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 wit 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, Sherriff'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 COMMISSIONER	S
	HOUSTON COUNTY, MINNESOTA
	By:
	Dewey Severson, Chairperson
Attest:	
Donna Trehus, Auditor/Treasurer	

HOUSTON COUNTY AGENDA REQUEST FORM March 7, 2023

Date Submitted: March 2, 2023

By: Tess Kruger, HRD/Facilities Mgr.

ACTION

NONE

APPOINTMENT REQUEST

NONE

HR CONSENT AGENDA REQUEST

Publlic Health & Human Services

• 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

Reviewed by:	X HR Director	Sheriff
	X Finance Director	Engineer
	IS Director	X PHHS
		(indicate other
	County Attorney	dept)
	Environmental Srvcs	
Recommendation:		
Decision:		

HOUSTON COUNTY AGENDA REQUEST FORM

Date Submitted: 03.07.23

By: Donna Trehus, Auditor/Treasurer

ACTION ITEM:

Consider approval of 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.

Reviewed by:	HR Director		County Sheriff County		
	Finance Director		Engineer		
	IS Director	_X_	Other	Mound Prairie Township	
	County Attorney	_X_	Other (indicate dept)	Auditor/Treasurer	
	Environmental Srvcs				
Recommendation:					
Decision:					

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.

Township on April 28, 2023, with no waiting period.	ey High Golf Club in Mound Prair
*****CERTIFICATION***	**
STATE OF MINNESOTA	
COUNTY OF HOUSTON	
I, Donna Trehus, do hereby certify that the above is resolution adopted by the Houston County Board of Commiss 7, 2023,	1.0
WITNESS my hand and the seal of my office this 7th	h day of March 2023.
(SEAL) Donn	na Trehus, Auditor/Treasurer



MINNESOTA LAWFUL GAMBLING LG220 Application for Exempt Permit

11/17 Page 1 of 2

An exempt permit may be issued to a nonprofit organization that:

conducts lawful gambling on five or fewer days, and
 awards less than \$50,000 in prizes during a calendar

year.

If total raffle prize value for the calendar year will be \$1,500 or less, contact the Licensing Specialist assigned to

Application Fee (non-refundable)

Applications are processed in the order received. If the application is postmarked or received 30 days or more before the event, the application fee is \$100; otherwise the fee is \$150.

Due to the high volume of exempt applications, payment of additional fees prior to 30 days before your event will not expedite service, nor are telephone requests for expedited service accepted.

your county by calling 651-539-1900.	service, nor are relephane requests for expended service deseption
ORGANIZATION INFORMATION	
Organization Name: DISTRICT 300 FOUNDATION	
Minnesota Tax ID Number, if any:	Federal Employer ID Number (FEIN), if any:
Malling Address: PO BOX 34	
City: LA CRESCENT State:	MN Zip: 55947 County: HOUSTON
Name of Chief Executive Officer (CEO): BRITTNEY EYMA	N .
CEO Daytime Phone: 507-895-5051 CEO Emi	
Email permit to (if other than the CEO):	
NONPROFIT STATUS	
Type of Nonprofit Organization (check one): Fraternal Religious	Veterans Other Nonprofit Organization
Attach a copy of one of the following showing proof	of nonprofit status:
(DO NOT attach a sales tax exempt status or federal emplo	oyer ID number, as they are not proof of nonprofit status.)
A current calendar year Certificate of Good Sta Don't have a copy? Obtain this certificate from MN Secretary of State, Business Services 60 Empire Drive, Suite 100 St. Paul. MN 55103	
IPS toll free at 1-877-829-5500.	derai income tax exempt letter, have an organization officer contact the
IRS - Affiliate of national, statewide, or internal If your organization falls under a parent organization	ational parent nonprofit organization (charter) zation, attach copies of both of the following: is a nonprofit 501(c) organization with a group ruling; and ization recognizing your organization as a subordinate.
GAMBLING PREMISES INFORMATION	
Name of premises where the gambling event will be condu (for raffles, list the site where the drawing will take place)	cted : VALLEY HIGH GOLF CLUB
Physical Address (do not use P.O. box): 9203 MOUND Pl	
Check one:	Zip: County: H
City.	HOUSTON
X Township: MOUND PRAIRIE	Zip:Zip: County:
Date(s) of activity (for raffles, indicate the date of the dra	
Check each type of gambling activity that your organization	
Bingo Paddlewheels Pull-Ta	
from a distributor licensed by the Minnesota Gambling Co	ffle boards, paddlewheels, pull-tabs, and tiobbards must be obtained, ontrol Board. EXCEPTION: Bingo hard cards and bingo ball selection orized to conduct bingo. To find a licensed distributor, go to List of Licensees tab, or call 651-539-1900.

LOCAL UNIT OF GOVERNMENT ACKNOWLEDGMENT (required before submitting application to the Minnesota Gambling Control Board)				
CITY APPROVAL for a gambling premises located within city limits The application is acknowledged with no waiting period. The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days (60 days for a 1st class city). The application is denied Print City Name: Mound Prairie Township Signature of City Personnel:	COUNTY APPROVAL for a gambling premises located in a township The application is acknowledged with no waiting period. The application is acknowledged with a 30-day waiting period, and allows the Board to issue a permit after 30 days. The application is denied. Print County Name: Signature of County Personnel:			
The city or county must sign before submitting application to the Gambling Control Board.	Title: Date: TOWNSHIP (if required by the county) On behalf of the township, I acknowledge that the organization is applying for exempted gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minn. Statutes, section 349.213.) Print Township Name:			
CHIEF EXECUTIVE OFFICER'S SIGNATURE (requ				
The information provided in this application is complete and accurate report will be completed and returned to the Board within 30 days. Chief Executive Officer's Signature: (Signature must be CEU's signature). Print Name: Brithey Eyman	of the event date,			
REQUIREMENTS	MAIL APPLICATION AND ATTACHMENTS			
Complete a separate application for: • all gambling conducted on two or more consecutive days; or • all gambling conducted on one day. Only one application is required if one or more raffle drawings are conducted on the same day. Financial report to be completed within 30 days after the gambling activity is done: A financial report form will be mailed with your permit. Complete and return the financial report form to the Gambling Control Board. Your organization must keep all exempt records and reports for 3-1/2 years (Minn. Statutes, section 349.166, subd. 2(f)).	Mail application with: Mail application with: Mail application fee (non-refundable). If the application is postmarked or received 30 days or more before the event, the application fee is \$100; otherwise the fee is \$150. Make check payable to State of Minnesota. Minnesota Gambling Control Board			
Data Brivacy police: The information requested prolication. Your exercise				

Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit, if your organization supplies the information requested, the Board will be able to process the

application. Your organization's name and address will be public information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to Board members, Board staff whose work requires access to the information; Minnesota's Depart-

ment of Public Safety; Attorney General; Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent,

Office of the Minnesota Secretary of State Certificate of Good Standing

I, Steve Simon, Secretary of State of Minnesota, do certify that: The business entity listed below was filed pursuant to the Minnesota Chapter listed below with the Office of the Secretary of State on the date listed below and that this business entity is registered to do business and is in good standing at the time this certificate is issued.

Name: School District 300 Foundation

Date Filed: 12/10/1985

File Number: Z-251

Minnesota Statutes, Chapter: 317A

Home Jurisdiction: Minnesota

This certificate has been issued on: 02/02/2023

Atere Pimm

Steve Simon

Secretary of State State of Minnesota



Houston County Agenda Request Form

Date Submitted:	3/2/2023		
Person requesting ap	pointment with County Board:	John Pugleasa, Directo	or Public Health & Human Services
Will you be doing a p	ower point or video presentation:	Yes _	X NO
monitors in our 2023 prices for thesereplac	nt - We included the replacement of budget. It has been suggested that sements have increased since the es t cost estimate - \$42,083.00	ARPA could cove	er this expense. Additionally, the
Attachments/Docume Current spredasheet e	entation for the Board's Review: estmate.		
Justification:			
Action Requested: Review and determine	e if this expense will be covered by	APRA.	
	For County U	se Only	
Reviewed by:	County Auditor Finance Director IS Director	County Attorney County Engineer Other (indicate dept	Zoning/Environmental Service HR/Personnel
Recommendation:			
<u>Decision:</u>			

All agenda request forms must be submitted to the County Auditor by 4:00 p.m. on Monday in order to be considered for inclusion on the following week's agenda. The Board will review all requests and schedule appointments as appropriate.

PH/HS Technology ARPA Request 9-2022

2023 Budget	•	#	cost	Notes
Monitors (\$180.00 ea.)				Standard dual monitor set-up
Income Maint.		24		Replace monitors 10 or more years old
Child Support		8		**see sheet 2**
Public Health		18		
Accounting/Admin.		10		
		60	\$ 10,800.00	
Surface Replacements (\$1350 ea.)			Replace all 2017 and 2018 models
Income Maint.		8	\$ 8.00	
Public Health		3		
Social Services		2		
subtota	I	13	\$ 17,550.00	
Desktop to Surface (\$13	350 ea.)			Case aides - facilitate coverage
Income Maint.		1		
Child support		2		
Public health		1		
subtota	1	4	\$ 5,400.00	
Docking Stations (\$200	ea.)			For Surfaces above
Income Maint.		1		
Child support		2		
Public Health		1		
subtotal		4	\$ 800.00	
20	23 Budget total		\$ 34,550.00	

Monitors

IMU

16	2 have newer monitors
2	
2	
4	
24	
	2 2 4

CSU

CSO (2)	4
Case Aide (2)	4
	8

Public Health

4 Mary Z, Liz 3 have newer monitors alrea	dy
10	
2	
2	
18	
	10 2 2

Accounting/Admin.

Total	60
	10
Director (1)	2
Supervisor (1)	2
Collection Officer (1)	2
Acct. Tech (2)	4

Notes

Social Services Division completed in 2022

PH Supervisor - 2015

User Monitors Dock Cables Surface

Jaquelyn

Helen

Leah

Kirby

Karen

Melissa

Julie

Lori

Rebecca

Landing Pad @ DHS

Landing Pad @ DHS

DS, MS, RW, CO, NF, JDO, LB, AO

Unit	User	Tag	Current Computer Year	Monitors	Surface Dock
Α	Susan T	2897	-	2	
Α	Tammy T	2930	2019	2	
Α	Cindy M	2919	2019	2	
Α	Heidi H	2914	2019	2	
CS	Nicole K	2732	2017	2	1
CS	Marilyn M	2711	2017	2	1
CS	Erin W	2915	2019	2	
CS	Liza J	2912	2019	2	
D	John P	3017	2020	2	
FW	Joann C	2728		2	
FW	Melissa J	2835	2018		
FW	Julie R	2829	2018	2	
FW	Lori F	2827			
FW	Jaquelyn S	2826	2018	2	
FW	Kirby F	2825	2018	2	
FW	Maria S	2823	2018		
FW	Leah M	2822	2018	2	
FW	Rebecca L	2904	2019	2	
FW	Helen O	3045	2020	2	
FW	Karen K	3035	2020	2	
FW	Kristen K	3233	2022		
FW	Landing Pad @ DHS			2	
FW	Landing Pad @ DHS	2755	2047	2	
PH PH	Jennifer DO	2755	2017	2	
PH	Vacant (Andrea O)	2743	2017	2	
PH	Carolyn O Kim R	2736 2836	2017 2018	2	1
PH	Rebecca W	2933	2019	2	1
PH	Elezabeth K	2913	2019	2	
PH	Laurie B	2913	2019	2	
PH	Nickie F	2909	2019	2	
PH	Mary Z	2908	2019	2	
PH	Michelle S	2907	2019	_	
PH	Brianna	2906	2019	2	
PH	Diane S	3216	2022	_	
PH	Jordan K	3215	2022		
SW	Lexi (Landing Pad)	2744	2017		
SW	Amy S	2848	2018		
SW	Sharen L	2938	2019		
SW	Kathy S	3061	2020		
SW	Lisa A	3058	2020		
SW	Tammy P	3057	2020		
SW	Karlee M	3056	2020		
SW	Kyli	3055	2020		
SW	Alexie K	3054	2020		
SW	Vacant (Hana E)	3053	2020		

SW	Heather B	3052	2020				
SW	Dianna S	3051	2020				
SW	Myra J	3050	2020				
SW	Haleigh S	3049	2020				
SW	Brittany A	3048	2020				
SW	Kelly R	3047	2020				
SW	Bethany M	3046	2020				
SW	Erin C	3044	2020				
SW	Cheryl D	3018	2020				
					60		4
				\$	193.27	\$	189.92
		Vendor		CD	W-G	Insi	ght
				\$ 1	1,596.20	\$	759.68

Insight SECTOR

Your cart Item Contract: STATE OF MINNESOTA - PC HARDWARE & SVCS # 160328 Microsoft Surface Pro 9 for Business - 13" - Con Insight #: 57B-00001 Mfr #: 57B-00001 Microsoft Surface Dock 2 - docking station - Su Insight #: 1GK-00001 Mfr #: 1GK-00001 Microsoft Bluetooth Ergonomic Mouse - for Bu Insight #: 22B-00001 Mfr #: 22B-00001 Startech com USB C to USB C Cable - 3m / 10 fl



Charge Cable - USB Type C Cable - USB 2.0 (US

Insight #: USB2CC3M Mfr #: USB2CC3M



Microsoft Surface Pro Signature Keyboard - key Slim Pen 2 storage and charging tray - QWERT

Insight #: 8x8-00001 Mfr #: 8x8-00001



Hardware

Software

Services

IT Solutions

Brands

Research Hub

← Continue Shopping

Shopping Cart

ITEM



Samsung 24" 16:9 1920> IPS Panel Monitor

MFG Part: S24A400UJN CDW Part: 6676360 UNSPSC: 43211902

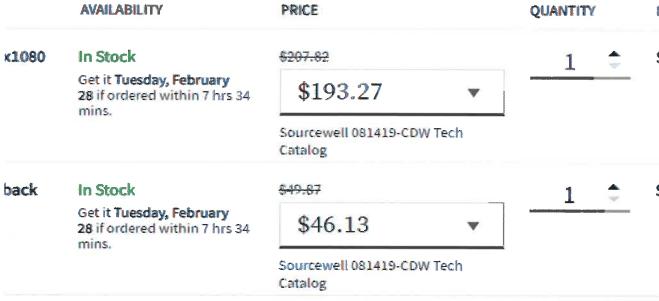


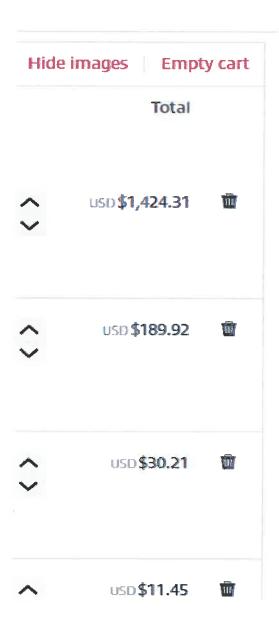
Kensington BlackBelt - Ł cover for tablet

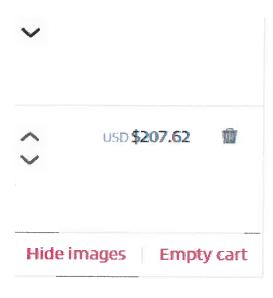
MFG Part: K96540WW CDW Part: 7220089 UNSPSC: 53121705

Cables		Surface Cas	e Surface Keyboar	d Bluetooth Mouse	e
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What we do - Connect	t with us + Shop	•	
**************************************	Update all quantities		
	Unit price	Qty	
3/C-1046(5)			
e i5 1245U - Evo - 16 GB RAM - 256 GB SSD	usp \$1,424.3 1	1	
		Stock: 44	
rface Connect - 2 x USB-C - GigE	USD \$189.92	1	
		Stock:	
		19159	
ısiness - mouse - Bluetooth 5.0 LE - matte black	USD \$30.21	1	
		Stock: 483	
t - USB Cable Male to Male - USB-C Cable - USB-C	USD \$11.45		







re help you find today?



TEM TOTAL

\$193.27

\$46.13

Fw: EDA Meeting Tomorrow Morning at 8:05 a.m.

EDA

Thu 3/2/2023 3:16 PM

To:Houston County BOC <BOC@co.houston.mn.us>;

Allison Wagner

Houston County Economic Development Director

Houston County Board Clerk

Community and Economic Development Associates (CEDA)

Office: 507-725-5836 Mobile: 507-458-2492

From: EDA

Sent: Wednesday, March 1, 2023 1:59 PM

To: Dewey Severson

Subject: Re: EDA Meeting Tomorrow Morning at 8:05 a.m.

Okay, I will add it.

Thanks,

Allison

Allison Wagner

Houston County Economic Development Director

Houston County Board Clerk

Community and Economic Development Associates (CEDA)

Office: 507-725-5836 Mobile: 507-458-2492

From: Dewey Severson

Sent: Wednesday, March 1, 2023 12:55:37 PM

To: EDA

Subject: Re: EDA Meeting Tomorrow Morning at 8:05 a.m.

Good afternoon Allison I would like you to add to next week discussion items The moratorium issue for discussion appreciated thanks Dewey



Allison Wagner <allison.wagner@cedausa.com>

Moritorium

Dewey Severson@co.houston.mn.us> To: "allison.wagner@cedausa.com" <allison.wagner@cedausa.com> Fri, Mar 3, 2023 at 12:33 PM

Good afternoon in talking with attorney jandt he advises to place the moritorium issue on an action item instead of discussion. He is sending out a memo this afternoon sorry for extra work thanks Dewey Get Outlook for Android