnson moved, Commissioner Burns seconded, motion unanimously carried to approve Resolution No. 23-23 and LG220 Application for Exempt Permit for Gambling Activities on behalf of the Sheldon Valley Sportsman’s Association, P.O. Box 592, Houston, MN 55943 for gambling activities to be conducted at The Sheldon Valley Sportsman’s Association Gun Range at 11511 County Rd 10, Caledonia, MN 55921 located in Caledonia Township on October 8, 2023, with no waiting period. See resolution below.

RESOLUTION NO. 23-23

MINNESOTA LAWFUL GAMBLING PERMIT APPROVAL SHELDON VALLEY SPORTSMAN’S ASSOCIATION

July 11, 2023

BE IT RESOLVED, the Houston County Board of Commissioners does hereby approve the Minnesota Lawful Gambling LG220 Application for Exempt Permit for the Sheldon Valley Sportsman’s Association for gambling activities to be conducted at the Sheldon Valley Sportsman’s Association Gun Range in Caledonia Township on October 8, 2023, with no waiting period.

File No. 6 – Commissioner Johnson moved, Commissioner Myhre seconded, motion unanimously carried to approve grant submission for a grant to U-Care for support of Dental Access project.

File No. 7 – Commissioner Myhre moved, Commissioner Schuldt seconded, motion unanimously carried to approve grant submission for a Towards Zero Deaths (TZD) grant with the Office of Traffic Safety to provide public health education related to traffic safety.

File No.8 – Commissioner Burns moved, Commissioner Severson seconded, motion unanimously carried to approve letter of commitment for match for the Minnesota Housing Program, Community Homeowner Impact Fund. (ARPA dollars for a one time match had been previously approved assuming funds were awarded.)

DISCUSSION ITEMS

Commissioners asked Environmental Services Director Martin Herrick about a variance for a non-conforming use in Jefferson Township that they had been notified would be going before the Board of Adjustment for consideration. The Commissioners questioned Herrick asking if the variance would be allowing more than one dwelling in a quarter-quarter section. Herrick said yes, the variance request was for a non-conforming use requirement for two dwellings in a quarter-quarter section. The Commissioners asked how this could be since the ordinances and Comprehensive Land Use plan allowed for only one dwelling in a quarter-quarter section. Herrick said a mistake had been made by the zoning department in the past. Commissioners Johnson and Burns both said “two wrongs do not make a right”. They questioned why the matter was going before the Board of Adjustment. Commissioner Johnson asked Herrick if the County Attorney had been consulted. Herrick said he had asked Attorney Jay Squires about the matter. Herrick said Squires had told him the matter could go before the Board of Adjustment. Later in the meeting Commissioner Burns asked if the Commissioners could attend the Board of Adjustment meeting. The Commissioners said the boards were separate. Commissioner Burns said he would consult with County Attorney Jandt on how the County should proceed with the matter. The other Commissioners agreed he should consult Attorney Jandt.

Commissioners discussed recent and upcoming meetings including a Land Use, Veteran’s Services, Sheriff’s Office, and Community Services meeting.

Commissioner Burns said he had received a thank you note from Semcac thanking the County for allocating ARPA dollars to the food shelf. The money was much appreciated, as food shelf items were in high demand, and some items were hard to come by due to increased demand.

There being no further business at 12:55 p.m., a motion was made by Commissioner Burns, seconded by Commissioner Severson motion unanimously carried to adjourn the meeting. The next meeting would be a workgroup session on July 18, 2023.

BOARD OF COUNTY COMMISSIONERS

HOUSTON COUNTY, MINNESOTA

By: _____
Dewey Severson, Chairperson

Attest: _____
Donna Trehus, Auditor/Treasurer

PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: July 18, 2023

9:00 a.m.

Place: Commissioners Room, Courthouse, Caledonia, MN

Members Present:

Dewey Severson, Eric Johnson (attended virtually), Robert Burns, Bob Schuldt, and Greg Myhre (attended part of meeting virtually)

Others Present:

Finance Director Carol Lapham, Auditor/Treasurer Donna Trehus, Human Resources Director Theresa Arrick-Kruger, Sheriff Brian Swedberg, Board Clerk/EDA Director Allison Wagner, Recorder Mary Betz, Deputy Auditor/Treasurer Mark Bennett, Deputy Auditor/Treasurer Polly Heberlein, Attorney Samuel Jandt, Environmental Services Director Martin Herrick, Zoning Administrator Amelia Meiners, and Southern Minnesota Initiative Foundation (SMIF) President/CEO Tim Penny

Board Workgroup Session

Call to order.

President/CEO Tim Penny from the Southern Minnesota Initiative Foundation (SMIF) presented to the board of Commissioners. He thanked the Commissioners for the County's support and discussed projects in the County that SMIF had helped fund. Penny shared that SMIF was a donor-supported foundation investing in economic growth in a 20 county region in southcentral and southeastern Minnesota. He said SMIF focused on three areas: early childhood development, entrepreneurship, and small town community work.

Attorney Jandt discussed with the Commissioners the possibility of creating an interim ordinance and moratorium on the sale of cannabis products as defined in H.F. 100. Jandt said the new law allowed for some local control and the ability to put a moratorium in place until January 1, 2025. Jandt said the moratorium would not affect Statute 151.72 Sale of Certain Cannabinoid Products including some hemp and low THC edible products. Commissioner Schuldt asked for clarification on if the moratorium would be strictly regarding the sale of the product. Attorney Jandt said the moratorium would be strictly in reference to the sale of cannabis products within the County and would not involve possession.

Sheriff Swedberg shared several updates with the Commissioners related to the Sheriff's department. He said his department would be getting a one time allocation of around \$400,000 from the State and said he would like to use the money for new car cameras, body cameras, and

tasers. He said the current tasers used by the department would need to be updated soon, as the current company would no longer be providing training for the tasers being used. It was the general consensus of the Commissioners that the Sheriff could look into the new equipment. Commissioner Schuldt suggested that Swedberg work with the Cities in the County to see if they too wanted to use their allocations towards equipment, and if a discount could be received by the Cities and County if they all purchased equipment.

Finance director Lapham discussed the 2024 budget with the Commissioners. Department heads were working to submit budget requests to Lapham. If departments wanted additional staff or personnel they needed to notify both Lapham and Human Resources Director Kruger.

Commissioner Burns said better clarification was needed when determining where calcium chloride was put along County roads. He said it should be decided if it was only going to be put in front of homesteads, or if cabins and other buildings qualified. He said there had been some recent confusion on this, and it should be decided before the next season.

The meeting ended at 10:35 a.m.

BOARD OF COUNTY COMMISSIONERS

HOUSTON COUNTY, MINNESOTA

By: _____
Dewey Severson, Chairperson

Attest: _____
Donna Trehus, Auditor/Treasurer

PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: July 25, 2023

9:00 a.m.

Place: Commissioners Room, Courthouse, Caledonia, MN

Members Present:

Dewey Severson, Eric Johnson, Robert Burns, Bob Schuldt (attended virtually), 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, Recorder Mary Betz, Environmental Services Director Martin Herrick, Zoning Administrator Amelia Meiners, Human Resources Director Theresa Arrick-Kruger, Engineer Brian Pogodzinski, Deputy Auditor/Treasurer Mark Bennett, Deputy Auditor/Treasurer Polly Heberlein, Deputy Auditor/Treasurer Eliana Babinski, Financial Assistance Supervisor Karen Kohlmeyer, Fiscal Supervisor Heidi Harms, TKDA Planner Evan Monson, TKDA Program Director Strategic & Community Partnerships Jeannine Clancy, Medical Examiner Ross Richard, Supervisor Death Investigations Medical Examiner's Office Monica Kendall, MCIT Executive Director Gerd Clabaugh, Historical Society President Shirley Johnson, Houston County Historical Society Vice President Deborah Wray, City of Caledonia Clerk/Administrator Jake Dickson, and Franci Palen

Presiding: Chairperson Severson

Call to order.

Pledge of Allegiance.

Prior to approval Chairperson Severson said Action Item No. 4: considering quotes for the Historical Courthouse cooling system should be removed from the agenda due to waiting on an additional bid. Motion was made by Commissioner Johnson, seconded by Commissioner Burns, motion unanimously carried to approve the agenda with the change.

Motion was made by Commissioner Myhre, seconded by Commissioner Johnson, motion unanimously carried to approve the meeting minutes from July 11, 2023.

Motion was made by Commissioner Burns, seconded by Commissioner Myhre, motion unanimously carried to approve the workgroup session minutes from July 18, 2023.

Public Comment:

None.

APPOINTMENTS

At 9:02 a.m. a motion was made by Commissioner Johnson, seconded by Commissioner Burns, motion unanimously carried to close the regular session and go into a public hearing pursuant to Minnesota Statutes 394.26, to consider adopting an updated Comprehensive Land Use Plan by ordinance. Environmental Services Director Martin Herrick said the final Planning Commission meeting regarding the plan had just been held and the planning Commission had unanimously recommended the adoption of the new plan. Commissioner Severson said the new plan was a good document. Commissioner Johnson thanked TKDA and said the process and plan had been well thought out. There were no public comments on the plan during the hearing. At 9:07 a.m. a motion was made by Commissioner Johnson, seconded by Commissioner Severson, motion unanimously carried to close the public hearing and return to the regular session.

Chief Medical Examiner Ross Richard presented the Southern Minnesota Regional Medical Examiner's Office 2022 Houston County Report to the Commissioners. There were 170 total deaths in Houston County in 2022. Richard said death certificates contained information including: cause of death, manner of death, if an autopsy occurred, if the individual was pregnant, if injured the date, time, location, also how injury occurred, if an injury was work related, and if transportation injury type (e.g. driver, passenger, etc.). Death certificates were used by families, relatives, and the Minnesota Department of Health/CDC-Public Health. Richard discussed drug overdoses saying there had been three in Houston County in 2022. He said in his work he saw an increase in fentanyl overdoses that was alarming. He said autopsies were showing more mixed drug use. Sometimes other drugs were laced with or accidentally contaminated with fentanyl. He said marijuana was sometimes accidentally contaminated with fentanyl when a drug dealer was dealing both. Commissioner Burns asked if fentanyl overdoses commonly caused death. Richard said yes, and that users often died quickly before help could arrive. Commissioner Burns asked why a drug dealer would deal fentanyl since an overdose was likely to cause death, and loss of a client for the dealer. Richard said fentanyl was less expensive than some similar drugs. He said it was also easier to move and users were becoming more tolerant of drugs and some were seeking out fentanyl because of its potency. The Commissioners thanked Richard for the information.

Minnesota Counties Intergovernmental Trust (MCIT), Executive Director Gerd Clabaugh, presented the 2023 MCIT Report to the Commissioners. He said MCIT was founded by County governments. Their mission was to provide Minnesota counties and associated members cost-effective coverage with comprehensive and quality risk management services. Gerd said MCIT was not an insurance company focused on profits. Rather, MCIT was a public joint powers entity dedicated to helping members manage their risks, so they could carry out their public service mission to the citizens of the State. MCIT pooled resources to provide property, liability, auto, cyber, and workers' compensation coverage. Clabaugh said "our interests align with your interests". The Commissioners thanked Clabaugh for the report.

Houston County Historical Society President Shirley Johnson and Houston County Historical Society Vice President Deborah Wray gave a Houston County Historical Society annual presentation to the board. Johnson thanked the County for their continued support. She said their latest goal had been getting roofs on buildings, so the building would last a long time. Johnson said they had also updated the electrical in some of their buildings. Wray said more volunteers were needed to help with the many duties of the Historical Society. She said one project involved cleaning and scanning glass negatives. There would be a presentation during the Houston County fair. Other fair activities included Historical Society displays for kids and a Native American collection display. The Historical Society was also still working on getting the parking lot paved. The Historical Society had welcomed visitors from 25 states in the last year. The Commissioners thanked the Historical Society for their service.

CONSENT AGENDA

Motion by Commissioner Myhre, seconded by Commissioner Johnson, motion unanimously carried to approve the consent agenda.

- 1) Review Annual Disclosure of Tax Increment Districts for the Year Ended December 31, 2022 for the City of Caledonia presented by David Drown Associates, Inc. Public Finance Advisors.
- 2) Temporarily increase Jennifer Burrichter's assignment as Technical Clerk I B21, from .75 FTE to 1.0 FTE effective 07/31/2023 through 08/26/2023 (increase in FTE needed to meet the Houston County Fair work load).
- 3) Assign Liza Jandt to probationary Lead Child Support Officer, B25 Step 7, effective 07/31/2023.
- 4) Assign Lori Feldmeier to probationary Lead Child Eligibility Worker, B25 Step 7, effective 07/31/2023.
- 5) Reassign Melissa Jordan, currently an Eligibility Worker B24, to Probationary, Child Support Officer B24, effective 07/31/2023. (Lateral transfer – no change in pay rate).
- 6) Approve initiating a search for 1.0 FTE Eligibility Worker, B24.
- 7) Accept the resignation of Alexie Krause, Social Worker (Licensing) C42, effective 08/03/2023.
- 8) Approve initiating a search for a 1.0 FTE Social Worker (Licensing) C42.
- 9) Accept the resignation of Patricia Krall, Jailer/Dispatcher, effective 08/14/2023.

ACTION ITEMS

File No. 1 – Commissioner Myhre moved, Commissioner Burns seconded, motion unanimously carried to adopt the updated Comprehensive Land Use Plan by ordinance. Commissioner Burns said the plan was a well written plan with lots of input from the community. He said the County could use it with County ordinances. Commissioner Severson said the plan provided a good base for moving forward. Commissioner Johnson read some of the goals noted in the plan including: preserving agriculture as an essential long term, permanent land use in the County, protecting major natural resources, locating urban development near the

major cities where services could easily be provided and extended, and implementing economic development strategies that reflect County values and support agriculture, while attracting compatible new businesses. Commissioner Johnson said the plan also included an implementation and plan of action section. He said the County was required to update the plan every 10 years.

File No. 2 – Prior to any motions being made Commissioners discussed with Auditor/Treasurer Donna Trehus and Deputy Auditor/Treasurer Polly Heberlein the possibility of upgrading Poll Pads and purchasing three additional Poll Pads. Commissioner Johnson said he knew the Poll Pads made the work of the Auditor's office easier, but he did not like the continued increasing cost of the Poll Pads. He said it would be more cost effective for the County to hire additional employees to help do the work of the Poll Pads. He said he was on the fence about the upgrade and additional pads. Auditor/Treasurer Trehus said the County would be going backwards by getting rid of the pads. She said the life of the current pads was supposed to last seven years. Commissioner Myhre said that election judges in townships liked using the pads. Commissioner Severson said there would be some funding coming from the State to help cover some of the cost of the upgrade. Commissioner Burns said the only thing he was on the fence about was if they should purchase the upgrade and additional pads in 2023 or 2024. Commissioner Burns said the Poll Pads were necessary. Auditor/Treasurer Trehus said it would be nice for the Auditor's office to get the upgrade and pads as soon as possible so they could begin to work with them and get them ready, but that the quote received would be good for 2023 or 2024. Commissioners discussed waiting to purchase the Poll Pads until 2024 as they were not currently budgeted for 2023. Motion was made by Commissioner Burns, seconded by Commissioner Myhre, motion unanimously carried to approve an estimate from KnowInk in the amount of \$19,297.50 for the purchase of 33 upgraded Poll Pads, sleds and transport cases with an additional three new Poll Pads including printers, cords, transport cases and First Year License. The actual purchase would be done in early 2024.

File No. 3 – Commissioner Burns moved, Commissioner Johnson seconded, motion unanimously carried to appoint Polly Heberlein, as the Interim Auditor/Treasurer, C53 Step 1, effective 07/31/2023 to fulfill the statutory duties of this office for the balance of the elected term of office upon completion of the oath of office.

File No. 4 – This item was removed from the agenda.

File No. 5 – Prior to a motion being made the Commissioners discussed with Engineer Brian Pogodzinski the possibility of approving the purchase of a new south boat dock at Wildcat Park. The doc was in need of replacement as part of it was currently under water. The County had received two quotes. The lowest quote was \$9,681.74 for a five foot doc, but the County had requested a quote for a six foot doc. Pogodzinski recommended to the Commissioners that they accept the higher quote in the amount of \$10,968.84 for a 6 foot dock as requested. Commissioner Schuldt said the six foot doc would be safer. Commissioner Myhre said the six foot doc would also be more handicap accessible. The Commissioners agreed. Commissioner Myhre moved, Commissioner Schuldt seconded, motion unanimously carried to approve a quote

from Coulee Region Docs LLC in the amount of \$10,968.84 for a new south boat doc at Wildcat Park. Coulee Region Docks LLC was chosen because it met the specifications requested. They provided for a wider six foot dock, included four pipe augers and a longer 16 foot ramp.

File No. 6 – Commissioner Myhre moved, Commissioner Johnson seconded, motion unanimously carried to accept a donation from Brownsville VFW in the amount of \$200.00 to the Veteran Services Office to use for any veteran’s needs.

DISCUSSION ITEMS

Commissioners discussed recent and upcoming meetings including a Childcare Core Team meeting with First Children’s Finance, Department Head, Planning Commission, Wildcat Park, Finance, and SELCO meeting.

Commissioner Schuldt said an upcoming jail meeting had been scheduled for later in the week and that jail staff shortages would be discussed at the meeting.

Commissioner Severson said he had attended the most recent City of La Crescent council meeting.

Commissioner Severson said the official transition from Bank of the West to Merchants Bank would be final by the end of the week.

There being no further business at 10:25 a.m. motion was made by Commissioner Myhre, seconded by Commissioner Johnson motion unanimously carried to adjourn the meeting. The next meeting would be a regular meeting on August 1, 2023.

BOARD OF COUNTY COMMISSIONERS

HOUSTON COUNTY, MINNESOTA

By: _____
Dewey Severson, Chairperson

Attest: _____
Donna Trehus, Auditor/Treasurer

PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: August 1, 2023

9:00 a.m.

Place: Commissioners Room, Courthouse, Caledonia, MN

Members Present:

Dewey Severson, Eric Johnson, Robert Burns, Bob Schuldt, 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, Environmental Services Director Martin Herrick, Human Resources Director Theresa Arrick-Kruger, Engineer Brian Pogodzinski, Deputy Auditor/Treasurer Mark Bennett, Deputy Auditor/Treasurer Eliana Babinski, Building Maintenance Foreman Greg Olson, and Franci Palen

Presiding: Chairperson Severson

Call to order.

Pledge of Allegiance.

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

Motion was made by Commissioner Myhre, seconded by Commissioner Johnson, motion unanimously carried to approve the meeting minutes from July 25, 2023.

Public Comment:

None.

APPOINTMENTS

None.

CONSENT AGENDA

Motion by Commissioner Johnson, seconded by Commissioner Schuldt, motion unanimously carried to approve the consent agenda.

- 1) Initiate a competitive search for a 1.0 FTE Deputy Auditor/Treasurer, B22.
- 2) Amend Patricia Goetzinger Krall's resignation date to an effective date of 08/26/2023.

- 3) Approve using the recent Jailer/Dispatcher search to fill the Jailer/Dispatcher vacancy resulting from the Goetzinger Krall resignation.
- 4) Adopt Resolution No. 23-24 Authorize ESB Banking Powers for remaining 2023.
- 5) Adopt Resolution No. 23-25 Authorize Merchants Bank, N.A. for remaining 2023.
- 6) Adopt Resolution No. 23-26 Authorize Rushford State Bank for remaining 2023.

ACTION ITEMS

File No. 1 – Commissioners discussed quotes for the Historical Courthouse HVAC systems with Building Maintenance Foreman Greg Olson and Human Resources Director Theresa Arrick-Kruger. They discussed the need for the new systems as the current system was failing. The lowest quote had been received from Winona Controls for a total of \$128,000 for needed units. Commissioner Myhre moved, Commissioner Burns seconded, motion unanimously carried to accept the quotes from Winona Controls for replacement of two of the Historical Courthouse HVAC systems.

DISCUSSION ITEMS

Commissioner Burns said he had asked Environmental Services Director Martin Herrick to attend the meeting as he had some questions for Herrick regarding a Board of Adjustment meeting that had taken place the week prior. Commissioner Burns said there had been frustration from an applicant regarding time passing and the applicant being given information. Commissioner Burns said it had taken ten weeks to get an answer from the department. Two months after an initial meeting with the applicant a letter had been sent. Commissioner Burns said he believed the time frame had been too long, and asked if there was a staffing issue in the department. Herrick agreed saying it had taken him too long to respond to the applicant. Burns said there had also been some confusion on the request. Herrick said there had been some “extra history from the past” that “threw me off”. The County Environmental Services/Zoning department had eventually recommended the Board of Adjustment deny the request. The requested variance was denied by the Board of Adjustment. Commissioner Johnson said the problem was that the applicant had gotten the impression that the variance was going to be approved. Commissioner Johnson said he had reviewed the packet and a letter had been sent from Herrick to the applicant on June 26th 2023 recommending the applicant apply for a variance. Commissioner Johnson said the letter also said that the fee for the requested variance would be waived. Commissioner Johnson asked why the applicant did not have to pay the fee. He said this should not have happened. Commissioner Myhre said in his years of involvement with the board applicants always needed to pay application fees if their application went before the board regardless of if variances were approved or denied. The fees helped cover the cost of advertisement, etc. Commissioner Burns asked Herrick what could be done to prevent confusion from happening again in the future. Herrick said in the future he would send more emails.

Commissioners discussed recent meetings including a Planning Commission, Jail, and SELCO meeting.

Commissioner Schuldt said the Sheriff's office had several vacancies and was "really tight on staff" on the jail/dispatch side. The Jail Committee was continuing to meet to discuss options. Terminating the Winona contract early had been discussed, but the same amount of staff would still be needed with or without the contract. County staff had spoke with Winona County about the possibility of possibly getting some help from Winona to assist with court appearances, etc. Kruger said it was hard to get applicants to apply to work in the jail as there were concerns about the possibility of the jail closing from applicants. There were also new facilities in the area that would be opening, and that were recruiting applicants.

Commissioner Severson thanked Auditor/Treasurer Donna Trehus for her years of service to the County. He said he hoped she would enjoy her retirement. The Commissioners agreed. Trehus thanked the Commissioners and said she appreciated what they do for the County, too.

There being no further business at 9:53 a.m. motion was made by Commissioner Myhre, seconded by Commissioner Johnson motion unanimously carried to adjourn the meeting. The next meeting would be a regular meeting on August 8, 2023.

BOARD OF COUNTY COMMISSIONERS

HOUSTON COUNTY, MINNESOTA

By: _____
Dewey Severson, Chairperson

Attest: _____
Polly Heberlein, Auditor/Treasurer

PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: August 8, 2023

9:00 a.m.

Place: Commissioners Room, Courthouse, Caledonia, MN

Members Present:

Dewey Severson, Eric Johnson, Robert Burns, Bob Schuldt, and Greg Myhre

Others Present: Interim Auditor/Treasurer Polly Heberlein, Reporter Rachel Stock, Reporter Charlene Selbee, Finance Director Carol Lapham, Board Clerk/EDA Director Allison Wagner, Environmental Services Director Martin Herrick, Deputy Auditor/Treasurer Mark Bennett, Recorder Mary Betz, Sheriff Brian Swedberg, and Public Health and Human Services Director John Puleasa

Presiding: Chairperson Severson

Call to order.

Pledge of Allegiance.

Prior to a motion being made Commissioner Johnson said Action Item No. 2 needed to be pulled from the agenda due to an agreement not being received by the County in time for the meeting. Motion was made by Commissioner Myhre, seconded by Commissioner Schuldt, motion unanimously carried to approve the agenda with the change.

Motion was made by Commissioner Myhre, seconded by Commissioner Schuldt, motion unanimously carried to approve the meeting minutes from August 1, 2023.

Public Comment:

None.

APPOINTMENTS

None.

CONSENT AGENDA

Motion by Commissioner Myhre, seconded by Commissioner Schuldt, motion unanimously carried to approve the consent agenda.

- 1) Hire Matthew Kuehl, as a 1.0 FTE probationary Lead Jailer/Dispatcher, B32 Step 6, effective 08/27/2023 conditioned upon successful completion of Sheriff's Office background check. (Kruger)
- 2) Hire Derek St Mary as a 1.0 FTE probationary Jailer/Dispatcher, B23 Step 1, effective 08/27/2023 conditioned upon successful completion of Sheriff's Office background check. (Kruger)

ACTION ITEMS

File No. 1 – Commissioner Myhre moved, Commissioner Johnson seconded, motion unanimously carried to approve a CUP for Sean Mazzei to have a cabin in the ag district in Winnebago Township.

File No. 2 – This item was removed from the agenda.

DISCUSSION ITEMS

Commissioners discussed recent meetings and events they had attended including a Land Use meeting, Hiawatha Valley Mental Health Planning meeting, Community Services meeting, Childcare Appreciation Provider Picnic, and National Night Out.

Commissioner Johnson said voting on the referendum for the Houston School District was taking place August 8th 2023.

The Commissioners said the Houston County Fair was coming up the following week.

Commissioner Johnson said he had attended a Land Use meeting. During the meeting a potential development near Pine Creek was discussed with Environmental Services Director Martin Herrick. Commissioner Johnson said it was important to follow the new Comprehensive Land Use Plan that had recently been adopted by the County. Commissioner Johnson said he had spoke to Attorney Jandt on the matter and was told the County would recommend denial if the project officially came forward as it did not meet the requirements of the Comprehensive Land Use Plan and would be on prime ag land. Commissioner Schuldt said the County had not received any official applications or plans relating to the project.

The Commissioners discussed the Houston County Jail and the ending of the Winona County contract in September of 2023. Commissioners Severson and Schuldt had been meeting with jail staff to discuss options for the jail once the contract ended. Commissioner Schuldt said they were currently operating with the minimum amount of staff possible. He said jail staff was looking into lots of possible options for the future. Commissioner Johnson said all possibilities should be looked at including the possibility of needing to close the jail. Commissioner Johnson said he did not see the jail population growing and currently there were only around four or less Houston County inmates in the jail at any given time. Commissioner Schuldt said the County did have a responsibility to have a holding space for people who were arrested in Houston County. If

that was not at the Houston County Jail the County would need to contract with another County for a holding space. Schuldt said it would be the responsibility of the County to do the transport if another jail was used.

There being no further business at 9:47 a.m. motion was made by Commissioner Myhre, seconded by Commissioner Johnson motion unanimously carried to adjourn the meeting. The next meeting would be a workgroup session on August 15, 2023.

BOARD OF COUNTY COMMISSIONERS

HOUSTON COUNTY, MINNESOTA

By: _____
Dewey Severson, Chairperson

Attest: _____
Polly Heberlein, Interim Auditor/Treasurer

PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: August 15, 2023

9:00 a.m.

Place: Commissioners Room, Courthouse, Caledonia, MN

Members Present:

Dewey Severson, Eric Johnson, Robert Burns, Bob Schuldt, and Greg Myhre

Others Present:

Finance Director Carol Lapham, Interim Auditor/Treasurer Polly Heberlein, Sheriff Brian Swedberg, Board Clerk/EDA Director Allison Wagner, Recorder Mary Betz, Deputy Auditor/Treasurer Mark Bennett, Jail Administrator Dean Ott, Department of Corrections Dan Lipa, and UMN Extension Regional Director Lisa Dierks

Board Workgroup Session

Call to order.

UMN Extension Regional Director Lisa Dierks discussed the 2024 Extension Department budget proposal with the Commissioners and Finance Director Lapham. Dierks said her job was to be a liaison between Extension and the counties in South East Minnesota. Extension was asking for an increase in the categories of software and office supplies in Houston County for 2024 in addition to regular contract increases. They were also requesting to increase to the administrative support position in Houston County to full time. The increase would be helpful to the Ag Educator who would be able spend additional time out in the community if there was more help with administrative tasks. Houston County currently had a summer coordinator that would no longer be needed if the administrative support position was full time. The net increase for a full time administrative support position would be \$11,797. Commissioner Johnson said the current staff people were very active and doing a great job.

The Commissioners had a lengthy discussion with Sheriff Swedberg, Jail Administrator Ott, Finance Director Lapham, and Dan Lipa from the Department of Corrections (DOC) regarding the future of the Houston County Jail. There were several factors to discuss and consider. The Winona contract would be ending in the near future, and Houston County would be losing the revenue from the contract in 2024. Houston County typically saw six or less Houston County people in the jail. Lapham said there were two Houston County people in the jail that day. Ott said jail/dispatch was currently operating with minimum staff. Lipa explained that requirements for staffing depended on how many inmates were in the jail and the time of day. If five or less people were in the jail less staff was required than if more than five people were in the jail. Ott said additional staff was needed in the jail especially during the day for things like court appearances, bookings, zoom probation meetings, and suicide watches. There were also rules regarding the

gender of jailers. Both genders were needed on staff as opposite genders could not oversee certain things. Commissioner Johnson said all possibilities should be looked at concerning the jail including the possibility of closing the jail and contracting out the jail services. Ott said he had found some savings for 2024 including a less expensive meal plan. Sheriff Swedberg said he had checked with Winona County and they were willing to house Houston County inmates for \$60.00 per day. This was the same rate Houston County was currently charging them. Ott said he had heard that many agencies were upping the amount they charged to hold inmates for other agencies to \$75.00 per day. Commissioner Schuldt said the amount could be as much as doubled for problem inmates. Sheriff Swedberg said he was anticipating around a \$278,000 increase in the jail/dispatch budget for 2024 assuming the jail remained open. The budget for just jail/dispatch for 2024 would be around 1.8 million. Sheriff Swedberg said he had done a rough estimate and thought that contracting out jail services and closing the Houston County Jail could save around \$488,000 per year. Sheriff Swedberg said the County would still have to consider the cost of transporting people who were arrested and the booking process. He was not sure how much this would cost. He said some counties who contracted out jail services had city police officers transport people who were arrested and going to jail while in some Counties a County deputy would do the transport. Commissioner Severson and Schuldt expressed concern regarding the transport. The transport could be an extra burden on the cities, and there could be an issue with coverage in the City if an officer on duty needed to be gone for a period of time due to a transport. Commissioner Severson said he was concerned about safety. Commissioner Schuldt said it was hard to predict how many people would be arrested and in jail in Houston County in the future. Commissioner Burns said both the tax implication and safety implications should be considered. No final decisions were made on the matter. Sheriff Swedberg and Lapham said they would meet to get more accurate and final numbers regarding options and the budget.

Sheriff Swedberg discussed with the Commissioners a few additional topics including minor additional costs to the Sheriff's Department budget if the ordinance regarding a now wake zone near shore acres were to be passed, purchasing new equipment with a one time appropriation, and his office assisting at the Houston County Fair.

Lapham said the date for Department Heads to submit budgets to her had passed, but that she was still waiting for some budgets to be submitted. The Commissioners would need to set the preliminary budget by the end of September 2023.

The meeting ended at 11:16 a.m.

BOARD OF COUNTY COMMISSIONERS

HOUSTON COUNTY, MINNESOTA

By: _____
Dewey Severson, Chairperson

Attest: _____
Polly Heberlein, Interim Auditor/Treasurer

PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: August 22, 2023

9:00 a.m.

Place: Commissioners Room, Courthouse, Caledonia, MN

Members Present: Dewey Severson, Eric Johnson, Robert Burns, Bob Schuldt, and Greg Myhre

Others Present: Interim Auditor/Treasurer Polly Heberlein, Reporter Rachel Stock, Reporter Charlene Selbee, Finance Director Carol Lapham, Board Clerk/EDA Director Allison Wagner, Deputy Auditor/Treasurer Mark Bennett, Recorder Mary Betz, Sheriff Brian Swedberg, Engineer Brian Pogodzinski, Human Resource Technician Ann Diersen, Bill Ohm, and Mike Burbach

Presiding: Chairperson Severson

Call to order.

Pledge of Allegiance.

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

Motion was made by Commissioner Johnson, seconded by Commissioner Myhre, motion unanimously carried to approve the meeting minutes from August 8, 2023.

Motion was made by Commissioner Schuldt, seconded by Commissioner Burns, motion unanimously carried to approve the workgroup session minutes from August 15, 2023.

Public Comment:

Bill Ohm from La Crescent said he had a request for the County board. He asked the Board to publish a sample ballot for elections in the Houston County News in addition to the County's official newspaper. He also suggested publishing sample ballots in the Caledonia Argus. The Commissioners said this was something they could consider for the 2024 election and budget.

APPOINTMENTS

None.

CONSENT AGENDA

Motion by Commissioner Myhre, seconded by Commissioner Johnson, motion unanimously carried to approve the consent agenda.

- 1) Change Nancy Welsh's status from the temporary 0.8 FTE assignment to the position's regular assignment of 0.7 FTE, effective 09/11/2023.
- 2) Change the employment status of Network/Help Desk Technician, Keyloe Xiong from probationary to regular, effective 9/07/2023.
- 3) Reassign Christopher Frick, from Patrol Sgt. C43 to Investigator C43, (lateral transfer) retroactive to 08/14/2023.
- 4) Initiate an internal search for a 1.0 FTE Patrol Sgt.
- 5) Approve an Exempt Permit for Minnesota Lawful Gambling Application LG220 for Caledonia Girls Court Club INC for gambling (raffle) activities to be conducted at Ma Cal Grove Country Club in Caledonia Township with a drawing to be held on October 27, 2023, with no waiting period. Approve Resolution No. 22-29 Minnesota Lawful Gambling Permit Approval Caledonia Girls Court Club Inc. See resolution below.

RESOLUTION NO. 23-29

MINNESOTA LAWFUL GAMBLING PERMIT APPROVAL CALEDONIA GIRLS COURT CLUB INC

August 22, 2023

BE IT RESOLVED, the Houston County Board of Commissioners does hereby approve the Minnesota Lawful Gambling LG220 Application for an Exempt Permit for the Caledonia Girls Court Club INC for gambling (raffle) activities to be conducted at Ma Cal Grove Country Club in Caledonia Township with a drawing to be held on October 27, 2023, with no waiting period.

- 6) Review: Spring Grove City 2022 Annual Reporting Disclosure Statements
 - TIF 1-2 Bender 4th Addition
 - TIF 1-3 Daycare Redev Project
 - TIF 1-4 Spring Grove EDA

ACTION ITEMS

File No. 1 – Prior to any motions being made Engineer Pogodzinski told the Commissioners the County would receive a total of \$396,187.00 from the FAA for the airport land acquisition, design, construction, etc., related to the taxi lane project. The FAA typically paid for 90% of airport projects with the other 10% of costs coming from local or State funds. Pogodzinski said there was a reduction in the airport grant this time as the FAA was holding back some funds due to the County possibly having been paid twice for a previous grant project years ago relating to the original construction of the airport. Pogodzinski said the FAA had been unable to prove that the County had been paid twice, but it was a possibility. Commissioner

Johnson expressed frustration that the FAA was holding back some funds from a potential overpayment that could not be verified, and had happened years prior. Commissioner Burns moved, Commissioner Myhre seconded, motion unanimously carried to approve Resolution No. 23-27 Authorization to Execute Federal Aviation Airport Improvement Program (AIP) Acquire Land for Development, Construct Taxi-Lane Grant Number 3-27-0016-012-2023, and authorize the signature of the County Engineer on the grant agreement. See resolution below.

RESOLUTION NO. 23-27

**AUTHORIZATOIN TO EXECUTE
FEDERAL AVIATION AIRPORT IMPROVEMENT PROGRAM (AIP)
Acquire Land for Development, Construct Taxi-Lane
Grant Number 3-27-0016-012-2023**

BE IT RESOLVED by the **County of Houston** as follows:

1. That the FAA Grant No. **3-27-0016-012-2023**,
“Acquire Land for Development, Construct Taxi-lane” at the **Houston County Airport**
is accepted.
2. That the Houston County Engineer is authorized to execute the Contract and any
amendments on behalf of the **County of Houston**.

File No. 2 – Commissioner Johnson moved, Commissioner Severson seconded, motion unanimously carried to approve Resolution No. 23-28 Aquatic Invasive Species Prevention Aid. See resolution below.

RESOLUTION NO. 23-28

AQUATIC INVASIVE SPECIES PREVENTION AID

August 22, 2023

WHEREAS, 2014 Session Law Chapter 308 enacted by the Legislature provides Minnesota counties a County Program Aid grant for Aquatic Invasive Species (AIS) prevention. The amount designated for each county is based on the number of watercraft trailer launches as well as the number of watercraft trailer parking spaces within each county. Houston County was allocated \$22,521 for 2024 and years following (5 watercraft trailer launches and 50 watercraft trailer parking spaces), and

WHEREAS, the legislation requires that Houston County must establish, by resolution or through adoption of a plan, guidelines for the use of the proceeds which are to prevent the introduction or limit the spread of aquatic invasive species at all access sites within the county, and

WHEREAS, the county may appropriate the proceeds directly or may use any portion of the proceeds to provide funding to a soil and water conservation district in the county, for a joint powers board or cooperative agreement with another political subdivision, a watershed district in the county, or a lake association located in the county. Any money appropriated by the county to a different entity or political subdivision must be used as required under this section, and

WHEREAS, the county must submit a copy of its guidelines for use of the proceeds to the Department of Natural Resources by December 31 of the year the payments are received, and

WHEREAS, maintaining an ongoing effort to inform the public of resource needs, resource impairments and resource protection matters has been identified as the most important tool in addressing water resource concerns in the Houston County Water Plan, the fight against Aquatic Invasive Species is included in this educational effort and will continue to be a cornerstone of Houston County's Water Plan.

NOW THEREFORE, BE IT RESOLVED the Board of Commissioners of Houston County, Minnesota designate oversight of Houston County's AIS prevention efforts to the Root River Soil and Water Conservation District and delegates to them the responsibility to prepare, implement and report annually a plan to allocate the funding in accordance with the above legislation.

File No. 3 – Commissioner Myhre moved, Commissioner Johnson seconded, motion unanimously carried to approve a Temporary Liquor License, Money Creek Haven Campground, for the dates of 09/01-09/04/2023.

DISCUSSION ITEMS

Commissioners discussed recent meetings and events they had attended including a Department Head meeting, Finance meeting, and the Houston County Fair.

Commissioners Burns and Johnson said there had been some confusion due to a misprint in a newspaper article regarding the old and new jails. The old jail remained unused. The Board had been discussing options for the new jail and if it should be closed and the services contracted out as the Winona contract would be ending. The Commissioners clarified that recent discussions on what to do with the jail were in reference to the new jail and not the old jail.

Commissioner Schuldt said the Houston County Fair Board had done an outstanding job. Events such as the rodeo had been well attended. The Commissioners agreed.

Commissioner Burns said the Finance Committee would be meeting with department heads the following week and going through budgets line by line to see if items could be cut or reduced.

The Finance Committee would then report back to the full Board of Commissioners at the first meeting in September regarding the 2024 budget.

There being no further business at 8:44 a.m. motion was made by Commissioner Myhre, seconded by Commissioner Burns motion unanimously carried to adjourn the meeting. The next meeting would be a workgroup session on September 5, 2023.

BOARD OF COUNTY COMMISSIONERS

HOUSTON COUNTY, MINNESOTA

By: _____
Dewey Severson, Chairperson

Attest: _____
Polly Heberlein, Interim Auditor/Treasurer

PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: September 5, 2023

9:00 a.m.

Place: Commissioners Room, Courthouse, Caledonia, MN

Members Present: Dewey Severson, Eric Johnson, Robert Burns, Bob Schuldt, and Greg Myhre

Others Present: Interim Auditor/Treasurer Polly Heberlein, Reporter Charlene Selbee, Finance Director Carol Lapham, Board Clerk/EDA Director Allison Wagner, Deputy Auditor/Treasurer Mark Bennett, Recorder Mary Betz, Engineer Brian Pogodzinski, Human Resource Technician Ann Diersen, Environmental Services Director Martin Herrick, Human Resources Director Theresa Arrick-Kruger, Social Services Supervisor Bethany Moen, Zoning Administrator Amelia Meiners, Fiscal Supervisor Heidi Harms, Deputy Auditor/Treasurer Eliana Babinski, Holmes & Murphy Sr. Benefit Consultant Bill Colopoulos, Southeast Service Cooperative Executive Director Steve Sallee, Southeast Service Cooperative Director of Operations Dale Walston, Collaborative Design Group Interior Designer Johona Harris, Collaborative Design Group Interior Designer Tamara Wylie, and Collaborative Design Group Principal in Charge/Engineer/Project Manager Craig Milkert

Presiding: Chairperson Severson

Call to order.

Pledge of Allegiance.

Prior to any motions being made Chairperson Severson said there was one change to the consent agenda: Approve the hire of Megan Engevoid as a 1.0 FTE probationary Social Worker, C41, Step 2, effective 9/21/23, conditioned upon successful completion of a background check. He said the change was to hire the applicant at Step 2 instead of Step 1 because of experience. Commissioner Johnson said he wanted to make sure the County was being fair and consistent when hiring new staff and considering steps. Human Resources Director Theresa Arrick-Kruger said the applicant would be in charge of childcare licensing and foster care and had previous years of experience. Motion was made by Commissioner Burns, seconded by Commissioner Schuldt, motion unanimously carried to approve the agenda with the change.

Motion was made by Commissioner Myhre, seconded by Commissioner Schuldt, motion unanimously carried to approve the meeting minutes from August 22, 2023.

Public Comment:

None.

Johona Harris, Tamara Wylie, and Craig Milkert from Collaborative Design Group (CDG) gave the final Space Utilization Report to the Commissioners. Two options for condensing space and better utilizing current space had been presented to the Commissioners previously. In one option the County would keep the current community services building and in the other option the County would sell the current community services building along the highway and condense County departments to fit on one centralized campus. Milkert said CDG had reviewed the numbers and come up with more accurate cost estimates. Option A was estimated to cost 8.3 million dollars while Option B was estimated to cost 7.3 million dollars. Harris said another option that could be looked at would be phasing the project and breaking it into smaller projects. Chairperson Severson thanked CDG for their work on the report. No further action was taken.

Bill Colopoulos Sr. Benefit Consultant from Holmes & Murphy along with Steve Sallee and Dale Walston from Southeast Service Cooperative (SSC) gave a Health Insurance Report to the Commissioners. The County currently received health insurance through SSC. Colopoulos reviewed trends saying high claim activity would continue at increasingly high cost levels due to general inflation, higher morbidity among patients, and high-risk care provider increases. He said some things could be done to try to lower overall costs including having specific provider networks and requiring patients go to their primary care provider before seeing a specialist. The County would see a 7.5% increase in health insurance for 2024. In 2024 a bid process could be used by the County to consider health insurance options for future years.

APPOINTMENTS

None.

CONSENT AGENDA

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

- 1) Change the employment status of Public Health Supervisor, Jordan Knoke, from probationary to regular, effective 9/12/2023.
- 2) Approve the hire of Megan Engevold as a 1.0 FTE probationary Social Worker, C41, Step 2, effective 9/21/23, conditioned upon successful completion of a background check.
- 3) Amend the hire date of Matthew Kuehl, 1.0 FTE probationary Lead Jailer/Dispatcher, B32, Step 6, from 08/27/2023 to 09/11/2023, conditioned upon successful completion of Sheriff's Office background check.
- 4) Amend the hire date of Derek St. Mary, 1.0 FTE probationary Jailer/Dispatcher, B23, Step 1, from 08/27/2023 to 09/11/2023, conditioned upon successful completion of Sheriff's Office background check.

ACTION ITEMS

File No. 1 – Commissioner Myhre moved, Commissioner Johnson seconded, motion unanimously carried to approve a CUP for Paul & Joan Wiste to have a dwelling in the ag district in Black Hammer Township.

File No. 2 – Commissioner Myhre moved, Commissioner Johnson seconded, motion unanimously carried to approve a CUP for Aaron & Amanda Middendorf to have a dwelling in the ag district in Wilmington Township.

File No. 3 – Commissioner Myhre moved, Commissioner Burns seconded, motion unanimously carried to approve amendments to CUPs #417 and #418 for mineral extraction for J&C Farms in the ag district in Spring Grove Township.

File No. 4 – Action Item No. 4 was to consider approving the No Wake Zone Ordinance for the West Channel of the Mississippi River. Prior to any motions being made Commissioner Johnson asked Environmental Services Director Martin Herrick why a public hearing regarding the ordinance had not been scheduled for the meeting that day. Herrick said he was not sure. Commissioner Johnson said “we have been through this before”. He said a public hearing was required at the County board meeting before an ordinance could be adopted. Public hearings needed to be properly noticed prior to the meeting. Commissioner Severson said the No Wake Zone Ordinance had been worked on for a long time. Public hearings had been held in La Crescent and by the Planning Commission. Commissioner Johnson moved, Commissioner Myhre seconded, motion unanimously carried to table the matter until a public hearing could be held at a County board meeting.

DISCUSSION ITEMS

Commissioners discussed the 2024 budget. Commissioner Burns said the Finance Committee had met with most of the departments the week prior. He said each department had made some cuts to their budget.

Commissioners discussed recent and upcoming meetings including a Root River Watershed One, Southeastern MN EMS, and Jail Committee meeting.

There being no further business at 11:15 a.m. motion was made by Commissioner Johnson, seconded by Commissioner Burns motion unanimously carried to adjourn the meeting. The next meeting would be a regular meeting on September 12, 2023.

BOARD OF COUNTY COMMISSIONERS

HOUSTON COUNTY, MINNESOTA

By: _____
Dewey Severson, Chairperson

Attest: _____
Polly Heberlein, Interim Auditor/Treasurer

PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: September 12, 2023

9:00 a.m.

Place: Commissioners Room, Courthouse, Caledonia, MN

Members Present: Dewey Severson, Eric Johnson, Robert Burns, Bob Schuldt, and Greg Myhre

Others Present: Interim Auditor/Treasurer Polly Heberlein, Reporter Charlene Selbee, Reporter Rachel Stock, Finance Director Carol Lapham, Board Clerk/EDA Director Allison Wagner, Deputy Auditor/Treasurer Mark Bennett, Recorder Mary Betz, Engineer Brian Pogodzinski, Human Resources Director Theresa Arrick-Kruger, Sheriff Brian Swedberg, Public Health and Human Services Director John Pugleasa, and Public Health Supervisor Jordan Knoke

Presiding: Chairperson Severson

Call to order.

Pledge of Allegiance.

Prior to any motions being made Chairperson Severson said there was one additon to the consent agenda: Change Joseph Olson's job classification from Certified Minnesota Appraiser Income Qualified (B24, Step 3) to Accredited Minnesota Assessor (B25, Step 3) effective retroactive to 09/05/2023. Motion was made by Commissioner Johnson, seconded by Commissioner Burns, motion unanimously carried to approve the agenda with the change.

Motion was made by Commissioner Myhre, seconded by Commissioner Schuldt, motion unanimously carried to approve the meeting minutes from September 5, 2023.

Public Comment:

None.

APPOINTMENTS

None.

CONSENT AGENDA

Motion by Commissioner Johnson, seconded by Commissioner Myhre, motion unanimously carried to approve the consent agenda.

- 1) Approve Merchant's Bank Credit Card for Polly Heberlein, Interim Auditor/Treasurer.
- 2) Change Joseph Olson's job classification from Certified Minnesota Appraiser Income Qualified (B24, Step 3) to Accredited Minnesota Assessor (B25, Step 3) effective retroactive to 09/05/2023.

ACTION ITEMS

File No. 1 – Commissioner Burns moved, Commissioner Johnson seconded, motion unanimously carried to approve Resolution No. 23-30 Final Acceptance for CP 2023-01, Contract #063 with Milestone Materials, for maintenance rock. The total cost was \$28,470.69. See resolution below.

RESOLUTION NO. 23-30

FINAL ACCEPTANCE FOR CP 2023-01 MAINTENANCE ROCK

CONTRACT # 063 – MILESTONE MATERIALS

September 12, 2023

WHEREAS, Contract No. 063 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.

File No. 2 – Commissioner Burns moved, Commissioner Schuldt seconded, motion unanimously carried to grant permission to PHHS Director Pugleasa to sign MOU with Children's Dental Services (CDS) to provide dental access clinics on site in Houston County once the County Attorney had reviewed and recommended.

File No. 3 – Commissioner Myhre moved, Commissioner Burns seconded, motion unanimously carried to approve applying for purchase of Axon equipment. The estimated cost was \$357,146.70. Sheriff Swedberg said a one time allocation the County would be receiving for public safety would be used to make the purchase.

DISCUSSION ITEMS

Commissioners discussed the 2024 budget. The Commissioners would be meeting with Department Heads at the workgroup session the following week to further discuss the budget and possible cuts. Commissioner Burns said one option relating to the budget could be to add a local sales tax of up to .5%. Commissioner Johnson said he did not like the idea as it would be an

additional burden for the businesses in an already tight market, and residents would still be paying the tax. Commissioner Burns said it was just one option he wanted to make the Board aware of.

Commissioners briefly discussed the jail and what should be done with it in 2024. There was only one Houston County inmate in the jail, and it had been that way for some time. Sheriff Swedberg said although the Winona contract was set to end at the end of the month Winona had called him and asked about the possibility of extending the agreement and Houston County still holding some of their inmates for a while longer, as Winona County's jail would not be opening for a few additional weeks. Commissioner Johnson said he wanted to look at some solid numbers and options for the jail. Sheriff Swedberg said he would bring more detailed information and numbers to the workgroup session the following week.

Commissioners discussed recent and upcoming meetings and events including a Farm to Table Event, the upcoming Annual Townships Meeting, Jail Committee, Land Use, Budget, Hiawatha Valley Mental Health, Zoning, Workforce, and WINLAC meetings.

There being no further business at 10:03 a.m. motion was made by Commissioner Burns, seconded by Commissioner Myhre motion unanimously carried to adjourn the meeting. The next meeting would be a workgroup session on September 19, 2023.

BOARD OF COUNTY COMMISSIONERS

HOUSTON COUNTY, MINNESOTA

By: _____
Dewey Severson, Chairperson

Attest: _____
Polly Heberlein, Interim Auditor/Treasurer

PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: September 19, 2023

9:00 a.m.

Place: Commissioners Room, Courthouse, Caledonia, MN

Members Present:

Dewey Severson, Eric Johnson, Robert Burns, Bob Schuldt, and Greg Myhre

Others Present:

Finance Director Carol Lapham, Interim Auditor/Treasurer Polly Heberlein, Sheriff Brian Swedberg, Board Clerk/EDA Director Allison Wagner, Recorder Mary Betz, Deputy Auditor/Treasurer Mark Bennett, Sheriff Brian Swedberg, Fiscal Supervisor Heidi Harms, Public Health and Human Services Director John Pugleasa, Environmental Services Director Martin Herrick, Zoning Administrator Amelia Meiners, Attorney Samuel Jandt, Surveyor Eric Schmitt, Human Resources Director Theresa Arrick-Kruger, IT Director Andrew Milde, and Engineer Brian Pogodzinski

Board Workgroup Session

Commissioners discussed the current fee schedule and possible changes and increases with department heads. Some increases for County townships were discussed. Commissioner Johnson said the townships had already set their 2024 budgets. He said the fees that affected townships should have been looked at sooner.

Commissioners discussed the 2024 budget. The preliminary budget would need to be set at the next meeting on September 26, 2023.

Commissioners discussed an additional \$70,000 for the Attorney's office not included in the 2024 Attorney's budget for a contracted service. Attorney Jandt said the department was seeing more cases involving electronic data such as data on iPhones, iPads, computers, etc. Currently the BCA could retrieve data from devices, however it could sometimes take months to get the results back. Attorney Jandt said once the County got the results back staff still need to search through it to find data. Attorney Jandt said he would like to contract with a company that could retrieve data quicker, and give results more readily. Attorney Jandt said there was a possibility in the future that funding could come to the County to help with the service, but currently there was not any. The contracted service had been hired on a case by case basis previously. Commissioner Johnson suggested the County continue to pay for the services on a case by case basis in hopes that funding would eventually come to the County to help pay for a contract. No final decisions were made regarding the additional \$70,000.

Commissioners discussed with Sheriff Swedberg the possibility of closing the jail and contracting out the jail services or continuing to keep it open. Based on the numbers from the Sheriff's office the County would save money by closing the jail, however there were still some unknown costs such as how much money it could take to transport people who were arrested. Commissioner Severson and Schuldt brought up safety concerns with contracting out jail services. They said while officers or deputies were transporting people to other jails they would be out of their communities. The Sheriff said there was a possibility of transporting people to either Fillmore or Winona County depending on where the arrest was made. The cost would be \$75 dollars per person per day for a hold in another facility. The County was currently averaging 6.4 Houston County people in the jail per day. This was a decline in numbers compared to when the jail was originally built. Currently the jail was also holding inmates from Winona, but the Winona contract would be ending soon as they were building their own jail. The County would lose the revenue from the Winona contract in 2024. The Sheriff said the day before there had been three Houston County inmates in the jail and currently there was one. The Sheriff said there were other things to consider such as meal contracts. Currently the minimum meals the current contract would allow the County to order was 15 meals per meal per day. Commissioner Schuldt said the jail was a need and not a want. He asked if other cuts could be made to the Sheriff's office budget instead of closing the jail. Commissioner Johnsons said the Commissioners should vote the following week on whether to keep the current jail open or close it and contract out the services. He said they needed to make a decision for the budget. The budget would be higher if the jail remained open. Commissioner Burns said they could either close the jail or ask each department to decrease their budget by 3%. The Sheriff asked about the possibility of keeping the jail open for at least a few more months to see how things went after the Winona contract ended. No final decisions were made on the matter.

The meeting ended at 12:07 a.m.

BOARD OF COUNTY COMMISSIONERS

HOUSTON COUNTY, MINNESOTA

By: _____
Dewey Severson, Chairperson

Attest: _____
Polly Heberlein, Interim Auditor/Treasurer

PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: September 26, 2023

9:00 a.m.

Place: Commissioners Room, Courthouse, Caledonia, MN

Members Present: Dewey Severson, Eric Johnson, Robert Burns, Bob Schuldt, and Greg Myhre

Others Present: Interim Auditor/Treasurer Polly Heberlein, Reporter Wanda Hansen, Reporter Rachel Stock, Finance Director Carol Lapham, Board Clerk/EDA Director Allison Wagner, Recorder Mary Betz, Engineer Brian Pogodzinski, Human Resources Director Theresa Arrick-Kruger, Sheriff Brian Swedberg, IT Director Andrew Milde, Environmental Services Director Martin Herrick, Environmental Services Technical Clerk Amy Sylling, Deputy Auditor/Treasurer Mark Bennett, Public Health and Human Services Director John Pogleasa, Deputy Auditor/Treasurer Eliana Babinski, Financial Assistance Supervisor Karen Kohlmeyer, Fiscal Supervisor Heidi Harms, Lieutenant Steve Garrett, Wabasha County Detective Nate Barker, Amber Miller, Steve Goetzinger, Leslie Reichgelt, Darrell Johnson, Stephanie Goetzinger, Kristina Sherbon, Dawn Steffes, Kayla Oppelt, Julie Rosendahl, Tiffany Hill, Dayva Goetzinger, Aubrey Buttell, Brittany Miller, Emily Papenfuss, Tessa Welbig, Dawn Scholl, News 8, Teresa Walter, Ashley, Sandy, Tanya, Karla, Meghan, Chelsey, and Nikki

Presiding: Chairperson Severson

Call to order.

Pledge of Allegiance.

Prior to any motions being made Commissioner Myhre asked that Consent Item No. 4: Initiate a competitive search for a 1.0 FTE Case Aide B22, be removed from the agenda. Motion was made by Commissioner Johnson, seconded by Commissioner Burns, motion unanimously carried to approve the agenda with the change.

Motion was made by Commissioner Johnson, seconded by Commissioner Burns, motion unanimously carried to approve the meeting minutes from September 12, 2023.

Motion was made by Commissioner Schuldt, seconded by Commissioner Myhre, motion unanimously carried to approve the workgroup session minutes from September 19, 2023.

Public Comment:

Amber Miller introduced herself and Steve Goetzinger from La Crescent. She said “you guys might remember approving us for, to become managers at Wildcat campground, but that almost didn’t happen did it?” She began by asking the Commissioners by a show of hands if any of them had ran against someone to become Commissioner. She then asked if anyone had disputed the vote after the fact. Miller said there were people at the County who tried to sabotage, mislead, and confuse her and those doing the hiring. She said they were a family that lives by their values and integrity. Miller said after the initial interview there was a second unexpected interview and that “miscommunication and delays emerged casting doubt on our selection as the chosen candidate”. She said she had received the most votes for the Wildcat Park manager position; however, the vote had been questioned repeatedly (fifteen times in one meeting) by one of the Commissioners and he suggested re-interviewing the runner up. Miller questioned the hiring process and its fairness. She asked if there were conflicts of interest with the process and quoted the County’s Code of Ethics. Miller referenced the April 11th 2023 Board meeting saying while it was on the agenda to approve a Wildcat Park manager that day the name of her LLC was missing on the agenda and there was no contract. The board voted on hiring a park manager at that meeting, but it did not pass that day. Miller said in reference to the April 11th meeting: “A few key points to note, the employee tasked with drafting the contract had all the necessary information. The Parks Committee had already spent hours working on the contract the previous week. The final contract the County later sent was nearly identical to the previous manager’s contract. The County had established a timeline for completion which was not followed”. She said she felt she had been pressured into making quick decisions, and that the day the Commissioners did vote to officially hire her LLC a final contract had still not been finalized. Instead, they had used Miller’s own revised version at that Board meeting. “I implore you to thoroughly investigate this matter because it is my belief that this is not an isolated incident” Miller said. She also said she had data requested emails. She asked how the County Attorney would handle the request as he was a person of interest. Miller ended by thanking the Commissioners for the opportunity to serve the community, but said there was no point in her managing Wildcat again if the matter was not going to be looked into.

Commissioner Johnson said Miller’s public comment deserved a response. Johnson apologized to Miller for what happened. He said he too had questioned the County’s hiring processes. Johnson said he shared her same frustrations and thanked her for voicing them.

Commissioner Severson questioned Miller asking if she had notified all campers that she would be attending the board meeting that day. He also asked about a card system at the park.

Miller said she had notified some people she would be attending the meeting. She said the card discussion was a discussion for the Parks Committee.

Commissioner Myhre told Miller she had done a nice job and thanked her for attending.

APPOINTMENTS

Nate Barker, Wabasha County Detective, gave an update on the Regional Prevention and Investigation program. The program was a grant funded program from the Minnesota Department of Human Services that helped detect fraud in Human Services programs. Barker was hired to work in the region in multiple counties. He said in Houston County he had discovered \$16,455.00 worth of fraud findings in the County in the last year. If Human Services Staff or the general public suspected someone of fraud when it came to the programs there was a referral process and a tip hotline that could be used. Barker would then investigate the matter. Public Health and Human Services Director Pugleasa said fraud cases were minimal compared to the overall number of cases the County had.

Lieutenant Steve Garrett made a public comment saying Nate Barker was a “great asset to our area” and that he was grateful for him.

CONSENT AGENDA

Commissioner Johnson asked why Amy Sylling needed to wait until 10/9/2023 to move from the Environmental Services office to the Auditor/Treasurer office. Human Resources Director Kruger said the department heads were working out the transition and that Sylling was needed in the Environmental Services office, but was doing some training with the Auditor/Treasurer’s office. 10/9/2023 was also the end of a pay period. Commissioner Johnson said the Auditor/Treasurer’s office had been short staffed for nearly two months and that he would prefer if Sylling moved effective immediately. Kruger said that was not her recommendation, but that the decision was up to the Commissioners. Commissioner Severson said in his experience transitions were always made at the start of a new pay period. Motion by Commissioner Burns, seconded by Commissioner Myhre, motion unanimously carried to approve the consent agenda.

- 1) Reassign Amy Sylling from Environmental Services Technical Clerk I to a probationary 1.0 FTE Deputy Auditor/Treasurer Technical Clerk II, B22 Step 3, effective 10/09/2023. (Kruger)
- 2) Hire Eva Welscher as a probationary 0.5 FTE Deputy Auditor/Treasurer- License Center Technical Clerk II, B22 Step 1, effective 10/16/2023 conditioned upon successful completion of background check. (Kruger)
- 3) Reassign Kristen Klug from Case Aide to a probationary 1.0 FTE Eligibility Worker B24 Step 1, effective 10/09/2023. (Kruger)
- 4) This item was removed from the consent agenda.
- 5) Reassign Zachary Swedberg from Sheriff’s Deputy 1.0 FTE Patrol Sergeant, C43 Step 9, effective 10/08/2023. (Kruger)

ACTION ITEMS

File No. 1 – Commissioner Myhre moved, Commissioner Johnson seconded, motion unanimously carried to approve Houston County Hauler Licenses for Justin Birdd (new owner of Midwest Roll Off LLC), Justin Birdd (new owner of Two Guys and a Dumpster LLC), and Caledonia Haulers-Dennis Gavin.

File No. 2 – Commissioner Burns moved, Commissioner Schuldt seconded, motion unanimously carried to adopt Resolution No. 23-31 Final Acceptance for CP 2023-05, Contract #333 with Sir Lines-A-Lot Inc, for pavement markings. Total cost was \$185,991.50. See resolution below.

RESOLUTION NO. 23-31

FINAL ACCEPTANCE FOR CP 2023-05 PAVEMENT MARKINGS

CONTRACT # 333 – SIR LINES-A-LOT INC

September 26, 2023

WHEREAS, Contract No. 333 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.

File No. 3 – Commissioner Myhre moved, Commissioner Johnson seconded, motion unanimously carried to adopt Resolution No. 23-32 Final Acceptance for CP 2023-01, Contract #056 with Bruening Rock Products, for maintenance rock. The total cost was \$280,476.29. See resolution below.

RESOLUTION NO. 23-32

FINAL ACCEPTANCE FOR CP 2023-01 MAINTENANCE ROCK

CONTRACT # 056 – BRUENING ROCK PRODUCTS INC

September 26, 2023

WHEREAS, Contract No. 056 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.

File No. 4 – Commissioner Burns moved, Commissioner Schuldt seconded, motion unanimously carried to adopt Resolution No. 23-33 Final Acceptance for SAP 028-612-014, Contract #321 with Minnowa Construction for the bridge replacement on CSAH 12. Total cost was \$234,180.54. See resolution below.

RESOLUTION NO. 23-33

FINAL ACCEPTANCE FOR SAP 028-612-014 BRIDGE REPLACEMENT

CONTRACT # 321 – MINNOWA CONSTRUCTION INC

September 26, 2023

WHEREAS, Contract No. 321 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.

File No. 5 – Commissioner Burns moved, Commissioner Johnson seconded, motion unanimously carried to adopt Resolution No. 23-34 Final Acceptance for CP 2023-06, Contract #334 with Scott Construction Inc for bituminous sealcoat. The total cost was \$523,759.41. See resolution below.

RESOLUTION NO. 23-34

FINAL ACCEPTANCE FOR CP 2023-06 BITUMINOUS SEAL COAT

CONTRACT # 334 – SCOTT CONSTRUCTION, INC

September 26, 2023

WHEREAS, Contract No. 334 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.

File No. 6 – Commissioner Burns moved, Commissioner Schuldt seconded, motion unanimously carried to approve the addition of a self-service portal to existing CaseWorks program. Total cost would be \$16,875 (\$12,500 - licensing, and \$4375 - support through 2024). All costs were covered by funding from the state for MA unwind, resulting in no change to the 2024 PH/HS budget.

File No. 7 – Commissioners discussed the future of the Houston County jail and its impact on the levy and budget. It was estimated that closing the jail and contracting out the services would save the County \$355,000 in 2024. The Commissioners considered pros and cons of closing the Houston County jail and contracting out the services to another county such as Winona. Commissioner Burns brought up concerns regarding reopening the jail if the jail

population began to trend upwards. Commissioner Johnson said he did not think it would be difficult to reopen the Houston County jail if needed. Johnson also said he did not see the jail population growing in the near future. The County was currently averaging around six Houston County inmates per day for the 2023 year and the number had been even lower in recent months. Commissioner Johnson said that day there was only one Houston County inmate in the jail. A Meet and Confer meeting had been held with the union and workers of the jail the day prior. It was estimated that in closing the jail the County would lose 2.5 positions. Currently jailers also worked in dispatch, but if the jail closed only dispatch would be needed. Commissioner Schuldt said he was concerned about passing on the tax burden to other tax paying communities in Houston County if cities were responsible for transporting those they arrested. He suggested holding a meeting to get public input on the matter. Commissioner Johnson asked what the difference would be if for example an officer in La Crescent made an arrest and transported the person to Caledonia or Winona. Commissioner Severson said time, but other Commissioners said the distance from La Crescent to Caledonia or Winona would be about the same. Commissioner Severson said there may be a line when the officer arrived with the person arrested at the Winona County Jail. Commissioner Johnson said it was mentioned at the Meet and Confer the day prior that some county attorneys were aggressive and prosecuted minor felonies while other counties did not. He again said he did not see the numbers in jail population climbing. Commissioner Johnson said a regional jail should have been considered back when the Houston County jail was built. Commissioners also briefly discussed having just a hold cell, and the possibility of combining dispatch with another County like Fillmore County. It was the general consensus of the Commissioners to hold a public meeting for input on the future of the jail sometime in November. No official decisions were made on the matter.

File No. 8 – Commissioner Burns moved, Commissioner Myhre seconded, motion unanimously carried to approve the new 2023-2024 fee schedule.

File No. 9 – Prior to any motions being made Commissioners discussed the proposed levy. Closing the jail or keeping it open would have an impact on the levy. Commissioner Burns had found some cuts for departments, and had also suggested using remaining ARPA dollars to help lower the budget and levy. Commissioner Johnson said he wanted to commend Commissioner Burns for working to find cuts, but said he did have some concerns with the proposed cuts, and also did not want to have to use any fund balance. Commissioner Burns said he had tried to find cuts to allow the jail to continue to be open, but also lower the levy. Commissioner Burns moved, Commissioner Severson seconded, motion carried four to one to adopt Resolution No. 23-35 proposed levy and set the proposed levy at 7%. Commissioner Johnson voted no. See resolution below.

RESOLUTION NO. 23-35

BE IT RESOLVED, that the proposed levy after the deduction of County Program Aid (CPA), in the amount of \$14,501,698 be made on all taxable property in the County of Houston for taxes payable in 2024 in the following amounts by County Fund:

County Revenue	\$ 8,526,212
Road & Bridge	3,053,147
Public Health & Human Services	2,564,809
Bond Fund – 2017A Jail Bonds	1,193,955
Bond Fund – 2020A Jail Bonds	176,400

Total	\$ 15,514,523
Less CPA	(1,462,825)

Total Levy	\$ 14,501,698
	=====

File No. 9 – Commissioner Burns moved, Commissioner Myhre seconded, motion carried four to one to adopt Resolution No. 23-36 adopting the 2024 proposed budget. Commissioner Johnson voted no. See resolution below.

RESOLUTION NO. 23-36
RESOLUTION ADOPTING 2024 PROPOSED OPERATING BUDGET

	Revenue	Expenditures	Revenues Over (Under) Expenditures
	-----	-----	-----
County Revenue	12,579,740	12,591,525	(11,785)
Road & Bridge	10,937,649	10,937,649	0
Public Health & Human Services	7,621,339	7,621,339	0
Debt Service	1,586,433	1,586,433	0
	-----	-----	-----
Grand Total	32,725,161	32,736,946	0
	=====	=====	=====

DISCUSSION ITEMS

Commissioners discussed recent and upcoming meetings they had attended including a Zoning, Department Head, Finance, Jail Committee, La Crosse County Solid Waste meeting, and a Cannabis Public Hearing.

Commissioner Johnson asked the Board if Miller’s public comment was something they should be addressing. He said “me personally I don’t like what Amber went through”. He said her comments should be addressed and looked into. Commissioner Burns said he wanted to read what had been handed out at the meeting. Commissioner Myhre said he thought the matter should be investigated.

The Commissioners set the TNT meeting for December 12th at 6:00 p.m. at the County.

Public Comment:

Teresa Walter said she had come to the meeting to say thank you and goodbye to the board after being a Commissioner. She said she had enjoyed being a Commissioner. The Commissioners thanked her for her years of service to the County.

There being no further business at 11:45 a.m. motion was made by Commissioner Johnson, seconded by Commissioner Schuldt motion unanimously carried to adjourn the meeting. The next meeting would be a regular meeting on October 3, 2023.

BOARD OF COUNTY COMMISSIONERS

HOUSTON COUNTY, MINNESOTA

By: _____
Dewey Severson, Chairperson

Attest: _____
Polly Heberlein, Interim Auditor/Treasurer

PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: October 3, 2023

9:00 a.m.

Place: Commissioners Room, Courthouse, Caledonia, MN

Members Present: Dewey Severson, Eric Johnson, Robert Burns, Bob Schuldt, and Greg Myhre

Others Present: Interim Auditor/Treasurer Polly Heberlein, Reporter Charlene Selbee, Reporter Rose Korabek, Finance Director Carol Lapham, Board Clerk/EDA Director Allison Wagner, Recorder Mary Betz, Engineer Brian Pogodzinski, Human Resources Director Theresa Arrick-Kruger, IT Director Andrew Milde, Environmental Services Director Martin Herrick, Environmental Services Technical Clerk Amy Sylling, Deputy Auditor/Treasurer Mark Bennett, Public Health and Human Services Director John Pogleasa, Deputy Auditor/Treasurer Eliana Babinski, Deputy Auditor/Treasurer Nikki Konkel, Financial Assistance Supervisor Karen Kohlmeyer, Fiscal Supervisor Heidi Harms, Amber Miller, Emily Papenfuss, Yvonne Krogstad, and Amanda Bennett

Presiding: Chairperson Severson

Call to order.

Pledge of Allegiance.

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

Motion was made by Commissioner Burns, seconded by Commissioner Johnson, motion unanimously carried to approve the meeting minutes from September 26, 2023.

Public Comment:

Rose Korabek introduced herself as the new editor at the Caledonia Argus.

APPOINTMENTS

At 9:10 a.m. a public hearing was held pursuant to Minnesota Statutes 394.26, to consider adopting a No Wake Zone by ordinance. Motion by Commissioner Johnson, seconded by Commissioner Myhre, motion unanimously carried to have the public hearing. The proposed ordinance would regulate boats in the Mississippi River commencing at the “West Channel Bridge” and concluding at the main channel entrance for the west backwater channel near River

Mile 699, within the boundaries of Houston County, Minnesota. If approved the ordinance would enact a “One-Hundred (100) Foot No-Wake” ordinance. Environmental Services Director Herrick said the County had received a quote for no wake bouys that totaled \$3,664.32. No public comments were made during the public hearing. A motion was made by Commissioner Johnson, seconded by Commissioner Burns to return to the regular board meeting.

CONSENT AGENDA

Motion by Commissioner Myhre, seconded by Commissioner Schuldt, motion unanimously carried to approve the consent agenda.

- 1) Hire Patricia Goetzinger Krall as a Casual Employee, Sheriff’s Office Transport Officer at an hourly wage of \$18.53.
- 2) Change the employment status of Deputy Sheriff, Lucas Inglett, from probationary to regular, effective 10/10/2023.

ACTION ITEMS

File No. 1 – Commissioners discussed with Human Resources Director Theresa Arrick-Kruger, Public Health and Human Services Director Pogleasa, and Financial Assistance Supervisor Kohlmeyer initiating a competitive search for a 1.0 FTE Case Aide B22. The item had been tabled from the previous meeting. Kruger said nothing had changed in the needs of the department. The opening was to fill a vacancy that had been created by an employee moving to another position. Kohlmeyer said the person would be located at the front desk and would support all of Human Services. Commissioner Burns moved, Commissioner Severson seconded, motion carried three to two to approve initiating a competitive search for a 1.0 FTE Case Aide B22. Commissioners Severson, Burns, and Schuldt voted yes. Commissioners Johnson and Myhre voted no.

File No. 2 – Commissioners discussed the possibility of an investigation relating to a public comment made at the September 26, 2023 Board meeting. Commissioner Myhre said he thought an investigation should be done. Commissioner Johnson said they had received an official complaint. Commissioner Schuldt asked if the County had an official complaint form. Human Resources Director Kruger said the County did not have an official complaint form that she was aware of. Kruger said the comments were made about a request for proposal (RFP) and not the hiring of an employee. Kruger said employee hiring complaints would come to her. Commissioner Schuldt said it seemed to him that they were making a complaint. Commissioner Johnson said someone from outside the County should be hired to conduct an investigation of the process. He said he did not think it was the County’s “finest hour”. He said maybe nothing had been done wrong, or maybe there were things the County could improve upon. Commissioner Schuldt said typically such matters would go to an outside agency. Neutral agencies such as Winona County and Fillmore County were mentioned. Commissioner Burns said “in her opinion the process was not done properly”. Commissioner Severson said the timing of the complaint was unusual. Commissioner Burns asked why it had taken so long for the complaint to come

forward. Commissioner Myhre said he knew what he thought had happened as he had been a part of the process. He said he wanted an investigation to confirm his thoughts. Commissioner Myhre moved, Commissioner Johnson seconded, motion carried to hire an outside agency to conduct an investigation relating to a public comment made at the September 26, 2023 Board meeting. The Commissioners voted by roll. Commissioner Severson abstained. Commissioners Johnson, Schuldt, and Myhre voted yes. Commissioner Burns voted no. Commissioners Johnson and Schuldt would work together to find an outside agency to conduct the investigation.

File No. 3 – Commissioners discussed the possibility of adopting an ordinance for a No Wake Zone near the West Channel of the Mississippi River. Commissioner Johnson asked if the ordinance could be enforced. Environmental Services Director Herrick said he believed it could be enforced based on feedback from Attorney Jandt. Commissioners Johnson and Schuldt questioned the no wake zone being only 100 feet from the shore. Herrick said the 100 feet was a compromise. Commissioner Schuldt asked if the concern was the wake or the speed of the boats. Commissioner Severson said he believed speed was the concern. He said docks were damaged from the wake. Commissioner Schuldt said as a boater you would make less of a wake at a faster speed. He said the no wake zone could actually make the wake worse. Commissioner Schuldt asked if a no wake zone was also going to be put in place near Brownsville. Commissioner Schuldt said Bullhead Bay south of Wildcat was not a no wake zone, however boat house owners put out their own no wake zone signs and he said most people abided by them. Schuldt said although the no wake was not enforceable most people did slow down for the signs. Commissioner Schuldt also mentioned areas near Lawrence Lake and the Harbor Lights addition. Commissioner Schuldt said he did not want to see anyone get hurt, but that the waves would still be the same size. He also said the County was looking at budgets and he questioned how much the bouys would cost the next year. Commissioner Burns said the people of Shore Acres had asked for the no wake zone. Commissioner Burns said he understood what Schuldt was saying about big boats. Commissioner Burns said he did not think many big boats went through the area. Commissioner Burns said it was a safety issue for those who lived there. Commissioner Myhre said people should have known when they built their homes there. Commissioner Johnson said while he understood the public safety concerns his issue was that it was not the whole river and only the 100 feet. He said cost was a factor as well. Commissioner Schuldt said 100 feet was not that long of a distance. Commissioner Schuldt questioned if the homeowners had put out bouys themselves. He said 100 feet would not make a difference. Commissioner Burns moved, Commissioner Severson seconded, motion failed three to two to adopt an ordinance for No Wake Zone near the West Channel of the Mississippi River. Commissioners Burns and Severson voted yes. Commissioners Johnson, Schuldt, and Myhre voted no.

DISCUSSION ITEMS

Commissioners discussed recent meetings they had attended and upcoming meetings including a Joint Board of Health, SELCO, Hiawatha Valley Mental Health, Merchant's Bank, and upcoming EDA and District 9 meeting.

Commissioner Schuldt said the City of La Crescent was looking into a safe school route and the possibility of changing speed limits in the City. Engineer Pogodzinski said he was working with the City and County Sheriff's office to get some crash history along the proposed route.

Commissioner Johnson said one thing he had learned from the Joint Board of Health Meeting was that Fillmore County was farther along than Houston County when it came to putting ordinances in place relating to cannabis. Public Health and Human Services Director John Pugleasa said he thought that was because Fillmore County was currently focusing on regulations relating to the 2022 edible legislation. He said he thought Houston County was planning to focus on the 2023 legislation going forward. Pugleasa said Houston County did have an upcoming public hearing that would be focusing on a public use ordinance. Pugleasa suggested a study committee be put in place to help position the County to respond to what the State was doing with the 2023 legislation. Commissioner Johnson said AMC had sample cannabis ordinances that could be looked at, and said a study committee could be formed in the future. Pugleasa said he would connect with Environmental Services Director Herrick and Attorney Jandt to prepare something for a future agenda.

Public Comment:

None.

There being no further business at 10:28 a.m. a motion was made by Commissioner Myhre, seconded by Commissioner Johnson motion unanimously carried to adjourn the meeting. The next meeting would be a regular meeting on October 10, 2023.

BOARD OF COUNTY COMMISSIONERS

HOUSTON COUNTY, MINNESOTA

By: _____
Dewey Severson, Chairperson

Attest: _____
Polly Heberlein, Interim Auditor/Treasurer

PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: October 10, 2023

9:00 a.m.

Place: Commissioners Room, Courthouse, Caledonia, MN

Members Present: Dewey Severson, Eric Johnson, Robert Burns, Bob Schuldt, and Greg Myhre

Others Present: Interim Auditor/Treasurer Polly Heberlein, Reporter Charlene Selbee, Reporter Rose Korabek, Finance Director Carol Lapham, Board Clerk/EDA Director Allison Wagner, Environmental Services Director Martin Herrick, Deputy Auditor/Treasurer Mark Bennett, Deputy Auditor/Treasurer Nikki Konkel, Financial Assistance Supervisor Karen Kohlmeyer, Public Health and Human Services Director John Pugleasa, and Attorney Samuel Jandt

Presiding: Chairperson Severson

Call to order.

Pledge of Allegiance.

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

Prior to any motions being made Commissioner Severson said the investigation from the week prior was regarding the County's process and not only individuals. Commissioner Schuldt said he had mentioned Lawrence Lake and the Harbor Lights addition during the conversation about the no wake zone. He said Bullhead bay was noted, but asked that the other two areas be added to the minutes. Clerk Wagner said she would add in the other areas to the minutes. Motion was made by Commissioner Burns, seconded by Commissioner Johnson, motion unanimously carried to approve the meeting minutes from October 3, 2023 with the change.

Public Comment:

None.

APPOINTMENTS

None.

CONSENT AGENDA

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

- 1) Change the employment status of Highway Maintenance Specialist, James Sweet, from probationary to regular, effective 10/24/2023.
- 2) Change the employment status of Social Worker, Andrea Hinitt, from probationary to regular, effective 10/24/2023.
- 3) Accept Toward Zero Deaths (TZD) grant. This grant funded for \$2865.00 for 10/01/23 through 9/30/24.
- 4) Approve contract with Serenity Services for guardianship and conservatorship and related legal services.

ACTION ITEMS

File No. 1 – Commissioner Myhre moved, Commissioner Johnson seconded, motion carried unanimously to approve a CUP for Joseph Gardner to have a dwelling in the ag district in Hokah Township.

File No. 2 – Commissioner Burns moved, Commissioner Schuldt seconded, motion carried unanimously to approve the Minnesota Family Investment Program MFIP Biennial Service Agreement 2022-2023. This was a required agreement for administration of MFIP.

File No. 3 – Commissioners discussed the possibility of establishing a committee to study cannabis licensing and regulation related to recently passed legalization of adult use cannabis with Attorney Jandt, Public Health and Human Services Director Pogleasa, and Environmental Services Director Martin Herrick. Attorney Jandt suggested involving the community and cities. He said the group could meet once a month or as needed. Commissioner Myhre said he thought working with the cities was a good idea. Commissioners discussed the size of the group. Commissioner Burns said if everyone mentioned participated it could be a really big group. Pogleasa said eventually the 2022 legislation involving THC edibles would fall under the cannabis control office. It was the general consensus to put the topic on the next workgroup session agenda for 9:15 a.m. on October 17, 2023 for discussion. City officials and law enforcement would be invited to attend the workgroup session. No official decisions were made regarding the establishment of a committee.

DISCUSSION ITEMS

Commissioners discussed recent meetings they had attended and upcoming meetings including a Southeast MN EMS, Community Services, State Extension Committee, local Extension, Land Use, and CJC meeting.

Commissioner Severson said he had attended a City of La Crescent meeting. The City was considering reducing speeds throughout the City. They had also discussed the possibility of annexing some properties into the City.

Commissioner Burns said the trail improvement boy scout project at Botcher Park was completed. He said there were some trails that had been maintained more than others and some were currently dirt. He said there were scouts in La Crescent who were wondering if there were other projects that could be done in Houston County.

Public Comment:

None.

There being no further business at 10:04 a.m. a motion was made by Commissioner Myhre, seconded by Commissioner Schuldt motion unanimously carried to adjourn the meeting. The next meeting would be a workgroup session on October 17, 2023.

BOARD OF COUNTY COMMISSIONERS

HOUSTON COUNTY, MINNESOTA

By: _____
Dewey Severson, Chairperson

Attest: _____
Polly Heberlein, Interim Auditor/Treasurer

PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: October 17, 2023

9:00 a.m.

Place: Commissioners Room, Courthouse, Caledonia, MN

Members Present:

Dewey Severson, Eric Johnson, Robert Burns, Bob Schuldt, and Greg Myhre

Others Present:

Interim Auditor/Treasurer Polly Heberlein, Sheriff Brian Swedberg, Board Clerk/EDA Director Allison Wagner, Deputy Auditor/Treasurer Mark Bennett, Public Health and Human Services Director John Pugleasa, Public Health Supervisor Jordan Knoke, Environmental Services Director Martin Herrick, Attorney Samuel Jandt, Human Resources Director Theresa Arrick-Kruger, Chief Deputy Bill Hargrove, Investigator Nate Smith, City of La Crescent Tyler Benish, City of Houston Police Chief Brett Hurley

Board Workgroup Session

Commissioners discussed the process the Board of Commissioners use to set a minimum bid amount on tax forfeited property in Houston County. Interim Auditor/Treasurer Heberlein said her and Deputy Auditor/Treasurer Bennett had recently attended a training about tax forfeited properties. They said counties had different ways of setting the minimum bid amount on properties. Currently the County was setting the minimum bid by using the current year / year of sale (in most cases) estimated market value, set by the Assessor's Office. Another option would be to set the minimum bid at the total delinquent tax amount plus penalty, interest, and miscellaneous fees. Bennett asked if special assessments should be added into the minimum bid amount. Adding special assessments would make the minimum bid required go up from the minimum starting point. If the minimum bid was the winning bid the County along with other related taxing districts would be made whole. However, if the minimum bid was not met the County could have to start the process over again. It was the general consensus of the board to start the minimum bid at the lowest amount possible to avoid having to re-advertise and re-bid.

Commissioners discussed the possibility of creating a Cannabis Study Group with Human Services Director Pugleasa, Environmental Services Director Herrick, and guests. Pugleasa said he wanted to clarify the difference between CBD, THC, and cannabis. Pugleasa said CBD was found in oils and lotions and had been used and legal for a long time. THC was addressed in the 2022 legislation and referred to edibles such as gummies and infused drinks. Cannabis was legalized in the summer of 2023. Currently it was still illegal to sell cannabis. People could possess or grow their own cannabis legally. It would become legal to sell cannabis once the State established an Office of Cannabis. The Office of Cannabis would eventually oversee both THC and cannabis and issue licenses. The purpose of the study group would be to prepare for anticipated

cannabis sales as anticipated due to legalization of THC edibles (2022) and adult use cannabis (2023). The County Board could then establish a County Ordinance regulating cannabis and THC production and sales prior to when State licenses were available (estimated early 2025). As a next step Pugelasa, Jandt, and Herrick would work together to create a document that summarized the points of local control included in the 2023 adult cannabis statute. The board discussed inviting a guest from the Association of Minnesota Counties (AMC) to present to the board on the matter. The board discussed soliciting additional input from city officials, current or anticipated businesses, community members, etc. If a large group wanted to participate a smaller working group could be established to meet frequently and report to the larger group.

There was a public hearing scheduled for October 24, 2023, however that public hearing was related only to a proposed County public use ordinance. If passed the ordinance would regulate the use of cannabis and cannabis derived products in public places.

The meeting ended at 10:46 a.m.

BOARD OF COUNTY COMMISSIONERS

HOUSTON COUNTY, MINNESOTA

By: _____
Dewey Severson, Chairperson

Attest: _____
Polly Heberlein, Interim Auditor/Treasurer

PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: October 24, 2023

9:00 a.m.

Place: Commissioners Room, Courthouse, Caledonia, MN

Members Present: Dewey Severson, Eric Johnson, Robert Burns, Bob Schuldt, and Greg Myhre

Others Present: Interim Auditor/Treasurer Polly Heberlein, Reporter Charlene Selbee, Reporter Rose Korabek, Finance Director Carol Lapham, Board Clerk/EDA Director Allison Wagner, Environmental Services Director Martin Herrick, Deputy Auditor/Treasurer Mark Bennett, Deputy Auditor/Treasurer Amy Sylling, Financial Assistance Supervisor Karen Kohlmeyer, Public Health and Human Services Director John Pugleasa, Attorney Samuel Jandt, Recorder Mary Betz, Engineer Brian Pogodzinski, Human Resources Director Theresa Arrick-Kruger, IT Director Andrew Milde, Zoning Administrator Amelia Meiners, Sheriff Brian Swedberg, Human Resource Technician Ann Diersen, and City of Caledonia Clerk/Administrator Jake Dickson

Presiding: Chairperson Severson

Call to order.

Pledge of Allegiance.

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

Motion was made by Commissioner Johnson, seconded by Commissioner Burns, motion unanimously carried to approve the meeting minutes from October 10, 2023.

Motion was made by Commissioner Burns, seconded by Commissioner Schuldt, motion unanimously carried to approve the workgroup session minutes from October 17, 2023.

Public Comment:

None.

APPOINTMENTS

Motion was made by Commissioner Burns, seconded by Commissioner Myhre, motion unanimously carried to have a public hearing pursuant to Minnesota Statutes 394.26, to consider adopting an ordinance regulating the use of cannabis and cannabis derived products in public

places by ordinance. No public comments were made on the matter. Motion was made by Commissioner Burns moved, seconded by Commissioner Schuldt, motion unanimously carried to return to regular session.

Motion was made by Commissioner Burns, seconded by Commissioner Myhre, motion unanimously carried to have a public hearing per statute 626.7473 to discuss recommending adoption of the use of body cameras by the Houston County Sheriff's Office. No public comments were made on the matter. Commissioner Burns moved, seconded by Commissioner Schuldt, motion unanimously carried to return to regular session.

CONSENT AGENDA

Commissioner Johnson said he would like to request exit interviews be given to people resigning from the County. Human Services Director Kruger said exit interviews were offered to all staff leaving the County in their exit packets. Staff could provide written feedback and the information would be given to the Board Chair. Commissioner Burns said he agreed with Commissioner Johnson and suggested staff leaving the County be given the option to have a sit down interview with the Personal Committee if they wished. Kruger said she would add that option to the exit letter staff received. Commissioner Johnson thanked David Bauer for his 35 years of service to Houston County. He also thanked Nicole Konkell and Erin Woods for their service to the County. The Commissioners agreed. Motion by Commissioner Burns, seconded by Commissioner Severson, motion unanimously carried to approve the consent agenda.

- 1) Appoint Jennifer Slabaugh to serve on the HRA board.
- 2) Accept the resignation of Nicole Konkell, Deputy Auditor/Treasurer-License Center, effective the end of the business day 10/31/23, with thanks for her three years of service to Houston County.
- 3) Approve initiating a competitive search for a 1.0 FTE Deputy Auditor/Treasurer-License Center, (B22).
- 4) Approve the hire of Susan Wiegrefe as a probationary 0.5 FTE, Deputy Auditor/Treasurer-License Center, B22, Step 1, effective 11/14/2023 conditioned upon successful completion of background check.
- 5) Approve initiating a competitive search for a 0.8 FTE Technical Clerk I, (B21). (Kruger)
- 6) Approve the hire of Karson Betcher as a Drop Site Supervisor, 67 day casual employee at an hourly rate of \$15.95.
- 7) Accept the resignation of David Bauer, Highway Maintenance Specialist Senior, effective 10/31/2023 with thanks for his 35 years of service to Houston County. (Kruger)
- 8) Approve initiating a competitive internal search for a 1.0 FTE Highway Maintenance Specialist Senior (B24) (Pursuant to IUOE CBA).
- 9) Approve initiating a competitive search for a 1.0 FTE Highway Maintenance Specialist (B23).
- 10) Confirm the change the employment status of Staff Nurse, Nikki Klemp from probationary to regular.
- 11) Confirm the resignation of Erin Woods, Child Support Officer, effective 10/20/2023 with thanks for her 1.5 years of service to Houston County.

12) Approve initiating a competitive search for a 1.0 FTE Child Support Officer (B24).

ACTION ITEMS

File No. 1 – Commissioners discussed with Attorney Jandt and Public Health and Human Services Director Pogleasa an ordinance regulating the use of cannabis and cannabis derived products in public places. Pogleasa said other counties in the State had adopted similar ordinances. Commissioner Johnson read part of the ordinance relating to the use and cited it as a reason to adopt the ordinance. According to the proposed ordinance “Subd. 2. No person shall vaporize or smoke cannabis flower, cannabis products, artificially derived cannabinoids, or hemp-derived consumer products in any location where the smoke, aerosol, or vapor would be inhaled by a minor.” He said an important part of the ordinance was to protect children. Commissioner Johnson moved, Commissioner Severson seconded, motion carried unanimously to approve an ordinance regulating the use of cannabis and cannabis derived products in public places.

File No. 2 – Sheriff Swedberg said the County was required to hold a public hearing regarding the use of body cameras by Houston County prior to using them. He said the new cameras would be in sync with the County’s entire system. Commissioner Burns moved, Commissioner Schuldt seconded, motion carried unanimously to approve adopt the use of body cameras by the Houston County Sheriff’s Office.

File No. 3 – Commissioner Myhre moved, Commissioner Schuldt seconded, motion carried unanimously to approve signing the food service management contract for the Houston County Jail with Cellmate Food Solutions, Inc.

File No. 4 – Commissioner Burns moved, Commissioner Severson seconded, motion carried unanimously to approve adopting Resolution No. 23-37 prioritized bridge replacement list. See resolution below.

RESOLUTION 23-37

Prioritized Bridge Replacement List

WHEREAS, Houston County has reviewed the pertinent data on bridges requiring replacement, rehabilitation, or removal, supplied by local citizenry and local units of government, and
WHEREAS, Houston County has identified those bridges that are high priority and that require replacement, rehabilitation, or removal within the next five years;
NOW, THEREFORE BE IT RESOLVED that the following deficient bridges are high priority and Houston County intends to replace, rehabilitate, or remove these bridges as soon as possible when funds are available,

Old Bridge #	Road # or Name	Crossing	LPI	Total Project Cost	Township or State Bridge Funds Requested	Federal Funds	Local or State Aid Funds	Proposed Construction Year
L4543	Oakland Drive	Waterloo Creek	60	611,000.00	591,000.00		20,000.00	2024
7540	CSAH 10	Dry Run	68	611,000.00	209,000.00		402,000.00	2024
88431	CSAH 20	Stream	51	365,380.00	133,380.00		232,000.00	2024
L4038	Hauge Hill Road	Stream	35	250,000.00	250,000.00			2024
L9502	Pfeffer Valley Road		64	375,380.00	355,380.00		20,000.00	2025
L3968	Sylling Road	Dry Run	67	375,380.00	355,380.00		20,000.00	2025
6937	CR 249	Ditch	64	442,000.00	362,000.00		80,000.00	2025
				3,030,140.00	2,256,140.00		774,000.00	

FURTHERMORE, Houston County does hereby request authorization to replace, rehabilitate, or remove such bridges; and
FURTHERMORE, Houston County does hereby request financial assistance with eligible approach grading and engineering costs on township bridges, as provided by law.

File No. 5 – Commissioner Burns said Caledonia’s local road improvement project for the extension of Warrior Avenue was a good project. Commissioner Burns moved, Commissioner Severson seconded, motion carried unanimously to approve adopting Resolution No. 23-38 resolution of support for, and agreement to sponsor the City of Caledonia’s pursuit of 2023 local road improvement funding for the Warrior Avenue extension project. See resolution below.

RESOLUTION NO. 23-38

RESOLUTION OF SUPPORT FOR AND AGREEMENT TO SPONSOR THE CITY OF CALEDONIA’S PURSUIT OF 2023 LOCAL ROAD IMPROVEMENT PROGRAM FUNDING FOR THE WARRIOR AVENUE EXTENSION PROJECT

WHEREAS, the Warrior Avenue Extension Project ("Project") includes North Warrior Avenue between Trunk Highway 76 ("TH 76") and the north entrance of the Caledonia Middle School/ High School Complex; and

WHEREAS, the Local Road Improvement Program (LRIP) administered by the Minnesota Department of Transportation makes available up to \$1,500,000 to apply towards projects on local roads that are regionally significant, result in safety improvements, address transportation deficiencies, and contribute to economic development; and

WHEREAS, the Warrior Avenue Extension project is regionally significant, results in safety improvements, addresses transportation deficiencies, and contributes to economic development for the following reasons:

- 1) By providing direct access to TH 76 for local and commercial traffic,
- 2) By reducing significant congestion at the intersection of Esch Drive and Trunk Highway 44 ("TH 44"), especially during peak school times,
- 3) By providing a paved surface with a 10-ton capacity,
- 4) By expanding pedestrian facilities,
- 5) By connecting with a planned Houston County bike route to Beaver Creek Valley State Park, and
- 6) By expanding access to commercial and industrial properties; and

WHEREAS, the project would not be financially feasible for the City without LRIP funding; and

WHEREAS, the Local Road Improvement Program (LRIP) requires a city, such as Caledonia, that is not a State Aid city, to have a county sponsor and the support of the County Board; and

WHEREAS, the proposed year for project construction is 2024.

NOW, THEN BE IT RESOLVED, that:

1. The County supports the City of Caledonia's pursuit of LRIP funds for the construction on N. Warrior Avenue between TH76 and the north entrance of the Caledonia Middle School/High School Complex.
2. The County agrees to sponsor the City of Caledonia's Local Road Improvement application to MnDOT.

File No. 6 – Interim Auditor/Treasurer Heberlein asked the Board for a temporary variance to License Center office hours, as the office was short staffed and they were waiting for background checks to come back from the State for new employees. It was estimated that normal hours would resume by mid-December at the latest. As soon as the background checks came back the office would return to regular hours. Heberlein said the La Crescent license center was an option for those needing to get a license while the temporary variance was in place. She also said La Crescent had kindly agreed to help train the County's new employees. She said she was also working with the State to see if a former employee who was willing to come back and help the office temporarily could do so. Commissioner Burns moved, Commissioner Myhre seconded, motion carried unanimously to approve a temporary variance of License Center office hours – changing from 8:00 a.m. to 4:00 p.m. to 8:00 a.m. to 1:00 p.m. – Monday, Tuesday, Wednesday, Friday. On Thursday the License Center would be open regular hours from 8 a.m. to 4:00 p.m. The temporary variance would begin on November 1st if needed.

File No. 7 – Commissioner Myhre moved, Commissioner Severson seconded, motion carried unanimously to adopt Resolution No. 23-39 and approving the Conveyance of Spring Grove City Parcel # 26.0201.000 to the Spring Grove, Minnesota School District via Conditional

Use Deed for the Authorized Public Use of a future Public Parking Lot. Pursuant to Minnesota Statute 282.01, Subd. 1a. and the Minnesota Delinquent Tax and Tax Forfeiture Manual page 165. See resolution below.

Resolution No. 23-39

BE IT RESOVED THAT Parcel #26.0201.000 of tax-forfeited land, located in the City of Spring Grove in Houston County be conveyed to the Spring Grove Minnesota School District via Conditional Use Deed for the Authorized Public Use of a future public parking lot, Pursuant to Minnesota Statute 282.01, Subd. 1a. and the Minnesota Delinquent Tax and Tax Forfeiture Manual page 165.

WHEREAS, Parcel ID 26.0201.000 consists of property located as follows: Lot 28 and the East 25 feet of Lot 29 of Gilbertson's Addition to Spring Grove, West End Annex, according to the plat thereof on record in the Office of the County Recorder in and for said County of Houston, the Southeast Corner of which plat is the South Quarter Corner of Section 11, in Township 101 North of Range 7 West of the Fifth Principal Meridian, Houston County, Minnesota.

File No. 8 – Commissioner Burns moved, Commissioner Schuldt seconded, motion carried unanimously to adopt Resolution No. 23-40 and authorizing Auditor/Treasurer to conduct a public sale for property located in the City of Caledonia at 916 Main Street, pursuant to M.S. 282.01; to be held at 10:00 a.m. on Wednesday, December 6, 2023, in the Commissioners Room at the Houston County Courthouse. The beginning sale price would start at \$7,400. See resolution below.

Resolution No. 23-40

BE IT RESOVED THAT Parcel #21.0417.000 of tax-forfeited land, located in the City of Caledonia in Houston County be classified as non-conservation land: that the basic sale price be set at \$7,400.00 and that authorization for a public sale of this land be granted, pursuant to M.S. 282.01; that the sale will be held at 10:00 a.m. on Wednesday, December 6, 2023, by the Houston County Auditor-Treasurer in the Commissioners Room at the Houston County Courthouse; the property will be sold for not less than the basic sale price; and full payment of the purchase price and the additional costs shall be due at the time of sale.

WHEREAS, Parcel ID #21.0417.000 consists of the E 60 ft of N1/2 of OUTLOT 9, Buell's OUTLOTS, City (formally Village) of Caledonia, Minnesota according to the plat thereof on file and of record in the office of the Houston County Recorder.

In the event this parcel does not sell at public auction, it may be purchased after the sale by paying the basic sale price plus other charges in the Auditor/Treasurer's office.

File No. 9 – Commissioner Johnson moved, Commissioner Severson seconded, motion carried unanimously to adopt Resolution No. 23-41 and authorizing Auditor/Treasurer to conduct a public sale for property located in the township of Money Creek, pursuant to M.S. 282.01; to be held at 10:00 a.m. on Wednesday, December 6, 2023, in the Commissioners Room at the Houston County Courthouse. See resolution below.

Resolution No. 23-41

BE IT RESOVED THAT Parcel #10.0118.000 of tax-forfeited land, located in the Township of Money Creek in Houston County be classified as non-conservation land: that the basic sale price be set at \$4,200.00 and that authorization for a public sale of this land be granted, pursuant to M.S. 282.01; that the sale will be held at 10:00 a.m. on Wednesday, December 6, 2023, by the Houston County Auditor-Treasurer in the Commissioners Room at the Houston County Courthouse; the property will be sold for not less than the basic sale price; and full payment of the purchase price and the additional costs shall be due at the time of sale.

WHEREAS, Parcel ID #10.0118.000 consists of a tract commencing at a point 10 rods South of a point in the center line of the public highway as now located which is 40 rods West of the Northeast corner of the SE ¼, Section 12, Township 104 North, Range 7 West, running thence West 12 rods; thence South 16 and ¾ rods; thence East 12 rods; thence North 16 and ¾ rods to the place of beginning.

AND commencing about 40 Rods W of NE corner SE1/4 Section 12, Township 104, Range 7 or in the center of the Highway as now traveled (1892), thence running West 12 rods, thence South 10 rods, thence East 12 rods, thence North 10 rods to the place of beginning, Houston County, Minnesota; Being part of the NE ¼ SE1/4 of Section 12, Township 104, Range 7. In the event this parcel does not sell at public auction, it may be purchased after the sale by paying the basic sale price plus other charges in the Auditor/Treasurer's office.

File No. 10 – Engineer Pogodzinski said the Mn/Dot grant for the taxilane project was slightly less than expected as the federal funds had come in less due to a possible overpayment made years prior. The total Mn/Dot grant amount was \$22,010.61. This was \$1,404.00 less than originally expected. Pogodzinski said he had received three inquiries from pilots interested in storing their planes in hangars at the airport when the project was finished. Commissioner Johnson said it was frustrating that the grant would be less than originally expected, as the Board had approved the project based on original matching grant funds. Commissioner Burns moved, Commissioner Myhre seconded, motion carried unanimously to approve the Mn/Dot Aeronautics companion grant for the airport taxilane project and adopting Resolution No. 23-42 authorization to execute Minnesota Department of Transportation Grant Agreement for airport improvement excluding land acquisition. See resolution below.

RESOLUTION 23-42

**AUTHORIZATION TO EXECUTE MINNESOTA DEPARTMENT OF
TRANSPORTATION GRANT AGREEMENT FOR AIRPORT IMPROVEMENT
EXCLUDING LAND ACQUISITION**

It is resolved by the **County of Houston** as follows:

1. That the state of Minnesota Agreement No. **1055180**,

"Grant Agreement for Airport Improvement Excluding Land

Acquisition," for State Project No. **A2801-34** at the **Houston**

County Airport is accepted.

2. That **the County** Board Chairperson and the Interim County Auditor/Treasurer are authorized to execute this Agreement and any amendments on behalf of **Houston County**.

File No. 11 – Commissioner Burns moved, Commissioner Severson seconded, motion carried unanimously to approve a banding and pay rate change of IT Director Andrew Milde, from D-61 Exempt to D-62 Exempt, hourly equivalent \$55.70 effective 11/05/2023. The Commissioners voted by roll. All Commissioners voted yes.

File No. 12 – Commissioners discussed the 2024-2025 contract with Community and Economic Development Services (CEDA) for Economic Development Authority (EDA) and clerking services. Human Resources Director Kruger said she recommended moving forward with the EDA services that day, but in regards to the clerking services she said although she was not opposed to the agreement she recommended it come back to the board at a later meeting. Kruger said the Interim Auditor/Treasurer might want to take over the clerking services in the future although the office was currently short staffed. Kruger also said there were some changes she wanted to make to the clerking part of the contract. Commissioner Johnson said he thought it was imperative that the County move forward with both parts of the contract that day. He said the Interim Auditor/Treasurer's office was currently short staffed, and they would have a busy year coming up with the 2024 election. Commissioner Burns said the service from CEDA was very good. Commissioner Johnson moved, Commissioner Myhre seconded, motion carried four to one to approve the 2024-2025 contract with CEDA for EDA and clerking services. The Commissioners voted by roll. Commissioner Severson voted no. Commissioners Johnson, Burns, Schuldt, and Myhre voted yes.

File No. 13 – Commissioner Johnson moved, Commissioner Myhre seconded, motion carried unanimously to approve the 2023-2025 Snow Removal Agreement with WS Trucking & Construction, LLC.

DISCUSSION ITEMS

Commissioners discussed recent meetings they had attended and upcoming meetings including a Department Head and Wildcat meeting.

Commissioner Myhre asked if the County wanted to stay in the camping business. He said there would be updates needed at Wildcat Park that would be expensive. Finance Director Lapham said it was never the intention of the County board to be in the park business. This was why the park manager position was contracted out. It was the general consensus of the Commissioners to continue with a park manager contract and to see if the current manager was interested in a longer contract for more than one year.

Finance Director Lapham and Sheriff Swedberg discussed the County leasing vehicles with the board.

Commissioner Burns said other areas were collaborating on dispatch centers. He said Houston County should look into the idea with other counties.

Commissioner Johnson said he felt bad that the Interim Auditor/Treasurer's office was currently short staffed. He thanked Wagner for continuing to clerk the board through the CEDA contract. The Commissioners agreed.

Public Comment:

Reporter Rose Korabek said she had, had a question about a contract earlier, but she no longer needed to ask it.

There being no further business at 11:36 a.m. a motion was made by Commissioner Schuldt, seconded by Commissioner Myhre motion unanimously carried to adjourn the meeting. The next meeting would be a regular meeting on November 7, 2023.

BOARD OF COUNTY COMMISSIONERS

HOUSTON COUNTY, MINNESOTA

By: _____
Dewey Severson, Chairperson

Attest: _____
Polly Heberlein, Interim Auditor/Treasurer

PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: November 7, 2023

9:00 a.m.

Place: Commissioners Room, Courthouse, Caledonia, MN

Members Present: Dewey Severson, Eric Johnson, Robert Burns, Bob Schuldt, and Greg Myhre

Others Present: Interim Auditor/Treasurer Polly Heberlein, Reporter Charlene Selbee, Reporter Rose Korabek, Finance Director Carol Lapham, Board Clerk/EDA Director Allison Wagner, Recorder Mary Betz, Human Resources Director Theresa Arrick-Kruger, Environmental Services Director Martin Herrick, Engineering Supervisor Justin Conway, Sheriff Brian Swedberg, and Jail Administrator Dean Ott

Presiding: Chairperson Severson

Call to order.

Pledge of Allegiance.

Prior to any motions being made Chairperson Severson said there was one addition to the consent agenda: approve the hire of Susan Wiegrefe as a probationary 0.5 FTE, Deputy Auditor/Treasurer-License Center, B22, Step 1, effective 11/07/2023. Motion was made by Commissioner Johnson, seconded by Commissioner Burns, motion unanimously carried to approve the agenda with the change.

Motion was made by Commissioner Myhre, seconded by Commissioner Schuldt, motion unanimously carried to approve the meeting minutes from October 24, 2023.

Public Comment:

None.

APPOINTMENTS

None.

CONSENT AGENDA

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

- 1) Re-appoint Managers Arlyn Pohlman and Brad Felten to the Crooked Creek Watershed District for a three (3) year term to expire on 11/30/26. Their current terms end on November 30, 2023.
- 2) Approve hiring Heidi Lapham as temporary/casual (67 day) Deputy Auditor-License Center, at a payrate of \$22.90/hour through December 2023.
- 3) Change the employment status of Highway Mechanic, Shane St. John, from probationary to regular, effective 11/14/2023.
- 4) Change the employment status of Deputy Sheriff, Ethan Meyer, from probationary to regular, effective 11/21/2023.
- 5) Approve the hire of Susan Wiegrefe as a probationary 0.5 FTE, Deputy Auditor/Treasurer-License Center, B22, Step 1, effective 11/07/2023.

ACTION ITEMS

File No. 1 – Commissioners discussed adopting an updated Resolution No. 23-42 as the resolution passed the following week had some incorrect wording. Commissioner Burns moved, Commissioner Myhre seconded, motion carried unanimously to adopt Revised Resolution No. 24-42 for the Mn/Dot Aeronautics companion grant for the Airport Taxilane project. See revised resolution below.

RESOLUTION 23-42 (Revised)

AUTHORIZATION TO EXECUTE MINNESOTA DEPARTMENT OF TRANSPORTATION GRANT AGREEMENT FOR AIRPORT IMPROVEMENT

It is resolved by the **County of Houston** as follows:

1. That the state of Minnesota Agreement No. **1055180**,

"Grant Agreement for Airport Improvement," for State Project No.

A2801-34 at the **Houston County Airport** is accepted.

2. That the County Board Chairperson and the Interim County Auditor/Treasurer are authorized to execute this Agreement and any amendments on behalf of **Houston County**.

File No. 2 – Commissioner Myhre moved, Commissioner Johnson seconded, motion carried unanimously to adopt Resolution No. 23-43 A resolution requesting a variance from standard for State Aid Operation for Project No. S.A.P. 028-610-021. See resolution below.

**RESOLUTION NO. 23-43
HOUSTON COUNTY, MINNESOTA**

A resolution requesting a variance from standard for State Aid Operation for Project No. S.A.P. 028-610-021.

WHEREAS, the County of Houston is preparing plans for CSAH 10, Bridge No. L7540, located 3.5 Miles West of the Junction with TH 76 to 3.4 Miles West of the Junction with TH 76; and

WHEREAS, Minnesota Rules for State Aid Operation 8820.9920 require minimum design speed of 40 miles per hour; and

WHEREAS, the reasons for this variance requests are the constraints of the existing terrain, the close proximity of connecting waterways, and the impacts to the adjacent agricultural parcel will be greatly impacted by designing the horizontal alignment for CSAH 10 to meet a 40 miles per hour horizontal design speed.

NOW, THEREFORE BE IT RESOLVED, that the Houston County Board of Commissioners do hereby request a variance from the Minnesota Department of Transportation State Aid Operations Rules Chapter 8820.9920 Minimum Design Standards; Rural and Suburban Undivided; New or Reconstruction Projects to allow a design speed of 35 miles per hour in lieu of a design speed of 40 miles per hour;

BE IT FURTHER RESOLVED, that the Houston County Board of Commissioners hereby indemnifies, saves and hold harmless the State of Minnesota and its agents and employees of and from claims, demands, actions, or causes of action arising out of or by reason of the reconstruction of CSAH 10 in accordance with Minnesota Rules 8820.9920 and further agrees to defend at their sole cost and expense any action or proceeding commenced for the purpose of asserting any claim arising as a result of the granting this variance.

File No. 3 – Commissioner Johnson moved, Commissioner Myhre seconded, motion carried unanimously to approve a CUP for Thomas and Judy Vixfor for a solar energy system in the flood plain district of the agriculture protection district in Houston Township.

File No. 4 – Commissioners discussed the future of the jail and 2024 budget with Sheriff Swedberg and Jail Administrator Ott. Sheriff Swedberg and Ott along with the Jail Committee were bringing the matter forward for the Commissioners to vote on as staff were concerned about if the jail would remain open in the coming months. Sheriff Swedberg said he personally had gone “back and forth” on keeping the jail open or closing it. He said employees were nervous. Jail Administrator Ott told the board he was looking into the possibility of turning part of the current jail into an eight day temporary juvenile holdover facility (excluding weekends and holidays). They could possibly provide up to eight beds for juveniles. Based on his research so far he said he was “cautiously optimistic at this point”. The going rate for holding juveniles for other agencies was around \$300 to \$375 per day per juvenile. There was a need from other

agencies for holding facilities in the area. Houston County could also utilize the facility and save money on transport costs for their own juveniles. There was the potential for new costs such as having to pay employees more or needing to update the current jail facility to meet requirements, but it was expected that the County could make money by temporarily holding juveniles. Ott said job descriptions for current employees would need to be revised if they became a temporary holding facility for juveniles. Commissioner Johnson said the 2024 jail budget had already been approved in the preliminary 2024 budget, and said it would be out of order to officially approve the 2024 jail budget before the final budget was approved at the end of the year. Commissioner Burns agreed. Commissioner Burns said he personally wanted to see the jail stay open, and did not anticipate any changes to the budget regarding the jail, but did agree the approval would be out of order. Commissioner Schuldt moved, Commissioner Myhre seconded, motion carried three to two to approve budgeting the Houston County Jail for 2024 and then review the jail budget/operations at the July 2024 BOC meeting. The Commissioners voted by roll. Commissioners Severson, Schuldt, and Myhre voted yes. Commissioners Johnson and Burns voted no.

DISCUSSION ITEMS

Interim Auditor/Treasurer Heberlein thanked the board for the ability to use a variance for license center hours if needed. A variance had been granted the week before to be used if need, as the office was currently short staffed, and working on training new people. She said so far the license center had not needed to use the variance. They had made some progress in the office since the last meeting, however it was not a fast process with the State. She said the current two person team in the office was doing a great job at keeping up with the workload. She hoped the license center would not need to use the variance.

Commissioners discussed recent meetings they had attended and upcoming meetings including a Jail Committee, Zoning, Parks, Airport, Finance, and Hiawatha Valley Mental Health meeting.

Commissioner Johnson said he had been interviewed by a constituent and student about the health of the root river. He had been asked to be interviewed as he served on the Root River One Watershed Committee. He said the river was currently in good health, and a sample of the river was taken after every rain event.

Commissioner Johnson updated the board saying Commissioner Schuldt and him had been tasked with hiring an investigator to conduct an investigation into Amber Miller's complaints and public comment. Commissioner Johnson said Crescent Security and Investigative Services out of Stewartville, MN had officially been hired to do the investigation. He said Crescent Security and Investigative Services also had access to an employment lawyer. The investigation had officially been started.

Public Comment:

Reporter Rose Korabek asked if Houston County had looked into why Olmsted County had closed their juvenile facility. Commissioner Schuldt said Jail Administrator Ott would be the one to look into that.

None.

There being no further business at 10:11 a.m. a motion was made by Commissioner Myhre, seconded by Commissioner Schuldt motion unanimously carried to adjourn the meeting. The next meeting would be a regular meeting on November 14, 2023.

BOARD OF COUNTY COMMISSIONERS

HOUSTON COUNTY, MINNESOTA

By: _____
Dewey Severson, Chairperson

Attest: _____
Polly Heberlein, Interim Auditor/Treasurer

PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: November 14, 2023

9:00 a.m.

Place: Commissioners Room, Courthouse, Caledonia, MN

Members Present: Dewey Severson, Eric Johnson, Robert Burns, Bob Schuldt, and Greg Myhre

Others Present: Interim Auditor/Treasurer Polly Heberlein, Reporter Charlene Selbee, Reporter Rose Korabek, Finance Director Carol Lapham, Board Clerk/EDA Director Allison Wagner, Recorder Mary Betz, Human Resources Director Theresa Arrick-Kruger, Environmental Services Director Martin Herrick, Public Health and Human Services Director John Pugleasa, and Zoning Administrator Amelia Meiners

Presiding: Chairperson Severson

Call to order.

Pledge of Allegiance.

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

Motion was made by Commissioner Myhre, seconded by Commissioner Schuldt, motion unanimously carried to approve the meeting minutes from November 7, 2023.

Public Comment:

Reporter Rose Korabek asked about a water quality report. She said she knew the City of Caledonia's water was safe, and asked about the other areas in Houston County. Public Health and Human Services Director Pugleasa said he would be meeting with other counties and the Minnesota Department of Health to learn more.

APPOINTMENTS

None.

CONSENT AGENDA

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

- 1) Accept the resignation Rebecca Wilhelmson, Social Worker (Home and Community Based Services) effective November 17, 2023.
- 2) Approve initiating a competitive search for a Social Worker for Home and Community Based Services.
- 3) Authorize Houston County Board Chair and County Interim Auditor-Treasurer to sign on behalf of Houston County, the State of Minnesota Grant Contract Agreement, Snowmobile Grant-in-Aid Program, FY 2024 Maintenance and Grooming Grants for the following:

Gopherland Trail -	\$ 47,681.62
La Crescent Trail -	\$ 17,519.70
Money Creek and TH 76 Trail -	\$ 22,845.69
Viking Ridge Spring Grove -	<u>\$ 19,650.10</u>
TOTAL:	\$107,697.11

ACTION ITEMS

File No. 1 – Commissioner Johnson moved, Commissioner Severson seconded, motion carried unanimously to approve the 2024-2025 Delegation Agreement Work Plan with MPCA Feedlot Program.

File No. 2 – Commissioner Burns moved, Commissioner Schuldt seconded, motion carried unanimously to approve ratification for PH Doc maintenance and support agreement (2024-2026). The PH Doc was a case management system used in the County’s Public Health Division.

File No. 3 – Commissioner Myhre moved, Commissioner Johnson seconded, motion carried unanimously to approve MCCC Amendment 8 thru 2024 and MCCC Amendment 8 thru 2025 to provide tax support for the Avenue property tax system. The support was necessary as the County transitioned to a windows based system.

File No. 4 – Commissioner Johnson moved, Commissioner Severson seconded, motion carried unanimously to approve the transfer of funds from the Highway fund to the Capital Projects fund. (The transfer was processed to eliminate a negative cash balance August 2022, but had not been presented to the board at the time. The approval was a formality for auditing purposes.)

File No. 5 – Commissioner Burns moved, Commissioner Myhre seconded, motion carried unanimously to approve additional fee schedule changes.

File No. 6 – Commissioner Johnson moved, Commissioner Severson seconded, motion carried unanimously to approve the 2024 Board of Commissioner Meeting Schedule.

File No. 7 – Commissioner Myhre moved, Commissioner Schuldt seconded, motion carried unanimously to accept a donation from the Houston County Posse to the Houston County

Sheriff's Office in the amount of \$4,470.00 for the installation of electricity at the Sheriff's Office shed.

DISCUSSION ITEMS

Interim Auditor/Treasurer Heberlein gave a reminder that an auction would be held for two parcels one that was in the City of Caledonia and one in Money Creek Township at 10:00 a.m. on December 6th, in the County Board Room 222.

Commissioners discussed recent meetings they had attended and upcoming meetings including a Zoning, WINLAC, SELCO, Semcac, Land Use, and MN Department of Health meeting.

Commissioner Johnson said the average age of water being consumed in Houston County was 40 years old. He said recent efforts to improve the condition of drinking water would take a while to see, as the water currently being consumed was so old.

Commissioner Burns said he saw the need to increase the Veteran's Services Office budget as more help was needed to help keep up with growing demand to serve veterans. Commissioner Johnson said he understood the need, and also thought the budget for Extension should be increased due to needing more staff time to work on projects, etc.

Public Comment:

None.

There being no further business at 9:59 a.m. a motion was made by Commissioner Myhre, seconded by Commissioner Schuldt motion unanimously carried to adjourn the meeting. The next meeting would be a workgroup session on November 21, 2023.

BOARD OF COUNTY COMMISSIONERS

HOUSTON COUNTY, MINNESOTA

By: _____
Dewey Severson, Chairperson

Attest: _____
Polly Heberlein, Interim Auditor/Treasurer

PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: November 21, 2023

9:00 a.m.

Place: Commissioners Room, Courthouse, Caledonia, MN

Members Present:

Dewey Severson, Eric Johnson, Robert Burns, Bob Schuldt, and Greg Myhre

Others Present:

Interim Auditor/Treasurer Polly Heberlein, Finance Director Carol Lapham, Sheriff Brian Swedberg, Board Clerk/EDA Director Allison Wagner, Public Health and Human Services Director John Pugleasa, Public Health Supervisor Jordan Knoke, Environmental Services Director Martin Herrick, Human Resources Director Theresa Arrick-Kruger, Investigator Nate Smith, Recorder Mary Betz, Public Health Educator Bri Ceaser, and Engineer Brian Pogodzinski

Board Workgroup Session

Public Health and Human Services Director Pugleasa said Houston County Public Health had recently issued a press release regarding Houston County along with other Southeast Minnesota counties as having been identified by the Environmental Protection Agency (EPA) for having potentially high concentration of nitrates in public water sources and private wells. Southeast Minnesota was considered a Karst region meaning the groundwater and surface water could become intermixed due to geological conditions. Pugleasa said the Minnesota Department of Health and Pollution Control Agency were working on short and long term plans going forward. He said locally Public Health was still determining their role. For the time being they were sharing information. Houston County Public Health was recommending that people who were concerned about their drinking water and/or their well had not recently been tested, to test it. Pugleasa said Houston County Public Health could provide water test kits that people could use to test their water. The kits were free, but there was a fee for the testing.

Commissioners discussed possible cannabis control with Human Services Director Pugleasa, and Environmental Services Director Herrick. Pugleasa said initially the plan had been to invite someone from the Office of Cannabis Control to attend the workgroup session, however no one from the office had been available to attend. Pugleasa shared some suggestions relating to cannabis for counties to look into from the Association of Minnesota Counties (AMC). Pugleasa said one thing the Commissioners would have to decide is if they wanted to enact any local control over cannabis. The County was allowed to adopt an ordinance to limit retailers. The limit could be as few as one retailer per 12,500 residents. The County could also limit retail hours of operation. If the County decided to enact some local control the Commissioners would need to decide if the cities would fall under that control or not. It was the general consensus of the board to discuss the

matter further at the next regular meeting when Attorney Jandt could attend. In the meantime each Commissioner would reach out to the cities in their district to get their feedback.

Engineer Pogodzinski discussed several items with the Commissioners that would be on the agenda the following week, as he would be unable to attend the meeting. One item was a final for the parking lot project. The project had ended up being \$29,000 over budget. The main reason for the overage was the asphalt and also additional curb and gutter costs.

Sheriff Swedberg asked the Commissioners to set his 2024 wage at \$125,058.86. He said statutorily the Sheriff's wage was supposed to be based on experience and job performance. He said he had a long history of working for the Sheriff's office. He also said compared to other counties studied in a wage study he was underpaid. A 3% increase for the Sheriff had already been factored into the 2024 preliminary budget. The amount budgeted with the increase was \$116,433.78. The Commissioners said elected officials salaries were typically set at the last meeting of the year. No official decisions were made at the meeting.

The meeting ended at 11:14 a.m.

BOARD OF COUNTY COMMISSIONERS

HOUSTON COUNTY, MINNESOTA

By: _____
Dewey Severson, Chairperson

Attest: _____
Polly Heberlein, Interim Auditor/Treasurer

PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: November 28, 2023

9:00 a.m.

Place: Commissioners Room, Courthouse, Caledonia, MN

Members Present: Dewey Severson, Eric Johnson, Robert Burns, Bob Schuldt, and Greg Myhre

Others Present: Interim Auditor/Treasurer Polly Heberlein, Reporter Charlene Selbee, Reporter Rose Korabek, Finance Director Carol Lapham, Board Clerk/EDA Director Allison Wagner, Recorder Mary Betz, Human Resources Director Theresa Arrick-Kruger, Environmental Services Director Martin Herrick, Public Health and Human Services Director John Pugleasa, IT Director Andrew Milde, Financial Assistance Supervisor Karen Kohlmeyer, Deputy Auditor/Treasurer Mark Bennett, Deputy Auditor/Treasurer Eliana Babinski, Sheriff Brian Swedberg, Surveyor Eric Schmitt, Human Resource Technician Ann Diersen, Floyd Hackman, Chris Priebe, Larry Gaustad, Jon Bauer, Roy Lemke, Tony Oldenburg, Lori Bauer, George Johnston, Steve Thompson, Patty Thompson, Erik Abnet, Jean Kathan, and Burdell Hahn

Presiding: Chairperson Severson

Call to order.

Pledge of Allegiance.

Prior to any motions being made Commissioner Johnson said he wanted Action Item No. 6 to be pulled from the agenda: Consider adjusting D range non-represented employee pay rates for 2024 to that of the represented pay rate adjustments of the represented D range employees for 2024, whose pay status was grandfathered subsequent to the compensation study. Johnson said the Personal Committee had not yet discussed the matter. Motion was made by Commissioner Myhre, seconded by Commissioner Burns, motion unanimously carried to approve the agenda with the change.

Motion was made by Commissioner Johnson, seconded by Commissioner Schuldt, motion unanimously carried to approve the meeting minutes from November 14, 2023.

Motion was made by Commissioner Burns, seconded by Commissioner Myhre, motion unanimously carried to approve the workgroup session minutes from November 21, 2023.

Public Comment:

Public comments regarding zoning items were discussed during Action Items. See Action Items No. 1, 2, and 3.

APPOINTMENTS

Erik Sievers, Hiawatha Valley Mental Health Center (HVMHC) Executive Director, gave a HVMHC presentation to the board. He said HVMHC was established in 1965 by a group of concerned citizens. He said HVMHC values included integrity, respect, people and community focus, continued improvement, compassion, partnership and collaboration. Sievers said one in five adults and one in six youth have some type of mental health condition. He said suicide rates in the State of Minnesota were increasing. He said beginning in January 2022 HVMHC had become a Certified Community Behavioral Health Clinic (CCBHC). This was “to help reduce long term challenges and access to care”. He said HVMHC had community services based in schools and homes. They had increased access and advanced integration of behavior health with physical care. They were a 24/7 mobile crisis provider in Houston County.

CONSENT AGENDA

Prior to any motions being made Commissioner Johnson asked why FTE was being increased for the Veteran’s Service office and not also the Extension office. He said he understood the need for both, but asked why only one item was on the consent agenda, as both had been discussed by the Personal Committee and at a recent board meeting. Human Resources Director Kruger said she would put the Extension request on the next agenda. Motion by Commissioner Burns, seconded by Commissioner Severson, motion unanimously carried to approve the consent agenda.

- 1) Approve the re-placement of Manager Dan Goetzinger of the Crooked Creek Watershed District to Scott Standish. Scott’s term will expire on 11/30/24.
- 2) Approve 2024-2026 Xcel MN CFL Recycling Contracts with Houston County.
- 3) Promote Ryly Patterson from Highway Maintenance Specialist B23 to probationary Highway Maintenance Specialist Senior B24, Step 7, effective 12/03/2023.
- 4) Accept the retirement notice of Myra Harris Johnson, Social Worker (Children’s unit) effective 12/14/2023 and thank Myra for her service.
- 5) Approve initiating a competitive search for a Children’s Mental Health Social Worker.
- 6) Change Theresa Gavin-Kubitz from .75 FTE to 1.0 FTE effective 12/04/2023.
- 7) Hire Leigh Goetzinger as a 1.0 FTE probationary Case Aide B22, step 2, effective 12/11/2023.

ACTION ITEMS

File No. 1 – Prior to any motions being made Commissioners discussed a CUP request from Josh Dahl to expand his feedlot from 342 au to 534 au in Yucatan Township with Environmental Services Director Herrick and Yucatan Township Supervisors Larry Gaustad and Burdell Hahn. Gaustad asked if the County could enforce conditions that went with the CUP. Gaustad said the township was not against the expansion, but wanted to make sure conditions relating to the road were followed. The planning commission had recommended the Commissioners approve the expansion. They also recommended conditions that the County

could enter onto the premises at reasonable times to ensure the permit holder was in compliance with conditions, that no manure, mud, or other dirt associated with the operation of the site should be applied, spilled, tracked, or otherwise become located on or within the roadway or right of way, and that anything tracked on the roadway would be cleaned up in a timely manner. Commissioner Myhre said non compliance could result in fines. Commissioner Johnson suggested that an additional condition be included stating that the County would do a biannual inspection of the property. Commissioner Johnson moved, Commissioner Severson seconded, motion carried unanimously to approve a CUP for Josh Dahl to expand feedlot from 342 au to 534 au in Yucatan Township with the additional condition.

File No. 2 – Commissioners discussed with Herrick approving or denying a CUP for Bluff Country LLC to place a dwelling in an ag district in La Crescent Township (North). Herrick said the planning commission had recommended the Commissioners deny the request. Herrick said the applicant had argued that the land was not ag land, however the planning commission had strongly disagreed. The Commissioners heard from Houston County residents opposed to the CUP request. Jon Bauer said he was the adjoining neighbor to the west of the property. He passed out to the Commissioners records that he said showed FSA reported acres. George Johnston from La Crescent Township said he did not see how the CUP could be approved. He said it went against the Comprehensive Land Use Plan and Zoning ordinances. He read from the Comp Plan stating ag land should be preserved and that Houston County recognizes the importance of ag. He said the request did not meet numerous criteria. Lori Bauer, an adjoining property owner said a lot of people already complained about tractors, cows crying, etc., from their farm operation and asked what would happen if more development occurred. She said she was against the CUP. Patty Thompson said she was against the CUP because she did not think the current road could support the project. She said the Township would need to build a better road in order to support the project. Commissioner Johnson said the current Comp Plan supported the preservation of ag land and discouraged leap frog development. Commissioner Johnson moved, Commissioner Myhre seconded, motion carried unanimously to deny a CUP for Bluff Country LLC to place a dwelling in an ag district in La Crescent Township (North).

File No. 3 – Herrick said the next request had the same issues as the one before it. The Commissioners voted by roll. Commissioner Johnson moved, Commissioner Schuldt seconded, motion carried unanimously carried to deny a CUP for Bluff Country LLC to place a dwelling in an ag district in La Crescent Township (South).

File No. 4 – Herrick said the Planning Commission was recommending the Commissioners approve a request for a CUP for Skyline Materials LTD & Wesley Fort to do mineral extraction in an ag district in Money Creek Township. Commissioner Johnson moved, Commissioner Burns seconded, motion carried unanimously to approve a CUP for Skyline Materials LTD & Wesley Fort to do mineral extraction in an ag district in Money Creek Township.

File No. 5 – Commissioner Johnson moved, Commissioner Severson seconded, motion carried unanimously to approve adopting the Non-Represented wage and salary pay scale 3% for 2024.

File No. 6 – This item was removed from the agenda.

File No. 7 – Prior to any motions being made Commissioner Schuldt asked if adjusting the temporary/seasonal employee wage scales for seasonal workers, Veterans Service Drivers, Sheriff's Office Transport Officers, and Drop Site Supervisors was consistent with what had been done in the past. Kruger said it was. Finance Director Lapham said the adjustment was already reflected in the preliminary budget. Commissioner Severson moved, Commissioner Burns seconded, motion carried unanimously to adjust the temporary/seasonal employee wage scales for seasonal workers, Veterans Service Drivers, Sheriff's Office Transport Officers, and Drop Site Supervisors 3% for 2024. See resolution below.

File No. 8 – Commissioner Myhre moved, Commissioner Severson seconded, motion carried unanimously to adopt Resolution No. 23-44 Final Acceptance for SAP 028-599-083 and SAP 028-599-084, Contract #329 with Minnow Construction, Inc. for the replacement of two bridges with box culverts. The total cost was \$559,531.60.

RESOLUTION NO. 23-44

FINAL ACCEPTANCE FOR SAP 028-599-083 and SAP 028-599-084 WIEBKE HILL ROAD – BOX CULVERTS

CONTRACT # 329 – MINNOW CONSTRUCTION, INC

November 28, 2023

WHEREAS, Contract No. 329 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.

File No. 9 – Prior to any motions being made Commissioner Johnson said the Courthouse Parking Lot Project had come in over budget. He said the original bid had been \$297,000. Part of the overage was due to asphalt costs. Johnson said the asphalt amounts should have been correct in the bid. Commissioner Myhre moved, Commissioner Burns seconded, motion carried four to one to adopt Resolution No. 23-45 Final Acceptance for CP 2022-08, Contract #802 with Zenke, Inc. for the Courthouse Parking lot project. Commissioner Johnson voted no. Total cost was \$325,964.12. See resolution below.

RESOLUTION NO. 23-45

**FINAL ACCEPTANCE FOR CP 2022-08
COURTHOUSE PARKING LOT**

CONTRACT # 802 – ZENKE, INC

November 28, 2023

WHEREAS, Contract No. 802 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.

File No. 10 – Commissioner Myhre moved, Commissioner Schuldt seconded, motion carried unanimously to adopt Resolution No. 23-46 Resolution of Support for and Agreement to Sponsor Wilmington Township's Pursuit of 2023 Local Road Improvement Program Funding for the Nine Oaks Subdivision Paving Project. See resolution below.

RESOLUTION NO. 23-46

**RESOLUTION OF SUPPORT FOR AND AGREEMENT TO SPONSOR
WILMINGTON TOWNSHIP'S PURSUIT OF 2023 LOCAL ROAD
IMPROVEMENT PROGRAM FUNDING FOR THE NINE OAKS SUBDIVISION
PAVING PROJECT**

WHEREAS, the Nine Oaks Subdivision Paving Project ("Project") includes Nine Oaks Dr and Nine Oaks Rd; and

WHEREAS, the Local Road Improvement Program (LRIP) administered by the Minnesota Department of Transportation makes available up to \$1,500,000 to apply towards projects on local roads that are regionally significant, result in safety improvements, address transportation deficiencies, and contribute to economic development; and

WHEREAS, the Nine Oaks Subdivision Paving Project is regionally significant, results in safety improvements, addresses transportation deficiencies, and contributes to economic development for the following reasons:

- 1) By providing direct access to TH 44 for local and commercial traffic,
- 2) By providing a paved surface with a 10-ton capacity,
- 3) By improving surface drainage; and
- 4) By expanding access to commercial and industrial properties

WHEREAS, the project would not be financially feasible for the Township without LRIP funding; and

WHEREAS, the Local Road Improvement Program (LRIP) requires a township, such as Wilmington, to have a county sponsor and the support of the County Board; and

WHEREAS, the proposed year for project construction is 2024.

NOW, THEN BE IT RESOLVED, that:

1. The County supports Wilmington Township's pursuit of LRIP funds for the construction of resurfacing of Nine Oaks Dr and Nine Oaks Rd.
2. The County agrees to sponsor Wilmington Township's Local Road Improvement Program application to MnDot.

File No. 11 – Commissioner Johnson moved, Commissioner Burns seconded, motion carried unanimously to adopt Resolution No. 23-47 to Approve and Accept Houston County Right of Way Plat No. 87 for the Reconstruction of State Aid Project 028-620-016 and authorize, execute, and sign the Certification statement on Right of Way Plat No. 87. See resolution below.

RESOLUTION NO. 23-47

RESOLUTION TO APPROVE AND ACCEPT HOUSTON COUNTY RIGHT OF WAY PLAT NO. 87 FOR THE RECONSTRUCTION OF STATE AID PROJECT 028-620-016.

WHEREAS; Houston County desires to improve and reconstruct County State Aid Highway 20, Located 2.5 Miles South of the Junction with MNTH 44, with Grading, Bridge Replacement (No. 88431 Old)(No. 28J70 New), Aggregate Base, identified as SAP 028-620-016; and

WHEREAS; the Houston County Highway Department and the Houston County Surveyor have prepared Houston County Right of Way Plat Number 87 to identify and delineate the right of way within the State of Minnesota required for this project; and

NOW THEREFORE BE IT RESOLVED; that Houston County approves and accepts Houston County Right of Way Plat No. 87 as designating the definite location of that part of County State Aid Highway 4, located in Section 25, Township 103 North, Range 5 West, as presented on this date, November 28, 2023, and authorizes it to be filed of record with the Houston County Recorder.

BE IT FURTHER RESOLVED that Dewey Severson, Houston County Board of Commissioners Chairperson, is hereby authorized to execute and sign the Certification statement on said plat on behalf of Houston County.

DISCUSSION ITEMS

Commissioners discussed with Public Health and Human Services Director Pogleasa pros and cons of exercising Public Health Authority regarding cannabis business registration in

Houston County. He advised the Commissioners to wait to make any decisions on the matter until they were able to consult with Attorney Jandt. Commissioner Schuldt questioned if Houston County would even be able to exercise public health authority. He said they would need to consult with the County Attorney to find out. He also asked what other counties were doing. Pogleasa said he would look into the approach other counties were taking and get back to the board. Commissioner Johnson said if the County was able to exercise public health authority they would need to decide how many businesses they would allow to operate in Houston County. Pogleasa said the rule was at least one business per 12,500 people, so Houston County would most likely need at least two businesses, and could not be a dry County. He said the County would also need to decide if the Cities would fall under the County's public health authority if they went that route.

Commissioners discussed recent meetings they had attended and upcoming meetings including a Zoning, SELCO, Joint Board of Health, Finance, Department Head, City Council meetings, Root River One Watershed, and the upcoming AMC meeting.

Public Comment:

None.

There being no further business at 11:09 a.m. a motion was made by Commissioner Myhre, seconded by Commissioner Schuldt motion unanimously carried to adjourn the meeting. The next meeting would be a regular meeting on December 12, 2024.

BOARD OF COUNTY COMMISSIONERS

HOUSTON COUNTY, MINNESOTA

By: _____
Dewey Severson, Chairperson

Attest: _____
Polly Heberlein, Interim Auditor/Treasurer

PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: December 12, 2023

9:00 a.m.

Place: Commissioners Room, Courthouse, Caledonia, MN

Members Present: Dewey Severson, Eric Johnson, Robert Burns, Bob Schuldt, and Greg Myhre

Others Present: Interim Auditor/Treasurer Polly Heberlein, Reporter Charlene Selbee, Reporter Rose Korabek, Finance Director Carol Lapham, Board Clerk/EDA Director Allison Wagner, Recorder Mary Betz, Human Resources Director Theresa Arrick-Kruger, Environmental Services Director Martin Herrick, Public Health and Human Services Director John Pugleasa, IT Director Andrew Milde, Financial Assistance Supervisor Karen Kohlmeyer, Deputy Auditor/Treasurer Mark Bennett, Sheriff Brian Swedberg, and Houston County Fair Manager Jessica Heberlein

Presiding: Chairperson Severson

Call to order.

Pledge of Allegiance.

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

Motion was made by Commissioner Burns, seconded by Commissioner Myhre, motion unanimously carried to approve the meeting minutes from November 14, 2023.

Public Comment:

None.

APPOINTMENTS

Jessica Heberlien, Houston County Fair Manager, presented the annual Houston County Fair presentation to the County board. The Commissioners were presented with the fair's profit and loss statement, partnership agreement with 4-H, and grandstand results. Heberlein said while the heat was a challenge at the fair in 2023 the grandstand events had done well. She said the decision was made to release the animals early from the fair due to the heat. She said the goal for the following year was to do additional fundraising even beyond Houston County. ARPA funds allocated by the County previously would be used for needs such as fixing water issues and building repairs.

A public information meeting was held at 9:30 a.m. during the board meeting to allow the public an opportunity to comment on the County's Stormwater Pollution Prevention Program for the La Crescent area. County Engineer Pogodzinski explained the County MS4 program permitting required that the County manage storm water pollution on county right-of-way and county owned land in the La Crescent area. The program involved inspecting storm water structures annually, keeping sand and salt stockpiles covered, not increasing salt usage, preventing illicit discharges into the storm sewer system, and providing the public with an opportunity to give feedback annually during a public meeting. No public comments were made.

CONSENT AGENDA

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

- 1) Change Jennifer Burrichter's Technical Clerk I 0.75 FTE to 1.0 FTE effective 01/01/2024.
- 2) Hire Nicole Lemke as a 1.0 FTE Child Support Officer, B24 Step 1, effective 01/02/2024, conditioned upon passing the background check.
- 3) Accept the resignation of Brittany Anderson, Social Worker – Child Protection effective 01/02/2024.
- 4) Approve a competitive search for a 1.0 FTE Social Worker – Child Protection.
- 5) Accept MDVA CVSO operational enhancement funds.
- 6) Consider approving the 2024 Tobacco Licenses for the following:
 - River Valley Convenience Store, Inc. Cennex, Houston, MN
 - Houston Food Mart/BP, Houston, MN
 - DG Retail, LLC dba Dollar General #20006

ACTION ITEMS

File No. 1 – Commissioner Johnson moved, Commissioner Severson seconded, motion carried unanimously to approve the Recorder's 2024 annual salary at \$81,307.20 (This represented the equivalent COLA with a step increase provided other employees - Step 6, of the Non-Represented 2024 wage scale.)

File No. 2 – Commissioners discussed adjusting D range non-represented employees' 2024 pay rates to 3%. Commissioner Johnson asked what employees would be in this category and what the salaries would be. Commissioner Severson said this would include \$119,329.60 for the Finance Director. The IT Director adjustment would be \$119,329.60 and the Human Resources Director and Assistant Attorney would each be adjusted to \$112,736.00. Commissioner Burns moved, Commissioner Schuldt seconded, motion carried unanimously to adjust D range non-represented employees' 2024 pay rates 3% (note this was the equivalent COLA provided to other employees).

File No. 3 – Commissioner Burns moved, Commissioner Johnson seconded, motion carried unanimously carried to adopt Resolution No. 23-48 Final Acceptance for SP 028-616-

006 / SP 028-070-010, Contract #322 with Dunn Blacktop Co. for the CSAH 16 paving project. The total cost was \$1,841,408.50. See resolution below.

RESOLUTION NO. 23-48

**FINAL ACCEPTANCE FOR SP 028-616-006 / SP 028-070-010
CSAH 16 PAVING PROJECT**

CONTRACT # 322 – DUNN BLACKTOP CO.

December 12, 2023

WHEREAS, Contract No. 322 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 the 2024 budget with Finance Director Lapham. The final budget and levy for 2024 would be set at the December 26th 2023 board meeting.

Commissioners discussed recent meetings they had attended and upcoming meetings including an Extension, Wildcat, Land Use, AMC Conference, and Semcac meetings.

EDA Director Wagner said the Houston County Childcare Core Team along with Workforce Development Inc. had recently released a Houston County Childcare Facilities Grant for current and soon to be childcare providers. ARPA dollars that the Commissioners had previously allocated were being used to fund the grant program for providers. The goal of the grant was to help maintain and create childcare slots.

Public Comment:

None.

There being no further business at 10:20 a.m. a motion was made by Commissioner Myhre, seconded by Commissioner Schuldt motion unanimously carried to adjourn the meeting. The next meeting would be a regular meeting on December 19, 2024.

BOARD OF COUNTY COMMISSIONERS

HOUSTON COUNTY, MINNESOTA

By: _____
Dewey Severson, Chairperson

Attest: _____
Polly Heberlein, Interim Auditor/Treasurer

PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: December 19, 2023

9:00 a.m.

Place: Commissioners Room, Courthouse, Caledonia, MN

Members Present: Dewey Severson, Eric Johnson, Robert Burns, Bob Schuldt, and Greg Myhre

Others Present: Interim Auditor/Treasurer Polly Heberlein, Reporter Charlene Selbee, Reporter Rose Korabek, Finance Director Carol Lapham, Board Clerk/EDA Director Allison Wagner, Recorder Mary Betz, Human Resources Director Theresa Arrick-Kruger, Environmental Services Director Martin Herrick, Public Health and Human Services Director John Pugleasa, IT Director Andrew Milde, Deputy Auditor/Treasurer Eliana Babinski, Sheriff Brian Swedberg, Engineer Brian Pogodzinski, Highway Maintenance Specialist Alex Goergen, Highway Sign Specialist Adam Heberlein, Highway Maintenance Specialist Chris Frank, Highway Maintenance Specialist Randy Hongerholt, and Highway Maintenance Specialist James Sweet

Presiding: Chairperson Severson

Call to order.

Pledge of Allegiance.

Prior to any motions being made it was requested that Consent Agenda Items 3 and 4 were removed from the Consent Agenda and instead added to Action Items. The items were to consider hiring Lori Ollendieck, as a probationary 0.8 FTE Environmental Services Clerk, B21 Step 3, effective 01/02/2024, conditioned upon successful completion of a background check, and consider hiring Eric Boldt as a 1.0 FTE, Probationary Highway Maintenance Specialist, B23, Step 6, effective 01/02/2024, conditioned upon successful completion of a background check. Motion was made by Commissioner Myhre, seconded by Commissioner Burns, motion unanimously carried to approve the agenda with the changes.

Motion was made by Commissioner Myhre, seconded by Commissioner Schuldt, motion unanimously carried to approve the meeting minutes from December 12, 2023.

Public Comment:

None.

APPOINTMENTS

None.

CONSENT AGENDA

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

- 1) Re-appoint Bonnie Giesler to serve on the County Extension Committee. Her next term would be 1/1/24-12/31/26.
- 2) Hire Jenna Nelson, as a probationary 1.0 FTE Deputy Auditor/Treasurer - License Center B22, Step 1 effective 01/02/2024, conditioned upon successful completion of a background check.
- 3) This item was moved to Action Items.
- 4) This item was moved to Action Items.
- 5) Amend Nicole Lemke's start date as probationary Child Support Officer, from 01/02/2024 to 01/03/2024, condition upon successful completion of a background check.
- 6) Initiate a competitive search for a 1.0 FTE Deputy Recorder, B21.

ACTION ITEMS

File No. 1 – Commissioner Myhre moved, Commissioner Johnson seconded, motion carried unanimously to accept the bid from Nick Hoscheit for renting crop land that surrounds the new taxi-lanes at the airport and enter into a two year lease. Only one bid was received. The bid was on 5.69 acres in the amount of \$205.00 per acre totaling \$1,166.45 annually.

File No. 2 – Commissioner Burns presented the board with options for the County to purchase three used vehicles for Public Health and Human Services. Commissioner Burns moved, Commissioner Myhre seconded, motion carried unanimously to purchase two Chevy Equinox's from Sleepy Hollow and one Dodge Journey from Tri State Auto Outlet pending each vehicle came with a warranty. The total cost for the vehicles would be \$64,990.00 and would be paid with ARPA funds.

File No. 3 – Commissioner Myhre moved, Commissioner Johnson seconded, motion carried unanimously to approve amendment to the current SE Regional Crisis Center Governance Agreement.

File No. 4 – Commissioners discussed Attorney Samuel Jandt's 2024 salary proposal and memorandum. Human Resources Director Kruger presented the proposal on behalf of Jandt as he was unable to attend the meeting. Jandt was requesting his current salary of \$124,425.60 be increased to a salary of \$135,000 for 2024. The requested increase would be around 8.5%. A 3% increase had been budgeted in the preliminary budget. Kruger said there had been previous years where the Attorney's salary had remained unchanged. Commissioner Johnson said he wanted the rate increase to be fair at 3% along with what other non-represented employees and staff were receiving. Commissioner Myhre moved, Commissioner Johnson seconded, motion failed two to

three to increase Attorney Jandt's 2024 salary by 3%. Commissioners voted by roll. Commissioners Severson, Burns, and Schuldt voted no to the 3%. Commissioners Johnson and Myhre voted yes. Commissioner Burns said he wanted to propose a compromise. Commissioner Burns moved, Commissioner Schuldt seconded, motion carried three to two to increase Attorney Jandt's salary to \$132,513.26. This would be a 6.5% increase or an additional \$8,087.66. The Commissioners voted by roll. Commissioners Severson, Burns, and Schuldt voted yes. Commissioners Johnson and Myhre voted no.

File No. 5 – Commissioners discussed with Sheriff Brian Swedberg his 2024 salary proposal and memorandum. Sheriff Swedberg was requesting his current salary of \$113,042.50 be increased to a salary of \$125,000 for 2024. He said this was based off his years of experience and training with the Sheriff's office. He had also compared the current pay of Sheriffs with similar populations. Elected official's salaries were not based on a grid system, however grids could be used as a guide. The Sheriff position was currently stepped out. A 3% increase to the Sheriff's salary had been budgeted in the preliminary budget for 2024. Commissioner Myhre moved, Commissioner Johnson seconded, motion failed two to three to increase Sheriff Swedberg's 2024 salary by 3% to \$116,433.78. The Commissioners voted by roll. Commissioners Johnson and Myhre voted yes. Commissioners Severson, Burns, and Schuldt voted no to the 3% increase. Commissioner Johnson said the Sheriff knew what the salary for the position was when he ran in the election for Sheriff. Commissioner Burns moved, Commissioner Schuldt seconded, motion carried three to two to increase Sheriff Swedberg's salary by 6.5%. The salary for 2024 would be 120,390.26. The Commissioners voted by roll. Commissioners Severson, Burns, and Schuldt voted yes. Commissioners Johnson and Myhre voted no.

File No. 6 – Commissioners discussed setting their annual compensation amount. Commissioner Burns said he suggested a zero percent increase. The amount in 2023 had been \$19,586.83 in addition to meetings and mileage. Commissioner Myhre said he thought the Commissioners should get an increase as others at the County were getting increases. He also said future people may not want to run for office for such a low amount. Commissioner Burns moved, Commissioner Severson seconded, motion failed two to three to keep the Commissioners annual compensation the same for 2024. The Commissioners voted by roll. Commissioners Burns and Severson voted yes. Commissioners Johnson, Schuldt, and Myhre voted no. Commissioner Johnson moved, Commissioner Myhre seconded, motion carried three to two to increase the Commissioners compensation amount by 3% for 2024. The Commissioners voted by roll. Commissioners Johnson, Schuldt, and Myhre voted yes. Commissioners Severson and Burns voted no.

File No. 7 – Commissioner Johnson moved, Commissioner Burns seconded, motion carried unanimously to approve 2023 budget amendments.

File No. 8 – Commissioners discussed with Human Resources Director Kruger and Environmental Services Director Martin Herrick, hiring Lori Ollendieck, as a probationary 0.8 FTE Environmental Services Clerk, B21 Step 3, effective 01/02/2024, conditioned upon successful completion of a background check. Commissioner Johnson asked what step the

previous person in the position had started at. Kruger said she would need to go back and look, but that the current candidate had years of experience working as a City clerk and with government. Commissioner Johnson said the person in the position previously had, had previous experience working at Houston County prior to working in the zoning office, but had started at a different step. Commissioner Burns said if a step was offered and the candidate did not negotiate there would be no reason to consider a higher step. Commissioner Burns moved, Commissioner Severson seconded, motion carried unanimously to hire Lori Ollendieck, as a probationary 0.8 FTE Environmental Services Clerk, B21 Step 3, effective 01/02/2024, conditioned upon successful completion of a background check.

File No. 9 – Commissioners discussed with Human Resources Director Kruger and County Engineer Brian Pogodzinski hiring a 1.0 FTE, Probationary Highway Maintenance Specialist, B23, Step 6, effective 01/02/2024, conditioned upon successful completion of a background check. Kruger said there were Highway Department employees who had opposed the step offered. Commissioner Burns said he thought the step was too high. The candidate had twenty years of experience in the industry. Commissioner Johnson said the candidate would bring value to the County. He said he wanted the County to get the best possible employee for the job. There was nothing in the union contract stating someone could not be hired at a Step 6. Commissioners Burns moved, Commissioner Myhre seconded, motion carried four to one to deny the request to hire Eric Boldt as a 1.0 FTE, Probationary Highway Maintenance Specialist, B23, Step 6, effective 01/02/2024, conditioned upon successful completion of a background check. Commissioner Johnson voted no. After the motion passed Kruger and Pogodzinski were asked to go back and renegotiate with the candidate to see if they would consider a lower step.

DISCUSSION ITEMS

Commissioners discussed the 2024 budget with Finance Director Lapham. The final budget and levy for 2024 would be set at the December 26th 2023 board meeting.

Commissioners discussed recent meetings they had attended and upcoming meetings including a Solid Waste Meeting with La Crosse County.

Commissioner Johnson said he wanted to thank Ed Hammell and Larry Hafner for their service on the Planning Commission. He said they had both served consecutive three year terms and were currently termed out. There would be vacancies on the Planning Commission that would need to be filled.

Chairperson Severson said he wanted to thank County Assessor Luke Onstad and Interim Auditor/Treasurer Polly Heberlein for their work. He said Onstad had done a good job educating the public about taxation. Severson said he had heard a compliment that Heberlein was going “above and beyond” her duties. He said the County had great employees overall.

Commissioner Johnson said the County needed to work on a Sick and Safe Time Policy. He said the County needed to have a new policy by January 1, 2024. Mandatory paid leave would also need to be implemented by the County starting in 2026.

Public Comment:

None.

There being no further business at 11:10 a.m. a motion was made by Commissioner Burns, seconded by Commissioner Schuldt motion unanimously carried to adjourn the meeting. The next meeting would be a regular meeting on December 26, 2023.

BOARD OF COUNTY COMMISSIONERS

HOUSTON COUNTY, MINNESOTA

By: _____
Dewey Severson, Chairperson

Attest: _____
Polly Heberlein, Interim Auditor/Treasurer

PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: December 26, 2023

9:00 a.m.

Place: Commissioners Room, Courthouse, Caledonia, MN

Members Present: Dewey Severson, Eric Johnson, Robert Burns, Bob Schuldt, and Greg Myhre

Others Present: Interim Auditor/Treasurer Polly Heberlein, Reporter Charlene Selbee, Reporter Rose Korabek, Finance Director Carol Lapham, Board Clerk/EDA Director Allison Wagner, Recorder Mary Betz, Human Resources Director Theresa Arrick-Kruger, Public Health and Human Services Director John Pugleasa, IT Director Andrew Milde, Sheriff Brian Swedberg, Engineer Brian Pogodzinski, Financial Worker Julie Renk, Jailer/Dispatcher Christopher Tuveson, and Chief Deputy Sheriff William Hargrove

Presiding: Chairperson Severson

Call to order.

Pledge of Allegiance.

Prior to any motions being made it was requested that one item be added to action items: consider approval of vacation and sick leave carryover in excess of defined limits for the non-represented positions until the personnel policy is reviewed and updated. Motion was made by Commissioner Johnson, seconded by Commissioner Schuldt, motion unanimously carried to approve the agenda with the addition.

Prior to any motions being made Commissioner Johnson asked that it be clarified in the minutes from the previous week that the three vehicles approved for purchase were used vehicles. Motion was made by Commissioner Johnson, seconded by Commissioner Burns, motion unanimously carried to approve the meeting minutes from December 19, 2023 with the clarification.

Public Comment:

None.

APPOINTMENTS

2023 Employee Recognition awards were awarded as listed below.

2023 Employee Recognition Awards

35 Year Awards

David J Bauer 8/8/1988

Mary A Zaffke 2/27/1992 Includes Non-Consecutive

30 Year Award

Julie A Renk 6/1/1993

25 Year Award

Holly S Felten 10/19/1998

20 Year Awards

Christopher C Tuveson 3/24/2003

Julie K Von Arx-Abnet 11/17/2003

15 Year Awards

Anthony T Dockter 8/4/2008

William L Hargrove 7/1/2008

Brian K Pogodzinski 9/22/2008

10 Year Awards

Erin E Cognac 1/2/2013

Kirby K Fitzpatrick 11/18/2013

Michelle L Herman 1/2/2013

CONSENT AGENDA

None.

ACTION ITEMS

File No. 1 – Commissioners discussed the possibility of advertising for a Request for Proposal (RFP) to fill the 2024 Wildcat Manager Position with Interim Auditor/Treasurer Heberlein and Engineer Pogodzinski. Heberlein said it was the recommendation of the Parks Committee to put out the RFP instead of re-negotiating the contract with the previous Park Manager. Both Heberlein and Pogodzinski said the Park Manager for 2023 had done a good job. Advertising for a RFP would not exclude the 2023 Park Manager from reapplying for the position. Pogodzinski said there was only one aspect of the contract that had not been completed in 2023 and that had been the online reservation system. The County was currently working on an online reservation system that would be owned by the County, but managed by the park manager. Commissioner Burns said he had heard all positive feedback regarding the performance of the 2023 Park Manager. Commissioner Schuldt said he had heard positive feedback about the 2023 Park Manager. He said he had also heard from a member of the Parks

Committee who thought the position should first be offered to the 2023 Manager before putting out an RFP. Commissioner Johnson read from previous Board of Commissioner minutes. In previous minutes Commissioners had discussed first having a one year contract with hopes of extending the future terms. The Commissioners had also discussed continuing with the Park Manager contract to see if the current manager was interested in a longer contract for more than one year. Commissioner Myhre moved, Commissioner Johnson seconded, motion carried unanimously to offer and re-negotiate the contract for the 2024 Wildcat Manager Position to Fireside Management LLC (who had been the Park Manager in 2023). If Fireside Management LLC was not interested in managing Wildcat Park again in 2024 a RFP could then be advertised. The Commissioners voted by roll. All commissioners voted yes.

File No. 2 – Commissioner Burns moved, Commissioner Schuldt seconded, motion carried unanimously to approve 2023 budget amendments to accurately reflect various revenues and expenditures and fund balance usage of the Recorder’s Technology fund and the Compliance fund and amendments to the Road & Bridge 2023 budget.

File No. 3 – Commissioner Burns moved, Commissioner Johnson seconded, motion carried unanimously to designate County Revenue, Road & Bridge, Public Health and Human Services as the 2024 major funds and Debt Service and Capital Projects as minor funds.

File No. 4 – Commissioner Myhre moved, Commissioner Johnson seconded, motion carried four to one to adopt 2024 Tax Levy Resolution 23-49. This would be 3.5% increase. Commissioner Severson voted no. See resolution below.

RESOLUTION NO. 23-49

BE IT RESOLVED, that the certified levy after the deduction of County Program Aid (CPA), in the amount of \$13,592,634 be made on all taxable property in the County of Houston for taxes payable in 2024 in the following amounts by County Fund:

County Revenue	\$ 8,269,576
Road & Bridge	2,943,379
Public Health & Human Services	2,472,149
Bond Fund – 2017A Jail Bonds	1,193,955
Bond Fund – 2020A Jail Bonds	176,400

Total	\$ 15,055,459
Less CPA	(1,462,825)

Total Levy	\$ 13,592,634
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File No. 5 – Commissioner Johnson moved, Commissioner Burns seconded, motion carried unanimously to adopt 2024 Operating Budget Resolution 23-50. See resolution below.

RESOLUTION NO. 23-50
RESOLUTION ADOPTING 2024 CERTIFIED OPERATING BUDGET

	Revenue	Expenditures	Revenues Over (Under) Expenditures
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County Revenue	12,303,279	12,611,679	(308,400)
Road & Bridge	10,827,881	10,937,649	(109,768)
Public Health & Human Services	7,657,137	7,749,331	(92,194)
Debt Service	1,586,433	1,586,433	0
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Grand Total	32,374,730	32,885,092	(510,362)
	=====	=====	=====

File No. 6 – Commissioner Burns moved, Commissioner Myhre seconded, motion carried unanimously to approve vacation and sick leave carryover in excess of defined limits for the non-represented positions until the personnel policy was reviewed and updated. There was currently inequity between the non-represented positions and their represented counterparts. This affected the Finance Director, IT Director, HR Director, Assistant County Attorney, and Nurses.

DISCUSSION ITEMS

Commissioners discussed recent meetings they had attended including a Finance Meeting.

Commissioners discussed a possible Sick and Safe Time Policy with Human Resources Director Kruger. Kruger said she was looking into the matter to see if the County needed a policy on Sick and Safe Time or if the current policy covered what was required.

Public Comment:

Reporter Rose Korabek said the Argus had reported that Miller would be offered the position of Wildcat Park Manager after comments made by Commissioner Myhre at a previous meeting.

There being no further business at 10:15 a.m. a motion was made by Commissioner Myhre, seconded by Commissioner Burns motion unanimously carried to adjourn the meeting. The next meeting would be a regular meeting on January 2, 2024.

BOARD OF COUNTY COMMISSIONERS

HOUSTON COUNTY, MINNESOTA

By: _____
Eric Johnson, Chairperson

Attest: _____
Polly Heberlein, Interim Auditor/Treasurer