

## PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: June 18, 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 Amy Sylling, Deputy Auditor/Treasurer Eliana Babinski, Engineer Brian Pogodzinski, Human Resources Director Theresa Arrick-Kruger, and Sheriff Brian Swedberg

Presiding: Chairperson Johnson

Call to order.

Pledge of Allegiance.

Prior to any motions being made Commissioner Johnson said a new item had been sent to be considered on the consent agenda as a donation had been made over the weekend: Request to approve donation of two Fire Suppression Tools (FST) from Caledonia Masonic Lodge to the Sheriff's Office. Motion was made by Commissioner Myhre, seconded by Commissioner Schuldt, motion unanimously carried to approve the agenda with the addition.

Commissioner Johnson said he noticed one typo in the minutes that needed to be corrected. He said a typo had been made when referring to Soil and Water. Motion was made by Commissioner Myhre, seconded by Commissioner Schuldt, motion unanimously carried to approve the meeting minutes from June 4, 2024 with the correction.

Motion was made by Commissioner Burns, seconded by Commissioner Myhre, motion unanimously carried to approve the meeting minutes from the workgroup session on June 11, 2024.

Public Comment:

None.

### APPOINTMENTS

None.

## CONSENT AGENDA

Prior to any motions being made Commissioner Johnson asked about the competitive search for “up to two” 1.0 FTE Jailer/Dispatchers being advertised. Human Resources Director Kurger said rather than advertising the new openings, the department would possibly use the pool of applicants that had applied previously (when only one Jailer/Dispatcher was needed). Kruger said interviews for a Jailer/Dispatcher that had been advertised the month prior would be happening soon. Now that up to two more Jailer/Dispatchers were needed (to fill new staffing vacancies) the same pool of applicants could be looked at depending on how the interviews went. She said this was a common practice the County had used in the past. Commissioner Johnson said he was not aware that the County sometimes used the same pool of applicants when there were additional job openings in a department. He asked if this was fair to people who may read about the opening in the minutes or on the agenda and be looking for an ad, and want to apply. He said he wanted to make sure the County had a process they were following. Commissioner Schuldt said while he saw what Commissioner Johnson was saying by the time the County re-advertised for the position some of the candidates who applied the first time may in the meantime have found a different job. Kruger said not making a new ad for the new vacancies would save the County money, but she could also advertise again depending on what the Commissioners requested. She said they would know more after the interviews. Motion by Commissioner Severson, seconded by Commissioner Schuldt, motion unanimously carried to approve the consent agenda. Items approved are listed below.

- 1) Change the employment status of Deputy Auditor/Treasurer, Jenna Nelson, from probationary to regular, effective 07/02/2024.
- 2) 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).
- 3) Change the employment status of Child Support Officer, Nicole Lemke, from probationary to regular, effective 07/03/2024.
- 4) Assign Rachel Meyer as probationary Jail Administrator, C43, Step 6 effective 07/01/2024.
- 5) Approve initiating a competitive search for a 1.0 FTE Lead Jailer/Dispatcher.
- 6) Accept the resignation of Ben Novak effective the end of shift 06/27/2024 and thank Mr. Novak for approximately 5 years of service.
- 7) Approve initiating a competitive search for “up to two” 1.0 FTE Jailer/Dispatchers.
- 8) Approve donation of two Fire Suppression Tools (FST) from Caledonia Masonic Lodge to the Sheriff’s Office.

## ACTION ITEMS

File No. 1 – Commissioner Myhre moved, Commissioner Severson seconded, motion unanimously carried to adopt Resolution No. 24-18 to establish an Absentee Ballot Board and UOCAVA Ballot Board for the State Primary Election to be held on August 13, 2024. See resolution below.

**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

File No. 2 – Commissioners considered two quotes from Saxon Fleet Services to replace a Courthouse Fleet Vehicle. Engineer Pogodzinski said the quote for a 2025 Chevrolet Equinox all wheel drive was \$29,924.00. Four wheel drive was \$28,076.00 for the same year and model. Pogodzinski said a 2024 Chevrolet Equinox all wheel drive would be \$29,499. Commissioner Severson moved, Commissioner Burns seconded, to purchase the 2024 Chevrolet Equinox all wheel drive in the amount of \$29,499 plus tax. The discussion around the matter continued and the Commissioners asked Pogodzinski if they should consider getting a second quote for the 2024 Chevrolet Equinox all wheel drive. After the discussion Commissioner Severson voted yes to purchasing the 2024 Chevrolet Equinox all wheel drive in the amount of \$29,499 plus tax, all other Commissioners voted no, and the motion failed. It was decided that Pogodzinski should get a second quote and bring the matter before the board again.

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

**2024/06/06 AUDITOR WARRANTS:**

<b>VENDOR NAME AT PAYMENT</b>	<b>AMOUNT</b>
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
	<u>86,436.30</u>

**2024/06/18 COMMISSIONER'S WARRANTS:**

<b>VENDOR NAME</b>	<b>AMOUNT</b>
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
	<u>290,221.82</u>
72 VENDORS PAID LESS THAN \$2000.00	36,036.70
	<u>326,258.52</u>

PUBLIC HEALTH & HUMAN SERVICES

106,056.32

432,314.84

Public Comment:

None.

#### DISCUSSION ITEMS

Commissioners discussed recent and upcoming meetings including a Land Use, Opioid Settlement Review, SEMN Emergency Communications, WINLAC, Hiawatha Valley Mental Health, and Semcac meeting.

Commissioner Johnson reminded the board that they had discussed having department head reviews beginning in June. He said nothing had been set up to his knowledge. Commissioner Severson said he would be attending a Personnel Meeting after the board meeting and could ask about the matter at the meeting.

Commissioner Johnson said the Board of Equalization meeting would take place that evening at 6:00 p.m.

Commissioners said they had received phone calls about a temporary immediate daycare closure that had happened the week prior.

There being no further business at 10:12 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 June 25, 2024.

BOARD OF COUNTY COMMISSIONERS

HOUSTON COUNTY, MINNESOTA

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

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

# Board request and materials

Lisa Dierks <dierksl@umn.edu>

Tue 6/18/2024 1:58 PM

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

📎 3 attachments (5 MB)

Houston 2025-2027 Extension MOA.pdf; Houston Budget Sheet.pdf; Houston Extension 2025 Budget Memo.pdf;

**\*\*\* HOUSTON COUNTY SECURITY NOTICE \*\*\***

**This email originated from an external sender. Exercise caution before clicking on any links or attachments and consider whether you know the sender. For more information please contact HelpDesk.**

Allison - I have 2 items for June 24

1. Recognition for Millie Frie - 20 years as Auditor Designee on County Extension Committee Jan 2003-Dec 2023 - she continues to serve (I will bring certificate)
2. Presentation of the 2025 Extension Department budget recommendations and the 2025-2027 Memorandum of Agreement (MOA) with University of Minnesota Extension. Request approval of the MOA

Attachments are for packet and should be in order of Memo, Budget sheet and MOA.

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Lisa Dierks

[dierksl@umn.edu](mailto:dierksl@umn.edu) | c. 507-254-7178

Regional Director | UMN Extension | [extension.umn.edu](https://extension.umn.edu)

Mailing Address: 140 Elton Hills Lane NW, #201 Rochester, MN 55901

*Providing leadership to Dodge, Fillmore, Houston, Mower, Olmsted, Rice, Steele, Wabasha, Winona Counties, and the Andover & Rochester Regional Offices*

**Agreement**  
**Between the Regents of the University of Minnesota**  
**And**  
**Houston County, Minnesota**  
**For providing Extension programs locally and**  
**employing Extension Staff**

**This Agreement** ("Agreement") between the County of Houston, Minnesota ("County") and Regents of the University of Minnesota on behalf of its Extension unit, 240 Coffey Hall, St. Paul, Minnesota, 55108 ("University") is effective January 1, 2025, and supersedes and replaces any and all current or existing agreements relating to Extension and its programs that may exist between the County and University.

The term of this Agreement shall be three (3) years, beginning on January 1, 2025 and ending on December 31, 2027, unless earlier terminated as provided in paragraphs 9 and 10.

**WITNESSETH:**

**WHEREAS**, Minn. Stat. §38.34 authorizes a Board of County Commissioners to incur expenses and spend money for County Extension work; and

**WHEREAS**, the money set aside and appropriated by the County Board in the County Extension Fund may be paid out by orders of the University's Director of Extension, or the Director's designee, as identified in Minn. Stat. §38.36, Subd. 3; and

**WHEREAS**, Minn. Stat. §38.37 provides that Extension educators must be employed according to University personnel procedures and must be University employees; and

**WHEREAS**, it is the intention of the County and University that the University shall provide Extension services on behalf of the County in exchange for considerations as detailed herein.

**NOW THEREFORE**, in consideration of the mutual undertaking and agreements contained within this Agreement, the County and University hereby agree as follows:

1. In accordance with Minn. Stat. §38.37 County desires to augment the University's state-wide Extension programs (Programs) as detailed in Exhibit A, Table A. Exhibit A also details the University-hired administrative support specialists, short-term temporary casual program staff, and the

grant/partner-funded positions that the County supports. Program deliverables are listed in Exhibit B.

2. County recognizes that University costs for supporting these Programs and positions increase from year to year. The costs payable for these positions are reviewed by the Association of Minnesota Counties' ("AMC") Extension Committee and University's Extension central administration, at which time the parties agree on an appropriate inflation factor for the coming year(s). Unless County and University otherwise agree, the inflation factor will be as agreed to by AMC and University.

3. Based on the County's funding commitment, University agrees to hire, schedule, pay, and evaluate employees. University employees will follow University policies, procedures, contracts and labor agreements. University will provide salary and fringe benefits for the positions and, following University personnel guidelines, University will determine the salary adjustment of each University Extension employee. University will provide employee supervision, staff development, and performance management. University also agrees to provide Program leadership, connections to University research, enhanced programming from state/regional Extension employees, oversight for risk management and contract management, and payroll and accounting services, including reimbursing employees for business travel.

4. County agrees to provide local support in the form of a county-hired administrative support specialist or to contract with the University for administrative support. The County also agrees to provide office space, office furnishings, telephone, computer and printer, software, internet service, storage space, and general office supplies for the positions listed on Exhibit A. The University will recommend administrative support specialist responsibilities and technology needs (Exhibit C). Nevertheless, the County will determine the level of availability and type of local support as established in the annual budget.

5. University will bill the County quarterly and the County will submit payment within thirty-five (35) days of receipt of the bill. The total annual amount to be paid by the County for the Program and University hired administrative support specialist positions shall be billed and paid in four (4) equal quarterly payments. University will bill the County for short-term temporary casual positions as outlined in Exhibit A.

6. During an extended leave of absence (e.g. FMLA; educational leave), the University will continue the Program with regional educators and/or temporary employees with the involvement and concurrence of the County. The County will be billed at the contract price and will not incur any additional charges for regional educators or temporary employees. If the Program is reduced during a leave of absence, the University and County will mutually agree to the amount the invoice should be adjusted.



7. As vacancies occur (e.g. retirement, resignation), and if the County and University agree to continue to support the desired Program and position, University will hire new personnel with the involvement and concurrence of the County. The County will not be billed for a position during the time that position is vacant. If temporary employees are hired to continue the Program during the hiring process, the County will be billed at the contract price.

8. Annually, the County Extension Committee, in coordination with University, will be responsible for approving the County Extension educational programming and services, as provided for in Minn. Stat. §38.37. The County Extension Committee will have the option to provide input to University on Programs as part of the University's annual Program evaluation. County and University will work together to address Program concerns. Program or personnel issues that cannot be resolved locally, should be addressed with the supervisor (Exhibit D - Org. Chart).

9. Nothing in this Agreement precludes the County or University at any time during the term of this Agreement from requesting a modification of the Program, including an adjustment of the number of University Extension personnel working in the County. The County or University will provide a minimum of ninety (90) days prior notice if either party desires a change in Programs that results in a decrease in the staffing or funding level, and both parties agree to enter into good faith discussions to address such request.

10. If University or the County in good faith determines that funding is no longer available to support the Programs or positions providing services locally, either party may terminate this Agreement. Termination of the Agreement in its entirety requires a minimum of ninety (90) days' prior notice. Notice shall be dated and provided in writing to the parties listed below as the contacts for this Agreement.

If to County:

Houston County Commissioners  
304 South Marshall Street  
Caledonia MN 55921

If to University:

University of Minnesota  
Minnesota Extension  
Attn: Dean Beverly R. Durgan  
240 Coffey Hall  
1420 Eckles Avenue  
St. Paul, MN 55108  
E-mail: [mnext@umn.edu](mailto:mnext@umn.edu)

11. Each party agrees that it will be responsible for its own actions and the results thereof to the extent authorized by law and shall not be responsible for the acts of the other party or the results thereof. The County's liability is governed by the provisions of Minn. Stat. Chap. 466 and other applicable laws. The University's liability is governed by the provisions of the Minnesota Tort Claims Act, Minn. Stat. §3.736 and other applicable law.

12. Pursuant to Minn. Stat. §16C.05, Subd. 5, the University agrees that County, the State Auditor, or any of their duly authorized representatives at any time during normal business hours and as often as they may reasonably deem necessary, shall have access to and the right to examine, audit, excerpt, and transcribe any books, documents, papers, records, etc., which are pertinent to the accounting practices and procedures of relating to this Agreement. University agrees to maintain these records in accordance with applicable law.

13. All data collected, created, received, maintained, or disseminated for any purposes by the activities of University because of this Agreement is governed by the Minnesota Government Data Practices Act, Minn. Stat. Chap. 13, as amended, the Minnesota Rules implementing such Act now in force or as adopted, as well as Federal Regulations on data privacy.

14. With respect to their obligations under this Agreement, the University and the County are committed to the policy that all persons shall have equal access to its programs, facilities, and employment without regard to race, color, creed, religion, national origin, sex, age, marital status, disability, public assistance status, veteran status, sexual orientation or other classifications protected by state or federal law. In adhering to this policy, the University abides by the Minnesota Human Rights Act, Minnesota Statute Ch. 363A; by the Federal Civil Rights Act, 42 U.S.C. 2000e; by the requirements of Title IX of the Education Amendments of 1972; by Sections 503 and 504 of the Rehabilitation Act of 1973; by the Americans With Disabilities Act of 1990; by Executive Order 11246, as amended; by 38 U.S.C. 2012, the Vietnam Era Veterans Readjustment Assistance Act of 1972, as amended; and by other applicable statutes and regulations relating to equality of opportunity.

15. This Agreement may be executed in counterparts and/or by electronic signature, each counterpart of which will be deemed an original, and all of which together will constitute one agreement. The executed counterparts of this Agreement may be delivered by electronic means, such as email, and the receiving party may rely on the receipt of such executed counterpart as if the original had been received.

*– Signature Page Follows –*

**IN WITNESS WHEREOF**, the parties by their respective authorized agents or officers have executed this Agreement.

**County of Houston**

BY \_\_\_\_\_  
Chair, County Board of Commissioners

DATE \_\_\_\_\_

Approved as to form:

BY \_\_\_\_\_  
County Attorney

DATE \_\_\_\_\_

**Regents of the University of Minnesota**

BY \_\_\_\_\_  
Dean, University of Minnesota Extension

DATE \_\_\_\_\_

## **Agreement between the Regents of the University of Minnesota through its Extension And Houston County, Minnesota**

### **Exhibit A: Extension Programs and Positions Supported by the County**

The County has agreed to support the following University of Minnesota Extension Programs and positions. Package prices are based on a three-year commitment unless otherwise noted.

#### **Table A: Programs**

County agrees to provide the funds identified below to augment the following Extension Programs and positions. Package prices include salary, fringe, travel, and other expenses as described in paragraph 3 of the above-referenced "Agreement."

<b>Program/Position</b>	<b>2025</b>		<b>2026</b>		<b>2027</b>	
	<b>FTE</b>	<b>Price</b>	<b>FTE</b>	<b>Price</b>	<b>FTE</b>	<b>Price</b>
Extension Educator, Youth Development	1	\$100,000	1	\$103,000	1	\$106,100
Extension Educator, Agriculture & Natural Resources	0.5	\$50,000	0.5	\$51,500	0.5	\$53,050
<b>Total</b>		\$150,000		\$154,500		\$159,150

# **Agreement between the Regents of the University of Minnesota through its Extension And Houston County, Minnesota**

## **Exhibit B: Program Deliverables**

The University of Minnesota Extension offers the County four options for augmenting Extension programming locally. Deliverables within a county depend on the Program(s) selected (Exhibit A - Table A) and the level of investment in the Program.

### **4-H Youth Development:**

1. The county 4-H program will be delivered to promote youth learning, leadership and service with research-based curricula and educational methods.
2. All 4-H'ers will have opportunities to showcase their learning, leadership and service at public events.
3. All 4-H'ers will have opportunities to participate in regional, state and national 4-H programs and events.
4. A volunteer system will be in place to recruit, train and engage adults to support the delivery of the county 4-H program.
5. Community needs and opportunities will be discussed and 4-H program plans, program calendar, impact reports and other communications will be shared with the County Extension Committee, 4-H membership and families, and other stakeholders.

### **Agriculture, Food and Natural Resources:**

1. Extension educators will provide customized, research-based resources and education to meet identified County needs.
2. Extension educators will provide agricultural, horticultural, and natural resource adult education that is reliable and practical, using a variety of delivery methods/platforms.
3. Extension educators will provide technical assistance (phone, online, in-person) for homeowners and farmers.
4. Extension Master Gardener Volunteer Program coordinators will guide county volunteers in volunteer recruitment, training, and program delivery, with a focus on sharing research-based horticultural knowledge and practices, cultivating diverse collaborations, supporting project-based volunteer activities and inspiring change.
5. Extension educators and program coordinators will discuss county needs and share program goals, impact reports, calendar of events, newsletters, and other communications with the County Extension Committee and other stakeholders.

**Family, Health and Wellbeing:**

1. Extension Educators and SNAP Ed/EFNEP Health and Wellness Coordinators will promote health through education in family nutrition, family resource management/finances, family mental health, substance use and recovery, and/or parent education.
2. Extension Educators and SNAP ED/EFNEP Health and Wellness Coordinators will work with, adapt, and deliver programs for new, diverse, and historically underserved audiences.
3. Extension educators will develop, train, consult, implement, and evaluate educational programs based in scholarly/scientific research and community needs/assets.
4. Extension Educators will conduct applied research in collaboration with campus faculty and county partners, if applicable to local needs and demographic trends.
5. Extension will communicate with the County Extension Committee and other stakeholders by discussing community needs, sharing program goals to meet community needs, sharing impact reports, and discussing feedback for future programming.

**Community Development:**

1. Extension Educators will work with community leaders, including the County Extension Committee, to engage different segments of the community to understand and assess the issues affecting their community and its development.
2. Extension Educators will facilitate the development of an annual community development action plan that guides educational programming and applied research for the county on an annual basis and contributes to the development of a core \set of community development resources for the county.
3. Extension Educators will facilitate and support access to community development educational programming in the county such as programs in leadership development, tourism, entrepreneurship, workforce development, placemaking, and others tailored to the needs of the county.
4. Extension Educators will coordinate applied research programs that examine issues of community and economic development that help community leaders better understand these issues and inform actionable responses.
5. Extension Educators will evaluate the short and long-term impacts of community development programming in the county and share this information with the County Extension Committee and other stakeholders.

# **Agreement between the Regents of the University of Minnesota through its Extension And Houston County, Minnesota**

## **Exhibit C: University Recommendations**

The County will determine the level of availability and type of local support as established in the annual budget. Per the Memorandum of Agreement, paragraph 4, the University offers the following recommendations for the time and responsibilities of county-hired administrative support specialists; and, technology support for Extension employees located in county Extension offices.

### **1. Technology recommendations for Extension employees located in county Extension offices**

- Hardware: Laptop computer; keyboard and mouse; monitor; docking station; camera with microphone; and, printer or access to a shared printer for each employee.
  - A laptop computer is recommended over a desktop computer for ease of use offsite (e.g. county fair; programs)
- Software: Allow for installation, use, and updates to University-provided software on county hardware and networks: Google Workspace; Microsoft Office; Web Conferencing (e.g. Zoom); 4HOnline
  - Google Workspace is used by the University for email, shared calendars, online document editing and storage, and quick connections by chat or video.
  - Microsoft Office is used to create documents, spreadsheets, and presentations.
  - Web Conferencing tools, like Zoom, are used by the University for regularly scheduled internal and external meetings and training (e.g. updates on 4honline and fair entry software).
  - 4-HOnline is an online member enrollment and event management software used by Minnesota 4-H.
- Website Access:
  - University and Extension web pages are used for internal communication, accessing resources for program participants, and updating county websites.
- Social Media Access
  - Facebook and X (formerly Twitter) are used for promoting programming to the public, including 4-H members and volunteers.
- Access to electronic county forms/documents required for the position.
- Support from County IT.

## **2. Recommendations for time and responsibilities of county-hired administrative support specialists**

- A minimum of 20 hours/week/year round (1040 hours) of support is recommended with additional hours needed as the size and scope of Programs increase.
- University-hired Administrative Support Specialist position description, copied below, is an example of tasks to be completed by a county-hired administrative support specialist.

### **Example Position Description Extension Administrative Support Specialist**

An Extension Administrative Support Specialist provides day-to-day operations including customer service and administrative support for all county Extension programs and activities. This position provides support for 4-H, Master Gardeners, Agriculture and Natural Resources, and SNAP Ed.

#### **County Program Support**

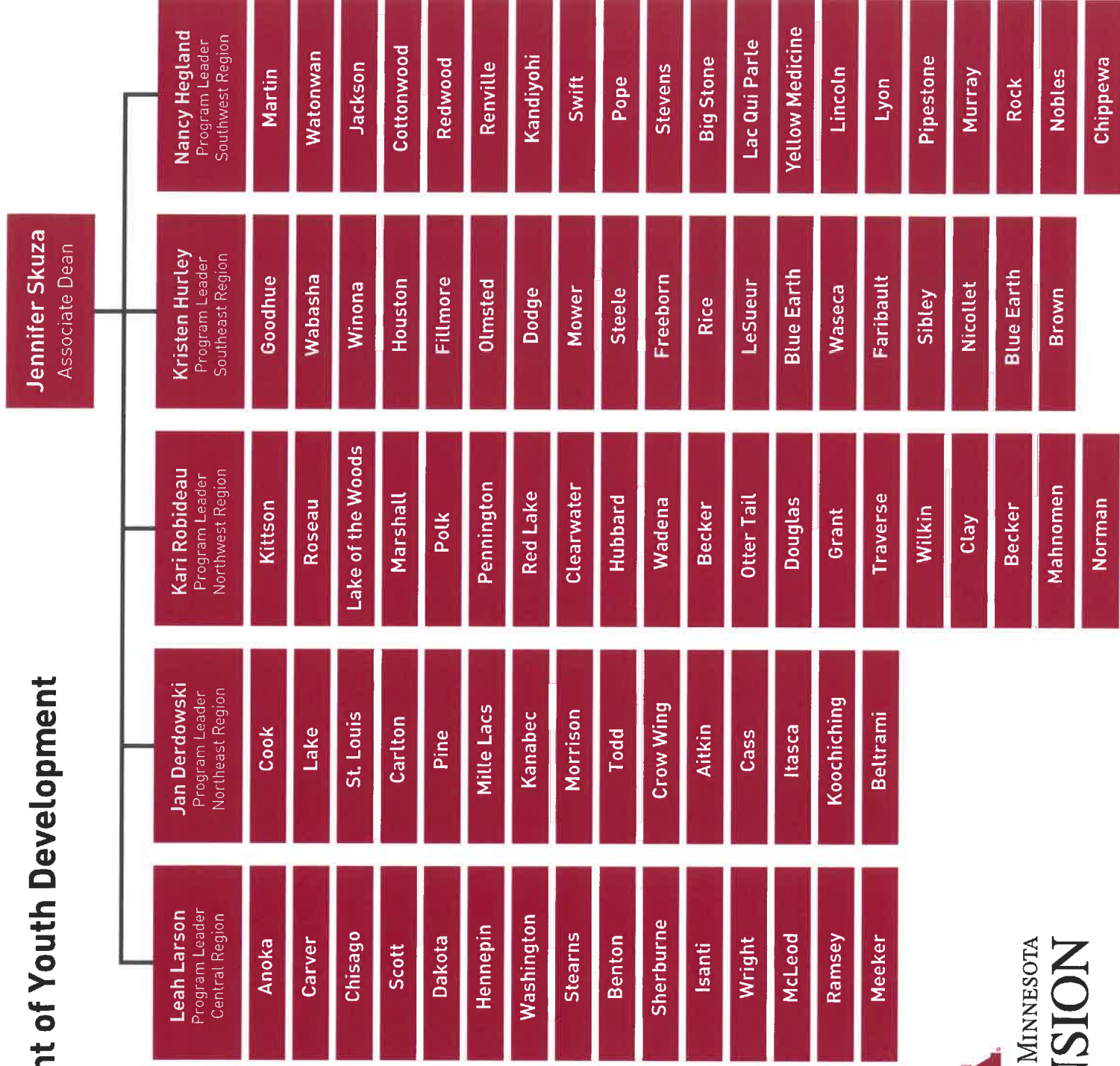
- Assists Extension staff in planning and developing resources and events.
- Assists in communicating Extension programs through website updates, social media, listservs, newsletters, and print and radio media.
- Helps to ensure Extension is adhering to applicable county and University policies.
- Provides direct and back-up support for the county 4-H program.
- Provides backup and backfill assistance for similar programs.

#### **Office and General Administration**

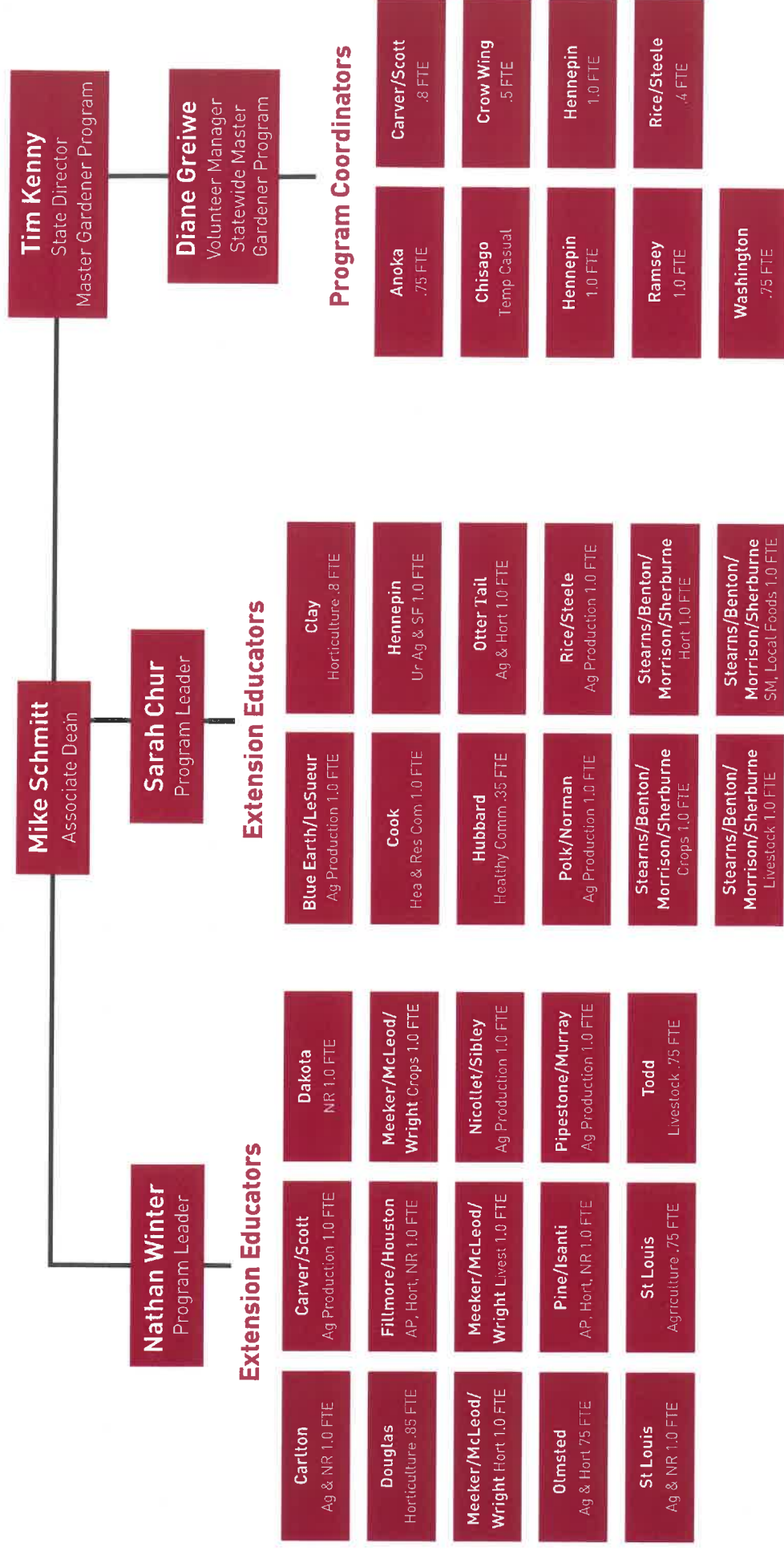
- Operates and maintains general office equipment; consults with IT as appropriate.
- Orders, maintains, and manages office supplies and publications for the department.
- Processes office mail.
- Maintains schedule for office meeting rooms.
- Participates in training, professional staff development, and conferences.
- Point of contact for the county Extension office; receives, greets, and responds to requests; provides resources and referrals to questions and distributes requests/messages to correct parties.
- Provides clerical and technical office support for all Extension programs and staff.
- Assists with creating and modifying electronic documents, brochures, program fliers, posters, reports, and correspondence. Prints, scans, and files materials.
- Provides support to the county Extension committee.
- Administers Extension Office accounting activities including deposits, accounts payable, and processing invoices and vouchers for payment reviews financial statements monthly.



# Department of Youth Development



# Department of Agricultural and Natural Resource Systems

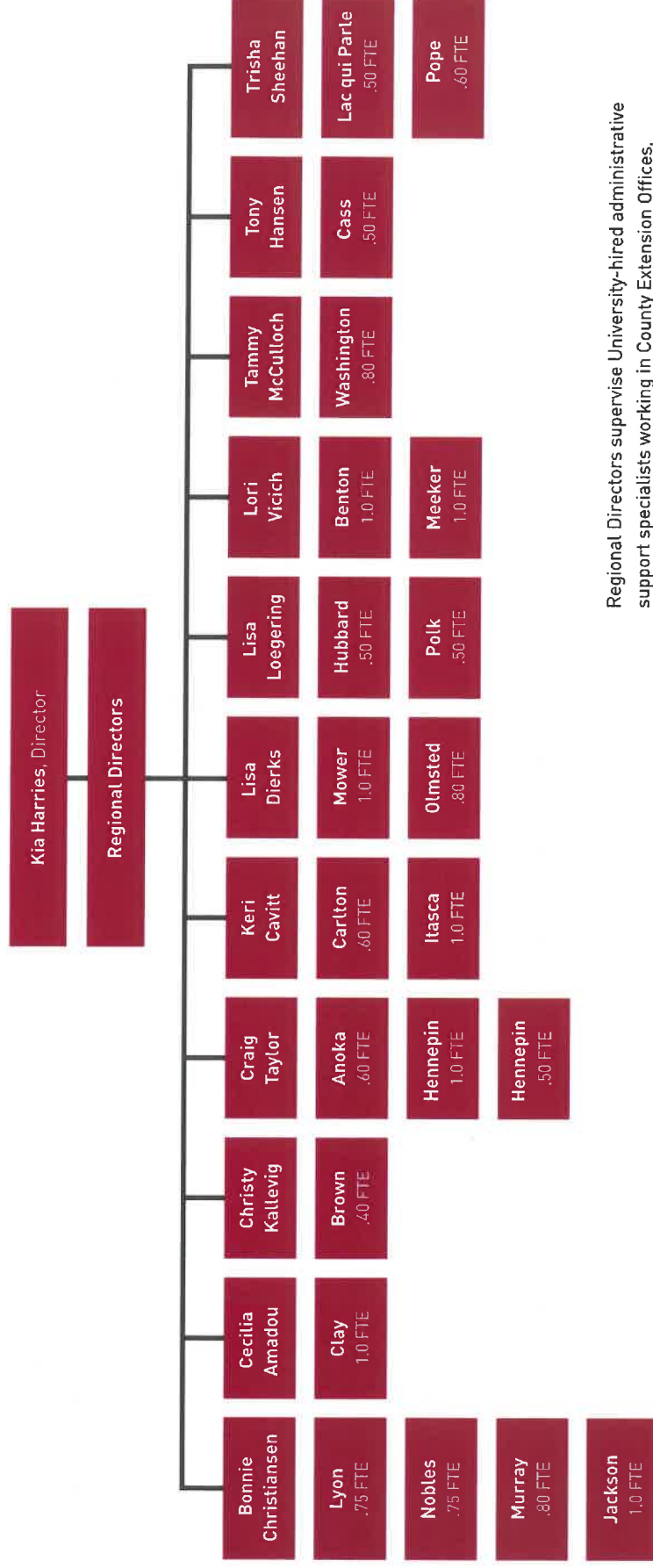


UNIVERSITY OF MINNESOTA  
**EXTENSION**

# Family, Health & Wellbeing



# Statewide Operations



Regional Directors supervise University-hired administrative support specialists working in County Extension Offices.

Houston Extension - Dept 603										
Account Code	Descriptor	2019 actual	2020 actual	2021 actual	2022 actual	2023 actual	2024 FINAL	2025 Proposed	Notes:	
5501	Revenue	-740	-1680	-665	0	0	0	0		
6105	Regular Salaries	41858	20748	28394	30,585	32,741	44,720		Administrative Support	
6110	Premium Pay	0	486	0	0	0	0			
6115	Per Diem	780	660	960	780	630	1,000	1,000	CEC Members	
6151	Health Ins	9166	13721	20329	19,312	20,278	21,799			
6152	Life Ins	18	10	14	14	14	18			
6153	HSA/VEBA	0	2057	2625	2,625	2,813	4,000			
6161	Pera	3140	1592	2130	2,294	2,456	3,354			
6171	Social Security	2626	1203	1597	1,615	1,676	2,835			
6178	Medicare	614	283	374	378	392	663			
6202	Telephone	499	548	613	729	511	600	600		
6204	Postage	2091	926	1793	1,536	1,603	1750	1750		
6244	Subscriptions	165	100	120	106	77	150	150		
6270	Extension Agent (Ag)	47406	36266	50369	38,961	43,457	44543	50000	MOA Contract	
6272	4H Coordinator	73780	56442	94070	76,949	78,681	80648	100000	MOA Contract	
6276	Summer Program Intern	0	0	2445	2,220	2,068	0	0		
6288	Software	300	300	300	300	300	900	400	FairEntry and Quickbooks	
6331	Mileage	26	102	69	99	291	300	300	Admin Support staff	
6401	Office Supplies	1258	1680	1253	4,143	3,597	2000	4000		
6402	Computer supplies	160	0	0	0	0	0	0		
6610	Furniture & Equipment	477	335	497	390	0	250	250		
6858	Program funds	0	165	0	0	0	200	200	Agriculture programming	
	<b>Total</b>	<b>183624</b>	<b>135944</b>	<b>207287</b>	<b>183036</b>	<b>191585</b>	<b>209730</b>	<b>158650</b>		
	<b>Approved Budget</b>					<b>190413</b>				
	<b>Difference</b>									
	<b>+ is over budget</b>					<b>1,172</b>				
	<b>- is under budget</b>					<b>100.62%</b>				
	<b>% used</b>									



MEMO FROM REGIONAL DIRECTOR

## 2025 Extension Department Budget

To: Houston County Board of Commissioners and Administration

Date: June 11, 2024

On behalf of the Houston County Extension Committee (CEC), this memo provides an overview of their recommendations for FY 2025 Extension Department budget.

As part of the annual budget process, the 2025-2027 Memorandum of Agreement (MOA), which provides for Extension programs locally and employing Extension Staff, was presented to the CEC. The MOA will be presented to the county board at a future meeting date.

The MOA includes the calculated package price for local staff working in this county. The package price is all-inclusive and includes employees' salary, benefits and other direct costs such as travel (mileage, meals, and lodging) and training. The funds counties pay also cover indirect costs such as human resources (e.g. employment searches, payroll, and performance management), finance and planning (e.g. accounting, expense reimbursement, oversight for risk management and contract management) and administrative support provided at the regional and state level for local programs.

The CEC reviewed each line of the department budget to determine their recommendations to the County Board. The CEC is supportive of the Extension programming in Houston County and feels that county residents could benefit from additional program funding. While they desire an increase in programming through the hiring of summer interns for Youth Development and Agriculture programs, they made the decision to not move forward with the recommendation for 2025. They would like to thank the County Board for the ongoing investment in our current staffing model.

Therefore, the CEC is recommending maintaining the 2025 department budget to be consistent with the 2024 final budget except as noted below:

- Account Code 6105, 6151, 6152, 6153, 6161, 6171 and 6178: Administrative Support Staff – maintain full time position and adjust budget according to any county adjustments to FY 2025. These lines are highlighted in yellow on the attached chart.



- Account Code 6270 and 6272: Contract services - 2025 represents year 1 of the 2025-27 Memorandum of Agreement (MOA) between Houston County and the University of Minnesota, which includes an increase of \$24,809 for FY 2025. Net increase based upon the current staffing model.
- Account Code 6233: Subscriptions (Software) - decrease to \$400 to cover the cost of Fair Entry software and QuickBooks software used for financial management of the 4-H program.
- Account Code 6401: Office Supplies - increase to \$4000 based upon historical usage.

Please see the attached spreadsheet for a complete overview of all recommendations for the 2025 budget.

I would welcome the opportunity to meet with the Houston County Board to discuss this budget request. Thank you for your ongoing support as you consider these recommendations.

**RESPECTFULLY SUBMITTED BY**

Lisa Dierks, UMN Extension Regional Director

[dierksl@umn.edu](mailto:dierksl@umn.edu) 507-254-7178



UNIVERSITY OF MINNESOTA EXTENSION

# Houston County Agenda Request Form

Date Submitted: June 20, 2024

Board Date: June 25, 2024

Person requesting appointment with County Board: Brian Pogodzinski

**Issue:**

Board to consider awarding the Hauge Hill road project to the lowest responsible bidder.

SAP 028-599-102. Bids to be opened on June 24, 2024.

This project will remove Bridge L4038 and construct a turn around.

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

SAP 028-599-102 Abstract will be forwarded on Monday afternoon.

***Reminder: Unit prices are not public until after the award.***

**Justification:**

**Action Requested:**

Board approval needed to accept bid.

## For County Use Only

**Reviewed by:**

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

**Recommendation:**

**Decision:**

All agenda request forms must be submitted to Allison Wagner at [BOC@co.houston.mn.us](mailto:BOC@co.houston.mn.us) by 12:00 p.m. o 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 Agenda Request Form

Date Submitted: June 20, 2024

Board Date: June 25, 2024

Person requesting appointment with County Board:

Brian Pogodzinski

**Issue:**

Board to consider quotes for an Equinox fleet vehicle. These vehicles are on the lots of Rochester Chevrolet and Lewiston Auto.

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

Quotes will be provide to the board as soon as available.

**Justification:**

**Action Requested:**

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

## For County Use Only

**Reviewed by:**

\_\_\_\_\_ County Auditor

\_\_\_\_\_ County Attorney

\_\_\_\_\_ Zoning Administrator

\_\_\_\_\_ Finance Director

\_\_\_\_\_ County Engineer

\_\_\_\_\_ Environmental Services

\_\_\_\_\_ IS Director

\_\_\_\_\_ Other (indicate dept) \_\_\_\_\_

**Recommendation:**

**Decision:**

All agenda request forms must be submitted to Allison Wagner at [BOC@co.houston.mn.us](mailto:BOC@co.houston.mn.us) by 12:00 p.m. o 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  
AGENDA REQUEST FORM  
2024**

**Date Submitted: June 25, 2024**

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

**CONSENT AGENDA REQUEST**

**APPOINTMENT REQUEST**

**ACTION ITEM REQUESTS**

Requesting approval of Houston County Election Emergency Plan.

<b><u>Reviewed by:</u></b>	<input type="checkbox"/> HR Director	<input type="checkbox"/> Sheriff	<input type="checkbox"/>
	<input type="checkbox"/> Finance Director	<input type="checkbox"/> Engineer	<input type="checkbox"/>
	<input type="checkbox"/> IS Director	<input type="checkbox"/> PHHS	<input type="checkbox"/>
	<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>			

# HOUSTON COUNTY

## ELECTION EMERGENCY PLAN

**Adopted by the Houston County Board \_\_\_/\_\_\_/24**

*[Note: Minnesota law requires that counties file a copy of the elections emergency plan with the Office of the Secretary of State. In addition, counties should consider maintaining a hard copy of the plan and providing a hard copy of the plan to the municipal election managers within the county.]*

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## Introduction

Nothing must interfere with the right of voters to vote free of undue delay or inconvenience. The purpose of this election emergency plan is to ensure that, in the event of an emergency impacting the election, the essential functions of an election continue. The goal is to minimize the impact on the public, and to maintain the integrity and accuracy of elections in the event of an emergency.

This elections emergency plan applies to all staff within the Houston County Auditor's Office and should be used as a guide by all jurisdictions conducting elections within Houston County. This plan should be distributed to all municipalities within Houston County that are responsible for election operations. This plan should operate in conjunction, but does not supersede, Houston County's or the encompassed municipalities' governing Continuity of Operations Plan.

## County and Municipal Election Leads Order of Succession

In the event an incumbent elections administrator is incapable or unavailable to fulfill essential duties, successors have been identified to ensure there is no lapse in essential decision-making authority. The Houston County Auditor's Office has identified successors for key election officials within Houston County.

The County Interim Auditor-Treasurer and Deputy Auditor-Treasurer are responsible for the Elections Emergency Plan. If an event occurs that warrants the use of the Elections Emergency Plan, it is the duty of the elections staff at the County and at the municipal level to communicate with the Auditor-Treasurer. If the Auditor-Treasurer cannot be reached, the Deputy Auditor-Treasurer should be contacted. The following table shows the Houston County Elections order of succession.

### Houston County:

	Position	Successors
Name	Polly Heberlein	Eliana Babinski
Title	Interim Auditor-Treasurer	Deputy Auditor-Treasurer
Office Phone	507-725-5815	507-725-5803
Mobile Phone	507-450-0530	507-730-7275
Work Email	<a href="mailto:polly.heberlein@co.houston.mn.us">polly.heberlein@co.houston.mn.us</a>	<a href="mailto:eliana.babinski@co.houston.mn.us">eliana.babinski@co.houston.mn.us</a>
Personal Email	<a href="mailto:pollyh0507@outlook.com">pollyh0507@outlook.com</a>	

	Position	Successors
Name	Eliana Babinski	Amy Sylling
Title	Deputy Auditor-Treasurer	Deputy Auditor-Treasurer
Office Phone	507-725-5803	507-725-5803
Mobile Phone	507-730-7275	507-450-9468
Work Email	<a href="mailto:eliana.babinski@co.houston.mn.us">eliana.babinski@co.houston.mn.us</a>	<a href="mailto:amy.sylling@co.houston.mn.us">amy.sylling@co.houston.mn.us</a>
Name	Amy Sylling	Mark Bennett
Title	Deputy Auditor-Treasurer	Deputy Auditor-Treasurer
Office Phone	507-725-5803	507-725-5803
Mobile Phone	507-450-9468	608-860-8337
Work Email	<a href="mailto:amy.sylling@co.couston.mn.us">amy.sylling@co.couston.mn.us</a>	<a href="mailto:mark.bennett@co.houston.mn.us">mark.bennett@co.houston.mn.us</a>

The County has identified the top election position within each municipality (see pages 20 - 21). The top election official for each municipality is responsible for ensuring orders of succession are up-to-date and communicated to Houston County Elections staff.

***See attached Appendix for municipal election official contact information (see pages 16 - 19).***

## **Alternative Worksite for County Offices**

If an emergency impacts the Houston County Historic Courthouse on election day or during the absentee voting period, all reasonable efforts will be made to restore the functionality of the facility. The County Interim Auditor-Treasurer will assess the functionality and, if it is determined that the facility cannot be restored to functionality in a reasonable time period, will move County elections operations to Houston County Criminal Justice Center (CJC) Basement - 306 S Marshall St. Caledonia, MN, or to the Houston County Highway Department - 1124 East Washington St. Caledonia, MN, if the Houston County CJC is unavailable.

If County in-person absentee voting is moved to the alternative facility, the County will:

- ☐ Follow the notification procedures for polling place relocation, described below;
- ☐ Notify the Secretary of State of the new static IP address for the purposes of connecting to SVRS;
- ☐ Work with county IT staff to re-direct phone, email, and fax communications to the alternative facility; and
- ☐ Work with USPS, UPS, FedEx, and other package delivery services to ensure delivery of absentee materials to the alternative facility or arrange for collection of absentee materials.
- ☐ Work with media to notify the public of the new absentee voting location.

## Polling Place Relocation – Prior to Election Day

If an emergency makes a polling place inoperable prior to election day, the governing election official must determine if the polling place can be made operable by election day. All reasonable efforts must be made to restore the originally designated polling place. If the governing election official determines that the originally designated polling location cannot be restored, the governing election official may change or consolidate the polling location.

Steps	Checklist for Polling Place Relocation Prior to Election Day	Resources
1 <input type="checkbox"/>	Determine that the originally designated polling location cannot be made operational by election day.	
2 <input type="checkbox"/>	<p>Identify an alternative polling location as near to the designated polling location as possible.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> The new polling location must meet the polling place requirement of M.S. 204B.16, including the requirement that the polling place meet all accessibility provisions for voters with disabilities.</li> <li><input type="checkbox"/> Preference must be given to alternative polling locations within the precinct.</li> <li><input type="checkbox"/> If a new polling location cannot be identified within the precinct, a polling location outside of the precinct may be chosen or the governing municipality can choose to combine the polling place with another polling place outside the precinct.</li> </ul>	<b>Alternate Polling Locations</b> – see page 20
3 <input type="checkbox"/>	<p>Immediately notify the County Auditor and Secretary of State of the need to relocate a polling place and the new polling place location.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> The notification must include (1) the reason for the relocation, (2) the new polling place location, and (3) an explanation for why the new location was chosen</li> </ul>	<b>Houston County Elections Staff Contact</b> <i>Leadership Team &amp; Secretary of State - see page 11</i>



4 <input type="checkbox"/>	<p>Immediately notify the public of the reason for the need to relocate the polling place and the new polling place location. Notification must be given, at minimum:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> On the website of the governing municipality (if applicable);</li> <li><input type="checkbox"/> On the county website;</li> <li><input type="checkbox"/> Through the poll finder by updating the information in the Statewide Voter Registration System;</li> <li><input type="checkbox"/> On the location for all official notices within the governing municipality;</li> <li><input type="checkbox"/> To election judges within the municipality; and</li> <li><input type="checkbox"/> To local media outlets with a request that the media publicly announce the relocation and the reason for the relocation.</li> <li><input type="checkbox"/> Post change of polling place on your municipal website and Facebook page, if applicable.</li> </ul>	<p><b>Media and Public Communications Contacts</b>  <i>Media Contacts - see page 14</i>  <i>County Communications Contacts – see page 15</i></p> <p><b>City Election Contacts</b>  <i>– see page 16</i></p> <p><b>Township Election Contacts</b> – <i>see page 17</i></p>
5 <input type="checkbox"/>	<p>On Election Day, the governing election official must also post at the originally designated polling place a notice in large print and in conspicuous locations a sign notifying potential voters of the new polling place location.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> If it is not possible to post this notice due to hazardous conditions, this requirement may be waived.</li> <li><input type="checkbox"/> Multiple postings may be required and must be visible from a vehicle to accommodate those voters that would otherwise vote from a vehicle.</li> </ul>	

## Polling Place Relocation – On Election Day

In the case of an emergency impacting a polling place on election day, election judges should follow the Polling Place Emergency Procedures in the Appendix of this plan. The election judges will work with the governing election official to determine if the polling place can be returned to operation. If the governing election official determines that the originally designated polling location cannot be restored, the governing election official may either change or consolidate the polling location.

Steps	Checklist for Polling Place Relocation on Election Day	Resources
1 <input type="checkbox"/>	The governing election official must make a determination that the originally designated polling location cannot be made operational.	
2 <input type="checkbox"/>	<p>The governing election official must identify an alternative polling location as near to the designated polling location as possible.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> The new polling location must meet the polling place requirement of M.S. 204B.16, including the requirement that the polling place meet all accessibility provisions for voters with disabilities.</li> <li><input type="checkbox"/> Preference must be given to alternative polling locations within the precinct.</li> <li><input type="checkbox"/> If a new polling location cannot be identified within the precinct, a polling location outside of the precinct may be chosen or the governing municipality can choose to combine the polling place with another polling place outside the precinct.</li> </ul>	<b>Alternate Polling Locations</b> – see page 20
3 <input type="checkbox"/>	<p>Immediately notify the County Auditor and Secretary of State of the need to relocate a polling place and the new polling place location.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> The notification must include (1) the reason for the relocation, (2) the new polling place location, and (3) an explanation for why the new location was chosen.</li> </ul>	<b>Houston County Elections Staff Contact</b> <i>Leadership Team &amp; Secretary of State - see page 11</i>
4 <input type="checkbox"/>	<p>Immediately notify the public of the reason for the need to relocate the polling place and the new polling place location. Notification must be given, at minimum:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> On the website of the governing municipality (if applicable);</li> <li><input type="checkbox"/> On the county website;</li> </ul>	<p><b>Media and Public Communications Contacts</b> <i>Media Contacts - see page 14</i> <i>County Communications Contacts – see page 15</i></p> <p><b>City Election Contacts</b> – see page 16</p>

	<ul style="list-style-type: none"> <li><input type="checkbox"/> Through the poll finder by updating the information in the Statewide Voter Registration System;</li> <li><input type="checkbox"/> On the location for all official notices within the governing municipality;</li> <li><input type="checkbox"/> To election judges within the municipality; and</li> <li><input type="checkbox"/> To local media outlets with a request that the media publicly announce the relocation and the reason for the relocation.</li> <li><input type="checkbox"/> Post change of polling place on your municipal website and Facebook page, if applicable.</li> </ul>	<b>Township Election Contacts – see page 17</b>
5 <input type="checkbox"/>	<p>Post at the originally designated polling place a notice in large print and in conspicuous locations a sign notifying potential voters of the new polling place location.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> If it is not possible to post this notice due to hazardous conditions, this requirement may be waived.</li> <li><input type="checkbox"/> Multiple postings may be required and must be visible from a vehicle to accommodate those voters that would otherwise vote from a vehicle.</li> </ul>	
6 <input type="checkbox"/>	<p>The local election administrator must determine if extension of polling place hours by one hour is necessary to accommodate voters that would have been in line at the original polling location.</p> <p>If polling place hours are extended by one hour, the chief local election official must notify the following of the extension:</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> County Auditor;</li> <li><input type="checkbox"/> Secretary of State;</li> <li><input type="checkbox"/> Election judges within the municipality; and</li> <li><input type="checkbox"/> All local media outlets.</li> </ul>	<p><b>Houston County Elections Staff Contact</b>  <i>Leadership Team &amp; Secretary of State - see page 11</i></p> <p><b>City Election Contacts</b>  <i>– see page 16</i></p> <p><b>Township Election Contacts – see page 17</b></p> <p><b>Media and Public Communications Contacts</b>  <i>Media Contacts - see page 14</i>  <i>County Communications Contacts – see page 15</i></p>

# **Election Judge Polling Place Emergency Procedures**

## **Emergency Evacuation of the Polling Location**

If a fire, a weather emergency, power outage, or another type of emergency occurs during voting hours, take steps to protect yourself and the other people in the polling place. Familiarize yourself with evacuation plans for the polling place. Do not worry about election supplies until after everyone in the polling place is safe.

If the polling place must be left unattended due to a catastrophic emergency (tornado, fire, bomb threat, other situations when Election Judges may be ordered to leave premises), use the following procedures.

### **STAY CALM**

If time permits, and your safety is not jeopardized, follow these steps before you leave the polling place:

1. Choose a location to meet outside; designate Election Judges to assist voters exiting the poll.
2. Record the public count from the Ballot Counter and the time on the incident log.
3. Remove the memory cards from the Ballot Counter.
  - a. Press the power button in upper right-hand corner of the screen to “power off”
  - b. Once completely shut down, using the wire snippers in your supplies, remove the seals from the CF doors
  - c. Lift the compartment door, and press the black button to eject the memory card
  - d. Remove the memory card by pulling gently out of the slot
4. Secure blank, non-voted ballots in the ballot transfer case.
5. Keep voted ballots locked in the Ballot Box
6. Use any available return envelope (i.e. Duplicate Ballot Envelope, Election Day Registration Envelope) for any uncounted ballots found in the auxiliary compartment.
7. If possible, take the following items with you:
  - a. Polling place Rosters (epollbooks or Greeter’s List)

- b. Completed Voter Registration Applications
- c. Memory card (if able to complete step 3)
- d. Exit the polling place and account for all members of your election team.
- e. As soon as you are in a secure location, call your local election official for further instructions about the voting process.

**If The Polling Place Can Be Reopened:**

1. Resume voting by using the auxiliary compartment of the Ballot Counter.
2. Call your local election official to advise that the polling place has reopened.
3. Support staff will be sent to re-install the memory stick and assist in reestablishing normal operations.
4. **DO NOT KEEP VOTERS WAITING** while you restore the functionality of the ballot counter.
  - a. Immediately open the auxiliary compartment slot of the ballot box. This slot lets voters drop their ballot into the locked ballot box without being counted by the machine.
  - b. If needed, explain to voters that once the ballot counter is operating election judges will process them through the ballot counter.
  - c. Voters may use the ballot marking device to verify their ballot has no voter errors before placing it in the auxiliary compartment.
  - d. After the machine is operating again, two judges should remove the ballots from the auxiliary compartment and feed them into the ballot counter.
5. Record events on the Incident Log.

**If The Polling Place Cannot Be Reopened:**

Contact your local election official if your polling place is unusable. Your local election official will help you determine if you need to move to a new polling place, and will assist in identifying a new polling place location. Follow the local election official's instructions regarding moving polling places and notification that must be posted to inform voters of the change in polling locations.

## **Emergencies Requiring Police, Fire, or Medical Response (911)**

Call 911 for any problem or situation requiring a response from police, fire, or medical personnel. If you are using facility phones, verify ahead of time whether an access code is necessary to connect to an outside phone line.

When calling 911 to report a problem or situation requiring an emergency response:

1. Identify yourself as an Election Judge and give your ward and precinct number.
2. State the name and address of the polling place building and the specific location inside the building where the problem is located.
3. Explain the circumstances to the 911 operator and accurately describe the situation. The more accurately you can describe the situation, the better for the 911 dispatcher to be able to make a determination about what type of response is required.
4. After calling 911, call your local election official.
5. Explain the situation and the appropriate staff will be sent to assist you.
6. Record the situation on the Incident Log noting:
  - a. Time of incident
  - b. Type of problem
  - c. Name of individual(s) involved if known
  - d. Brief physical description of individual(s) involved
  - e. Brief description of the incident
7. Contact your local elections official when the situation is resolved.
8. Record the time and resolution of the situation on the Incident Log.

## APPENDIX

### Houston County Elections Staff Contacts

#### Leadership Team

Name & Title	Contact Information	
Polly Heberlein Interim Auditor-Treasurer	Office Phone	(507) 725-5815
	Mobile Phone	(507) 450-0530
	Work Email	<a href="mailto:polly.heberlein@co.houston.mn.us">polly.heberlein@co.houston.mn.us</a>
Eliana Babinski Deputy Auditor-Treasurer	Office Phone	(507) 725-5803
	Mobile Phone	(507) 730-7275
	Work Email	<a href="mailto:eliana.babinski@co.houston.mn.us">eliana.babinski@co.houston.mn.us</a>
Amy Sylling Deputy Auditor-Treasurer	Office Phone	(507) 725-5803
	Mobile Phone	(507) 450-9468
	Work Email	<a href="mailto:amy.sylling@co.houston.mn.us">amy.sylling@co.houston.mn.us</a>
Mark Bennett Deputy Auditor-Treasurer	Office Phone	(507) 725-5803
	Mobile Phone	(608) 860-8337
	Work Email	<a href="mailto:mark.bennett@co.houston.mn.us">mark.bennett@co.houston.mn.us</a>

#### Secretary of State

	Contact Information	
General Information Secretary of State	Main Elections Admin. Line	(651) 215-1440
	Toll Free Election Admin Line	(877) 600-8683
	Election Admin. Email	<a href="mailto:elections.dept@state.mn.us">elections.dept@state.mn.us</a>
	Voter Information Line	(877) 600-VOTE
David Maeda Director of Elections	Office Phone	(651) 556-0612
	Email	<a href="mailto:david.maeda@state.mn.us">david.maeda@state.mn.us</a>

## Support and Vendor Contact Information

### Support

Name & Title	Contact Information	
County Board of Commissioners	Phone & Email	Eric Johnson (507) 500-1902 <a href="mailto:eric.johnson@co.houston.mn.us">eric.johnson@co.houston.mn.us</a>
		Bob Burns (507) 450-2257 <a href="mailto:robert.burns@co.houston.mn.us">robert.burns@co.houston.mn.us</a>
		Greg Myhre (319) 440-2691 <a href="mailto:greg.myhre@co.houston.mn.us">greg.myhre@co.houston.mn.us</a>
		Robert Schuldt (507) 500-1904 <a href="mailto:robert.schuldt@co.houston.mn.us">robert.schuldt@co.houston.mn.us</a>
		Dewey Severson (507) 500-1901 <a href="mailto:dewey.severson@co.houston.mn.us">dewey.severson@co.houston.mn.us</a>
Mark Olson County Emergency Manager Director	Office Phone Mobile Phone Email	(507) 725-5834 ext. 4280 (507) 500-1067 <a href="mailto:mark.olson@co.houston.mn.us">mark.olson@co.houston.mn.us</a>
Samuel Jandt County Attorney	Office Phone Email	(507) 725-5802 ext. 4253 <a href="mailto:samuel.jandt@co.houston.mn.us">samuel.jandt@co.houston.mn.us</a>
Sheriff's Office	Office Phone Email	(507) 725-3379 ext. 1 <a href="mailto:HCSO@co.houston.mn.us">HCSO@co.houston.mn.us</a>
Andrew Milde County IT Director	Office Phone Mobile Phone Email	(507) 725-5809 ext. 1209 (507) 500-1100 <a href="mailto:andrew.milde@co.houston.mn.us">andrew.milde@co.houston.mn.us</a>



## Vendors

Name & Title	Contact Information	
Doug Sunde, SeaChange (ballots)	Office Phone	(763) 586-3751
	Email	<a href="mailto:doug.sunde@seachangemn.com">doug.sunde@seachangemn.com</a>
Shelly Angen, SeaChange (ballots)	Office Phone	(763) 586-3749
	Email	<a href="mailto:shelly.angen@seachangemn.com">shelly.angen@seachangemn.com</a>
ES&S -DS200 & Automarks	Office Phone	(877) 377-8683 Option 6
Trish Rice (KnowInk) ES&S – Elections Systems and Software (Election Media)	Office Phone	(877) 377-8683
	Mobile Phone	(402) 689-5044
	Email	<a href="mailto:trish.rice@essvote.com">trish.rice@essvote.com</a>
Chad Trice, (KnowInk) Command Central (equipment & programming)	Office Phone	(320) 258-9887
	Email	<a href="mailto:chad.trice@ccelections.com">chad.trice@ccelections.com</a>
Sue Ann Heck, (KnowInk) Command Central (equipment & programming)	Office Phone	(320) 259-7027
	Email	<a href="mailto:sueann.heck@ccelections.com">sueann.heck@ccelections.com</a>
Dylan Ward (KnowInk) Command Central (equipment & programming)	Office Phone	(320) 333-8339
	Email	<a href="mailto:dylan.ward@ccelections.com">dylan.ward@ccelections.com</a>

## Utilities and Public Works

Name & Title	Contact Information	
Greg Olson County Facilities Lead Maintenance	Office Phone	(507) 725-5804 ext. 4096
	Cell Phone	(507) 500-1579
	Email	<a href="mailto:greg.olson@co.houston.mn.us">greg.olson@co.houston.mn.us</a>
Brian Pogodzinski County Highway Director	Office Phone	(507) 725-3925
	Email	<a href="mailto:brian.pogodzinski@co.houston.mn.us">brian.pogodzinski@co.houston.mn.us</a>
Caledonia Public Utilities – City of Caledonia Casey Klug - Public Works & Zoning Director Matt Blocker - Electrical Line Foreman	Office Phone	(507) 725-3462
	Email	<a href="mailto:cklug@caledoniamn.gov">cklug@caledoniamn.gov</a>
	Power Outage Phone	(507) 458-5715
Utilities		Electric

Name & Title	Contact Information
	<ul style="list-style-type: none"> <li>• MiEnergy – 800-432-2285 (most of the county)</li> <li>• Xcel Energy – 800-641-4400 (Hokah &amp; La Crescent area)</li> <li>• City of Caledonia – 507-725-3323</li> <li>• City of Spring Grove – 507-498-3297</li> </ul> <p>Gas</p> <ul style="list-style-type: none"> <li>• Minnesota Energy – 800-889-4970</li> </ul>

## Media and Public Communications Contacts

### Media Contact List

Name & Title	Contact Information
Radio Stations – La Crosse Area	<p>Midwest Family Broadcasting – 608-782-1230</p> <ul style="list-style-type: none"> <li>• WIZM</li> <li>• Z93</li> <li>• 95.7 The Rock</li> <li>• WKTY Sports</li> <li>• Classic Hits 94.7</li> <li>• KQ98</li> </ul> <p>Magnum Media – 608-372-9600</p> <ul style="list-style-type: none"> <li>• WQCC 106.3</li> <li>• WKBH 102.7</li> <li>• WLXR 96.1</li> <li>• K250AZ 97.9</li> <li>• W296EH 107.1</li> <li>• WTMB 94.5</li> <li>• WBOG 101.2</li> </ul>
TV Stations	<ul style="list-style-type: none"> <li>• CBS – WKBT, La Crosse – 608-793-4513</li> <li>• NBC – WEAU, Eau Claire – 715-835-1313</li> <li>• NBC – KTTC, Rochester – 507-288-4444</li> <li>• ABC – WXOW, La Crosse – 507-895-9969</li> <li>• Fox – WLAX, La Crosse – 608-781-0025</li> <li>• Fox – KXLT, Rochester – 507-252-4747</li> </ul>
Caledonia Argus Rose Korabek (Publisher)	<p>Office Phone (507) 724-3475 Option 4</p> <p>Mobile (507) 456-4050</p> <p>Email <a href="mailto:rose.korabek@apgsomn.com">rose.korabek@apgsomn.com</a></p>
Fillmore County Journal Jason Sethre (Publisher)	<p>Office Phone (507) 765-2151</p> <p>Email <a href="mailto:jason@fillmorecountyjournal.com">jason@fillmorecountyjournal.com</a></p>
Houston County News	<p>Office Phone (608) 782-9710</p> <p>Email <a href="mailto:rivervalley.legals@lee.net">rivervalley.legals@lee.net</a></p>

## County Communications Contacts

Name and Title <i>Media Platforms</i>	Contact Information	
Andrew Milde County Communications Lead  <i>County Website</i>	Office Phone Mobile Phone Email Website	(507) 725-5809 ext. 1209 (507) 500-1100 <a href="mailto:andrew.milde@co.houston.mn.us">andrew.milde@co.houston.mn.us</a> <a href="http://www.co.houston.mn.us">www.co.houston.mn.us</a>
Allison Wagner EDA Director/County Board Clerk  <i>County Facebook Page</i>	Office Phone Email Website	(507) 725-5836 <a href="mailto:allison.wagner@cedausa.com">allison.wagner@cedausa.com</a> <a href="https://www.facebook.com/HoustonCountyMN/">www.facebook.com/HoustonCountyMN/</a>
Brian Swedberg County Sheriff  <i>Code Red Alert System</i>	Office Phone Mobile Phone Email	(507) 725-3379 ext. 4102 (507) 500-1051 <a href="mailto:brian.swedberg@co.houston.mn.us">brian.swedberg@co.houston.mn.us</a>
Mark Olson County Emergency Manager Director  <i>Code Red Alert System</i>	Office Phone Mobile Phone Email	(507) 725-5834 ext. 4280 (507) 500-1067 <a href="mailto:mark.olson@co.houston.mn.us">mark.olson@co.houston.mn.us</a>
Houston County Sheriff's Office  <i>Code Red Alert System</i>	Office Phone Email	(507) 725-3379 ext. 1 <a href="mailto:HCSO@co.houston.mn.us">HCSO@co.houston.mn.us</a>

## CITY ELECTION CONTACTS

<u>CITY</u>	<u>NAME</u>	<u>CONTACT INFORMATION</u>
Brownsville	Steve Schuldt Clerk	City Hall, 104 N 6 <sup>th</sup> St. PO Box 138 Brownsville, MN 55919 Phone: 507-450-5854 Email: <a href="mailto:brownsvi@acegroup.cc">brownsvi@acegroup.cc</a>
Caledonia	Jake Dickson Clerk/Administrator	City Hall, 231 E. Main St. PO Box 232 Caledonia, MN 55921 Phone: 507-725-3450 Email: <a href="mailto:jdickson@caledoniamn.gov">jdickson@caledoniamn.gov</a>
Eitzen	Steve Schuldt Clerk	City Hall, 202 East Main St. Eitzen, MN 55931 507-495-3017 Email: <a href="mailto:eitzen@acegorup.cc">eitzen@acegorup.cc</a>
Hokah	Lindsey Martell Clerk	City Hall, 211 Main St., Suite 1 PO Box 311 Hokah, MN 55941 Phone: 507-894-4990 Email: <a href="mailto:cityclerk@acegroup.cc">cityclerk@acegroup.cc</a>
Houston	Michelle Quinn Clerk/Administrator	City Hall, 105 W. Maple St. PO Box 667 Houston, MN 55943 Phone: 507-896-4033 Email: <a href="mailto:mquinn@houstonmn.us">mquinn@houstonmn.us</a>
La Crescent	Bill Waller Administrator  Angie Boettcher Clerk	City Hall, 315 Main St. La Crescent, MN 55947 Phone: 507-895-2595 Emails: <a href="mailto:bwaller@cityoflacrescent-mn.gov">bwaller@cityoflacrescent-mn.gov</a> <a href="mailto:aboettcher@cityoflacrescent-mn.gov">aboettcher@cityoflacrescent-mn.gov</a>
Spring Grove	Jana Elton Clerk/Administrator	City Hall, 118 1 <sup>st</sup> Ave. NW PO Box 122 Spring Grove, MN Phone 507-498-3098 Email: <a href="mailto:Jana@springgrovemn.com">Jana@springgrovemn.com</a>

## TOWNSHIP ELECTION CONTACTS

<u>TOWNSHIP</u>	<u>NAME</u>	<u>ADDRESS</u>
Black Hammer	Elizabeth Wiste Clerk	18792 Old Indian Trail Rd Spring Grove, MN 55974 Phone: 507-498-7711 Email: <a href="mailto:liztostenson1@gmail.com">liztostenson1@gmail.com</a>
Brownsville	Christine Novak Clerk	3092 Cork Hollow Dr Brownsville, MN 55919 Phone: 507-459-0636 Email: <a href="mailto:btownship@goacentek.net">btownship@goacentek.net</a>
Caledonia	Judith Massman Clerk	16535 Beaver Ridge Dr Caledonia, MN 55921 Phone: 507-458-3294 Email: <a href="mailto:gjexp@acegroup.cc">gjexp@acegroup.cc</a>
Crooked Creek	Andre Moen Clerk	16504 Klondike Rd Brownsville, MN 55919 Phone: 507-429-6326 Email: <a href="mailto:amoen@mid-citysteel.com">amoen@mid-citysteel.com</a>
Hokah	Dee Vogel Clerk	6066 Timber Oaks Rd Hokah, MN 55941 Phone: 608-397-6516 Email: <a href="mailto:hokah-clerk1@outlook.com">hokah-clerk1@outlook.com</a>
Houston	Brian Lee Clerk	12452 State 16 Houston, MN 55943 Phone: 507-458-0760 Email: <a href="mailto:leefarm@acegroup.cc">leefarm@acegroup.cc</a>
Jefferson	Anne Falken Clerk	19099 Neumann Rd Caledonia, MN 55921 Phone: 320-493-8629 Email: <a href="mailto:falken@umn.edu">falken@umn.edu</a>

<b><u>TOWNSHIP</u></b>	<b><u>NAME</u></b>	<b><u>ADDRESS</u></b>
La Crescent	Karen Schuldt Clerk	4610 County 6 PO Box 57 La Crescent, MN 55947 Phone: 608-406-0024 Email: <a href="mailto:kschuldt@acegroup.cc">kschuldt@acegroup.cc</a>
Mayville	Erin Hammell Clerk	11507 Reining Dr Caledonia, MN 55921 Phone: 608-225-1830 Email: <a href="mailto:mayvilletownship@gmail.com">mayvilletownship@gmail.com</a>
Money Creek	Adam Florin Clerk	18035 County 26 Houston, MN 55943 Phone: 608-797-2515 Email: <a href="mailto:money.creek.twp.mn@gmail.com">money.creek.twp.mn@gmail.com</a>
Mound Prairie	Colleen Tracy Clerk	2338 Storer Valley Rd Houston, MN 55943 Phone: 507-459-3573 Email: <a href="mailto:mptclerk@gmail.com">mptclerk@gmail.com</a>
Sheldon	Patsy Wiste Clerk	200 S Erickson St #104 Houston, MN 55943 Phone: 608-397-1550 Email: <a href="mailto:sheldontownship@gmail.com">sheldontownship@gmail.com</a>
Spring Grove	Michael Wiste Clerk	21333 Sugar Valley Rd Spring Grove, MN 55974 Phone: 507-450-4638 Email: <a href="mailto:mikewiste@gmail.com">mikewiste@gmail.com</a>
Union	Kathleen Olson Clerk	7175 County 20 Caledonia, MN 55921 Phone: 608-406-7869 Email: <a href="mailto:uniontownmn@gmail.com">uniontownmn@gmail.com</a>
Wilmington	Melissa Schroeder Clerk/Treasurer	17999 Promise Rd Caledonia, MN 55921 Phone: 608-780-3998 Email: <a href="mailto:meljayschroeder@yahoo.com">meljayschroeder@yahoo.com</a>

<u>TOWNSHIP</u>	<u>NAME</u>	<u>ADDRESS</u>
Winnebago	Joyce Staggemeyer Clerk	23961 Minnesota Rd Eitzen, MN 55931 Phone: 507-542-4637 Email: <a href="mailto:winnebagotwpclerk@gmail.com">winnebagotwpclerk@gmail.com</a>
Yucatan	Deborah Dewey Clerk	8882 E Twin Ridge Rd Houston, MN 55943 Phone: 507-896-3566 Email: <a href="mailto:dewdrop@acegroup.cc">dewdrop@acegroup.cc</a>

**HOUSTON COUNTY  
AGENDA REQUEST FORM  
June 24, 2024**

**Date Submitted: 6/20/2024**

**By: Carol Lapham, Finance Director**

**CONSENT AGENDA REQUEST**

**APPOINTMENT REQUEST**

**ACTION REQUEST**

Approve budget amendment for Recorders Technology fund balance applied to offset 1<sup>st</sup> half 2024 expenditures.

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



## Budget Amendment Request Form

### Requester Information

Department: Houston County Recorder

Date: June 20, 2024

Department Head: Mary B. Betz

### Re-allocation Request

<u>Account Number</u>	<u>Account Name</u>	<u>Amount Added</u>	<u>Amount Deducted</u>
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Reason for change request:

### Additional Appropriation Request

<u>Account Number</u>	<u>Account Name</u>	<u>Amount Requested</u>
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6342	Hardware ./ Software Maint	\$ 750.00
6401	Office Supplies	384.62

**TOTAL AMENDED** **\$ 1,134.62**

**5592 - Recorder's Technology Fund** **\$ 1,134.62**

Reason for additional appropriation: To utilize the Recorder's Technology Fund to pay these invoices.

Attach any additional information desired to support/clarify your request.

# Auditor Warrants 6/20/2024

Lynn Colsch

Thu 6/20/2024 11:12 AM

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

**REVIEW LICENSE CENTER PAYMENTS**

**2024/06/20 AUDITOR WARRANTS:**

VENDORNAMEATPAYMENT	AMOUNT
FLUGGE/ANDREW LEE	2,772.00
SHELDON FAMILY FARMS LLP	6,973.20
SOLUM/NELS	<u>20,058.90</u>
	29,804.10
14 VENDORS PAID LESS THAN \$2000.00	<u>4,449.59</u>
	<u><u>34,253.69</u></u>

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

Phone 507-725-5825

# Commissioner Warrants 2024/06/25

Lynn Colsch

Thu 6/20/2024 11:19 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

### 2024/06/25 COMMISSIONER'S WARRANTS:

VENDOR NAME	AMOUNT
ANCOM COMMUNICATIONS	6,527.50
BLUFF COUNTRY BRINE LLC	28,706.56
CLEAN HARBORS ENV SERVICES	7,578.11
DUNN BLACKTOP COMPANY	2,885.00
DYNAMIC LIFECYCLE INNOVATIONS INC	2,221.92
ENTERPRISE FM	6,008.27
GREEN TERRACE PROPERTIES LLC	52,000.00
HARTLAND LUBRICANTS & CHEMICALS	4,032.60
HOUSTON COUNTY TREASURER	21,448.63
INSIGHT PUBLIC SECTOR	3,307.76
LIBERTY TIRE RECYCLING LLC	3,401.40
TITAN MACHINERY INC	54,750.00
	<hr/> 192,867.75
16 VENDORS PAID LESS THAN \$2000.00	<hr/> 7,404.14
	<hr/> 200,271.89
PUBLIC HEALTH & HUMAN SERVICES	<hr/> 112,622.23
	<hr/> <hr/> 312,894.12

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

Phone 507-725-5825