

## PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: August 27, 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, Interim Administrator Carol Lapham, Board Clerk/EDA Director Allison Wagner, Recorder Mary Betz, Public Health and Human Services Director John Pogleasa, Deputy Auditor/Treasurer Eliana Babinski, Deputy Auditor/Treasurer Amy Sylling, Engineer Brian Pogodzinski, Assessor Lucas Onstad, Office Support Specialist Lee Langager, and Andy Anderson

Presiding: Chairperson Johnson

Call to order.

Pledge of Allegiance.

Motion was made by Commissioner Severson, seconded by Commissioner Burns motion unanimously carried to approve the agenda.

Motion was made by Commissioner Severson, seconded by Commissioner Burns, motion carried to approve the meeting minutes from August 20, 2024.

Public Comment:

None.

### APPOINTMENTS

None.

### CONSENT AGENDA

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

- 1) Change David Feuerhelm from a Commercial Property Appraiser to Accredited Minnesota Appraiser, C41, Step 1, effective 08/14/2024.

- 2) Initiate a competitive search for a .5 FTE, probationary Deputy Auditor/Treasurer-License Center Clerk.
- 3) Change the employment status of Jailer/Dispatcher, Derek St. Mary, from probationary to regular, effective 09/11/2024.
- 4) Change the employment status of Lead Jailer/Dispatcher, Matthew Kuehl, from probationary to regular, effective 9/11/2024.

#### **ACTION ITEMS**

File No. 1 – Commissioner Burns moved, Commissioner Myhre seconded, motion unanimously carried to adopt Resolution No. 24-30 Final Acceptance for CP 2024-08 Airport Crack Filling Contract # 071 Fahrner Asphalt Sealers, LLC. The total cost was \$40,523.09. Resolution is below.

#### **RESOLUTION NO. 24-30**

#### **FINAL ACCEPTANCE FOR CP 2024-08 AIRPORT CRACK FILLING CONTRACT # 071**

#### **FAHRNER ASPHALT SEALERS, LLC**

**AUGUST 27, 2024**

WHEREAS, Contract No. 071 has in all things been completed, and the County Board being fully advised in the premises,

NOW, THEN BE IT RESOLVED, That we do hereby accept said completed project for and in behalf of the County of Houston and authorize final payment as specified herein.

File No. 2 – Commissioner Myhre moved, Commissioner Severson seconded, motion unanimously carried to accept Auxiliary Post 6801 donation of \$200.00 to the Veteran Services Office to use for any veteran's needs.

File No. 3 – Interim Administrator Lapham said she had been having discussions with department heads around office duties, reorganization, and possible reassignments. She said they were looking at moving some functions to lessen the burden on employees, and she wanted to make the board aware of the changes. One thing they were looking into was moving some duties from the Auditor's office to the Recorder's office. Lapham said sometimes things went to one office, then to another, and back again. Some of those steps could possibly be lessened or omitted. Commissioner Burns asked if there would still be proper checks and balances for auditing purposes. Lapham said yes. Commissioner Johnson said in some counties DMV duties were done by an outside agency. Lapham said she was researching what other counties were doing.

File No. 11 – Commissioner Myhre moved, Commissioner Burns seconded, motion unanimously carried to review and approve payments. Payments are listed below.

**2024/08/27 COMMISSIONER'S WARRANTS:**

BRUENING ROCK PRODUCTS INC	9,047.67
FAHRNER ASPHALT SEALERS LLC	2,026.15
LIBERTY TIRE RECYCLING LLC	3,578.95
SCOTT CONSTRUCTION INC	<u>435,728.10</u>
	450,380.87
19 VENDORS PAID LESS THAN \$2000.00	<u>9,503.72</u>
	<u><u>459,884.59</u></u>

**Public Comment:**

Rose Korabek said machines that could be used for getting DMV tabs had been installed at the State Fair and some Cub Foods locations in the metro area.

**DISCUSSION ITEMS**

Commissioners discussed recent and upcoming meetings including a Root River Watershed One, Opioid Settlement, Department Head, Finance, and La Crescent City Council meeting.

There being no further business at 9:50 a.m., a motion was made by Commissioner Severson seconded by Commissioner Myhre, motion unanimously carried to adjourn the meeting. The next meeting would be a regular meeting on September 3, 2024.

**BOARD OF COUNTY COMMISSIONERS**

**HOUSTON COUNTY, MINNESOTA**

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

Attest: \_\_\_\_\_  
Carol Lapham, Interim Administrator

**HOUSTON COUNTY  
AGENDA REQUEST  
September 3, 2024**

**Date Submitted: August 29, 2024**

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

**ACTION**

**NONE**

**APPOINTMENT REQUEST**

**NONE**

**HR CONSENT AGENDA REQUEST**

**PHHS**

- **Hire Elizabeth Knutson as a 67-day Public Health Nurse to assist with WIC duties until a full-time nurse is hired, C42, step 9, effective 09/04/2024**

<b>CC:</b>	<input type="checkbox"/>	HR Director	<input type="checkbox"/>	Sheriff	
	<input checked="" type="checkbox"/>	Admin/Finance Director	<input type="checkbox"/>	Engineer	
	<input type="checkbox"/>	IS Director	<input checked="" type="checkbox"/>	PHHS	
				(indicate	Assessor
	<input type="checkbox"/>	County Attorney	<input type="checkbox"/>	other dept)	
	<input type="checkbox"/>	Environmental Svcs			

## Houston County Agenda Request Form

**Date Submitted:** August 27, 2024

**Board Date:** September 3, 2024

**Person requesting appointment with County Board:** Brian Pogodzinski

**Issue:**

Houston County desires to improve and reconstruct County State Aid Highway 10, located 1.1 Miles West of Rolling Hills Road, with grading, bridge replacement (No. 7540 Old)(No. 28J69 New), aggregate base, and bituminous surfacing, identified as SAP 028-610-021.

The Houston County Highway Department and the Houston County Surveyor have prepared a Houston County Right of Way Plat Number 88 to identify and delineate the Right of Way within the State of Minnesota required for this project.

The County Board needs to execute and certify the plat map.

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

Resolution and Plat No. 88 are attached.

**Justification:**

**Action Requested:**

To approve Resolution and to authorize, execute, and sign the Certification statement on Right of Way Plat No. 88.

### 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 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.

RESOLUTION 24-31

TO APPROVE AND ACCEPT HOUSTON COUNTY RIGHT OF WAY PLAT NO. 88  
FOR THE RECONSTRUCTION OF STATE AID PROJECT 028-610-021.

WHEREAS; Houston County desires to improve and reconstruct County State Aid Highway 10, Located between 1.0 Miles and 1.2 Miles West of the Junction with Rolling Hills Road, with Grading, Bridge Replacement (No. 7540 Old)(No. 28J69 New), Aggregate Base, identified as SAP 028-610-021; and

WHEREAS; the Houston County Highway Department and the Houston County Surveyor have prepared Houston County Right of Way Plat Number 88 to identify and delineate the right of way and temporary easements within the State of Minnesota required for this project; and

NOW THEREFORE BE IT RESOLVED; that Houston County approves and accepts Houston County Right of Way Plat No. 88 as designating the definite location of that part of County State Aid Highway 10, located in Section 4, Township 102 North, Range 6 West, as presented on this date, September 3, 2024, and authorizes it to be filed of record with the Houston County Recorder.

BE IT FURTHER RESOLVED that Eric Johnson, Houston County Board of Commissioners Chairperson, is hereby authorized to execute and sign the Certification statement on said plat on behalf of Houston County.

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

STATE OF MINNESOTA

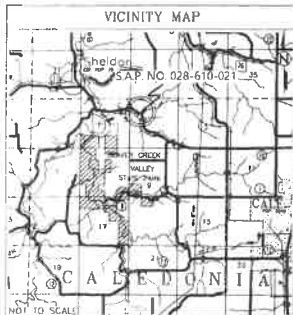
COUNTY OF HOUSTON

I hereby certify that the foregoing Resolution is a true and correct copy of the Resolution presented to and adopted by Houston County at a duly authorized meeting thereof held on the 3<sup>rd</sup> day of September 2024, as shown by the minutes of said meeting in my possession.

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County Auditor

# HOUSTON CO. RIGHT OF WAY PLAT NO. 88 CSAH 10 S.A.P. NO. 028-610-021



STATE AID PROJECT NUMBER 028-610-021  
LOCATED ON CSAH 10, LYING WITHIN THE SOUTH HALF OF THE FRACTIONAL NORTHWEST QUARTER OF SECTION 4, T102N, R6W, HOUSTON COUNTY, MINNESOTA.

GROSS LENGTH: 725.00 FT 0.137 MILE  
BRIDGE 28159 LENGTH: 22.64 FT 0.004 MILE  
EXCEPTIONS-LENGTHS: 0.000 FT 0.000 MILE  
NET LENGTH: 725.000 FT 0.137 MILE

FROM: A POINT BEARING NORTH 37°32'45" EAST 1456.34 FEET FROM THE WEST QUARTER CORNER OF SECTION 4, T102N, R6W.

TO: A POINT BEARING NORTH 79°40'37" WEST 3879.88 FEET FROM THE EAST QUARTER CORNER OF SECTION 4, T102N, R6W.

## NOTES:

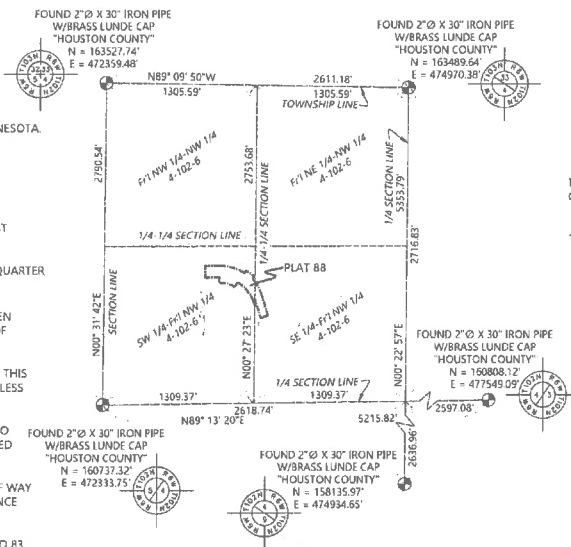
1. PARCEL BOUNDARIES AND CORRESPONDING PARCEL AREAS HAVE BEEN DETERMINED BY CURRENT DEED EVIDENCE OF RECORD, FILED CERTIFICATES OF SURVEY, MONUMENTATION FOUND, AND INTENT OF RECORDED DEEDS.

2. ALL RIGHT ANGLE AND RADIAL-TO-CURVE ROAD WIDTHS SHOWN ON THIS RIGHT OF WAY PLAT ARE TO THE PROPOSED CONSTRUCTION CENTERLINE UNLESS OTHERWISE NOTED.

3. NEW HIGHWAY EASEMENT ACRES: RIGHT OF WAY ACREAGE NEEDED TO RECONSTRUCT CSAH 10 ACQUIRED BY HOUSTON COUNTY FROM THE AFFECTED LANDOWNER.

4. TEMPORARY EASEMENT ACRES: LAND ADJACENT TO CSAH 10 RIGHT OF WAY NEEDED DURING CONSTRUCTION. THIS EASEMENT WILL EXPIRE IN ACCORDANCE WITH RECORDED DEED DOCUMENTATION REFERENCING THIS PLAT.

5. COORDINATES AND BEARINGS ARE BASED ON HOUSTON COUNTY NAD 83 (1996 ADJ.) COUNTY COORDINATE SYSTEM USING CONTROL STATION "BURROUGHS".



OFFICE OF COUNTY RECORDER  
HOUSTON COUNTY, MN

I HEREBY CERTIFY THAT THIS PLAT HAS BEEN FILED  
IN THIS OFFICE AT \_\_\_\_\_ O'CLOCK \_\_\_\_\_ M  
ON \_\_\_\_\_ 20\_\_\_\_ IN  
PLAT CABINET \_\_\_\_\_ ENVELOPE \_\_\_\_\_  
DOCUMENT NO. \_\_\_\_\_

MARY B. BETZ, HOUSTON COUNTY RECORDER

COUNTY RECORDER

HOUSTON COUNTY BOARD CERTIFICATION OF PLAT:  
THIS PLAT WAS APPROVED AND ACCEPTED BY THE COUNTY BOARD IN THE COUNTY OF HOUSTON, STATE OF MINNESOTA, AT A REGULAR MEETING HELD

THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_

CHAIRPERSON

THE HOUSTON COUNTY BOARD HEREBY DESIGNATES THE DEFINITE LOCATION OF THAT PART OF CSAH 10 LOCATED IN THE SOUTH HALF OF THE FRACTIONAL NORTHWEST QUARTER OF SECTION 4, T102N, R6W, HOUSTON COUNTY, MINNESOTA.

THE PORTION OF SAID COUNTY ROAD AS SHOWN ON THIS PLAT, PREPARED JOINTLY BY THE COUNTY HIGHWAY DEPARTMENT AND THE COUNTY SURVEYOR'S OFFICE OF HOUSTON COUNTY, IS HEREBY CERTIFIED AS THE OFFICIAL PLAT OF THAT PORTION OF SAID COUNTY ROAD WITHIN SAID SECTION PURSUANT TO MINNESOTA STATUTES CHAPTER 160.085 AND CHAPTER 160.14, SUB 1.

IT IS FURTHER ORDERED THAT IT IS NECESSARY TO ACQUIRE ALL TREES, SHRUBS, GRASS, AND HERBAGE WITHIN THE RIGHT OF WAY OF SAID COUNTY HIGHWAY, AND TO KEEP AND HAVE THE EXCLUSIVE CONTROL OF THE SAME.

CERTIFIED BY \_\_\_\_\_ DATE \_\_\_\_\_  
BRIAN POGODZINSKI  
HOUSTON COUNTY ENGINEER  
MIN. P.E. NO. 45194

I HEREBY CERTIFY THAT THIS PLAT WAS PREPARED BY ME OR UNDER MY DIRECT SUPERVISION AND THAT I AM A DULY REGISTERED LAND SURVEYOR UNDER THE LAWS OF THE STATE OF MINNESOTA; THAT THE MONUMENTS FOR THE GUIDANCE OF FUTURE SURVEYS WILL BE CORRECTLY PLACED IN THE GROUND AS SHOWN NO LATER THAN 12 MONTHS AFTER COMPLETION OF CONSTRUCTION; THAT ALL MEASUREMENTS ARE CORRECTLY SHOWN ON THIS PLAT; AND THAT THE PROPOSED RIGHT OF WAY BOUNDARY LINES ARE CORRECTLY DESIGNATED ON THIS PLAT.

CERTIFIED BY \_\_\_\_\_ DATE \_\_\_\_\_  
ERIC L. SCHMITT  
HOUSTON COUNTY SURVEYOR  
MIN. L.S. NO. 53135

PARCEL NO.	PROPERTY ID NO.	RECORDED OWNER	LOCATION BY 1/4-1/4 SECTION	TRANSFER DOCUMENT	ROW EASEMENT WITHIN PROJECT LIMITS			TEMPORARY EASEMENT (AC)
					EXIST ROW (AC)	NEW ROW (AC)	TOTAL ROW (AC)	
1.	03.0046.000	ADAM AUGEDAHL AND ARLENE AUGEDAHL	SW 1/4-NW 1/4 Sec. 4-T102N-R6W	#A299014	0.743	0.596	1.339	0.372
2.	03.0042.000	STATE OF MINNESOTA	SE 1/4-NW 1/4 Sec. 4-T102N-R6W	#A98737	0.377	-	0.377	-
TOTAL AREA					1.120	0.596	1.716	0.372

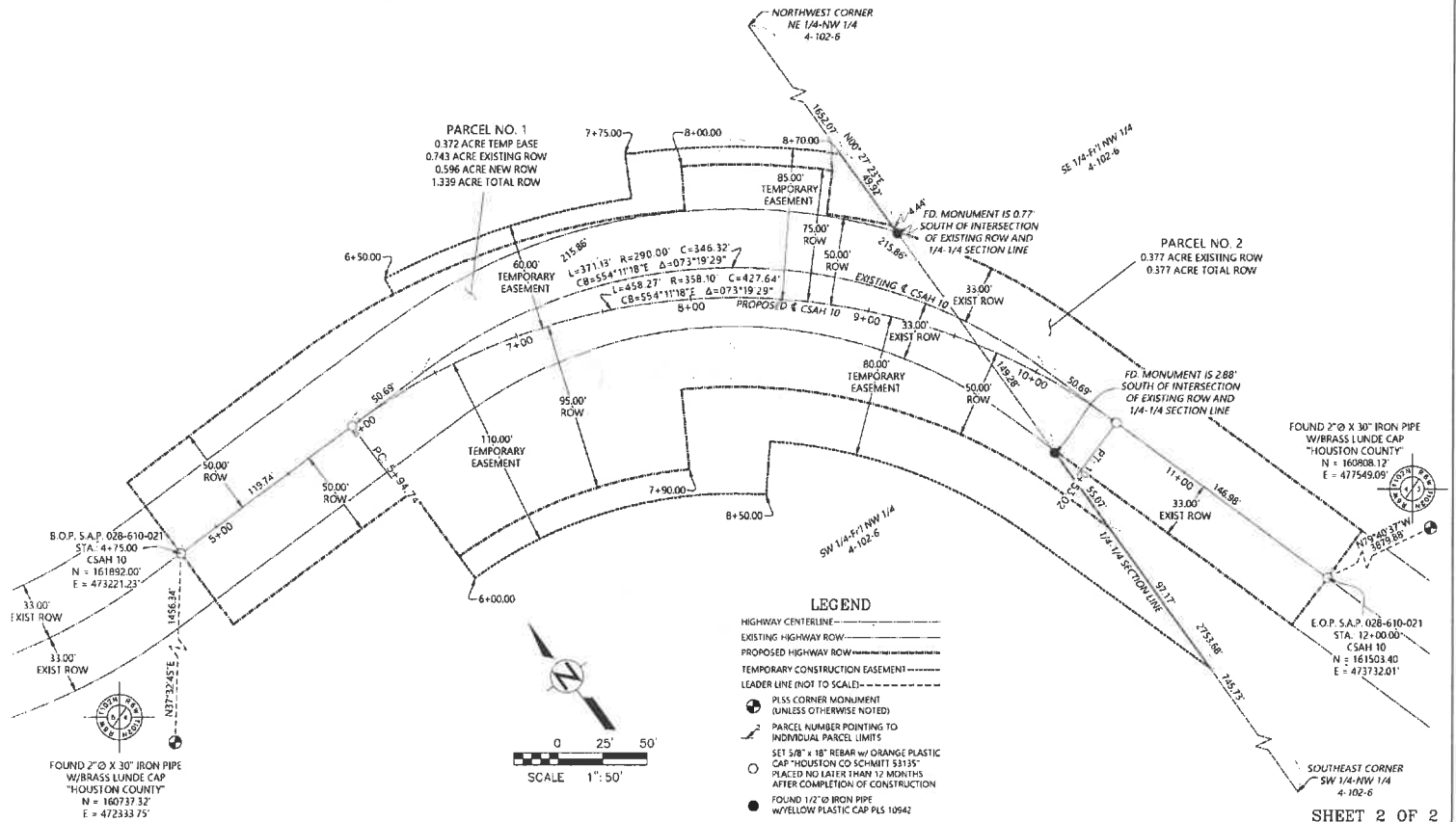
# HOUSTON CO. RIGHT OF WAY PLAT NO. 88

CSAH 10

S.A.P. NO. 028-610-021

PARCEL NO. 1  
0.372 ACRE TEMP EASE  
0.743 ACRE EXISTING ROW  
0.596 ACRE NEW ROW  
1.339 ACRE TOTAL ROW

PARCEL NO. 2  
0.377 ACRE EXISTING ROW  
0.377 ACRE TOTAL ROW





# Houston County Agenda Request Form

Date Submitted: 8/22/2024

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

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

**Issue:**

Approve allocation of ARPA funds and contract with Next Chapter Technology for CaseWorks - Social Services version. ARPA finds will cover cost of project. Stated project costs were reviewed and verified with no change to the proposed contract.

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

Soft copy of contract fro review, hard copy for signature

**Justification:**

**Action Requested:**

Approve ARPA allocation and contract as presented.

## For County Use Only

**Reviewed by:**

<u>          </u> County Auditor	<u>          </u> County Attorney	<u>          </u> Zoning/Environmental Service
<u>          </u> Finance Director	<u>          </u> County Engineer	<u>          </u> HR/Personnel
<u>          </u> IS Director	<u>          </u> Other (indicate dept)	

**Recommendation:**

**Decision:**

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

# Houston County Agenda Request Form

Date Submitted: 8/22/2024

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

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

**Issue:**

Approve allocation of ARPA funds of up to \$15,000 for data transfer associated with CaseWroks Social Services project.

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

None

**Justification:**

**Action Requested:**

Approve allocation as submitted.

For County Use Only			
<b><u>Reviewed by:</u></b>	<u>          </u> County Auditor	<u>          </u> County Attorney	<u>          </u> Zoning/Environmental Service
	<u>          </u> Finance Director	<u>          </u> County Engineer	<u>          </u> HR/Personnel
	<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 the County Auditor by 4:00 p.m. on Monday in order to be considered for inclusion on the following week's agenda. The Board will review all requests and schedule appointments as appropriate.

**HOUSTON COUNTY  
AGENDA REQUEST FORM  
September 3, 2024**

**Date Submitted: August 29, 2024**  
**By: Polly Heberlein- Interim Auditor Treasurer**  
**CONSENT AGENDA REQUEST**

**APPOINTMENT REQUEST**

**ACTION ITEM REQUESTS**

Requesting approval to establish an Absentee Ballot Board and appoint members of the public James Grondin and Michelle Ashmore to the Absentee Ballot Board for the State General Election to be held on November 5, 2024.

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

**RESOLUTION NO. 24-32**  
**AUTHORIZATION AND ESTABLISH ABSENTEE BALLOT**  
**BOARD FOR THE 2024 STATE GENERAL ELECTION**

**September 3, 2024**

WHEREAS, Houston County is required by Minnesota Statutes 203B.121, Subd. 1 to establish an Absentee Ballot Board effective September 20, 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 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

Julie Schleich

Jenna Nelson

Darlene Johnson

Celeste Abbott

Hannah Miner

James Grondin

Michelle Ashmore

\*\*\*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 September 3, 2024.

Witness my hand and the seal of my office this 3rd day of September, 2024.

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Polly Heberlein, Interim Auditor-Treasurer

**HOUSTON COUNTY  
AGENDA REQUEST FORM  
September 3, 2024**

**Date Submitted: August 29, 2024**

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

**CONSENT AGENDA REQUEST**

**APPOINTMENT REQUEST**

**ACTION ITEM REQUESTS**

Requesting approval to establish a UOCAVA (Uniformed and Overseas  
Citizens Absentee Voting Act) Ballot Board for the State General Election to  
be held on November 5, 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. 24-33**  
**AUTHORIZATION AND ESTABLISH A UOCAVA BALLOT BOARD**  
**FOR THE 2024 STATE GENERAL ELECTION**

**September 3, 2024**

WHEREAS, Houston County is required by Minnesota Statutes 203B.121, Subd. 1 to establish a UOCAVA (Uniformed and Overseas Citizens Absentee Voting Act) Ballot Board effective September 3, 2024; and

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

WHEREAS, the 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 a UOCAVA 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

Julie Schleich

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 September 3, 2024.

Witness my hand and the seal of my office this 3rd day of September 3, 2024.

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

## HOUSTON COUNTY

### AGENDA REQUEST FORM

**Date Submitted:** 8/29/24

**By:** Assessor

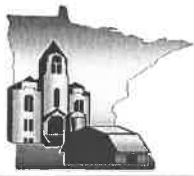
#### CONSENT AGENDA REQUEST:

**ACTION ITEM:** Consider Approving Disaster Abatements/Credit

**Gary Eddy, Parcel# 25.1011.000. Vehicle Accident**

**R&H Properties/Joe Rud, Parcel # 21.1317.000. Fire**

<b><u>Reviewed by:</u></b>	<input type="checkbox"/> HR Director	<input type="checkbox"/> County Sheriff	<input type="checkbox"/>
	<input type="checkbox"/> Finance Director	<input type="checkbox"/> County 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"/> Other (indicate dept)	<input type="checkbox"/> Assessor
	<input type="checkbox"/> Environmental Svcs		
<b><u>Recommendation:</u></b>			
<b><u>Decision:</u></b>			



**HOUSTON COUNTY**  
 304 South Marshal Street  
 Caledonia, MN 55921  
 TEL (507) 725-5836

**2024 Board Meeting Schedule**

<b>1-Jan</b>	<i>New Year's Day (Employee Holiday)</i>	<b>2-Jul</b>	<b>9:00 Full Board Meeting</b>
<b>2-Jan</b>	<b>9:00 Full Board Meeting</b>	<b>4-Jul</b>	<i>Independence Day (Employee Holiday)</i>
<b>9-Jan</b>	<b>9:00 Full Board Meeting</b>	<b>9-Jul</b>	9:00 Workgroup Session
<b>15-Jan</b>	<i>ML King Day (Employee Holiday)</i>	<b>16-Jul</b>	<b>9:00 Full Board Meeting</b>
<b>16-Jan</b>	9:00 Workgroup Session	<b>23-Jul</b>	<b>9:00 Full Board Meeting</b>
<b>23-Jan</b>	<b>9:00 Full Board Meeting</b>	<b>30-Jul</b>	No Meeting
<b>30-Jan</b>	No Meeting	<b>6-Aug</b>	<b>9:00 Full Board Meeting</b>
<b>6-Feb</b>	<b>9:00 Full Board Meeting</b>	<b>13-Aug</b>	9:00 Workgroup Session
<b>13-Feb</b>	<b>9:00 Full Board Meeting</b>	<b>20-Aug</b>	<b>9:00 Full Board Meeting</b>
<b>19-Feb</b>	<i>President's Day (Employee Holiday)</i>	<b>27-Aug</b>	<b>9:00 Full Board Meeting</b>
<b>20-Feb</b>	9:00 Workgroup Session	<b>2-Sep</b>	<i>Labor Day (Employee Holiday)</i>
<b>21-Feb</b>	AMC Legislative Conference	<b>3-Sep</b>	<b>9:00 Full Board Meeting</b>
<b>27-Feb</b>	<b>9:00 Full Board Meeting</b>	<b>10-Sep</b>	9:00 Workgroup Session
<b>5-Mar</b>	<b>9:00 Full Board Meeting</b>	<b>17-Sep</b>	<b>9:00 Full Board Meeting</b>
<b>12-Mar</b>	<b>9:00 Full Board Meeting</b>	<b>24-Sep</b>	<b>9:00 Full Board Meeting</b>
<b>19-Mar</b>	9:00 Workgroup Session	<b>1-Oct</b>	<b>9:00 Full Board Meeting</b>
<b>26-Mar</b>	<b>9:00 Full Board Meeting</b>	<b>8-Oct</b>	9:00 Workgroup Session (Will be held in CJC basement)
<b>29-Mar</b>	<i>Spring Holiday (Employee Holiday)</i>	<b>15-Oct</b>	<b>9:00 Full Board Meeting</b>
<b>2-Apr</b>	<b>9:00 Full Board Meeting</b>	<b>22-Oct</b>	<b>9:00 Full Board Meeting</b>
<b>9-Apr</b>	9:00 Workgroup Session	<b>29-Oct</b>	No Meeting
<b>16-Apr</b>	<b>9:00 Full Board Meeting</b>	<b>5-Nov</b>	<b>9:00 Full Board Meeting</b>
<b>23-Apr</b>	<b>9:00 Full Board Meeting</b>	<b>11-Nov</b>	<i>Veterans Day (Employee Holiday)</i>
<b>30-Apr</b>	No Meeting	<b>12-Nov</b>	9:00 Workgroup Session
<b>7-May</b>	<b>9:00 Full Board Meeting</b>	<b>19-Nov</b>	<b>9:00 Full Board Meeting</b>
<b>14-May</b>	9:00 Workgroup Session	<b>26-Nov</b>	<b>9:00 Full Board Meeting</b>
<b>21-May</b>	<b>9:00 Full Board Meeting</b>	<b>28-29 Nov</b>	<i>Thanksgiving (Employee Holiday)</i>
<b>27-May</b>	<i>Memorial Day (Employee Holiday)</i>	<b>3-Dec</b>	<b>9:00 Full Board Meeting</b>
<b>28-May</b>	<b>9:00 Full Board Meeting</b>	<b>9-11 Dec</b>	AMC Conf No Meeting
<b>4-Jun</b>	<b>9:00 Full Board Meeting</b>	<b>17-Dec</b>	<b>9:00 Full Board Meeting</b>
<b>11-Jun</b>	9:00 Workgroup Session	<b>24-25 Dec</b>	<i>Christmas Eve/Day (Emp. Holiday &amp; No Meeting)</i>
<b>18-Jun</b>	<b>9:00 Full Board Meeting</b>	<b>31-Dec</b>	<b>9:00 Full Board Meeting</b>
<b>19-Jun</b>	<i>Juneteenth (Employee Holiday)</i>		
<b>25-Jun</b>	<b>9:00 Full Board Meeting</b>		

Full Board Meetings occur in the County Board Meeting Room, 2nd floor, Historic Courthouse Building, Caledonia, MN. Agenda, board packets, and minutes are stored at the Historic Courthouse Building and shared on the Houston County website, as are video recordings, when available.

The County Board conducts workgroup sessions to receive information from staff or outside agencies regarding current or upcoming issues or projects in advance of requests to take formal action. The County Board does not take formal action during workgroup meetings. The County Board will normally hold workgroup sessions at 9:00 in Rm. 222 of the Historic Courthouse Building, Caledonia, MN, but may move to other locations and times, as appropriate. If changed, the County will announce the changed time and location during the preceding full board meeting and reflect the change in the published agenda for said meeting. These meetings are not video recorded, but agenda and minutes will be available via the county website.



**Lynn Colsch**

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**From:** Lynn Colsch  
**Sent:** Thursday, August 29, 2024 10:56 AM  
**To:** Houston County BOC  
**Subject:** Auditor Warrants 2024/08/26-28

**REVIEW LICENSE CENTER PAYMENTS**

**2024/08/26-28 AUDITOR WARRANTS:**

<b>VENDORNAMEATPAYMENT</b>	<b>AMOUNT</b>
APPLE AUTO SALES & REPAIR	17,534.50
TRI-STATE AUTO OUTLET CORP	14,600.13
	32,134.63
1 VENDOR PAID LESS THAN \$2000.00	930.18
	33,064.81

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

Phone 507-725-5825

## Lynn Colsch

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**From:** Lynn Colsch  
**Sent:** Thursday, August 29, 2024 10:57 AM  
**To:** Houston County BOC  
**Cc:** Carol Lapham; Susan Tostenson  
**Subject:** Commissioner Warrants 2024/09/03

### REQUEST APPROVAL FOR PAYMENT

#### 2024/09/03 COMMISSIONER'S WARRANTS:

VENDOR NAME	AMOUNT
BRUENING ROCK PRODUCTS INC	7,130.31
CALEDONIA OIL CO INC	3,240.00
COMMISSIONER OF TRANSPORTATION	16,772.37
DELTA DENTAL	6,367.64
IUOE LOCAL 49 FRINGE BENEFIT FUND	26,550.00
KNOWBE4 INC	5,774.40
LIBERTY TIRE RECYCLING LLC	3,372.25
MEDICA	192,082.40
MN DEPT OF CORRECTIONS	72,579.00
MN LIFE INSURANCE COMPANY	2,512.24
VERIZON WIRELESS	3,394.33
	<u>339,774.94</u>
22 VENDORS PAID LESS THAN \$2000.00	<u>8,573.24</u>
	<u>348,348.18</u>
PUBLIC HEALTH & HUMAN SERVICES	<u>15,338.15</u>
	<u><u>363,686.33</u></u>

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