

PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: May 21, 2024

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, Fillmore County Journal Reporter Charlene Selbee, The Caledonia Argus Associate Editor Rose Korabek, Finance Director Carol Lapham, Board Clerk/EDA Director Allison Wagner, Recorder Mary Betz, Public Health and Human Services Director John Pogleasa, Public Health Supervisor Jordan Knoke, Deputy Auditor/Treasurer Mark Bennett, Deputy Auditor/Treasurer Amy Sylling, Deputy Auditor/Treasurer Eliana Babinski, Engineer Brian Pogodzinski, Sheriff Brian Swedberg, Chief Deputy Bill Hargrove, Assessor Lucas Onstad, Appraiser Joe Olson, Appraiser Kelly Peterson, Appraiser Dave Feuerhelm, Human Resources Director Theresa Arrick-Kruger, IT Director Andrew Milde, and Michael Burrbach

Presiding: Chairperson Johnson

Call to order.

Pledge of Allegiance.

Prior to any motions being made Commissioner Johnson asked that content items No. 6 and 7 be moved to action items. Motion was made by Commissioner Severson, seconded by Commissioner Myhre, motion unanimously carried to approve the agenda with the change.

Motion was made by Commissioner Schuldt, seconded by Commissioner Burns, motion unanimously carried to approve the meeting minutes from May 7, 2024.

Motion was made by Commissioner Burns, seconded by Commissioner Myhre, motion unanimously carried to approve the workgroup session minutes from May 14, 2024.

Public Comment:

None.

APPOINTMENTS

None.

CONSENT AGENDA

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

- 1) Approve snowmobile trail resolutions listed below.
 - Resolution No. 24-13 La Crescent Snowmobile Trail
 - Resolution No. 24-14 Gopherland Snowmobile Trail
 - Resolution No. 24-15 Houston Money Creek Snowmobile Trail
 - Resolution No. 24-16 Viking Ridge Riders Snowmobile Trail
- 2) Approve 2024-2029 Richard's Sanitation Contract with Houston County.
- 3) Approve new Hauler Liscence Application and Solid Waste Delivery Agreement from Miller Scrap Iron and Metal, Winona, MN to haul in Houston County. Approve Liscence #HOU-34-24.
- 4) Approve Resolution No. 24-17 and LG220 Exempt Gambling Permit on behalf of Bluff Country Hidden Heroes, for gambling activities to be conducted at Ma Cal Grove Country Club, located at 15939 State Highway 76, Caledonia, MN 55921, in Caledonia Township on 07/19/2024 with no waiting period.
- 5) Approve On-Sale and Sunday Liquor License for Money Creek Haven Inc, which will expire on 6/30/24. (License will be prorated to June 30, 2024 and will be renewed as of July 1, 2024.
- 6) This item was moved to action items.
- 7) This item was moved to action items.
- 8) Accept the resignation of Deanne Valadez-Vick, Technical Clerk I, effective 05/24/2024.
- 9) Approve the hire of Gavin Schroeder as a Drop Site Supervisor, 67- day casual employee at a rate of \$16.43 per hour, conditioned upon successful completion of a background check.
- 10) Approve the hire of Michael Boldt as a 1.0 FTE Maintenance Specialist, B23 Step 4, effective 05/28/2024, conditioned upon successful completion of background check.

ACTION ITEMS

File No. 1 – Commissioner Burns moved, Commissioner Schuldt seconded, motion unanimously carried to accept a Brownsville VFW donation in the amount \$200.00 of to the Veteran Services Office to use for any veteran's needs. Commissioner Schuldt thanked the VFW for their many donations to the Veteran Services Office. The Commissioners agreed.

File No. 2 – Prior to any motions being made Engineer Pogodzinski explained that there had been an accidental mix up in preparing the an abstract, and as a result the wrong bidder had accidently been awarded. Commissioner Severson moved, Commissioner Burns seconded, motion unanimously carried to rescinding award made on May 7th 2024 to Century Traffic, LLC. Then, a motion was made by Commissioner Burns, Commissioner Severson seconded, motion

unanimously carried to award low bid from Sir Lines-A-Lot, LLC for CP 2024-09 Traffic Marking Pavement Symbols. See correct abstract below.

Houston County
Abstract
CP 2024-09 Payment Marking - Symbols
Quote Date: May 6, 2024
Time: 1:00 p.m.

| Item No. | Description | Units | Quantity | Estimate | | Sir Lines-A-Lot | | Century Traffic LLC | |
|----------|---|-------|----------|------------|--------------------|-----------------|--------------------|---------------------|--------------------|
| | | | | Unit Price | Total Price | Unit Price | Total Price | Unit Price | Total Price |
| Base Bid | | | | | | | | | |
| 2582.502 | PAVT MSSG (BIKE LANE ARROW) EPOXY | EACH | 49 | \$ 89.31 | \$ 4,376.19 | \$ 140.00 | \$ 6,860.00 | \$ 150.00 | \$ 7,350.00 |
| 2582.502 | PAVT MSSG (HELMETED BIKE SYMBOL) EPOXY | EACH | 49 | \$ 64.60 | \$ 3,165.40 | \$ 140.00 | \$ 6,860.00 | \$ 150.00 | \$ 7,350.00 |
| 2582.502 | PAVT MSSG (SHARED LANE SYMBOL) EPOXY | EACH | 8 | \$ 56.65 | \$ 453.20 | \$ 190.00 | \$ 1,520.00 | \$ 385.00 | \$ 3,080.00 |
| 2582.502 | PAVT MSSG (RT ARROW) EPOXY | EACH | 3 | \$ 111.45 | \$ 334.35 | \$ 150.00 | \$ 450.00 | \$ 350.00 | \$ 1,050.00 |
| 2582.502 | PAVT MSSG (LT ARROW) EPOXY | EACH | 4 | \$ 27.86 | \$ 111.44 | \$ 150.00 | \$ 600.00 | \$ 350.00 | \$ 1,400.00 |
| 2582.502 | PAVT MSSG (L T-THRU ARROW) EPOXY | EACH | 1 | \$ 193.18 | \$ 193.18 | \$ 260.00 | \$ 260.00 | \$ 750.00 | \$ 750.00 |
| 2582.503 | 24" STOP LINE WHITE-EPOXY | S.F. | 504 | \$ 7.43 | \$ 3,744.72 | \$ 8.50 | \$ 4,284.00 | \$ 17.50 | \$ 8,820.00 |
| 2582.518 | CROSSWALK MARKING (CONTINENTAL BLOCK DESIGN) EPOXY | S.F. | 6,012.00 | \$ 7.43 | \$ 44,669.16 | \$ 6.50 | \$ 39,078.00 | \$ 9.50 | \$ 57,114.00 |
| | | | | | \$57,047.64 | | \$59,912.00 | | \$86,914.00 |
| | | | | | | | 5% | | 52% |

File No. 3 – Prior to any motions being made Commissioners discussed a resolution for establishing school zone speed limits in La Crescent. Commissioner Schuldt said the way the resolution read the speed limit would be 20 mph when children were present. He said the areas were frequented by families, so the speed limit of 20 mph could be enforced outside of school hours if children were present. He said enforcement would be at officer discretion. Commissioner Schuldt said the City of La Crescent was considering a 25 mph speed limit City wide at one time. He asked if this was still being considered and if it would be easier to understand if the speed limit was 25 mph at all times. Commissioner Severson said the City was no longer looking into a 25 mph speed limit City wide. Severson agreed the speed limit could be enforced at each officer's discretion if children were present. Commissioner Severson moved, Commissioner Schuldt seconded, motion unanimously carried to adopt adopting Resolution No. 24-12 Establishment of School Zone Speed Limit. See resolution below.

RESOLUTION 24-12

Establishment of School Zone Speed Limit

May 21, 2024

WHEREAS, there are schools located along Houston County highways within the City of La Crescent; and

WHEREAS, Houston County may establish school zone speed limits in accordance with MN Statutes 169.14, Subd. 5a; and

WHEREAS, a review of the school zone route has been conducted; and

WHEREAS, recommendations for establishing school zone speed limits were made;

NOW THEREFORE, be it resolved that Houston County does hereby agree to the establishment of school zone speed limit postings of “20mph When Children Are Present” at the following locations are hereby approved:

- ☐ On Houston County State Aid Highway 6 from the alley between S 4th St and S 3rd St to the alley between & S 6th St and S 7th St approximately 1,079 feet.
- ☐ On Houston County State Aid Highway 29 from the alley between S 1st St & Main Street to the alley between S 2nd St and S 3rd St, approximately 719 feet.

The County Engineer shall arrange for installation of said signage.

This resolution shall be in full force and effect upon installation of said signage.

File No. 4 – Commissioner Burns moved, Commissioner Severson seconded, motion unanimously carried to approve a contract with Ciel Strategic Innovations to conduct a strategic planning process for our Public Health Division. Public Health and Human Services Director Pogleasa said the legislature had approved historic increases in long term funding for Public Health the prior year. The strategic planning process would allow the County to integrate the new funds and associated responsibilities to best serve Houston County residents. The contract fees would be covered with grant funds and would not add to the budget.

File No. 5 – Prior to any motions being made the Commissioners discussed with Human Resources Director Kruger a banding and pay rate change for the County Assessor. Kruger recommended a change to D61, Step 9. Kruger said Assessor Office employees in Houston County were being recruited and looked at by other Counties. This led to questions around if staff were being paid appropriately. David Drown Associates DDA (a third party) had looked at banding and determined the Assessor’s banding should change from a C53 to D61. Kruger said currently the Houston County Assessor was making \$87,000 per year while comparable counties were paying around \$30,000 more for the position than Houston County. Kruger said the proposed change would put the Houston County Assessor at \$106,000. Commissioner Schuldt asked why the banding was so far off, and when banding was looked at. He asked if the County reviewed banding on a schedule. Kruger said a compensation study had been done in 2021-2022. She said at that time several positions were re-banded. Kruger said department heads could look at banding annually. Commissioner Severson said the Assessor’s Office was doing a great job. He said it was difficult to keep good people and sometimes the County needed to adjust. Kruger said it was important to separate market concerns from decisions as to the correct band. Commissioner Severson moved to approve the banding and pay rate change of Lucas Onstad, Assessor to D61, Step 9 effective 05/27/2024. The motion failed for lack of a second. The discussion continued and Commissioner Burns asked what the likelihood would be of ramifications if the County changed the Assessor’s step. Commissioner Myhre asked what the union would think of the change, and said he thought other departments would also request changes if the County made the change. Commissioner Severson moved, Commissioner Burns

seconded, motion carried to approve a banding and pay rate change of Lucas Onstad, Assessor to D61, Step 7 effective 05/27/2024. The Commissioners voted by roll. Commissioners Severson, Burns, and Schuldt voted yes. Commissioner Johnson abstained due to a conflict of interest. Commissioner Myhre voted no.

File No. 6 – Commissioner Myhre moved, Commissioner Severson seconded, motion unanimously carried to approve an EDA loan request from Bryan Spier and Tracey Knutson in the amount of \$30,000 for a market/deli business called Frank and Julia’s to be located at 138 S. Kingston Street in Caledonia at the 2024 set rate and terms of 3.5% for ten years.

File No. 7 – Commissioner Myhre moved, Commissioner Burns seconded, motion unanimously carried to allocate ARPA funds for Splunk, server, RSA, and Boardroom technology in the amount of \$101,251.00. IT Director Milde said the technology in the boardroom would be updated. He said Splunk was a logging tool that was needed as the FBI had passed on new rules to the BCA. He said Splunk would monitor County logs and look for anomalies. The BCA and other counties in the region would be using the same program. Milde said a server update was needed to be able to operate Splunk. Milde said RSA would also be needed in October. RSA was a multifactor identifier. Milde said the new programs would come with unavoidable costs to the County in the future as the updates were required.

File No. 8 – Commissioner Schuldt moved, Commissioner Myhre seconded, motion unanimously carried to review and approve payments. See payments below.

REVIEW LICENSE CENTER PAYMENTS

2024/05/15 AUDITOR WARRANTS

| VENDORNAMEATPAYMENT | AMOUNT |
|------------------------------------|------------------|
| MINNESOTA ENERGY RESOURCES | 4,082.71 |
| WINONA COUNTY PLANNING & ZONING | 5,824.57 |
| | 9,907.28 |
| 7 VENDORS PAID LESS THAN \$2000.00 | 4,431.30 |
| | <u>14,338.58</u> |

2024/05/21 COMMISSIONER'S WARRANTS:

| VENDOR NAME | AMOUNT |
|-------------------------------------|--------------------------|
| ACENTEK | 7,356.24 |
| ACI | 2,500.00 |
| CALEDONIA SNO GOPHERS CLUB | 11,920.41 |
| CEN TEC CAST METAL PRODUCTS | 2,795.16 |
| COMPUTER FORENSIC SERVICES LLC | 8,157.84 |
| ENTERPRISE FM | 16,645.97 |
| EVERETT LAW LLC | 2,215.00 |
| HOUSTON COUNTY TREASURER | 29,339.01 |
| HOUSTON-MONEY CREEK SNOWMOBILE CLUB | 5,711.42 |
| KARPEL SOLUTIONS | 51,711.58 |
| LA CRESCENT TRAIL | 4,379.93 |
| MIENERGY COOPERATIVE | 2,202.88 |
| MN STATE TREASURER | 3,257.50 |
| MURPHY & ROVERUD LLP | 2,535.00 |
| NEWMAN SIGNS INC | 33,889.88 |
| RICHARD'S SANITATION LLC | 23,867.90 |
| SKYLINE SALT SOLUTIONS | 47,808.30 |
| SOUTHEAST MN PUBLIC INTEREST | 5,655.00 |
| STATE OF MINNESOTA | 2,600.50 |
| STONEBROOKE ENGINEERING INC | 6,082.59 |
| VIKING RIDGE RIDERS | 4,912.53 |
| WEX BANK | 9,368.21 |
| | <u>284,912.85</u> |
| 62 VENDORS PAID LESS THAN \$2000.00 | <u>21,443.61</u> |
| | <u>306,356.46</u> |
| PUBLIC HEALTH & HUMAN SERVICES | <u>111,150.27</u> |
| | <u><u>417,506.73</u></u> |

File No. 9 and 10 – Commissioners discussed a banding and pay rate change of Administrative Legal Assistant Cindy Augedahl and Administrative Legal Assistant Julie Von Arx-Abnet from B23 non-exempt to B24 non-exempt, Step 7 effective 05/06/2024 with Human Resources Director Kruger. Kruger said job descriptions had been sent to DDA and DDA had made the recommendation to change from B23 to B24. Commissioner Johnson said he did not agree with the banding suggested by DDA, and said there had been back and forth discussion on the job descriptions. Kruger said she believed the job descriptions were clear and concise, however she said she could arrange for a meeting so the administrative legal assistants could talk directly with DDA. It was the general consensus of the Commissioners that Kruger should arrange a meeting for the assistants to speak directly with DDA. The matter was tabled and would be revisited after the meeting with DDA.

Public Comment:

None.

DISCUSSION ITEMS

Commissioners discussed recent and upcoming meetings including a Root River Watershed One, Workforce Development Inc., Opioid Settlement, Childcare Core Team, and Hiawatha Valley Mental Health Meeting.

Commissioner Johnson said he wanted to clarify some information the paper had printed regarding the investigation relating to a public comment made at the September 26, 2023 Board of Commissioner Meeting. Johnson said it was outside council that had made a determination that nothing had been done wrong, but it was determined that the process was confusing and very unorganized. Johnson said he hoped in the future the County could come up with a Code of Conduct to prevent confusion from happening again. He said he had yet to see a new hiring policy that had been worked on. Myhre said he too had not seen the policy and he said it had been worked on for a long time.

There being no further business at 10:54 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 May 28, 2024.

BOARD OF COUNTY COMMISSIONERS

HOUSTON COUNTY, MINNESOTA

By: _____
Eric Johnson, Chairperson

Attest: _____
Polly Heberlein, Interim Auditor/Treasurer



Community Action Agency serving Southeast Minnesota since 1966

204 South Elm, PO Box 549 | Rushford, MN 55971-0549
507-864-7741 | F: 507-864-2440
semcac.org | semcac@semcac.org

May 22, 2024

Houston County Commissioners
Attn: Polly Heberlein, Interim County Auditor/Treasurer
304 S. Marshall St.
Caledonia, MN 55921

Dear Ms. Heberlein & Commissioners:

Thank you for your continued support of Semcac's programs in Houston County. With your help, Semcac continues to advance its mission to empower and advocate for people to enhance their self-sufficiency by maximizing community resources.

Our most-recent independent audit report, IRS Form 990, and Annual Report are found at semcac.org/fiscal-documents-info. As a Community Action Agency, Semcac qualifies for county funding under **Minnesota Statute 375.18, Subd. 15**. The following programs are requesting funding to sustain services in 2025:

| | |
|--|---------|
| Senior Nutrition | \$2,500 |
| Senior & Caregiver Advocacy Program | \$3,500 |
| Volunteer Driver Program – senior donation rides | \$1,500 |
| Houston County Food Shelf in Caledonia | \$1,500 |
| Rolling Hills Transit – public bussing | \$5,000 |

Senior Nutrition

In 2023, **25,627** prepared, nutritious meals were delivered to 286 seniors in Houston County, in the communities of Caledonia, Eitzen, Hokah, Houston, La Crescent and Spring Grove. The need for Semcac's Meals on Wheels home-delivered meal service is especially evident in Houston County. In 2023, **12,240** hot, nutritious, Registered Dietitian-approved meals were served in a congregate setting to 208 seniors age 60+ and their spouses in Houston County. The Senior Nutrition Program helps low-income, homebound, and/or nutritionally at-risk seniors. There are no income eligibility requirements, and no one is denied a meal. For most participants, this is the main meal of their day. Senior Nutrition is requesting **\$2,500** to support these services in Houston County.

Senior & Caregiver Advocacy Program

The Senior & Caregiver Advocacy Program works closely with seniors and their caregivers to identify needs, access resources, make informed decisions and reduce feelings of isolation. The advocate is trained in the State health insurance programs (as MNsure Assistants) and are knowledgeable about Medicare options—helping clients navigate the health insurance and healthcare systems. In 2023, **44 seniors and caregivers** received assistance from Semcac's Caregiver Advocate in Houston County. In addition to working one-on-one with clients, the advocate participates in community events to

present information about other programs or issues of interest to seniors. The Senior & Caregiver Advocacy Program is requesting **\$3,500** from Houston County.

Volunteer Driver Program

In 2023, the Volunteer Driver Program coordinated volunteer drivers to provide **798 rides for 63 seniors** in Houston County. These rides help seniors maintain their independence, attend medical appointments, and meet their personal needs. The program also provides rides for Medical Assistance recipients and other county clients under contract with the Department of Human Services. The **\$1,500** requested will help support the donation-based rides for Houston County senior citizens.

Rolling Hills Transit – Public Bussing

Rolling Hills Transit is available for everyone. In 2023, 4,900 rides were provided for Houston County residents. Brownsville, Hokah, Caledonia, Houston and La Crescent have service Monday-Friday, 7a-5p. Riders utilizing this service are children going to and from preschool and daycare and seniors, individuals with disabilities, or low-income individuals who need transportation for appointments, work, or shopping at local businesses. The MN Department of Transportation currently supports up to 95% of the operating budget, but a local match is required and can be up to 20% (which was the case prior to COVID-19). MnDOT also supports infrastructure costs, with a local match up to 20%. One of the Caledonia buses was replaced this year at 20% local match, amounting to nearly \$28,000 to replace the bus. We were able to secure a Gundersen grant to cover a portion of the cost, but program reserves were also used. A second Caledonia bus needs replacement at the end of this year if match dollars can be secured. We are requesting \$5,000 to help with the required local match.

Houston County Food Shelf

Semcac's Houston County Food Shelf, located in Caledonia, provides individuals and families in Houston County with a variety of foods and the opportunity to expand limited household budgets to meet other basic needs. To use the food shelf, the household income needs to be at or below 300% of the Federal Poverty Level. (Emergency food is available to any household experiencing a food crisis.) In 2023, the Houston County Food Shelf provided food to **624 people in 250 households**. These households made 1,336 visits to this food shelf. Donations are accepted on an ongoing basis. The Houston County Food Shelf is requesting **\$1,500**.

Semcac representatives will be attending the May 28, 2024 Houston County Board meeting to share program information and agency updates. We look forward to continuing our important partnership with Houston County!

Best regards,



Jennifer Hengel

Executive Director

507.864.8238 | jennifer.hengel@semcac.org

Houston County

FISCAL YEAR 2023 RESULTS (OCT - SEPT)

About Semcac

Semcac is a nonprofit, 501c3 Community Action Agency designated to serve southeastern Minnesota. Established in 1966, Semcac serves the counties of Dodge, Fillmore, Freeborn, Houston, Mower, Steele & Winona. Limited services are also provided in Olmsted, Goodhue, Rice & Wabasha counties. Semcac provides services to assist low-income &/or at-risk populations & addresses community needs.

Annual Full Agency Results



SERVED

22,332

INDIVIDUALS
(UNDUPLICATED)

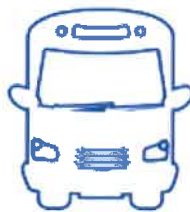


FROM

11,287

HOUSEHOLDS

&



PROVIDED

49,274

BUS RIDES



[Semcac.org](https://www.semcac.org)

MISSION

Empower & advocate for people to enhance their self-sufficiency by maximizing community resources

LOCATIONS IN HOUSTON COUNTY

- 1 Houston Cty Contact Office & Houston County Food Shelf
138 E. Main St, Caledonia
- 2 Senior Dining sites
 - Elsie's, 226 E. Main, Caledonia
 - Community Building, Eitzen
 - Community Center, 336 S. 1st St, LaCrescent
 - American Legion, Spring Grove
- 3 Semcac Head Start (classroom)
113 2nd Ave NW, Spring Grove
- 4 Semcac Head Start (classroom)
504 S. Oak St, LaCrescent

Volunteerism

39,314 hours donated by 915 volunteers.

Semcac's Impact in Houston County, 2024

Senior Nutrition results in seniors who are empowered to maintain their health and nutritional wellbeing and allows at-risk seniors to remain in their own home.

- **12,240** hot, nutritious meals were served in a congregate setting at Senior Dining to **208** seniors age 60+ & spouses, in Houston County. A Registered Dietitian approves meals.
- **25,627** nutritious meals were delivered to **286** seniors by Meals on Wheels volunteers to Houston County seniors in Caledonia, Eitzen, Hokah, Houston, La Crescent and Spring Grove.

Senior and Caregiver Advocacy results in seniors maintaining safe and independent living.

- **44** seniors and/or caregivers in Houston County received individual assistance to identify needs, access resources, make informed decisions and reduce feelings of isolation.

Energy Assistance results in keeping people warm by heating homes during the winter season, thus extending the limited, low household income.

- **396** households in Houston County received assistance with their utility payments during the winter season. And, **96** households received additional crisis assistance.

Weatherization results in greener communities, lower energy bills for low-income people and creates new jobs.

- **11** households in Houston County had their homes weatherized and learned more about energy conservation. **14** households received home conservation services funded through the local utility companies' Conservation Improvement Programs, in Houston County.
 - **3** households received energy related repairs, such as furnace replacement.

Housing Rehab Loans result in improved living condition for low-income people and the preservation of quality affordable housing.

- In Houston County, 1 homeowner received assistance via Semcac Housing staff utilizing the Minnesota Housing Owner Rehab Loan Program and the MN Housing Fix-Up Fund Loan Program.
- **10** households received assistance via Small Cities Development Program funding for homeowners in the City of Hokah. (In partnership w/ CEDA, who will help with commercial & rental rehabs.)

Head Start & Early Head Start result in empowered families and young children who are ready for kindergarten. Head Start families receive comprehensive services from Semcac.

- **18** individuals (**10** children and their families) were educated at the Head Start Center, in Houston County during the program year.
- **3** children (age birth – 3 years) and/or pregnant women received Early Head Start services, at their home, in Houston County.

Outreach and Emergency Services supports people through a crisis and allows them to utilize their limited income until they reach stability.

- **250** households (624 people) accessed food for their families and extended their limited incomes by visiting the Houston County Food Shelf located in Caledonia. These households visited more than once; we provided food shelf assistance **1,336** times.

- **71** individuals received crisis financial assistance for transportation, a medical issue, utility payment assistance or another immediate basic need.
- **48** individuals were assisted with payments such as rent or mortgage, provided with motel vouchers, or assisted to prevent homelessness in Houston County.
- Outreach & Emergency Services staff provided information & referrals to other/outside organizations for 803 individuals from 309 families in Houston County. Staff also provided information & referrals within the agency to 448 households in Houston County.

Semcac Clinic (located in Winona) services result in an increased number of cancer screenings for women, prevention & treatment of STI's, a reduced number of unplanned pregnancies, an increase in education about sexual health.

- 12 patients permanently residing in Houston County were provided services at Semcac Clinic in Winona. In 2023, Semcac Clinic provided 788 patients with contraceptives and 366 STI/STD screenings. Also, Clinic staff presented comprehensive, reproductive and sexual health education information at events in the community.

Semcac Transportation results in people getting to their medical and dental appointments, senior dining and other locations to meet essential needs; assisting people with no other means of transportation.

- **4,900** rides were provided on Rolling Hills Transit buses in Houston County.
- **798** rides were provided to **63** seniors through the Volunteer Driver Program in Houston County.

Tripartite Board of Directors

Neil Witzel, President - Dodge County
 Tim Tjosaas - Dodge County
 Greg Peterson – Dodge County
 Larry Hindt - Fillmore County
 Ruth Fallon, Treasurer - Fillmore County
 Karen Johnson - Fillmore County
 Open - Freeborn County
 John Forman - Freeborn County
 Patricia Coleman – Freeborn County
 Open Position – Houston County
 Bob Burns - Houston County
 Carolyn Cripps - Houston County

Janice Ball, Secretary - Mower County
 Polly Glynn - Mower County
 Tina Bell - Mower County
 Open - Steele County
 Rick Gnemi - Steele County
 Rick Wittrock, Vice President- Steele County
 Brenda Boettcher - Winona County
 Steve Sarvi - Winona County
 Greg Olson - Winona County

Brian Lipford –Attorney Liaison

Contact Us & Stay Informed

Jennifer Hengel, Executive Director
 jennifer.hengel@semcac.org | 507-864-8238
 Text Semcac to 22828 | [Semcac.org/donate](https://semcac.org/donate)
 Like/ Follow @Semcac on social media



TRANSPORTATION

Rolling Hills Transit provides curb to curb, local transportation to the general public.

All buses are handicapped accessible and include seatbelts.

The bus is available to anyone for any reason. Individuals of all ages may ride the transit bus to go to places such as the grocery store, medical clinic, pharmacy, hair salon, library, and more.

Let Rolling Hills Transit provide you with affordable, quality service to get you where you're going!



**All buses are
handicapped accessible
and include seatbelts.**

NON-DISCRIMINATION

In accordance with Title VI of the Civil Rights Act, Rolling Hills Transit will not discriminate against any individual, regardless of race, color or national origin.

Any person who believes that they have, individually, or as a member of any specific class of persons, been subjected to discrimination on the basis of race, color, or national origin may file a complaint with Semcac.

A complaint must be filed within 90 days after the date of the alleged discrimination.

You may file a complaint with Semcac and/or Minnesota Department of Transportation through U.S. Mail to the addresses listed below.

Complaint forms can be obtained at rhtbus.com under the Transportation Policies tab or by calling 1-800-528-7622.

Transportation Director
400 Commerce Dr. SE
Kasson, MN 55944

Title VI Specialist
Office of Civil Rights, Mail Stop 170
395 John Ireland Blvd.
St. Paul, MN 55155-1899



CALL TO SCHEDULE YOUR RIDE:

507-634-4340
1-800-528-7622
Monday-Friday
8:00am-4:30pm

COUNTIES SERVED:

Dodge
Olmsted
Winona
Fillmore
Houston

Call for area service hours.

FARES:

In Town:
\$2.00

Out of Town:

Within 8 miles: \$3.00
Outside of 8 miles: \$6.00



RIDER'S GUIDE

Call to schedule your ride:
507-634-4340 • 1-800-528-7622
Monday-Friday • 8:00am-4:30pm



PASSENGER RIGHTS

- Riders are entitled to a safe, cost-effective ride, with a competent driver.
- Any information given to dispatch regarding your ride will be kept confidential.
- The bus is available to everyone for any reason. Individuals of all ages may ride the transit bus to go to places such as the grocery store, medical clinic, pharmacy, hair salon, library, etc. All transit buses are equipped with wheelchair lifts that are accessible to all individuals.
- In accordance with Title VI of the Civil Rights Act Rolling Hills Transit will not discriminate against any individual, regardless of race, color or national origin.



PASSENGER RESPONSIBILITIES

- It is your responsibility to call dispatch at 507-634-4340 or 1-800-528-7622 Monday-Friday between the hours of 8:00am and 4:30pm to schedule your ride. Rides may only be scheduled through dispatch and are scheduled on a first come first serve basis.
- Separate rides need to be scheduled for each leg of your trip. Passengers shall schedule all return rides with outbound rides when setting up trip.
- The bus may arrive up to 10 minutes before or 10 minutes after scheduled pickup time. This is known as the "pickup window" and is necessary for the transit system to operate effectively. The rider shall be prepared and ready to go when the driver arrives.
- The driver shall not wait longer than 5 minutes past scheduled pickup time for any client.
- Passengers should be prepared to pay at the time service is provided unless other arrangements have been previously made with RHT management or dispatch.
- Exact amount of change, check, or pass value is required at time of ride. Drivers do not carry change.
- A passenger's trip shall not be altered by the driver once they have boarded the vehicle. Any changes to the trip would need to be made prior to the trip.
- trip by the dispatch office based on availability or a future ride would need to be scheduled.
- Riders are required to fasten their seatbelt while the bus is in motion.
- Passengers transporting a child and opting for the use of a child restraint device (car seat, booster seat) must properly install the device and meet standards adopted by the U.S. Department of Transportation. RHT does not provide these devices; the parent or legal guardian must provide the child restraint device.
- Number of packages shall be limited to what a passenger can carry on board in a single trip. Drivers shall not assist with getting packages or parcels from the vehicle beyond curbside drop off point.
- Bags and packages must remain with the passenger and may not obstruct the aisle or the wheelchair securement area.
- In Minnesota, we can experience bad weather such as flooding, ice, and snowstorms. Our service area includes many rural roads. RHT makes every attempt to safeguard our passengers, drivers, and employees who may be at risk by traveling across any unsafe road in bad weather. If a driver feels a particular trip is unsafe he/she must notify dispatch for a final

determination so that RHT dispatch may notify the rider(s) affected by the cancellation. In this case it is the rider's responsibility to prepare alternate transportation or reschedule the trip.

- Passengers are to be courteous, considerate and respectful of their fellow passengers, driver, and bus. Passengers who are disruptive or unsafe may be asked to leave the bus.
- No foul language, fighting, harassment, intimidation or horseplay will be tolerated.
- Eating, drinking, tobacco, and drug use are not permitted on the buses.
- When a customer does not properly cancel his/her ride they will be charged for the ride.
- Reminder: All rides/changes must be made through dispatch and not with drivers.



FARES

IN TOWN:

\$2.00

OUT OF TOWN:

Within 8 miles: \$3.00

Outside 8 miles: \$6.00



2



3



4



CALL TO SCHEDULE YOUR RIDE

507-634-4340

1-800-528-7622

Monday-Friday

8:00am-4:30pm

COUNTIES SERVED:

Dodge

Olmsted

Winona

Fillmore

Houston

COMMENTS?

Please call the
Transportation

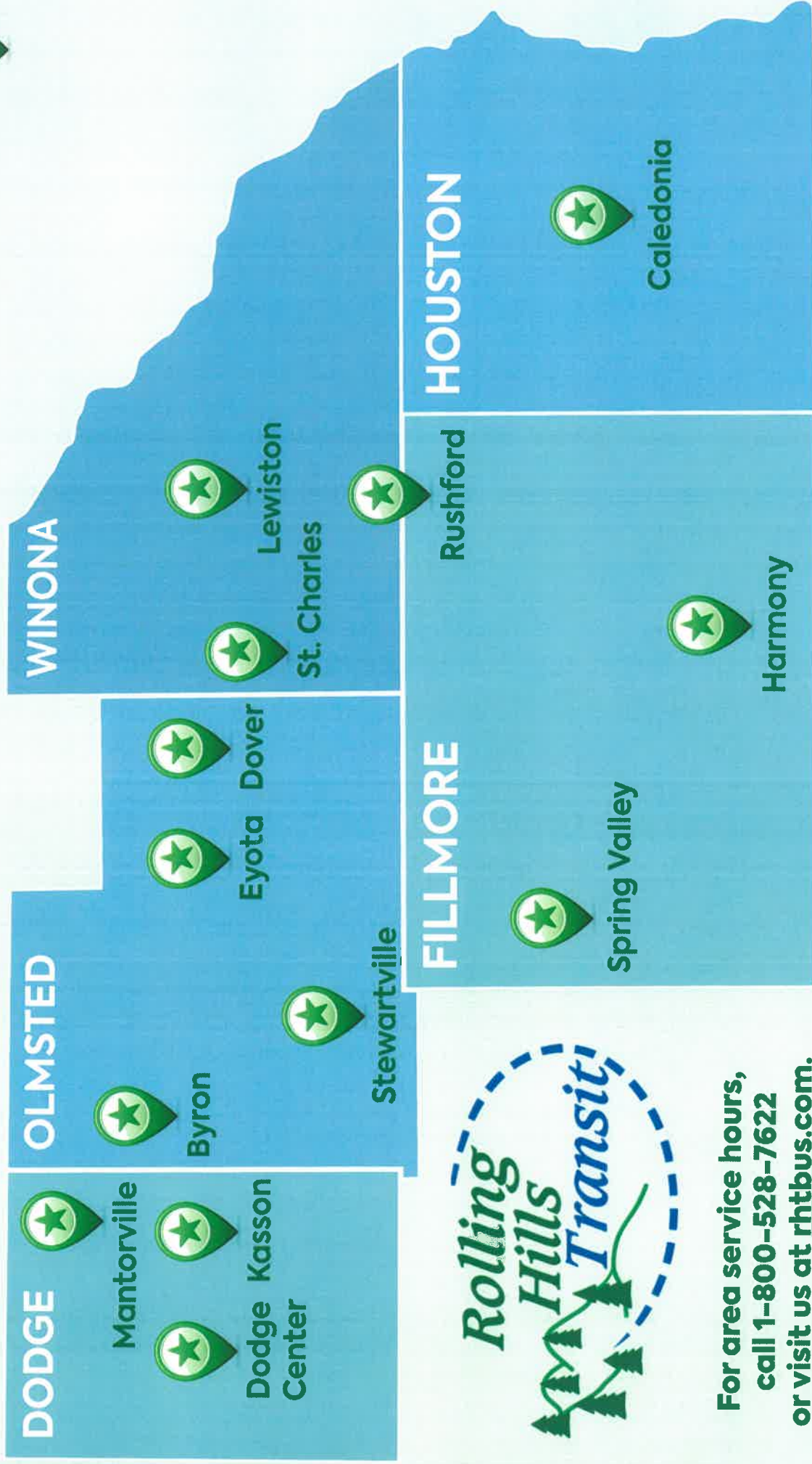
Manager at

507-634-4340

1-800-528-7622



BUS LOCATIONS

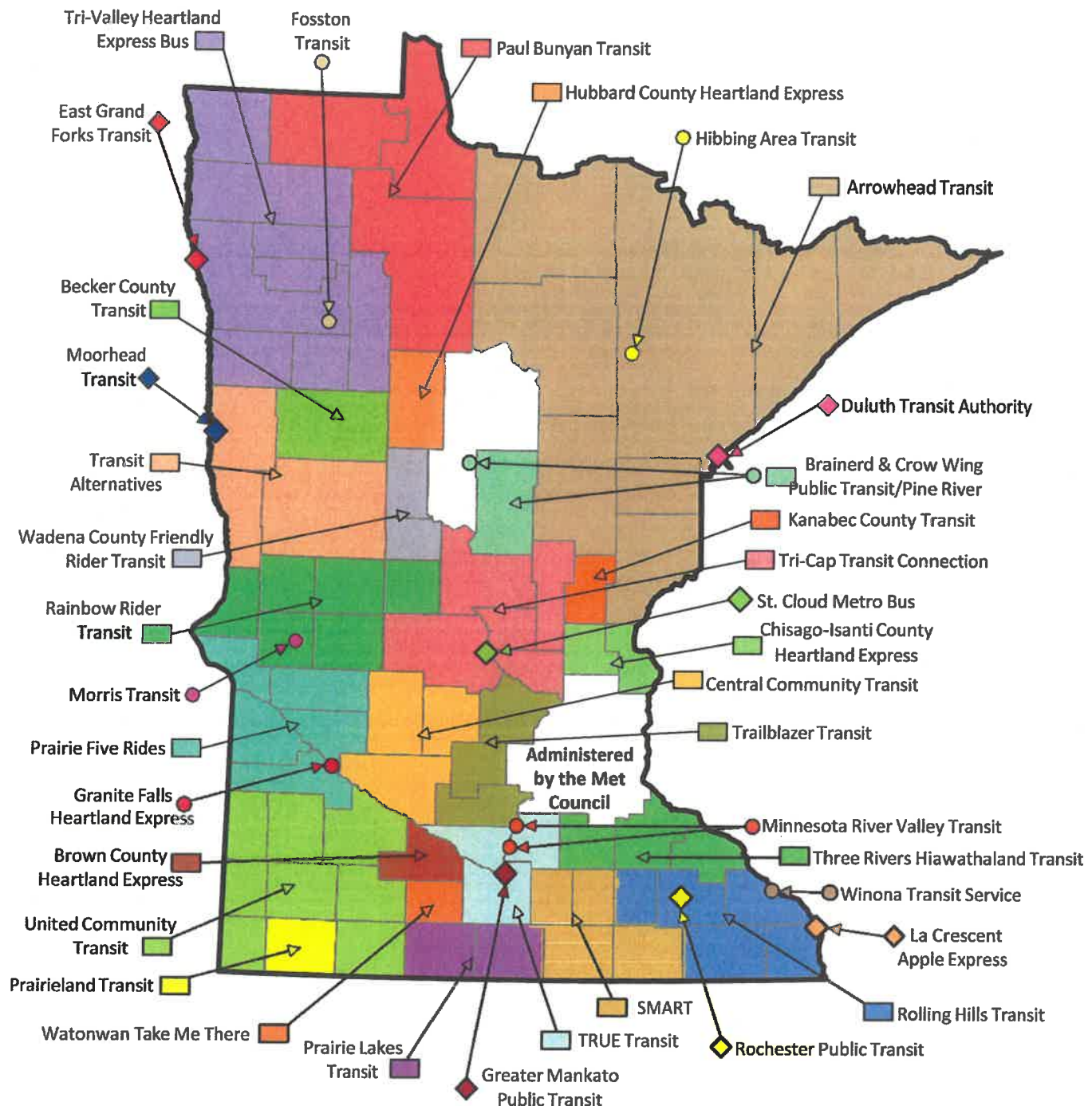


For area service hours,
call 1-800-528-7622
or visit us at rhtbus.com.

Greater Minnesota Public Transit Map

Systems Administered by the Minnesota Department of Transportation

Current as of January 2019



♦ Urbanized Area Funding Program (pop 50,000+), includes ADA Paratransit Services
 □ Rural County Systems
 ○ Rural Community Systems

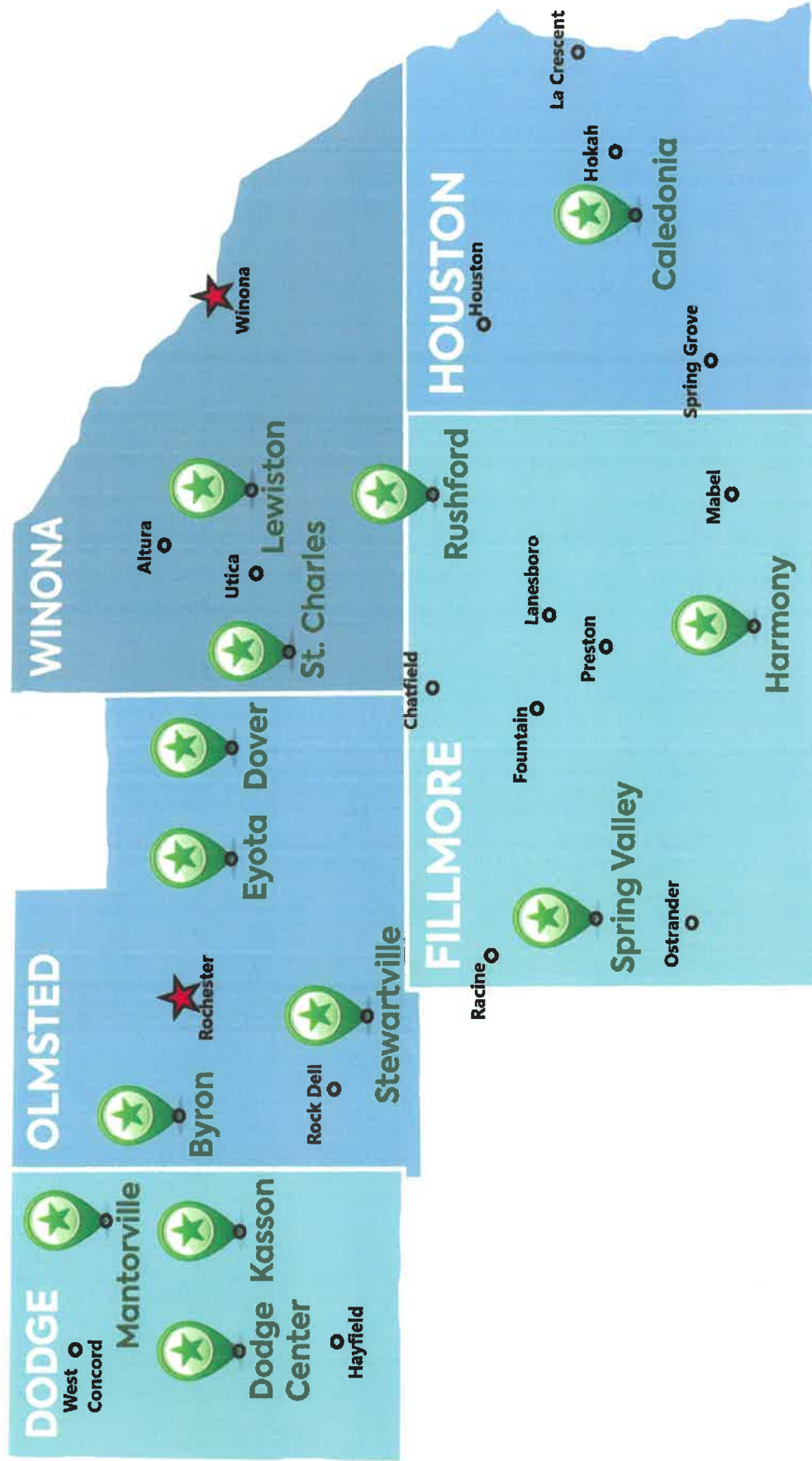


For more information go to: www.dot.state.mn.us/transit/riders



Passenger Fare Rates:

| | |
|------------------------|--------|
| In-town | \$2.00 |
| Within 8 miles of town | \$3.00 |
| Over 8 miles | \$6.00 |



PUBLIC TRANSPORTATION

WE GO THE EXTRA MILE TO SERVE OUR PASSENGERS!

CALEDONIA, MN



Q1 2024 Ridership

1333 passengers



2023 Annual Data



Jan - Dec 2023 Ridership

365

4,900 passengers



2023 Bus Facts

12,785 Miles driven



2023 Average rides/day



22.75 rides

2nd
Busiest
Route



2023 Service Hours

3840 hours



www.rhtbus.com

HOUSTON COUNTY AGENDA REQUEST FORM

Date Submitted: 05.28.24

By: Polly Heberlein, Interim Auditor/Treasurer

CONSENT AGENDA REQUEST: Approve the following Liquor Licenses from
July 1, 2024 – June 30, 2025

LIQUOR LICENCES, WINE AND STRONG BEER

Ferndale Golf, LLC dba Ferndale Golf, LLC (contingent upon submission of required paperwork)

Ma Cal Grove Country Club, Inc. dba Ma Cal Grove Country Club, Inc. (contingent upon submission of required paperwork)

Par 4 Golf, LLC dba Valley High Golf Club

Shellhorn Enterprises, Inc. dba Shellhorn Bar and Grill (contingent upon submission of required paperwork)

Gasthaus, LLC dba Little Miami

City of La Crescent dba Pine Creek Golf Course (Wine & Strong Beer)

Money Creek Haven Inc, dba Money Creek Haven Campground (contingent upon submission of required paperwork)

ON SALE BEER LICENSES

Lawrence Lake Marina, LLC dba Lawrence Lake Marina

La Crescent Snowmobile Club dba La Crescent Snowmobile Club

City of La Crescent dba Pine Creek Golf Course

Gopher State Sportsmans Club dba Gopher State Sportsmans Club

OFF SALE BEER LICENSE

Lawrence Lake Marina, LLC dba Lawrence Lake Marina

La Crescent Snowmobile Club dba La Crescent Snowmobile Club

City of La Crescent dba Pine Creek Golf Course

Houston Food Mart dba Houston Food Mart (contingent upon submission of required paperwork)

Reviewed by:

____ **HR Director**

____ **Finance Director**

____ **IS Director**

____ **County Attorney**

____ **Environmental Svcs**

County

Sheriff

County

Engineer

PHHS

Other

(indicate

dept)

Auditor/Treasurer

Recommendation:

Decision:

Commissioner Warrants 2024/05/28

Lynn Colsch

Thu 5/23/2024 9:02 AM

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

Cc:Carol Lapham <Carol.Lapham@co.houston.mn.us>; Susan Tostenson <Susan.Tostenson@co.houston.mn.us>;

REQUEST APPROVAL FOR PAYMENT

2024/05/28 COMMISSIONER'S WARRANTS:

| VENDOR NAME | AMOUNT |
|-------------------------------------|------------|
| BLUFF COUNTRY BRINE LLC | 23,123.20 |
| ERICKSON ENGINEERING LLC | 2,610.00 |
| ESRI | 6,831.00 |
| SKYLINE SALT SOLUTIONS | 46,437.02 |
| SOUTH CENTRAL COLLEGE | 3,629.39 |
| | 82,630.61 |
| 20 VENDORS PAID LESS THAN \$2000.00 | 7,770.37 |
| | 90,400.98 |
| PUBLIC HEALTH & HUMAN SERVICES | 530,348.95 |
| | 620,749.93 |

Lynn Colsch
Finance Clerk
Houston County
304 South Marshall Street
Caledonia MN 55921

Phone 507-725-5825