

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

**HOUSTON COUNTY
AGENDA REQUEST FORM
December 19, 2023**

Date Submitted: December 14, 2023

By: Tess Kruger, HRD/Facilities Mgr.

ACTION

- **Consider County Attorney Jandt's 2024 salary proposal and supporting memorandum and set the Houston County Attorney's 2024 salary.**
- **Consider County Sheriff Swedberg's 2024 salary proposal and supporting memorandum and set the Houston County Sheriff's 2024 salary.**
- **Discussion and set the Board of Commissioners' 2024 stipend.**

**APPOINTMENT REQUEST
NONE**

HR CONSENT AGENDA REQUEST

Auditor/Treasurer

- **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**

Environmental Services

- **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**

Highway Department

- **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**

Public Health & Human Services

- **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**

Recorder Office

- **Initiate a competitive search for a 1.0 FTE Deputy Recorder, B21**

Sheriff's Office

- **Change the employment status of Deputy Sheriff, Calvin Nagle, from probationary to regular, effective 01/03/2024**

<u>Reviewed by:</u>	<u> X </u>	HR Director	<u> X </u>	Sheriff	
	<u> X </u>	Finance Director	<u> X </u>	Engineer	
	<u> </u>	IS Director	<u> X </u>	PHHS	
	<u> X </u>	County Attorney	<u> X </u>	(indicate other dept)	<u> A/JT </u>
	<u> X </u>	Environmental Svcs			<u>Recorder</u>

MEMO

TO: Houston County Commissioners

RE: 2024 Salary Discussion

FROM: Samuel Jandt

DATE: 12/14/2023

Below is a brief outline of my duties, relevant comparable salary information, as well as a request for my 2024 salary. Thank you for understanding that I am currently unable to attend due to staffing levels; I have requested Ms. Arrick-Kruger attend on my behalf. If you have any questions regarding this request I am available to meet in my office as your schedule allows.

THE DUTIES OF A COUNTY ATTORNEY

The County Attorney is the chief legal officer for the County dealing with items ranging from criminal justice and public safety to zoning enforcement, child support collection, civil commitments, and child protection. One of the primary functions of the County Attorney is to serve as the chief prosecutor and to be the voice of people who have been victimized by crime. The prosecutorial duties of the County Attorney are enumerated in over eighty-eight (88) separate Minnesota statutes.

The County Attorney is also the legal advisor for the County and serves in a role that is similar to that of an in house corporate counsel. In total, the County Attorney is the statutory advisor and counselor to numerous agencies, departments, and officials including the County Board of Commissioners, County Administrator, Sheriff's Office, Zoning, and Social Services. There are one hundred and forty (140) separate Minnesota statutes that enumerate the County Attorney's duties to represent and protect the county's interests in civil actions.

There are also approximately seventeen (17) Minnesota statutes that discuss the County Attorney's duty to provide legal advice in civil matters, as well as legal reviews of specific issues. The County attorney has approximately twenty-one (21) statutory responsibilities for civil and criminal issues not involving litigation and many more statutory responsibilities regarding memberships in organizations, mandated reports and notices, and establishment of policies. The general duties and responsibilities of the County Attorney may be found in Minnesota Statutes Chapter 388.

All County Attorney duties and responsibilities must be performed under the strict standards set forth in Minnesota statutes, the Minnesota Rules of Court, and the ethical and professional standards of the Minnesota Rules of Professional Conduct.

**A BRIEF OUTLINE OF SOME OF THE AREAS OF RESPONSIBILITY FOR
MY OFFICE ARE AS FOLLOWS:**

1. Criminal Caseload: Felonies, Gross Misdemeanors, Misdemeanors, and Petty Misdemeanors
 - a. Homicides/Murders, Assaults, Criminal Sexual Conduct, Financial Crimes, Drug Cases, Criminal vehicular Operation/Homicide, DUIs, and Domestic Abuse
 - b. Department of Revenue, DNR, Secretary of State (elections), and other agencies
 - c. Appeals: Civil and Criminal Appeals: Nuisance case, Child in Need of Protection or Services, Criminal Cases,
 - d. Rule 20 Evaluations
 - e. Omnibus Hearings
 - f. Restitution Hearings and Victim Rights
 - g. Pretrial Violations and Probation Violations
 - h. Expungement Proceedings
 - i. Forfeiture proceedings
 - j. Search warrants, strategy sessions with law enforcement regarding execution of the search warrant, and pre-charging assistance to law enforcement
 - k. Veterans Court
 - l. Cornerhouse interviews
 - m. Animal Abuse prosecution
 - n. Restorative Justice
2. Juvenile Delinquency and Juvenile Offenders
 - a. Juvenile crimes includes all juveniles within the County
 - b. Diversion of some juvenile delinquency matters (mandated coordination with Minnesota Department of Correction probation agents)
3. Truancy:
 - a. Pre-Truancy Attendance Intervention Meetings, coordinate with local schools and Social Services
 - b. Truancy Proceedings and follow-up _____
4. Juvenile Protection, CHIPS, Termination of Parental Rights, Adoptions, Assist with the prosecution of daycare certification and licensing adjudicatory hearings
 - a. Juvenile protection meetings
 - b. Review maltreatment reports and appeals _____
5. Child Support Establishment, Contempt, Paternity, Modification
6. Civil Commitments, Sex Offender Commitments, Guardianships, and Conservatorships _____
7. Zoning Enforcement: solar ordinance issues, shore land impact issues, noxious weeds

8. Contract Review, Drafting of Contracts, contract enforcement
9. Adult Protection
 - a. Nursing home cases, exploitation of vulnerable adults, guardianships, conservatorships
10. Election Issues
11. Technology Updates: MNCIS, LETG, E-Filing, E-charging
12. Policy review/Advice to Department Heads
 - a. Sheriff
 - b. Local Department of Corrections
 - c. Treatment Court
 - d. Planning and Zoning Enforcement & Statutory Interpretation
 - e. Social Services, Recorder, Highway, EDA, Solid Waste
13. Advice to/Coordination with Other Agencies:
 - a. Local:
 - a. SWCD,
 - b. Fair Board,
 - b. State and Federal
 - a. DNR,
 - b. MPCA
 - c. VA,
 - d. Numerous other State and Federal agencies
14. Medical Assistance/Collection of Debts and Assets:
 - a. Review Trust/wills, collection process, probates
15. Meetings and conferences:
 - a. Department Head, CJC, MCAA, CJI, Board of Adjustment, Planning Commission
16. Data Practices:
 - a. Houston County Data Practice Compliance Official – MN §13.05, sub. 13
17. Miscellaneous:
 - a. Firearm restoration claims, liquor licenses, easements, land issues

**COUNTY ATTORNEY SALARIES - HOUSTON COUNTY IS RANKED 51ST BY
POPULATION OUT OF 87 COUNTIES.**

The chart identifies the counties that are ranked 39th through 54th in population size.

CA = County Attorney. ACA = Assistant County Attorney. FT = Full-time. PT = Part-time. The data is compiled from numerous sources and is complete to the best of my knowledge.

County	Rank and Population	Salary	Time as CA	# of Direct Reports	
Mille Lacs	39th 27,280	CA – \$98,376	5 mos (appointed)	7 ACA; 16 Total	
Brown	40th 25,723	CA – \$145,661 ('24) \$154,225 ('25) \$163,356 ('26)	8.5 yrs.	3 ACA; 4 Total	3% each for: '24, '25 & '26
Todd	41st 25,538	CA – \$132,950 ('24)	1 yr.	4 ACA; 7 Total	
Lyon	42nd 25,262	CA – \$120,000	1 yr.	3 ACA; 5 Total	
Meeker	43 rd 23,496	CA – \$132,307	8.5 yrs.	4 ACA; 7 FT/2PT Total	
Hubbard	44th 21,960	CA – \$127,000	5 yrs.	1 ACA; 5 Total	5% for '24
Nobles	45th 21,947	CA – \$120,000	3 mos.	2 ACA; 6 Total	
Wabasha	46th 21,658	CA – \$119,800	9 mos.	2 ACA; 4 Total (\$130,900 - 2024)	
Fillmore	47th 21,414	CA – \$132,000	20 yrs.	2 ACA; 4 Total (\$145,000 – requested 2024)	
Dodge	48th 20,981	CA – \$67,735 (PT)	28 yrs.	2 ACA; 4 Total	
Martin	49th 19,650	CA – \$126,152	1.5 yrs.	3 ACA; 5 Total	
Waseca	50th 18,893	CA – \$137,500	5 yrs.	3 ACA; 5 Total	
Houston	51st 18,800	CA – \$124,425	8 yrs	1 ACA; 2 Total	
Kanabec	52nd 16,463	CA – \$143,707	10 yrs	3 ACA; 7 Total	
Aitkin	53 rd 16,126	CA – \$146,305 FA – \$130,022	16 yrs	4 ACA; 10 Total	
Redwood	54th 15,361	CA – \$125,000	6 yrs	3 ACA; 7 Total	
Olmsted	7th 168,427	CA – \$197,453	12 yrs	25 ACA; 48 Total	
Goodhue	19th 49,478	CA – \$172,883	5 yrs	9 ACA; 17 Total	
Winona	20 th 47,580	CA – \$165,000	13 yrs	7 ACA; 16.5 FTE Total	

MINNESOTA PUBLIC DEFENDER'S OFFICE SALARIES

Managing Attorney: \$151,798-\$184,258.00 Annually

Public Defense Attorney: \$88,380-\$158,500.00 Annually

*Currently seeking attorneys on a continuous basis.

Step 1	\$88,380
Step 2	\$94,213
Step 3	\$100,431
Step 4	\$107,060
Step 5	\$114,125
Step 6	\$121,658
Step 7	\$129,687
Step 8	\$138,246
Step 9	\$147,371
Step 10	\$158,500

MINNESOTA JUDICIAL BRANCH SALARY

Judicial Officer: \$196,000 Annually

THIRD DISTRICT COURT APPOINTED RATE

\$150 per hour: \$312,000 for 40 hours per week and 52 weeks annually.

HOUSTON COUNTY ATTORNEY SALARY REQUEST

Documentation evidences that there have been significant increases in public attorney salaries statewide (including Southeast Minnesota) in the last 6 months. Please note, the Houston County Board of Commissioners adopted an advisory banding schedule for elected officials in prior years. On this schedule I am currently banded as an E82. I have attached the banding steps for your review. The document displays a 3% across the grid COLA for 2023. Additionally, each step displays a 3.5% increase over the previous step.

In previous salary discussions, the Houston County Board of Commissioners either froze elected official salaries due to budget constrictions, or I declined an increase due to my strong commitment to the taxpayers that pay my salary.

My salary history is as follows:

Salary - 2016	\$110,224.80	
Salary - 2017	\$113,531.54	
Salary - 2018	\$113,531.54	Unchanged
Salary - 2019	\$113,531.54	Unchanged
Salary - 2020	\$116,653.66	
Salary - 2021	\$116,653.66	Unchanged
Salary - 2022	\$120,803.90	
Salary - 2023	\$124,425.60	

The chart displays an average annual salary increase of 1.6% per year over the period from 2016-2023. It is my understanding this salary increase is less than any other represented and/or non-represented Houston County employee during this time period. Certainly a 1.6% increase is less than the cost of living increased during this time period.¹

Based upon the aforementioned reasons I am currently at a Step 7 equivalency on the pay grid. It is my belief if these actions had not occurred I would be at a Step 9 equivalency at this time. Thus, if the Board follow the pay grid as an advisory tool, my 2024 salary would be \$132,641.60, which I understand is in the 2024 budget. Had my salary not been frozen, or had I not declined a step, my 2024 salary would be \$142,064.00.

I have been licensed over 20 years and have been the Houston County Attorney since 2015. I have been a criminal law practitioner for over 20 years, and have extensive experience in multiple areas of the law. Given this experience I have been asked to mentor attorneys, requested to second chair trials with new attorneys, been selected for judicial interviews a number of times, as well as routinely receive requests for advice/counsel from local attorneys.

I have attached the resolution of the Wabasha County Board setting the salary of their County Attorney. Please note, he has been the County Attorney for less than a year, and has been licensed for 9 years. It is also my understanding the Fillmore County Board of Commissioners is in receipt of a request for a 10% salary increase from their County Attorney from \$132,000.00 to \$145,000.00 for 2024. It is my further understanding the Fillmore County Board agreed to change the banding of the Assistant County Attorneys, increasing their salaries significantly.

¹ \$100 in 2022 is equivalent in purchasing power to about \$82.01 in 2016, an increase of \$-17.99 over 6 years. The dollar had an average inflation rate of 3.36% per year between 2016 and 2022, producing a cumulative price increase of -17.99%. This means that prices in 2016 are 17.99% lower than average prices since 2022, according to the Bureau of Labor Statistics consumer price index. The inflation rate in 2016 was 1.26%. The inflation rate in 2022 was 8.00%. The 2022 inflation rate is higher compared to the average inflation rate of 4.92% per year between 2022 and 2023.

Finally, as indicated above, salaries of attorneys have dramatically increased with the public defenders pay increase. You are undoubtedly aware of the number of persons who have left positions as County Attorneys and Assistant County Attorneys to take positions with the Public Defenders. I have included a list from November from the Minnesota County Attorney Association (MCAA) listing the persons who have left for such positions. Additionally, it is my understanding the effect of this pay increase is the increasing difficulty of smaller counties such as Houston County to attract persons to serve as Assistant County Attorneys and County Attorneys.²

CONCLUSION

For the reasons stated above, I am respectfully requesting that my current salary of \$124,425.00 be increased to a salary of \$135,000.00 for 2024. This request is based upon my years of experience as a licensed attorney, time as a County Attorney, the current pay for attorneys in similarly situated counties, and reflects a conservative approach to achieving an equitable salary.

Dated: 12/14/2023

/ Samuel D. Jandt /

SAMUEL D. JANDT
HOUSTON COUNTY ATTORNEY
HOUSTON COUNTY JUSTICE CENTER
306 S. MARSHALL ST., SUITE 2300
CALEDONIA, MN 55921
Tel: 507.725.5802

² Winona County as of last week was down 3 attorneys. In addition, by my count there are only 7 attorneys currently practicing in Houston County on a regular basis. These 7 attorneys are unlikely to assume the role of Houston County Attorney if the position became available. The reasons for this are many, however, the primary limiting factor appears to be salary. To be sure this is not solely a Houston County issue. Indeed, it is my understanding multiple counties in Minnesota are lacking a County Attorney or have had problems attracting suitable applicants. To combat this reality it is my opinion that the salary of the Houston County Attorney position be increased on an annual basis to a level in parity to the Public Defender salaries.

2023

3.0%

Steps

Current
Band
Grade

0	1 yr	2 yr	3 yr	4 yr	5 yr	6 yr	7 yr	8 yr
1	2	3	4	5	6	7	8	9

A11	\$15.76	\$16.32	\$16.88	\$17.47	\$18.08	\$18.72	\$19.36	\$20.04	\$20.75
A12	\$17.33	\$17.94	\$18.57	\$19.23	\$19.90	\$20.59	\$21.32	\$22.06	\$22.84
A13	\$18.38	\$19.01	\$19.67	\$20.37	\$21.08	\$21.83	\$22.59	\$23.38	\$24.19
B21	\$19.48	\$20.16	\$20.87	\$21.60	\$22.36	\$23.13	\$23.95	\$24.78	\$25.66
B22	\$20.64	\$21.37	\$22.11	\$22.90	\$23.69	\$24.52	\$25.38	\$26.28	\$27.20
B23	\$22.51	\$23.29	\$24.11	\$24.96	\$25.82	\$26.73	\$27.67	\$28.63	\$29.62
B24	\$23.85	\$24.69	\$25.55	\$26.44	\$27.37	\$28.33	\$29.31	\$30.34	\$31.40
B25	\$25.29	\$26.17	\$27.09	\$28.03	\$29.00	\$30.02	\$31.08	\$32.17	\$33.29
B31	\$26.05	\$26.96	\$27.90	\$28.88	\$29.89	\$30.94	\$32.02	\$33.15	\$34.30
B32	\$27.61	\$28.57	\$29.57	\$30.61	\$31.68	\$32.80	\$33.95	\$35.13	\$36.36
C41	#VALUE!	\$30.30	\$31.36	\$32.46	\$33.59	\$34.76	\$35.99	\$37.24	\$38.54
C42	\$30.74	\$31.81	\$32.92	\$34.07	\$35.27	\$36.49	\$37.78	\$39.10	\$40.47
C43	\$31.96	\$33.07	\$34.23	\$35.42	\$36.67	\$37.95	\$39.27	\$40.64	\$42.07
C44	\$33.56	\$34.73	\$35.95	\$37.21	\$38.51	\$39.86	\$41.26	\$42.69	\$44.19
C52	\$35.58	\$36.82	\$38.12	\$39.45	\$40.83	\$42.25	\$43.73	\$45.27	\$46.85
C53	\$36.85	\$37.92	\$39.25	\$40.62	\$42.04	\$43.52	\$45.04	\$46.62	\$48.25
D61	\$37.75	\$39.07	\$40.44	\$41.86	\$43.31	\$44.83	\$46.39	\$48.02	\$49.71
D62	\$39.26	\$40.63	\$42.05	\$43.53	\$45.05	\$46.63	\$48.26	\$49.94	\$51.69
D63	\$43.19	\$44.70	\$46.27	\$47.88	\$49.56	\$51.30	\$53.10	\$54.96	\$56.88
E61	\$47.50	\$49.17	\$50.89	\$52.67	\$54.52	\$56.42	\$58.40	\$60.45	\$62.56
E62	\$50.36	\$52.12	\$53.95	\$55.84	\$57.79	\$59.82	\$61.91	\$64.08	\$66.31

2024

3.0%

Steps

Current
Band
Grade

	0	3.50% 1 yr	3.50% 2 yr	3.50% 3 yr	3.50% 4 yr	3.50% 5 yr	3.50% 6 yr	3.50% 7 yr	3.50% 8 yr
	1	2	3	4	5	6	7	8	9
A11	\$16.23	\$16.81	\$17.39	\$17.99	\$18.62	\$19.28	\$19.94	\$20.64	\$21.37
A12	\$17.85	\$18.48	\$19.13	\$19.81	\$20.50	\$21.21	\$21.96	\$22.72	\$23.53
A13	\$18.93	\$19.58	\$20.26	\$20.98	\$21.71	\$22.48	\$23.27	\$24.08	\$24.92
B21	\$20.06	\$20.76	\$21.50	\$22.25	\$23.03	\$23.82	\$24.67	\$25.52	\$26.43
B22	\$21.26	\$22.01	\$22.77	\$23.59	\$24.40	\$25.26	\$26.14	\$27.07	\$28.02
B23	\$23.19	\$23.99	\$24.83	\$25.71	\$26.59	\$27.53	\$28.50	\$29.49	\$30.51
B/24	\$24.57	\$25.43	\$26.32	\$27.23	\$28.19	\$29.18	\$30.19	\$31.25	\$32.34
B25	\$26.05	\$26.96	\$27.90	\$28.87	\$28.87	\$30.92	\$32.01	\$33.14	\$34.29
B31	\$26.83	\$27.77	\$28.74	\$29.75	\$30.79	\$31.87	\$32.98	\$34.14	\$35.33
B32	\$28.44	\$29.43	\$30.46	\$31.53	\$32.63	\$33.78	\$34.97	\$36.18	\$37.45
C41	#VALUE!	\$31.21	\$32.30	\$33.43	\$34.60	\$35.80	\$37.07	\$38.36	\$39.70
C42	\$31.66	\$32.76	\$33.91	\$35.09	\$36.33	\$37.58	\$38.91	\$40.27	\$41.68
C43	\$32.92	\$34.06	\$35.26	\$36.48	\$37.77	\$39.09	\$40.45	\$41.86	\$43.33
C44	\$34.57	\$35.77	\$37.03	\$38.33	\$39.67	\$41.06	\$42.50	\$43.97	\$45.52
C52	\$36.65	\$37.92	\$39.26	\$40.63	\$42.05	\$43.52	\$45.04	\$46.63	\$48.26
C53	\$37.75	\$39.06	\$40.43	\$41.84	\$43.30	\$44.83	\$46.39	\$48.02	\$49.70
D61	\$38.88	\$40.24	\$41.65	\$43.12	\$44.61	\$46.17	\$47.78	\$49.46	\$51.20
D62	\$40.44	\$41.85	\$43.31	\$44.84	\$46.40	\$48.03	\$49.71	\$51.44	\$53.24
D63	\$44.49	\$46.04	\$47.66	\$49.32	\$51.05	\$52.84	\$54.69	\$56.61	\$58.59
E81	\$48.93	\$50.65	\$52.42	\$54.25	\$56.16	\$58.11	\$60.15	\$62.26	\$64.44
E82	\$51.87	\$53.68	\$55.57	\$57.52	\$59.52	\$61.61	\$63.77	\$66.00	\$68.30

Wabasha County Board of Commissioners

Resolution No.: 2023-195

Setting the 2024 Salary of the Wabasha County Attorney

Whereas, the Wabasha County Board is statutorily required to annually set the salary of the Wabasha County Attorney and Sheriff (hereinafter referred to as the Elected Officials); and

Whereas, the applicable statutes requires the Board to consider the responsibilities and duties of each office, and the actual experience, qualifications, and performance of the elected officer in question.

Now Therefore be it Resolved by the Wabasha County Board of Commissioners that, taking the referenced factors into consideration, that the 2024 salary for the Elected County Attorney shall be established as follows:

County Attorney

\$130,900

Adopted this 21st day of November, 2023 by the Wabasha County Board of Commissioners.

By:



Its Board Chair

Attest:

By:



Its Board Clerk

Samuel Jandt

From: Melissa Meyer-Gomez <mgomez@mcaa-mn.org>
Sent: Wednesday, November 22, 2023 9:05 AM
Subject: Follow-up from this morning's Zoom meeting - CAs/ACAs Lost to PD Office

*** HOUSTON COUNTY SECURITY NOTICE ***

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Good morning:

Following up to a question raised at this morning's Zoom meeting, here is the list, as of this morning, of County Attorneys/Assistant County Attorneys who have left to join a Public Defenders' office:

COUNTY ATTORNEYS/ASSISTANT COUNTY ATTORNEYS LOST TO THE PUBLIC DEFENDERS' OFFICES

Watsonwan County Attorney (received a \$30,000 annual pay raise)

Assistant Le Sueur County Attorney with 18 years of County Attorney experience (new starting salary \$158,500)

Assistant St. Louis County Attorney

Assistant Becker County Attorney

Assistant Becker County Attorney in negotiations with PD

First Assistant Becker County Attorney in negotiations with PD

Assistant Anoka County Attorney

Assistant Isanti County Attorney accepted ¾ time position with PD

Assistant Isanti County Attorney accepted ¾ time position with PD

Assistant Redwood County Attorney (just applied)

Assistant Blue Earth County Attorney with 22 + years of experience

Assistant Winona Assistant County Attorney to PD's office at a managing attorney salary

Assistant Todd County Attorney

Assistant Washington County Attorney with 14 years of experience, \$30,000 raise

If I am missing anyone, please let me know so that I can add it to the list.

Robert Small
Executive Director
rsmall@mcaa-mn.org
(651) 289-8450
(612) 245-3436 [cell]

Houston County Agenda Request Form

Date Submitted: November 21, 2023

Board Date: December 19, 2023

Person requesting appointment with County Board: Brian Pogodzinski

Issue:

Houston County desires to rent out the crop land that surrounds the new taxi-lanes at the airport. Bids were solicited for a price per acre for approximately 5.69 acres for a two-year lease. This lease will expire at the same time as the runway acres lease so the two leases will be on the same schedule.

Attachments/Documentation for the Board's Review:

Bids will be received on December 18, 2023 and available for the board to review on the day of the meeting.

Justification:

Action Requested:

To accept the individual with the highest bid per acre and enter into a 2-year land lease.

For County Use Only			
Reviewed by:	_____ County Auditor	_____ County Attorney	_____ Zoning Administrator
	_____ Finance Director	_____ County Engineer	_____ Environmental Services
	_____ IS Director	_____ 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 determine if the request will be heard at a County Board meeting.

Houston County Agenda Request Form

Date Submitted: 12/14/2023

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

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

Issue:

Consider amending current SE Regional Crisis Center Governance Agreement for 6 mo. to finalize language in the new Governance Agreement.

Attachments/Documentation for the Board's Review:

Justification:

Action Requested:

Review amendment and approve as presented.

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)	

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 schedule appointments as appropriate.

GOVERNANCE AGREEMENT AMENDMENT

THIS AMENDMENT is made and entered into by and between Fillmore County, Goodhue County, Houston County, Minnesota Prairie County Alliance, Mower County, Olmsted County, Wabasha County and Winona County, ("CREST"), Mayo Clinic, National Alliance on Mental Illness ("NAMI") Southeast Minnesota, Olmsted County, Olmsted Medical Center ("Sponsoring Agencies").

WHEREAS, the Sponsoring Agencies have a signed Governance Agreement regarding the Southeast Regional Crisis Center;

WHEREAS, Section 15.01 of the Governance Agreement provides that any modifications shall be in writing and signed by the Sponsoring Agencies;

NOW THEREFORE, in consideration of the mutual undertakings and Agreement hereinafter set forth, the Sponsoring Agencies agree as follows effective January 1, 2024:

1. Extend the term of the current Governance Agreement by six (6) months, until June 30, 2024.
2. Replace the current Attachment A with the updated Attachment A for 2024-2026.
3. All parties having signed the Governance Agreement and pursuant to such approval and having signed this Amendment, the Sponsoring Agencies hereto agree to be bound by the provisions herein set forth.

IN WITNESS WHEREOF, the Sponsoring Agencies have executed this Amendment on the dates written below

COUNTY OF FILLMORE

By: _____

Dated: _____

Title: Chairperson of the County Board

COUNTY OF GOODHUE

By: _____

Dated: _____

Title: Goodhue County HHS Board Chair

By: _____

Dated: _____

Title: Goodhue County Health and Human Services Director

APPROVED AS TO FORM AND EXECUTION:

By: _____

Dated: _____

Title: Goodhue County Attorney

COUNTY OF HOUSTON

By: _____

Dated: _____

Title: Chairperson of the County Board

By: DocuSigned by:

FAD317BB95074E4...

Dated: 12/14/2023 | 11:22 AM CST

Title: Houston County Public Health and Human Services Director

APPROVED AS TO FORM AND EXECUTION:

By: DocuSigned by:

66A6019C9D1F4C5...

Dated: 12/8/2023 | 3:10 PM CST

Title: Houston County Attorney

MAYO CLINIC

By: _____

Dated: _____

Name: Sherry L. Hubert

Title: Associate Chief Legal Officer

MINNESOTA PRAIRIE COUNTY ALLIANCE

By: _____

Dated: _____

Name: Tara Reich

Title: Interim Executive Director


By: _____

Dated: _____

Name: Doug Christopherson

Title: Joint Powers Board Chairperson

COUNTY OF MOWER

By: DocuSigned by:

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Dated: 12/12/2023 | 11:55 AM CST

Title: Board Chair

ATTESTED TO:

DocuSigned by:
By: 
8F1D60238CC6499...

Dated: 12/12/2023 | 10:30 AM CST

Title: Health and Human Services Director

APPROVED AS TO FORM AND EXECUTION:

DocuSigned by:
By: 
CFF71C4901064DA...

Dated: 12/11/2023 | 8:50 AM CST

Title: County Attorney

NAMI SOUTHEAST MINNESOTA

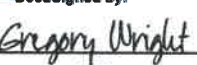
By: _____

Dated: _____

Name: Mathew Bjorngaard

Title: Executive Director

COUNTY OF OLMSTED

DocuSigned by:
By: 
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Dated: 12/9/2023 | 8:22 AM CST

Title: Chairperson of the County Board

ATTESTED TO:

DocuSigned by:
By: 
0003B147A35A4DF...

Dated: 12/8/2023 | 3:01 PM CST

Title: Clerk of the County Board

APPROVED AS TO FORM AND EXECUTION:

By: _____

Dated: _____

Title: Assistant County Attorney

OLMSTED MEDICAL CENTER

By: _____

Dated: _____

Name: Dr. James Hoffmann

Title: President

COUNTY OF WABASHA

By: _____

Dated: _____

Name: John Dahlstrom

Title: Social Services Director

APPROVED AS TO FORM AND EXECUTION:

By: _____

Dated: _____

Name: Matthew Stinson

Title: County Attorney

COUNTY OF WINONA

ATTEST:

By: _____

Dated: _____

Title: Chairperson of the County Board

By: _____

Dated: _____

Title: County Administrator

Approved as to form:

By: _____

Dated: _____

Title: Winona County Attorney

Approved as to execution:

By: _____

Dated: _____

Title: Winona County Attorney

Southeast Minnesota Regional Crisis Center
Governance Agreement
Attachment A

Sponsoring Agency	Year 1 (2024)	Year 2 (2025)	Year 3 (2026)
CREST Counties	\$107,000	\$107,000	\$107,000
Mayo Clinic	\$4,000,000		
NAMI	In-kind (\$48,000)	Asking for flexibility to decide on our 2025 contribution by 9/1/2024	Asking for flexibility to decide on our 2025 contribution by 9/1/2025
Olmsted County	In kind (\$757,434) <ul style="list-style-type: none"> • \$120,000 MH Professional • \$205,434 Psychiatry • \$432,000 Rent 	In kind (\$747,695) <ul style="list-style-type: none"> • \$107,099 MH Professional • \$211,596 Psychiatry • \$432,000 Rent 	In kind (\$769,102) <ul style="list-style-type: none"> • \$114,226 MH Professional • \$222,876 Psychiatry • \$432,000 Rent
Olmsted Medical Center	Foundation Funding – competitive and varies		

**HOUSTON COUNTY
AGENDA REQUEST FORM
December 19, 2023**

Date Submitted: 12/14/2023

By: Carol Lapham, Finance Director

CONSENT AGENDA REQUEST

APPOINTMENT REQUEST

ACTION REQUEST

Approve 2023 budget amendments

2024 BUDGET DISCUSSION

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

MEMO

TO: Houston County Commissioners

RE: 2024 Salary Discussion

FROM: Brian Swedberg

DATE: 12/14/2023

Below is a brief outline of my duties, relevant comparable salary information, as well as a request for my 2024 salary. If you have any questions about this request, I am available to meet in my office as your schedule allows.

As the chief law enforcement officer for the county, the Sheriff is responsible for public safety. The Sheriff must have a peace officer license issued by the Board of Peace Officer Standards and Training (P.O.S.T.). As the chief law enforcement officer, the sheriff is responsible for the prevention and deterrence of criminal activity. I have over 32 years of progressive responsible professional experience in corrections, law enforcement, and public safety.

Organizational Structure

The Sheriff's Office consists of 6 units across 2 units:

- Public Safety/Patrol
- Investigations
- Civil
- Emergency Management
- Jail
- Administrative Support Services

Sheriff Duties & Responsibilities: Law Enforcement

Duties

The duties and powers of the Office of Sheriff authorized by Minnesota state law are found in [Chapter 387 of the Minnesota Statutes](#). The Sheriff, as an officer of the court, has statutory dues to carry out orders of the District Court orders related to the transport of prisoners, the service of writs, and processes, and other judicial documents. The Sheriff provides security for court and county campus security.

Additional duties: develop, plan, and implement department goals and objectives; administer policies and procedures; coordinate daily activities with the chief deputy; review and evaluate methods and procedures; participate in the development of the budget; monitor and approve expenditures; and present reports to county officials and the county board.

The Sheriff manages the deputies, who are usually uniformed officers who patrol and maintain order in the community. The sheriff monitors and directs deputies as they perform the following duties:

- Investigating complaints
- Emergency response
- Patrolling
- Monitoring traffic safety
- Resolving disputes
- Arresting suspects
- Criminal investigation
- Executing warrants
- Hunting accidents/fatalities
- Patrol & enforce waterways laws
- Patrol & Enforce ATV, UTV, snowmobile laws
- Execute/Enforce Civil orders

Sheriff Duties & Responsibilities: Detention Facility

Duties

The Sheriff's responsibility includes: protecting life and property and preserving peace through programs designed to enforce laws, prevent crimes, and provide an efficient level of response to both emergency and non-emergency requests for law enforcement services; providing a secure and safe correctional facility; promoting coordinated and diverse programs, activities and services with other law enforcement agencies; and developing an effective, motivated workforce through education, training, and career opportunities.

The goal of the Office is to achieve a culture of continuous improvement and accountability in all areas of operations. In doing so, I believe this will result in the most cost-effective public safety services for the residents of Houston County.

To this end the Sheriff:

- Ensures compliance with state and federal facility standards.
- Monitors compliance with policies, standards, and legal requirements through the establishment of a systematic internal inspection and review process
- Analyze risk & program safety
- Oversee administrative investigations
- Reviews jail's goals and DOC compliance measures
- Builds a culture within the jail division that supports the attainment of desired outcomes.
- Serves as chief spokesperson and liaison to the local criminal justice agencies, public non-profit organizations, the community, and the media
- Ensures that policies and procedures that meet professional standards are established to guide the staff and the organization in day-to-day operations.
- Motivates the jail administrator and other staff to align their individual professional goals with those of the county
- Monitors activities and assesses results by collecting and analyzing performance data on a regular basis
- Manages and allocates budgets and other resources
- Manages the organization's preparation for and response to crisis situations and emergencies.

32 YEARS EXPERIENCE & SERVICE

- Started with Houston County October 1991
- Jailer/Dispatcher: 8 years
- Deputy: 2 years
- Lieutenant: 17 years
- Chief Deputy: 4 years
- Sheriff: 1 year

*Interim Emergency Manager & Jail Administrator at various points in my career

Basic Emergency Management Certificate: 142.25 hours

Director of Emergency Management Certification: 98 hours

February 2023: taught at the Minnesota Sheriff's Association "New Chief Deputy orientation" for all the new Chief Deputies in the state.

ICLD: Institute of Credible Leadership Development: 200 hours

The training has been designed to enhance the professionalism of those working in the criminal justice field, while it develops the character and sharpens the skills of the guardian-servant who leads with compassion, ethical decision-making, emotional intelligence, and moral courage.

6 Counties with population above and below Houston County (3 below & 3 above)

<u>County</u>	<u>Population</u>	<u>2020 salary</u>	<u>2021 salary</u>	<u>2022 salary</u>	<u>2023 salary</u>
Dodge	20,349	\$105,500.00	\$107,618.00	\$109,770.00	\$115,257.00
Fillmore	20,835	\$108,045.00	\$110,205.00	\$115,330.00	\$123,000.00
Hubbard	18,823	\$109,916.00	\$112,600.00	\$115,325.00	\$123,402.00
Martin	20,637	\$115,377.00	\$123,094.00	\$131,060.00	\$137,654.00
Nobles	20,386	\$122,420.00	\$125,920.00	\$100,000.00	\$107,000.00
Waseca	19,098	\$99,999.00	\$106,999.00	\$121,000.00	\$122,362.00
AVERAGE		\$110,209.50	\$114,406.00	\$115,414.17	\$121,445.83
Houston	18,799	\$102,781.00	\$107,598.00	\$109,750.00	\$113,042.00

***Let it be noted that the Nobles County Sheriff's salary was lowered due to his experience & other factors. The previous Sheriff retired midterm in 2021 with a salary of \$125,920. In 2022, Nobles County Board hired Ryan Kruger as the interim Sheriff. 2023 interim Sheriff Kruger was elected as Sheriff.

Sheriffs Salary
17 counties that Houston County used in their wage study 3 years ago

County	2021 salary	2022 salary	2023 Sheriff
Faribault	\$132,687.54	\$132,687.00	\$145,738.00
Le Sueur	\$128,129.00	\$134,500.00	\$141,225.00
Martin	\$123,094.00	\$131,060.00	\$137,654.00
Kanabec	\$122,970.00	\$126,027.00	\$129,813.00
Brown	\$111,265.00	\$117,106.00	\$125,626.00
Sibley	\$112,000.00	\$119,100.00	\$125,000.00
Meeker	\$116,582.00	\$118,913.00	\$124,859.00
Hubbard	\$112,600.00	\$115,325.00	\$123,402.00
Fillmore	\$110,205.00	\$115,330.00	\$123,000.00
Lyon	\$111,349.00	\$116,917.06	\$122,990.40
Waseca	\$106,999.00	\$121,000.00	\$122,362.00
Wabasha	\$111,280.00	\$114,000.00	\$119,800.00
Redwood	\$126,574.00	\$133,515.00	\$115,500.00
Dodge	\$107,618.00	\$109,770.00	\$115,257.00
Renville	\$103,417.00	\$106,520.00	\$113,976.00
Freeborn	\$119,200.00	\$123,725.00	\$113,000.00
Nobles	\$125,920.00	\$100,000.00	\$107,000.00
Averages	\$116,581.74	\$119,735.00	\$123,894.26

***Let it be noted that the Freeborn Sheriff was elected in 2023 and salary lowered due to experience & other factors. The previous Freeborn Sheriff's salary in 2022 was \$123,725.00.

Sheriff's Salary
District 6

	2021	2022	2023
Goodhue	\$153,254.00	\$159,806.00	\$167,481.00
Olmsted	\$148,976.00	\$153,445.00	\$159,583.00
Steele	\$147,076.80	\$150,404.80	\$157,924.00
Winona	\$148,650.00	\$153,652.00	\$158,261.00
Rice	\$146,500.00	\$143,520.00	\$156,000.00
Le Sueur	\$128,129.00	\$134,500.00	\$141,225.00
Mower	\$128,627.00	\$136,155.00	\$139,559.00
Fillmore	\$110,205.00	\$115,330.00	\$123,000.00
Waseca	\$106,999.00	\$121,000.00	\$122,362.00
Wabasha	\$111,280.00	\$114,000.00	\$119,800.00
Dodge	\$107,618.00	\$109,770.00	\$115,257.00
Freeborn	\$119,200.00	\$123,725.00	\$113,000.00
Average	\$129,709.57	\$134,608.98	\$139,454.33

CONCLUSION

For the reasons stated above, I am respectfully requesting that my current salary of \$113,042.50 be increased to a salary of \$125,000.00 for 2024. This request is based upon my years of experience & training with Houston County in all areas of the Sheriff's Office, the current pay of Sheriff's with similar population, the 17 counties Houston County used in the wage analysis, and District 6 salary information.