

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

**HOUSTON COUNTY
AGENDA REQUEST FORM
September 12, 2023**

Date Submitted: 9/7/2023

By: Carol Lapham, Finance Director

CONSENT AGENDA REQUEST

Approve Merchants Bank Credit Card for Polly Heberlein, Interim Auditor/Treasurer.

APPOINTMENT REQUEST

ACTION REQUEST

<u>Reviewed by:</u>	<input type="checkbox"/> HR Director	<input 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 other dept)	
	<input type="checkbox"/> Environmental Svcs		
<u>Recommendation:</u>			
<u>Decision:</u>			

**HOUSTON COUNTY'S
CREDIT CARD POLICY
EMPLOYEE ACKNOWLEDGMENT**

- I have received a copy of Credit Card Policy (Article 15 of the Houston County Accounting Manual) and understand its contents;
- I further understand that I am to abide by the policy and follow the guidelines contained therein; and
- I also understand that any failure to comply with this Policy may result in personal liability, disciplinary action, as well as the loss of the privilege to use the County's Credit Card.

Date: 08/23/2023

Employee Name: POLLY HEBERLEIN
(Print)

Employee Signature: Polly Heberlein

Department: AUDITOR/TREASURER

Card Issue Name: POLLY HEBERLEIN

Houston County Agenda Request Form

Date Submitted: September 5, 2023

Board Date: September 12, 2023

Person requesting appointment with County Board: Brian Pogodzinski

Issue:

Project # CP 2023-01 with Milestone Materials provided maintenance rock on various Houston County roads is complete and ready for final payment.

Attachments/Documentation for the Board's Review:

Final Contract Voucher (5 need to be signed)

(1-County Claim, 1 Contractor, 1-Auditor's office, and 2-Highway Dept)

Justification:

Action Requested:

Resolution for Final Acceptance needed for contract.

Language for Minutes:

Commissioner _____ moved, Commissioner _____ seconded, unanimously carried to approve

Resolution **23-30** Final Acceptance for CP 2023-01, Contract #063 with Milestone Materials, for maintenance rock. Total cost was \$28,470.69.

WHEREAS, Contract No. 063 has in all things been completed, and the County Board being fully advised in the premises; and

THEREFORE, BE IT RESOLVED, the Houston County Board of Commissioners accepts said completed project for and on behalf of the Houston County DOT and authorize final payment as specified herein.

For County Use Only

Reviewed by:

_____ County Auditor	_____ County Attorney	_____ Zoning Administrator
_____ Finance Director	_____ County Engineer	_____ Environmental Services
_____ IS Director	_____ Other (indicate dept)	

Recommendation:

Decision:

All agenda request forms must be submitted to the County Auditor by 4:00 p.m. on Monday in order to be considered for inclusion on the following week's agenda. The Board will review all requests and determine if the request will be heard at a County Board meeting.

RESOLUTION NO. 23-30

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.

*****CERTIFICATION*****

STATE OF MINNESOTA
COUNTY OF HOUSTON

I, Polly Heberlein, Interim County Auditor/Treasurer do certify that the above is a true and correct copy of a resolution adopted by the Houston County Board of Commissioners at the session dated September 12, 2023.

WITNESS my hand and the seal of my office this 12th day of September 2023.

Signed by _____

Interim Houston County Auditor - Treasurer

Houston County Highway Department

1124 E Washington St, Caledonia, MN 55921
CP 2023-01 B Aggregate Stockpiled (Delivered)
Final Payment No. 2

Contractor: Milestone Materials
4105 East River Road NE
Rochester

Contract No. 063 CP 2023-01 B Aggregate
Stockpile (Delivered)
Vendor Number: 5934
Up To Date: 8/8/2023
Warrant # _____ **Date** _____

Contract Amount

Original Contract	\$28,024.00
Contract Changes	\$0.00
Revised Contract	\$28,024.00

Funds Encumbered

Original	\$28,024.00
Additional	N/A
Total	\$28,024.00

Work Certified To Date

Base Bid Items	\$28,470.69
Contract Changes	\$
Material On Hand	\$0.00
Total	\$28,470.69

Work Certified This Request	Work Certified To Date	Less Amount Retained	Less Previous Payments	Amount Paid This Request	Total Amount Paid To Date
\$0.00	\$28,470.69	\$0.00	\$27,047.16	\$1,423.53	\$28,470.69
Percent: Retained: 0%			Percent Complete: 101.59%		
Amount Paid This Final Payment				\$1,423.53	

This is to certify that the items of work shown in this certificate of Pay Estimate have been actually furnished for the work comprising the above-mentioned projects in accordance with the plans and specifications heretofore approved.

Approved By

Approved By Milestone Materials



County Engineer

Date 9/7/2023



Contractor

Date

Certificate of Final Contract Acceptance
Final Voucher Number: number

This is to certify that to the best of my knowledge, the items of work shown in the Statement of Work Certified herein have actually furnished in accordance with the Plans and Specifications. This Project has been completed in accordance with the Laws, Standards and Procedures of as they apply to projects in this category, and if applicable, approved by the Federal Highway Administration.

Dated 7/7/2023 Signature [Signature] County/City/Project Engineer

The undersigned Contractor hereby certifies that the work described has been performed in accordance with the terms of the Contract, and agrees that the Final Value of Work Certified on this Contract is \$28,470.69 and agrees to the amount of \$1,423.53 as Final Payment on this Contract in accordance with this Final Voucher.

Contractor: Milestone Materials

By [Signature]
Signature

And _____ And _____ State of mn,
Signature Signature

On This _____ Day _____, _____, Before me appeared _____ To me known to

(Individual Acknowledgment)

be the person who executed the foregoing Acceptance and Acknowledged that he/she executed the same as
_____ free to act and deed
his/her

(Corporate Acknowledgment)

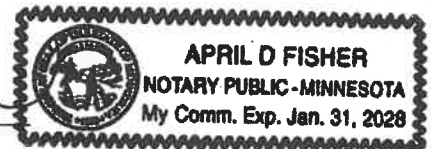
Carey Bauer And _____, to me personally known, who, being each by me duly sworn

each did say that they are respectively the Area Manager and _____ of the
Milestone Materials A Division of Mathy Construction Co. Corporation named in the foregoing instrument, and that the seal affixed to said instrument is the Corporate Seal of said Corporation, and the said instrument was signed and sealed in behalf of said Corporation by authority of its

Board of Directors and said Area Manager and _____
acknowledged said instrument to be the free act and deed of said Corporation.

Notarial My Commission as Notary Public in Olmsted County

Seal Expires Jan 31 2028 Signature [Signature]



I hereby certify that a Final Examination has been made of the noted Contract, that the Contract has been completed, that the entire amount of Work Shown in this Final Voucher has been performed and the Total Value of the Work Performed in accordance with, the terms of the Contract is as shown in this Final Voucher.

This Contract is hereby accepted in accordance with the Specification 1516. Final acceptance of the Contract will be effective upon full Execution, by the Contractor and the Department, of the "Certificate of Final Acceptance" included with the Final Voucher.

Dated _____ Signature _____ District Engineer

**Houston County Highway Department
Certificate of Final Acceptance
Board Acknowledgment**

Contract Number: 063 CP 2023-01 B Aggregate Stockpile (Delivered)
Contractor: Milestone Materials
Date Certified: 8/8/2023
Payment Number: 2

Whereas; Contract No.063 CP 2023-01 B Aggregate Stockpile (Delivered) 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 Houston County Highway Department a and authorize final payment as specified herein.

State of Minnesota

I, Polly Heberlein, Houston County Interim Auditor-Treasurer, within and for said county do hereby certify that the foregoing resolution is a true and correct copy of the resolution on file in my office.

Dated this _____ day of _____, 20____

At Caledonia, Minnesota

Signed By _____

(SEAL)

Houston County Highway Department
1124 E Washington St, Caledonia, MN 55921
CP 2023-01 B Aggregate Stockpiled (Delivered)
Final Payment No. 2

Payment Summary				
No.	Up To Date	Work Certified Per Request	Amount Retained Per Request	Amount Paid Per Request
1	7/27/2023	\$28,470.69	\$1,423.53	\$27,047.16
2	8/8/2023	\$0.00	(\$1,423.53)	\$1,423.53

Funding Category Name	Funding Category Number	Work Certified to Date	Less Amount Retained	Less Previous Payments	Amount Paid this Request	Total Amount Paid to Date
CP 2023-01 B Aggregate Stockpile Delivered CSAH 28 and 32		\$28,470.69	\$0.00	\$27,047.16	\$1,423.53	\$28,470.69

Accounting Number	Funding Source	Amount Paid this Request	Revised Contract Amount	Funds Encumbered to Date	Paid Contractor to Date
65	County Levy	\$1,423.53	\$28,024.00	\$28,024.00	\$28,470.69

Contract Item Status								
Base/Alt	Line	Item	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
Base Bid	1	2211.509/001 STOCKPILE AGGREGATE, CLASS 5 (DELIVERED) (TONS)	11.140	1,600.00	0.00	\$0.00	1,669.70	\$18,600.46
Base Bid	2	2211.509/001 STOCKPILE AGGREGATE, CLASS 5 (DELIVERED) (TONS)	10.200	1,000.00	0.00	\$0.00	967.67	\$9,870.23
Base Bid Totals:						\$0.00		\$28,470.69

Project Category Totals			
Project	Category	Amount This Request	Amount To Date
CP 2023-01 B Maintenance Rock	CSAH 32	\$0.00	\$9,870.23
CP 2023-01 B Maintenance Rock	CSAH 28	\$0.00	\$18,600.46

Contract Change Item Status										
Project	CC	CC#	Line	Item	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
Contract Change Totals:								\$		\$

Contract Total	\$28,470.69
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Contract Change Totals			
Number	Description	Amount This Request	Amount To Date

Material On Hand Additions					
Line	Item	Description	Date	Added	Comments

Material On Hand Balance						
Line	Item	Description	Date	Added	Used	Remaining

Contract Item Status by Funding Breakdown									
Funding Cat	Line	Item	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date	
CP 2023-01 B Aggregate Stockpile Delivered / CP 2023-01 B Aggregate Stockpile Delivered CSAH 28 and 32	1	2211.509/001 STOCKPILE AGGREGATE, CLASS 5 (DELIVERED) (TONS)	11.140	1,600.00	0.00	\$0.00	1,669.70	\$18,600.46	
CP 2023-01 B Aggregate Stockpile Delivered / CP 2023-01 B Aggregate Stockpile Delivered CSAH 28 and 32	2	2211.509/001 STOCKPILE AGGREGATE, CLASS 5 (DELIVERED) (TONS)	10.200	1,000.00	0.00	\$0.00	967.67	\$9,870.23	
Totals:						\$0.00		\$28,470.69	

Contractor Affidavit Submitted

Thank you, your Contractor Affidavit has been approved.

Confirmation Summary

Confirmation Number:	0-318-137-952
Submitted Date and Time:	29-Aug-2023 3:18:21 PM
Legal Name:	MATHY CONSTRUCTION CO
Federal Employer ID:..	39-0752519
User Who Submitted:	mathy1
Type of Request Submitted:	Contractor Affidavit

Contract Affidavit Summary

Contract Affidavit Number:	674123776
Minnesota ID:	8749839
Project Owner:	HOUSTON COUNTY HIGHWAY DEPARTMENT
Project Number:	CP 2023-01
Project Begin Date:	10-Jul-2023
Project End Date:	11-Jul-2023
Project Location:	HOUSTON COUNTY
Project Amount:	\$28,470.69
Subcontractors:	No Subcontractors

Important Messages

A copy of this page must be provided to the contractor or government agency that hired you.

Contact Us

If you need further assistance, contact our Withholding Tax Division at 651-282-9999, (toll-free) 800-657-3594, or (email) withholding.tax@state.mn.us. Business hours are Monday through Friday 8:00 a.m. to 4:30 p.m. Central Time.

Please [print this page](#) for your records using the print or save functionality built into your browser.

Houston County Agenda Request Form

Date Submitted: 9/7/2023

Person requesting appointment with County Board: John Pugleasa, Director Public Health & Human Services

Will you be doing a power point or video presentation: ☐ Yes ☒ NO

Issue:

PHHS have negotiated an MOU with Children's Dental Services (CDS) to provide dental access clinics 1x/mo. on site in Houston County. We have scheduled the first clinic for September 27. Co. Attorney Jandt is finalizing language on the MOU. We are requesting permission for PHHS Director to sign the MOU after Co Attorney review so we can keep the Sept. clinic date.

Attachments/Documentation for the Board's Review:

N/A

Justification:

MOU will obligate the County to cover transportation costs for CDS. These costs will be covered by a recently approved grant from Ucare.

Action Requested:

Approve permission to PHHS Director Pugleasa to sign MOU after Co. Attorney review and recommendation.

For County Use Only			
<u>Reviewed by:</u>	<input type="checkbox"/> County Auditor	<input type="checkbox"/> County Attorney	<input type="checkbox"/> Zoning/Environmental Service
	<input type="checkbox"/> Finance Director	<input type="checkbox"/> County Engineer	<input type="checkbox"/> HR/Personnel
	<input type="checkbox"/> IS Director	<input type="checkbox"/> Other (indicate dept)	
<u>Recommendation:</u>			
<u>Decision:</u>			

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