

## 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

**HOUSTON COUNTY  
AGENDA REQUEST FORM  
August 1, 2023**

**Date Submitted: July 27, 2023**

**By: Tess Kruger, HRD/Facilities Mgr.**

**ACTION**

- Consider quotes for replacement of two of the Historical Courthouse HVAC systems

**APPOINTMENT REQUEST**

- NONE

**HR CONSENT AGENDA REQUEST**

**Auditor Treasurer's Office**

- Initiate a competitive search for a 1.0 FTE Deputy Auditor/Treasurer, B22

**Sheriff's Office**

- Amend Patricia Goetzinger Krall's resignation date to an effective date of 08/26/2023

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