

## PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: June 4, 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, Deputy Auditor/Treasurer Mark Bennett, Deputy Auditor/Treasurer Amy Sylling, Deputy Auditor/Treasurer Eliana Babinski, Engineer Brian Pogodzinski, Appraiser Joe Olson, Appraiser Kelly Peterson, Appraiser Dave Feuerhelm, Office Support Specialist Lee Langager, Assessor Lucas Onstad, Human Resources Director Theresa Arrick-Kruger, Sheriff Brian Swedberg, Environmental Services Director Martin Herrick, Workforce Development Inc. Adult Services Director Kyle Mullen, Union Representative Max Forrester, Ken Johnston, Kate Woodward, Peter Shufflebotham, Larry Gaustad, Cindy Wright, Wayne Runningen, Franklin Hahn, and Mikal Sylling

Presiding: Chairperson Johnson

Call to order.

Pledge of Allegiance.

Chairperson Johnson shared a Letter of Commendation from Houston County Sheriff Brian Swedberg complimenting Sgt. Travis Lapham, Sgt. Zach Swedberg, Deputy Isiah Bunke, Deputy Calvin Nagle, Dispatcher Chad Ready, Officer Kaleb Peterson, and Trooper Jake Inglett on their teamwork in responding to a burglary in progress at the River Station in Brownsville on May 26, 2024. The incident had been resolved promptly and peacefully without any further intensification or harm to officers or civilians.

Prior to any motions being made Commissioner Severson said he wanted to remove his request, Action Item No. 6, to discuss/change the step placement of the Assessor (D61) from the agenda. Commissioner Burns requested that Consent Items No. 1 and 2 be removed, also. Commissioner Johnson requested that Action Item No. 8 be added: Consider accepting Commissioner Johnson's resignation from the Personnel Committee and appointing a new member. Motion was made by Commissioner Burns, seconded by Commissioner Severson motion unanimously carried to approve the agenda with the changes.

Motion was made by Commissioner Burns, seconded by Commissioner Schuldt, motion unanimously carried to approve the meeting minutes from May 28, 2024.

#### Public Comment:

Union Representative Max Forrester said he was there to express support on behalf of the union for Consent Item No. 3: Approve the banding and pay rate change of Accredited Minnesota Appraiser Joseph Olson from B25 to non-exempt to C41, Step 2 effective 06/03/2024. Forrester said the union supported the banding change as the position had changed significantly.

#### APPOINTMENTS

At 9:05 a.m. Commissioner Severson moved, Commissioner Myhre seconded, motion unanimously carried to close the regular session and hold a public hearing per M.S. 340A.405. sub (d) for an Off Sale Liquor License for Money Creek Haven. Deputy Auditor/Treasurer Bennett said the hearing was a requirement for obtaining the license. There were no comments from the public. Commissioner Severson moved, Commissioner Burns seconded, motion unanimously carried to close the public hearing at 9:09 a.m. Commissioner Myhre moved, Commissioner Severson seconded, motion unanimously carried to return to the regular meeting.

Kyle Mullen, Adult Service Director from Workforce Development Inc. (WDI) gave a Houston County Childcare Core Team update. Mullen had been working with the Core Team, EDA Director Wagner, and Public Health and Human Services Director Pugleasa to address childcare needs. Mullen said WDI had helped Houston County launch a facilities grant for providers in the County using ARPA funds the Commissioners had allocated previously. He said \$16,000 had been invested through grant funds thus far to help preserve 121 slots. \$4,000 had been used to help create ten new slots. Houston County was averaging \$153 dollars per slot. The return on investment was excellent in Houston County compared to other similar childcare projects in other regions. For example, Mullen said Hormel in Austin had invested 5 million in creating 130 slots. While it was a good project, the cost per slot in the Hormel example was \$38,500 per slot. Mullen complimented Houston County on being more fiscally effective than other projects. Mullen said providers who were recipients of the grants were grateful for the support. The grant would remain open and was on track with spending expectations. Pugleasa, Wagner, and the Board thanked WDI for their partnership on the childcare initiative. Pugleasa said the Core Team was also working to create a childcare workforce pipeline. The Core Team had participated in the annual Bluff Country Collaborative Career Fair/Hiring Event. Wagner said Core Team members Jean Kinneberg and Shelley Ellingson had delivered appreciation baskets to Houston County providers with help from AcenTek Foundation funds. The Houston County childcare Core Team and WDI would continue to work on childcare needs.

At 10:58 a.m. Commissioner Burns moved, Commissioner Severson seconded, motion unanimously carried to go into closed session pursuant to Minn. Stat. §13D.03, Subd. 1, (b) to discuss labor negotiations, including negotiation strategies or developments or discussion and review of labor negotiation proposals, conducted pursuant to sections 179A.01 to 179A.25. The

Commissioners, Finance Director Lapham, Interim Auditor/Treasurer Heberlein, and Human Resourced Director Kruger attended the closed session. At 11:40 a.m. Commissioner Burns moved, Commissioner Severson seconded, motion unanimously carried to return to regular session. Kruger gave a brief summary of the closed session saying they had discussed labor negotiations. No determinations had been made as to actions.

## CONSENT AGENDA

Motion by Commissioner Burns, seconded by Commissioner Severson, motion unanimously carried to approve the consent agenda. Items approved are listed below.

- 1) This item was removed.
- 2) This item was removed.
- 3) Approve the banding and pay rate change of Accredited Minnesota Appraiser Joseph Olson from B25 to non-exempt to C41, Step 2 effective 06/03/2024.
- 4) Confirm the resignation of Adam Jahnke, effective 05/30/2024.
- 5) Initiate a competitive search for a 1.0 FTE Maintenance Specialist B23.
- 6) Hire Bryce Helke as a 67-day Temporary/Casual Jailer/Dispatcher at a pay rate of B23, Step 1, conditioned upon successful completion of background check.
- 7) Change the start date of Amy Gehrke, Deputy Sheriff from 6/1/2024 to 7/1/2024.

## ACTION ITEMS

File No. 1 – Commissioner Myhre moved, Commissioner Schuldt seconded, motion unanimously carried to approve an Off-Sale Liquor License for Money Creek Haven Inc., which would expire on 6/30/2024.

File No. 2 – Commissioners discussed the possibility of approving or denying a CUP for Peter Shufflebotham and Kate Woodward to place a dwelling on less than 40 acres in Hokah Township. Environmental Services Director Herrick said the Planning Commission had recommend denial of the project. Herrick said the project had been unique because items brought up by the Planning Commission were typically concerns that would have been brought up during the variance stage with the Board of Adjustment. Before the matter had come before the Planning Commission variances had been granted by the Board of Adjustment for the project. Herrick said the first finding was the one that had been denied by the Planning Commission in a close vote. If the CUP was approved by the Commissions one of the conditions would be the applicants would need to have the project engineered. Commissioner Myhre said he had concerns with the applicants digging into the bluff. Commissioner Johnson questioned the size of the structure. Herrick said he had made a mistake and the size had been typed wrong in the packet information. The Commissioners also discussed an ordinance that stated the buildable lot shall have the minimum lot area required for the district in which it is located, and which not more than ten percent of the required lot area is collectively comprised of an area of a slope of 24 percent or greater. Herrick said he had taken 8.9 percent and he had rounded the number up to come up with the ten percent. He said the slope was questionable. Franklin Hahn said he served

on the Board of Adjustment. He said he had “quizzed” Herrick about his rounding. Hahn said he didn’t like the idea of rounding up as numbers could get further and further from the intended percentage. He said he was only one person on the Board of Adjustment, but he had voted against the project. He said it was up to the Commissioners. Cindy Wright who was the Chair of the Planning Commission said the County needed to have follow through. She said there were examples of projects like the proposed project that had been successful with correct engineering, maintenance, and thorough consideration, but that the County needed to make sure the conditions were met. She was in favor of the project with the correct follow through. Commissioner Johnson said he agreed the project needed proper follow through. Herrick said he could review the engineering and make sure it had been completed. Commissioner Schuldt asked who would be engineering the retaining wall and asked how the County could ensure it was up to code. Schuldt suggested that oil and waWater be able to review the engineering and give input. Commissioner Severson moved, Commissioner Schuldt seconded, motion passed three to two to approve a CUP for Peter Shufflebotham and Kate Woodward to place a dwelling on less than 40 acres in Hokah Township. One of the conditions would be that the applicants would need to have the project engineered and the engineering would be reviewed by Herrick and Soil and Water. The Commissioners voted by roll. Commissioners Severson, Burns, and Schuldt voted yes. Commissioners Johnson and Myhre voted no.

File No. 3 – Commissioner Schuldt moved, Commissioner Myhre seconded, motion passed four to one to approve a CUP for Spiker Family Revocable Trust for land alteration of 5,000 or more cubic yards to install a driveway in La Crescent Township. Commissioner Burns voted no. Commissioner Johnson said he had heard the after the fact fees for the CUP had been waived. Commissioner Johnson said he did not like this, and did not want to see fees waived in the future. He said the fees were there for a reason, and were more after the fact to discourage people from doing projects without getting the proper permits first. He said waiving the fees was not fair to people who had paid the fees in the past.

File No. 4 – Commissioner Myhre moved, Commissioner Severson seconded, motion unanimously carried to approve a CUP for Wayne Feldmeier to build a cabin in an ag district in Houston Township.

File No. 5 – Commissioner Myhre moved, Commissioner Schuldt seconded, motion unanimously carried to approve a CUP for Affordable Investments, LLC/Kenneth Johnston for a multi-use event space in Money Creek Township

File No. 6 – This item was removed from the agenda. Commissioner Severson said he decided to remove his request to discuss/change the Assessor’s step placement after hearing from others at the County on the matter. Commissioner Burns said the Assessor had decided to rescind his resignation and that had triggered the removal of related items from the agenda. Assessor Lucas Onstad said while he was disappointed with the Commissioner’s decision on the step placement, he had decided to take back his resignation, and stay working at Houston County after getting calls from the public asking him to stay. He said he serving Houston County meant a lot to him. Commissioner Schuldt thanked Onstad for continuing to serve Houston County.

File No. 7 – Commissioner Myhre moved, Commissioner Schuldt seconded, motion unanimously carried to review and approve payments. See payments below.

**2024/06/04 COMMISSIONER'S WARRANTS:**

<b>VENDOR NAME</b>	<b>AMOUNT</b>
CEDA	7,107.69
DELTA DENTAL	6,277.60
IUOE LOCAL 49 FRINGE BENEFIT FUNDS	23,600.00
MEDICA	186,167.52
MN LIFE INSURANCE COMPANY	2,436.28
SIR LINES-A-LOT LLC	57,979.45
TSG	3,260.79
VERIZON WIRELESS	3,393.68
	<u>290,223.01</u>
18 VENDORS PAID LESS THAN \$2000.00	<u>5,252.04</u>
	<u>295,475.05</u>
PUBLIC HEALTH & HUMAN SERVICES	<u>6,502.86</u>
	<u><u>301,977.91</u></u>

File No. 8 – Commissioner Johnson said he wanted to resign from the Personnel Committee. Johnson said he had asked to see a hiring policy and employee handbook for years and had not received either. He said he had asked several times and nothing was being done. He said when he tried to hold HR accountable, he had been accused of harassment. He asked the board to appoint a new Commissioner to serve on the committee. Commissioner Burns said he had been told he could not serve on the committee as he had a conflict of interest. Commissioner Schuldt said he thought someone with previous Personnel Committee experience should be the one to serve. Commissioner Schuldt moved, Commissioner Severson seconded, motion carried four to one to accept Commissioner Johnson's resignation from the Personnel Committee and appoint Commissioner Myhre to serve on the committee. Commissioner Burns voted no. All other Commissioners voted in favor of them motion.

Public Comment:

None.

**DISCUSSION ITEMS**

Commissioners discussed recent and upcoming meetings including a District 9, Water Plan, Community Services, WINLAC, Hiawatha Valley Mental Health, and SELCO meeting.

Commissioner Myhre said he wanted to review some ordinances at the upcoming workgroup session and discuss possible changes.

There being no further business at 11:45 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 workgroup session on June 11, 2024.

BOARD OF COUNTY COMMISSIONERS

HOUSTON COUNTY, MINNESOTA

By: \_\_\_\_\_  
Eric Johnson, Chairperson

Attest: \_\_\_\_\_  
Polly Heberlein, Interim Auditor/Treasurer

## PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: June 11, 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, Finance Director Carol Lapham, Board Clerk/EDA Director Allison Wagner, Recorder Mary Betz, Human Resources Director Theresa Arrick-Kruger, Public Health and Human Services Director John Pogleasa, Environmental Services Director Martin Herrick, Zoning Administrator Amelia Meiners, Surveyor Eric Schmitt, Engineer Brian Pogodzinski, Assessor Lucas Onstad, and City of Caledonia Clerk/Administrator Jake Dickson

### Board Workgroup Session

Commissioner Myhre said he wanted to look into the possibility of changing ordinances. Specifically, he said he wanted to change the one per quarter, quarter rule to two per quarter, quarter. He said he also thought the buildable lot size in the ag district should be changed from one acre to three acres. The Commissioners discussed the possible change. Commissioner Johnson was not in favor of changing the one per quarter, quarter rule as the Comprehensive Land Use Plan had recently been adopted and the change would require an amendment to the plan. He said the project management team had already had these discussions when completing the plan.

Environmental Services Director Herrick and Zoning Administrator Meiners provided the Commissioners with a working document containing questions that had come up to their office that could possibly be addressed with changes. They also provided the board with setback information from surrounding counties.

Meiners told the Commissioners it would take time for the zoning office to research possible changes to ordinances. She said any ordinance change would affect other areas, and should be considered. Meiners said more information could be presented at the August workgroup session.

The Commissioners discussed the possibility of hiring an internal interim County administrator.

The workgroup session ended at 10:25 a.m.

BOARD OF COUNTY COMMISSIONERS

HOUSTON COUNTY, MINNESOTA

By: \_\_\_\_\_  
Eric Johnson, Chairperson

Attest: \_\_\_\_\_  
Polly Heberlein, Interim Auditor/Treasurer



**HOUSTON COUNTY  
AGENDA REQUEST FORM  
June 18, 2024**

**Date Submitted: June 13, 2024**

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

**ACTION**

**NONE**

**APPOINTMENT REQUEST**

**NONE**

**HR CONSENT AGENDA REQUEST**

**Auditor/Treasurer**

- **Change the employment status of Deputy Auditor/Treasurer, Jenna Nelson, from probationary to regular, effective 07/02/2024**

**Highway Department**

- **Approve the banding and pay rate change of Adam Heberlein, Highway Sign Specialist from B23, to B24, at Step 8, effective 07/01/2024) (job description and DDA banding memo attached)**

**Public Health & Human Services**

- **Change the employment status of Child Support Officer, Nicole Lemke, from probationary to regular, effective 07/03/2024**

**Sheriff's Office**

- **Assign Rachel Meyer as probationary Jail Administrator, C43, Step 6 effective 07/01/2024**
- **Approve initiating a competitive search for a 1.0 FTE Lead Jailer/Dispatcher**
- **Accept the resignation of Ben Novak effective the end of shift 06/27/2024 and thank Mr. Novak for approximately 5 years of service.**
- **Approve initiating a competitive search for "up to two" 1.0 FTE Jailer/Dispatchers.**

**CC:**

☐ **HR Director**

☒ **Sheriff**

☒ Finance Director  
☐ IS Director  
☐ County Attorney  
☐ Environmental Svcs

☒ Engineer  
☒ PHHS  
(indicate  
other dept) A/T

# COUNTY DEPARTMENT OF TRANSPORTATION SIGN SPECIALIST

## JOB DESCRIPTION

### Position Purpose

The Sign Specialist is a skilled craft employee reporting to the County Engineer, working under the general direction of the Highway Maintenance Foreman. The Sign Specialist is responsible for maintaining all roadside signs inclusive of the selection, fabrication, and installation of all County roadside signage and E-911 signage and assisting/providing back-up to the Engineering Technicians and Maintenance Specialists.

### Distinguishing Characteristics

The Highway Department is responsible for 263 miles of County highways, 180 bridges, 1 Judicial Ditch, 1 airport, and 2 parks. The Sign Specialist performs a majority of the work independently in compliance with the Minnesota Manual on Uniform Traffic Control Devices. Hours may vary depending upon the season and may include weekends. \*. *The Sign Specialist performs work duties both indoors and outdoors and is subject to working for extended periods of time under adverse weather conditions including darkness and may be required to traverse through and work in rugged terrain of road construction projects. Using appropriate PPE, must be able to work under adverse environmental conditions (dust, smoke, and noise) from construction materials and equipment.*

### **Essential Duties**

### **Estimated % Time**

<b>1. Sign Replacement</b> <ul style="list-style-type: none"><li>• Print, fabricate, repair, install. and adjust highway regulatory, warning, E-911, informational, and construction signs along the County highway and township roadway system</li><li>• Determine sign design, location, and placement in compliance with the Minnesota Manual on Uniform Traffic Control Devices regulations</li><li>• Verify all utility placement/easements before installing signs</li><li>• Promptly repair all signs reported as damaged</li></ul>	<b>75%</b>
<b>2. Sign Inspection</b> <ul style="list-style-type: none"><li>• Conduct full roadside sign inventory annually</li><li>• Perform other periodic reviews as needed, (such as nighttime inspection for reflectivity) to assure that all signs are in compliance with State and federal standards and regulations</li><li>• Maintain/timely update a sign inventory database</li><li>• Track, order and maintain sufficient inventory of all sign supplies needed to adequately perform all aspects of the job</li></ul>	<b>20%</b>
<b>3. Administrative/Misc.</b> <ul style="list-style-type: none"><li>• Advise/assist townships, cities, and contractors regarding proper signage</li><li>• Track time, materials, supplies, etc., used for each project</li><li>• Perform routine service to sign vehicle and fabrication equipment</li><li>• Perform snow removal and heavy equipment operation</li></ul>	<b>10%</b>

- |  |  |
|--|--|
| <ul style="list-style-type: none"> <li>• Maintain shop building and grounds.</li> <li>• Performs any other duties as assigned</li> </ul> |  |
|--|--|

**This description describes the general list of responsibilities is not intended to be construed as an exhaustive list of all responsibilities, duties, and skills required of this position and classification and are intended only as an illustration of the various types of work performed. The position description is subject to change as the needs of the employer and requirements of the position change.**

## **Employment Standards**

### **Education and Experience**

- High school diploma/GED
- One (1) year experience fabricating and installing roadway signage of highway maintenance and road maintenance/construction experience

**OR**

- An equivalent combination of related education, training and experience demonstrating the ability to perform the essential job functions

**AND**

- Possess a valid Class D driver's license with a clean driving record

### **Other Pre-Employment Standards/Requirements**

- Pass a criminal history background check

### **Post-Employment Certifications, Experience**

- Pass a criminal background check
- Obtain Class A Commercial Driver's License within one year of hire

### **Additional Preferred Experience**

- Some post-secondary training from an accredited Technical or Community College in a construction or highway maintenance related field and

### **Requisite Skills, Knowledge, and Abilities**

- Strong working knowledge and understanding of the Minnesota Manual on Uniform Traffic Control Devices regulations governing size and placement of highway signs
- Basic knowledge and understanding of roadway construction and design; federal, state and local design standards and programs; mathematics, geometry and hydraulics
- Knowledge of the use and operation of survey instruments and practices
- General knowledge of mathematic concepts including plane geometry
- Proficient in the general use of power tools and knowledge of the safe use and operation of road maintenance equipment/vehicles
- Ability to spot hazardous roadway situations and take effective corrective actions
- Knowledge in the use and application of highway repair and maintenance materials
- Effective oral and written communication on the radio, telephone, and in person

- Ability to maintain effective working relationships with staff, other departments, outside agencies and the general public
- Working knowledge of applicable OSHA rules

### **Persons with Disabilities**

The above is a general listing of job duties. Essential and non-essential functions may vary by individual position. Reasonable accommodations may be available for both essential and non-essential job duties.

### **In compliance w/ the Americans with Disabilities Act the following represents the Physical/Environmental Demands and Work Environment**

FUNCTION	N/A	<25%	25% - 49%	50% - 74%	>74%
Outdoor Work Environment					X
Office Environment		X			
Sitting			X		
Standing, Walking				X	
Simultaneous/Repetitive Hand Movements				X	
Typing/Data Entry		X			
Close Vision (Near Acuity)				X	
Distance Vision (Far Acuity)				X	
Color Vision (ability to identify and distinguish colors)				X	
Accommodation (ability to adjust the eye to bring an object into sharp focus)				X	
Hearing/Speech				X	
Sedentary (Exert up to 10 pounds of force)		X			
Light (Exert up to 20 pounds of force)		X			
Lifting, carrying or pushing of objects up to twenty-five (25) pounds					X
Lifting, carrying, or pushing of objects over fifty (50) pounds			X		
Adverse movements such as overhead, bending, reaching				X	

### **NOTICE**

**A County employee in this position may encounter not public data as defined by Minnesota and federal law in the course of his/her work. Any access to not public data should be strictly limited to accessing the data that is necessary to fulfill the defined job duties. While data is being accessed, the employee shall take reasonable measures to ensure the not public data is not accessed by unauthorized individuals. Once the work purpose to access the data is reasonably finished, the employee must properly store and secure the not public data in accordance with applicable County policies as well as Minnesota and federal law. All employees are expected to become familiar with and comply with the requirements of the County's Data Practices and Data Security Policies.**

**Status:** Non-Exempt  
**Job Category:** Craft/Operator  
**Banding:** B24-2, 2020: B23-2  
**Labor Group:** 49ers  
**Reviewed:** 06.22.2011, 09.20.2017, 04.2020



Wayzata Office  
3620 Northome Avenue  
Wayzata, MN 55391  
Phone: (612)920-3320 x103 | Fax: (612)605-2375  
[www.daviddrown.com](http://www.daviddrown.com)

May 10, 2024

Board of Commissioners  
Houston County  
304 S. Marshall Street, Suite 208  
Caledonia, MN 55921

**RE: Classification Changes**

DDA provides comp worth evaluations for Houston County. Currently the County uses the Decision Band Method, which is based on the premise that the value of a job should reflect the importance of the job to the organization. The banding of jobs is based on the following information:

- A: Determines manner and speed to perform defined steps of an operation. (Defined)
- B: Determines how and when to perform steps of the process (Operational)
- C: Selects appropriate process to accomplish operations of programs (Process)
- D: Interprets programs into operational plans and deploys resources (Interpretive)
- E: Plans, strategies, programs and allocates resources to meet goals. (Programming)
- F: Organizational scope, direction and goals (Policy)

Based on the Decision Band Method, the identified classification changes are recommended:

Job Position	Current Classification	DDA Recommendation
Sign Technician	B23	DDA would recommend a B24. The market values this position generally higher than the Maintenance Specialist position due to the increased responsibilities and duties. In addition, this position has higher decision making as they need to be in compliance with the sign retro reflectivity regulations. This includes maintaining, replacing and having a sign inventory that meets regulations. In looking at history, it was a B24, but was downgraded.

Dr. Tessia Melvin, Management Consultant  
DDA Human Resources, Inc.  
[tessia@daviddrown.com](mailto:tessia@daviddrown.com)



**HOUSTON COUNTY  
AGENDA REQUEST FORM  
2024**

**Date Submitted**

**By: Polly Heberlein- Interim Auditor Treasurer**

**CONSENT AGENDA REQUEST**

**APPOINTMENT REQUEST**

**ACTION ITEM REQUESTS**

Requesting approval to establish an Absentee Ballot Board and UOCAVA  
Ballot Board for the State Primary Election to be held on August 13, 2024.

<b><u>Reviewed by:</u></b>	<input type="checkbox"/> HR Director	<input type="checkbox"/> Sheriff	
	<input type="checkbox"/> Finance Director	<input type="checkbox"/> Engineer	
	<input type="checkbox"/> IS Director	<input type="checkbox"/> PHHS	
	<input type="checkbox"/> County Attorney	<input checked="" type="checkbox"/> XX	<input type="checkbox"/> Auditor-Treasurer
	<input type="checkbox"/> Environmental Svcs		
<b><u>Recommendation:</u></b>			
<b><u>Decision:</u></b>			

**RESOLUTION NO. 24-18**  
**AUTHORIZATION AND ESTABLISH ABSENTEE BALLOT**  
**AND UOCAVA BALLOT BOARD FOR THE 2024 STATE PRIMARY ELECTION**

**June 18, 2024**

WHEREAS, Houston County is required by Minnesota Statutes 203B.121, Subd. 1 to establish an Absentee Ballot Board and UOCAVA (Uniformed and Overseas Citizens Absentee Voting Act) Ballot Board effective June 28, 2024; and

WHEREAS, this board will bring uniformity in the processing of accepting or rejecting returned absentee ballots in Houston County; and

WHEREAS, the Absentee Ballot Board and UOCAVA Ballot Board would consist of a sufficient number of election judges as provided in sections 204B.19 to 204B.22 or deputy county auditor-treasurers trained in the processing and counting of absentee ballots;

THEREFORE, BE IT RESOLVED THAT, the Houston County Board of Commissioners hereby establishes an Absentee Ballot Board and hereby authorizes the Auditor-Treasurer to appoint the following individuals to the ballot board and further authorizes the Auditor-Treasurer to appoint individual members.

Eliana Babinski

Mark Bennett

Jenna Nelson

Darlene Johnson

Celeste Abbott

Hannah Miner

\*\*\*CERTIFICATION\*\*\*

STATE OF MINNESOTA

COUNTY OF HOUSTON

I, Polly Heberlein, do hereby 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 June 18, 2024.

Witness my hand and the seal of my office this 18<sup>th</sup> day of June, 2024.

\_\_\_\_\_  
Polly Heberlein, Interim Auditor-Treasurer

# Houston County Agenda Request Form

Date Submitted: June 10, 2024 Board Date: June 18, 2024

Person requesting appointment with County Board: Brian Pogodzinski

**Issue:**

Two quotes from Saxon Fleet Services are submitted for review to replace a Courthouse fleet vehicle.

Note: The LT model is currently the lowest tier Equinox available.

**Attachments/Documentation for the Board's Review:**

Two quotes - 1 for an all wheel drive Equinox and 1 for a front wheel drive Equinox

**Justification:**

**Action Requested:**

Please review the two quotes and make a motion to accept one of them.

For County Use Only			
<b>Reviewed by:</b>	<u>          </u> County Auditor	<u>          </u> County Attorney	<u>          </u> Zoning Administrator
	<u>          </u> Finance Director	<u>          </u> County Engineer	<u>          </u> Environmental Services
	<u>          </u> IS Director	<u>          </u> Other (indicate dept)	<u>          </u>
<b><u>Recommendation:</u></b>			
<b><u>Decision:</u></b>			

All agenda request forms must be submitted to Allison Wagner at [BOC@co.houston.mn.us](mailto:BOC@co.houston.mn.us) by 12:00 p.m. on Thursday 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 COURTHOUSE FLEET

QUOTES FOR SUV

Vendor Year Equipment	Saxon Fleet Services 2025 Chevrolet Equinox (1PT26) 4dr AWD LT(2)		Saxon Fleet Services 2025 Chevrolet Equinox (1PT26) 4dr FWD LT
Cash Price	\$	29,924.00	\$ 28,076.00
Total	\$	29,924.00	\$ 28,076.00
MN Use Tax 6.875%		2,057.28	1,930.23
Grand Total	\$	31,981.28	\$ 30,006.23

## Houston County

**Prepared For:** Jordan Goeden

FAN 402126

[Fleet] 2025 Chevrolet Equinox (1PT26) 4dr AWD LT (2)



2025 Price

\$29,924.00

Does not include any Minnesota State taxes,  
title, or registration fees or Fed Excise Tax or  
dealer DOC fees

[Fleet] 2025 Chevrolet Equinox (1PT26) 4dr AWD LT (2) (  Complete )

Price Summary

PRICE SUMMARY	
	Invoice
Base Price	\$29,192.40
Total Options	<del>\$887.35</del>
Vehicle Subtotal	<del>\$30,470.75</del>
Dealer Advertising Adjustment	\$0.00
Destination Charge	<del>\$1,995.00</del>
Grand Total	<del>\$34,574.75</del>

Prices, specifications, and availability are subject to change without notice, and do not include certain fees, taxes and charges that may be required by law or vary by manufacturer or region. Performance figures are guidelines only, and actual performance may vary. Photos may not represent actual vehicles or exact configurations. Content based on report preparer's input is subject to the accuracy of the input provided. Data Version: 22685, Data updated Jun 10, 2024 6:42:00 PM PDT

[Fleet] 2025 Chevrolet Equinox (1PT26) 4dr AWD LT (2) (  Complete )

### Selected Model and Options

#### MODEL

CODE	MODEL	Invoice
1PT26	2025 Chevrolet Equinox AWD 4dr LT w/2LT	\$29,192.40

#### COLORS

CODE	DESCRIPTION
GAZ	Summit White

#### OPTIONS

CODE	DESCRIPTION	Invoice
2LT	LT Preferred Equipment Group includes standard equipment	\$0.00
AR9	Seats, front bucket (STD)	\$0.00
CWA	Rear Camera Mirror Washer (Included and only available with (DRZ) Rear Camera Mirror.)	Inc.
CWN	Safety and Technology Package includes (DRZ) Rear Camera Mirror, (T3U) front fog lamps, (UKK) Rear Pedestrian Alert, (UV2) HD Surround Vision and (UVX) Traffic Sign Recognition. (Option required to order at start of production.)	\$987.35
DRZ	Rear Camera Mirror (Included and only available with (CWN) Safety and Technology Package.)	Inc.
EKV	Black, Cloth seat trim	\$0.00
FE9	Emissions, Federal requirements	\$0.00
FHB	Axle, 3.47 final drive ratio (AWD only.)	\$0.00
GAZ	Summit White	\$0.00
LSD	Engine, 1.5L Turbo DOHC 4-cylinder, SIDI, VVT (STD)	\$0.00
MGH	Transmission, 8-speed automatic (STD)	\$0.00
NTB	Emissions, Federal	\$0.00
RJS	Tires, 235/65R17, all-season blackwall (STD)	\$0.00
RSC	Wheels, 17" (43.2 cm) Grazen Metallic machined-face aluminum (STD)	\$0.00
T3U	Fog lamps, front (Included and only available with (CWN) Safety and Technology Package.)	Inc.
UKK	Rear Pedestrian Alert (Included and only available with (CWN) Safety and Technology Package.)	Inc.
UV2	HD Surround Vision (Included and only available with (CWN) Safety and Technology Package.)	Inc.
UVX	Traffic Sign Recognition (Included and only available with (CWN) Safety and Technology Package.)	Inc.

<b>Options Total</b>	<b>\$987.35</b>
----------------------	-----------------

## Houston County

**Prepared For:** Jordan Goeden

FAN 402126

[Fleet] 2025 Chevrolet Equinox (1PT26) 4dr FWD LT




2025 Price

\$28,076.00

Does not include any Minnesota State taxes,  
title, or registration fees or Fed Excise Tax or  
dealer DOC fees




[Fleet] 2025 Chevrolet Equinox (1PT26) 4dr FWD LT (  Complete )

Price Summary

PRICE SUMMARY	
	Invoice
Base Price	<del>\$27,284.40</del>
Total Options	<del>\$987.95</del>
Vehicle Subtotal	<del>\$28,271.75</del>
Dealer Advertising Adjustment	\$0.00
Destination Charge	<del>\$1,095.00</del>
Grand Total	<del>\$29,666.75</del>

Prices, specifications, and availability are subject to change without notice, and do not include certain fees, taxes and charges that may be required by law or vary by manufacturer or region. Performance figures are guidelines only, and actual performance may vary. Photos may not represent actual vehicles or exact configurations. Content based on report preparer's input is subject to the accuracy of the input provided. Data Version: 22685, Data updated Jun 10, 2024 6:42:00 PM PDT

[Fleet] 2025 Chevrolet Equinox (1PT26) 4dr FWD LT (  Complete )

**Selected Model and Options**

MODEL		
CODE	MODEL	Invoice
1PT26	2025 Chevrolet Equinox FWD 4dr LT w/1LT	\$27,284.40
COLORS		
CODE	DESCRIPTION	
GAZ	Summit White	
OPTIONS		
CODE	DESCRIPTION	Invoice
1LT	LT Preferred Equipment Group includes standard equipment	\$0.00
AR9	Seats, front bucket (STD)	\$0.00
CWA	Rear Camera Mirror Washer (Included and only available with (DRZ) Rear Camera Mirror.)	Inc.
CWN	Safety and Technology Package includes (DRZ) Rear Camera Mirror, (T3U) front fog lamps, (UKK) Rear Pedestrian Alert, (UV2) HD Surround Vision and (UVX) Traffic Sign Recognition. (Option required to order at start of production.)	\$987.35
DRZ	Rear Camera Mirror (Included and only available with (CWN) Safety and Technology Package.)	Inc.
EKV	Black, Cloth seat trim	\$0.00
F8M	Axle, 5.81 final drive ratio (FWD only.)	\$0.00
FE9	Emissions, Federal requirements	\$0.00
GAZ	Summit White	\$0.00
LSD	Engine, 1.5L Turbo DOHC 4-cylinder, SIDI, VVT (STD)	\$0.00
MRQ	Transmission, Continuously Variable (CVT) (STD)	\$0.00
NTB	Emissions, Federal	\$0.00
RJL	Tires, 235/65R17, all-season blackwall (STD)	\$0.00
RSC	Wheels, 17" (43.2 cm) Grazen Metallic machined-face aluminum (STD)	\$0.00
T3U	Fog lamps, front (Included and only available with (CWN) Safety and Technology Package.)	Inc.
UKK	Rear Pedestrian Alert (Included and only available with (CWN) Safety and Technology Package.)	Inc.
UV2	HD Surround Vision (Included and only available with (CWN) Safety and Technology Package.)	Inc.
UVX	Traffic Sign Recognition (Included and only available with (CWN) Safety and Technology Package.)	Inc.
Options Total		\$987.35

Prices, specifications, and availability are subject to change without notice, and do not include certain fees, taxes and charges that may be required by law or vary by manufacturer or region. Performance figures are guidelines only, and actual performance may vary. Photos may not represent actual vehicles or exact configurations. Content based on report preparer's input is subject to the accuracy of the input provided. Data Version: 22685, Data updated Jun 10, 2024 6:42:00 PM PDT

Auditor Warrants 2024/06/06

Lynn Colsch

Thu 6/13/2024 11:35 AM

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

REVIEW LICENSE CENTER PAYMENTS

2024/06/06 AUDITOR WARRANTS:

VENDORNAMEATPAYMENT	AMOUNT
HOUSTON COUNTY TREASURER	72,959.20
WILDCAT CREEK MANAGEMENT LLC	13,103.16
	86,062.36
2 VENDORS PAID LESS THAN \$2000.00	373.94
	86,436.30

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

Phone 507-725-5825

Commissioner Warrants 2024/06/18

Lynn Colsch

Thu 6/13/2024 11:37 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

2024/06/18 COMMISSIONER'S WARRANTS:

VENDOR NAME	AMOUNT
ABILITY BUILDING COMMUNITY	2,389.66
ACENTEK	5,610.00
ADVANCED CORRECTIONAL HEALTHCARE	7,220.58
CALEDONIA OIL CO INC	5,040.00
CALEDONIA SNO GOPHERS CLUB	2,384.07
CALEDONIA/CITY OF	12,349.15
CARAHSOFT TECHNOLOGY CORPORATION	57,000.00
ENTERPRISE FM	10,589.45
IMPERIAL DADE	3,348.65
KNOW INK	4,125.00
KRAUS OIL CO INC	4,050.00
LIBERTY TIRE RECYCLING LLC	3,364.30
MEYERS LAWN SERVICE	2,170.00
MIENERGY COOPERATIVE	3,571.37
MN STATE TREASURER	4,820.00
MORRIS ELECTRONICS INC	9,275.53
RICHARD'S SANITATION LLC	22,463.13
RON WEYMILLER CONSTRUCTION	2,977.07
SANCO EQUIPMENT LLC	23,660.00
SCHNEIDER CORPORATION	2,931.00
SEMV CET	7,878.56
SKYLINE SALT SOLUTIONS	49,640.37
TSG SERVER & STORAGE INC	18,800.00
VANGUARD APPRAISALS INC	3,040.00
VISA	12,344.13
WEX BANK	9,179.80
	290,221.82
72 VENDORS PAID LESS THAN \$2000.00	36,036.70
	326,258.52
PUBLIC HEALTH & HUMAN SERVICES	106,056.32
	432,314.84

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

Phone 507-725-5825