

PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: November 5, 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, Public Health and Human Services Director John Pugleasa, Human Resource Technician Ann Diersen, Assessor Lucas Onstad, Fiscal Supervisor Heidi Harms, Engineer Brian Pogodzinski, and Environmental Services Director Amelia Meiners

Presiding: Chairperson Johnson

Call to order.

Pledge of Allegiance.

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

Motion was made by Commissioner Severson, seconded by Commissioner Myhre, motion unanimously carried to approve the meeting minutes from October 22, 2024.

Public Comment:

None.

APPOINTMENTS

None.

CONSENT AGENDA

Commissioner Burns moved, Commissioner Schuldt seconded, motion unanimously carried to approve the consent agenda. Items approved are below.

- 1) Hire Hannah Snell as a probationary, .5 FTE Deputy Auditor/Treasurer – License Center (B22 step 1), effective November 18, 2024, conditioned upon successful completion of a background check.
- 2) Change the employment status of Custodian II, Holly Ingvalson, from probationary to regular, effective November 15, 2024.
- 3) Change the employment status of Deputy Recorder, Amy Molling, from probationary to regular, effective November 13, 2024.
- 4) Approve advertising for temporary/casual (67 day) Sheriff's deputies for shift coverage.
- 5) Approve advertising for temporary/casual (67 day) Transport Officers.
- 6) Approve the Re-appointment of Managers Tim McCormick and Scott Standish to the Crooked Creek Watershed District for a three (3) year term to expire on 11/30/27. Their current terms end on November 30, 2024.
- 7) Approve guardianship contract with Patricia Goetzinger-Krall.
- 8) Approve multi-County SNAP Employment & Training agreement.

ACTION ITEMS

File No. 1 – Commissioner Severson moved, Commissioner Schuldt seconded, motion unanimously carried to not fill a currently vacant Lead Jailer/Dispatcher position and instead initiate a competitive search for a full-time Jailer/Dispatcher position as allowed by DOC.

File No. 2 – Commissioner Severson moved, Commissioner Myhre seconded, motion unanimously carried to conduct a search for an Assistant County Attorney II.

File No. 3 – Commissioners discussed the possibility of approving the State of Minnesota Department of Transportation Limited Use Permit regarding Snowmobile Trail-Nighttime, Two Way Use and Resolution No. 24-41. Engineer Pogodzinski said he was not aware of any other counties who had adopted the resolution or accepted the permit. The matter was tabled and Pogodzinski was asked to gather more information on the matter.

File No. 5 – Commissioners discussed the possibility of adding 1 FTE RN/PHN, and 1 FTE Community Health Worker (CHW) to the Public Health Division to meet new County responsibilities related to Foundational Public Health Responsibility (FPHR), Response Sustainability Grant (RSG), and Cannabis Education state funding increases with Public Health and Human Services Director Puleasa, Public Health Supervisor Knoke, and Fiscal Supervisor Harms. The Commissioners asked about the budget and how the positions would be supported in the future. Puleasa said due to new funding they were receiving he was not anticipating additional cost to the levy. Commissioner Severson moved, Commissioner Burns seconded, to approve the 1 FTE RN/PHN, and 1 FTE Community Health Worker (CHW) to the Public Health Division to meet new County responsibilities. The motion failed two to three. Burns said he was voting yes because no additional cost to the levy was expected. The Commissioners voted by roll Commissioners Severson and Burns voted yes. Commissioners Johnson, Schuldt, and Myhre

voted no saying they wanted more information on the matter, and how it could affect the budget in the future.

File No. 6 – Commissioner Myhre moved, Commissioner Severson seconded, motion unanimously carried to review and approve payments. Payments are below.

2024/11/05 COMMISSIONER'S WARRANTS:

VENDOR NAME	AMOUNT
CALEDONIA OIL CO INC	4,680.00
COMPUTER FORENSIC SERVICES LLC	48,301.41
CONSOLIDATED ENERGY COMPANY	2,770.00
DELTA DENTAL	6,556.84
ELECTION SYSTEMS & SOFTWARE INC	6,788.67
FOWLER & HAMMER	7,850.00
FRONTIER PRECISION INC	7,820.90
HOUSTON COUNTY TREASURER	17,258.08
INSIGHT PUBLIC SECTOR	13,253.33
IUOE LOCAL 49 FRINGE BENEFIT FUNDS	26,550.00
LIBERTY TIRE RECYCLING LLC	3,443.80
MEDICA	188,304.64
MN LIFE INSURANCE COMPANY	2,507.74
NEWMAN SIGNS INC	19,764.54
OVERHEAD DOOR COMPANY	2,118.56
SOUTHEAST MN PUBLIC INTEREST	3,000.00
STONEBROOKE ENGINEERING INC	2,339.15
VERIZON WIRELESS	3,403.37
WINONA CONTROLS INC	2,883.74
	<hr/> 369,594.77
40 VENDORS PAID LESS THAN \$2000.00	18,489.70
	<hr/> 388,084.47
PUBLIC HEALTH & HUMAN SERVICES	33,515.43
	<hr/> 421,599.90

REVIEW LICENSE CENTER PAYMENTS

2024/10/23 AUDITOR WARRANTS:

VENDOR NAME	AMOUNT
HOUSTON COUNTY TREASURER	9,943.56
ISD 300 TREASURER	800,191.00
TREASURER SCHOOL DISTRICT 239	11,536.13
TREASURER SCHOOL DISTRICT 294	206,777.21
TREASURER SCHOOL DISTRICT 297	168,086.97
TREASURER SCHOOL DISTRICT 299	317,435.15
	<u>1,513,970.02</u>
1 VENDOR PAID LESS THAN \$2000	843.99
	<u><u>1,514,814.01</u></u>

REVIEW LICENSE CENTER PAYMENTS

2024/10/29 AUDITOR WARRANTS:

VENDOR NAME	AMOUNT
HOUSTON COUNTY TREASURER	79,961.14
ISD 300 TREASURER	893,086.70
TREASURER SCHOOL DISTRICT 239	11,961.74
TREASURER SCHOOL DISTRICT 294	241,135.33
TREASURER SCHOOL DISTRICT 297	191,735.09
TREASURER SCHOOL DISTRICT 299	354,833.31
	<u>1,772,713.31</u>
1 VENDOR PAID LESS THAN \$2000	920.84
	<u><u>1,773,634.15</u></u>

Public Comment:

None.

DISCUSSION ITEMS

Commissioners discussed recent and upcoming meetings including a Planning Commission, Hazard Mitigation Webinar, Airport, Department Head, and union meeting.

The Truth and Taxation meeting was rescheduled to December 3rd, 2024 at 6:00 p.m. in Room 222 in the Historic Courthouse due to the Commissioners being at an AMC conference the following week. Notifications had not yet been sent, and would have the correct information.

There being no further business at 10:14 a.m., a motion was made by Commissioner Myhre seconded by Commissioner Severson motion unanimously carried to adjourn the meeting. The next meeting would be a workgroup session on November 12, 2024.

BOARD OF COUNTY COMMISSIONERS

HOUSTON COUNTY, MINNESOTA

By: _____
Eric Johnson, Chairperson

Attest: _____
Carol Lapham, Interim Administrator

PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: November 12, 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, Interim Administrator Carol Lapham, Board Clerk/EDA Director Allison Wagner, Public Health and Human Services Director John Puleasa, Public Health Supervisor Jordan Knoke, Environmental Services Director Amelia Meiners, Attorney Samuel Jandt, Sheriff Brian Swedberg, Mike Werner, Cindy Wright, Election Systems & Software Trish Rice, Command Central Bruce Minkinen and Larry Swift

Board Workgroup Session

Interim Auditor/Treasurer Heberlein said Mike Werner who was blind and Michelle Werner had each tested voting equipment that would replace the current AutoMark Voter Assist Terminals. Vendors gave the commissioners demonstrations of their equipment, and responded to questions. Mike Werner shared his feedback with the board. The Commissioners and Heberlein thanked the Werners for being willing to try out the new equipment possibilities.

The Commissioners discussed the ordinance regulating cannabis businesses with Environmental Services Director Meiners, Public Health and Human Services Director Puleasa, and Attorney Jandt. A public hearing on the ordinance would need to be held prior to adoption.

The Commissioners reviewed preliminary design, cost estimates, and revenue sources for the Community Services Building renovation with Public Health and Human Services Director Puleasa, and Public Health Supervisor Jordan Knoke.

Sheriff Swedberg showed the Commissioners a video of boat traffic near the west channel. The Sheriff said in his opinion the wake was nearly gone by the time it reached the docks. Sheriff Swedberg gave jail updates, and said there was a possibility of contracting with another County to temporarily house their inmates. More information would be provided at an upcoming meeting.

Commissioner Schuldt thanked Interim Auditor/Treasurer Heberlein and her staff for their service during the recent election. He said they had done a great job, and the process had been smooth. The Commissioners agreed.

The workgroup session ended at 12:29 a.m.

BOARD OF COUNTY COMMISSIONERS

HOUSTON COUNTY, MINNESOTA

By: _____
Eric Johnson, Chairperson

Attest: _____
Carol Lapham, Interim Administrator

**HOUSTON COUNTY
AGENDA REQUEST
November 19, 2024**

Date Submitted: November 14, 2024

By: Carol Lapham Administrator-Interim

ACTION

- **Labor Negotiations – Closed session pursuant to Minn. Stat. §13D.03, Subd. 1, (b) to discuss labor negotiations, including negotiation strategies or developments or discussion and review of labor negotiation proposals, conducted pursuant to sections [179A.01](#) to [179A.25](#).**
- **Consider possible action related to labor negotiations**
- **Discussion and possible action regarding office staffing/hiring, job descriptions, and the Freeborn County Assessor assistance request. Personnel committee to meet prior to the board meeting.**

**HOUSTON COUNTY
AGENDA REQUEST
November 19, 2024**

Date Submitted: November 14, 2024

By: Ann Diersen, HR Tech

ACTION

NONE

APPOINTMENT REQUEST

NONE

HR CONSENT AGENDA REQUEST

Assessor

- Reappoint Lucas Onstad to a four-year term as the Houston County Assessor, effective 01/01/2025 through 12/31/2028

Highway Department

- Accept the resignation of Survey Crew Chief, Thomas Peter, effective December 14, 2024, with thanks for his 35 years of service to the residents of Houston County

Public Health & Human Services

- Change the employment status of Social Worker, Savannah Kerns, from probationary to regular, effective November 28, 2024
- Hire Dave Eisberner, as a 1.0 FTE, probationary Home & Community Based Services Social Worker (C41 Step 4), effective December 30, 2024, conditioned upon successful completion of background check

CC:

<input type="checkbox"/> Auditor/Treasurer	<input type="checkbox"/> Sheriff
<input checked="" type="checkbox"/> Admin/Finance Director	<input checked="" type="checkbox"/> Engineer
<input type="checkbox"/> IS Director	<input checked="" type="checkbox"/> PHHS
<input type="checkbox"/> County Attorney	<input checked="" type="checkbox"/> (Indicate other dept)
<input type="checkbox"/> Environmental Svcs	<input type="checkbox"/> Assessor

**HOUSTON COUNTY
AGENDA REQUEST FORM
November 5, 2024**

Date Submitted: November 5, 2024

By: Robert Thoen

The Brownsville VFW Auxiliary Post 6801 has again donated \$100.00 to the Veteran Services Office to use for any veteran's needs. The County Board must accept this by motion.

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

**HOUSTON COUNTY
AGENDA REQUEST FORM
November 19, 2024**

Date Submitted: November 12, 2024

By: Polly Heberlein- Interim Auditor Treasurer

CONSENT AGENDA REQUEST

APPOINTMENT REQUEST

ACTION ITEM REQUESTS

Consider approving the estimate from ES & S for the purchase of 15 ExpressVote Universal Voting System terminals in the amount of \$52,700.00. Hava Funds and 2024 Voter Funds totaling \$29,707.06 will be used to offset this cost.

<u>Reviewed by:</u>	<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 type="checkbox"/>	<input type="text"/>
	<input type="checkbox"/> Environmental Svcs		<input type="text"/>
<u>Recommendation:</u>			
<u>Decision:</u>			

Houston County, Minnesota

Purchase Proposal Quote

Submitted by Election Systems & Software

Purchase Solution Includes:

Quantity	Item Description	Unit Price	Extended Price
Tabulation Hardware			
	ExpressVote Universal Voting System:		
15	ExpressVote BMD (Includes Internal Backup Battery, ADA Keypad, Headphones, Power Supply with AC Cord, and One (1) Standard 4GB Memory Device)	\$3,660.00	\$54,900.00
15	ExpressVote Soft-Sided Case	\$250.00	\$3,750.00
Services			
1	Implementation Services	\$1,975.00	\$1,975.00
X	Tabulation Equipment Operations Training		
X	Tabulation Equipment Installation		\$1,975.00
X	1 Year Hardware and Software Warranty		Included
X	Estimated Shipping and Handling		\$600.00
X	Customer Discount		(\$10,500.00)
Total Purchase Solution			\$52,700.00
Payment Terms			
Amount due within thirty (30) calendar days of contract execution:			\$26,350.00
Amount due within thirty (30) calendar days of delivery of Hardware and/or Software:			\$26,350.00
Annual Post-Warranty License and Maintenance and Support Fees			
(Fees are Based Upon a 1-Year Customer Commitment to Subscribe to the Following Services)			
	Annual Post-Warranty Hardware Maintenance and Support Fees:		
15	HMA ExpressVote BMD - Extended Warranty with Biennial Maintenance	\$110.00	\$1,650.00
	Annual Post-Warranty Firmware License and Maintenance and Support Fees:		
15	Firmware License - ExpressVote	\$75.00	\$1,125.00
Total Annual Post-Warranty License and Maintenance and Support Fees			\$2,775.00

Footnotes:

- This quote is an estimate and is subject to final review and approval by both ES&S and the Customer.
- Rates valid for thirty (30) days and thereafter may change.
- Any applicable (City & State) sales taxes have not been included in pricing and are the responsibility of the customer.
- Subject to state, municipal, jurisdictional, provincial or territory laws to the contrary, the above pricing information is confidential, proprietary and trade secret information of ES&S and is intended only for the use of the individual or entity to which the document is directed to. This information may not be disclosed or reproduced either publicly or to any other individual or entity without the prior written authorization of ES&S.
- The quantity of service days reflects a reasonable estimate for implementation and selected ongoing election services. Quantities may change depending on specific Customer needs.

**HOUSTON COUNTY
AGENDA REQUEST FORM
November 19, 2024**

Date Submitted: November 13, 2024

By: Brian Swedberg, Sheriff

ACTION REQUEST:

CONSENT AGENDA REQUEST:

Request to approve contract renewal for the E911 service support agreement with Vesta Solutions for E911 service.

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

Motorola Solutions Connectivity Service Order Agreement No. 2

1. TERM OF SERVICE ORDER AGREEMENT

This Motorola Solutions Connectivity Service Order Agreement ("SOA") shall commence on March 18, 2025 (the "SOA Effective Date") and terminate 5 years after the SOA Effective Date (the "Initial Term"), unless earlier terminated in accordance with the provisions of the Motorola Service Agreement dated of even date herewith, by and between the parties hereto (hereafter the "MSA"). The purpose of this SOA is to extend the existing services being provided to Customer at the pricing delineated in this SOA.

2. DEFINITIONS

Capitalized terms used, but not defined in this SOA are defined elsewhere in the SOA, MSA or Applicable Tariff.

"Applicable Tariffs" consist of the standard Vesta Solutions service descriptions, pricing and other provisions filed by Vesta Solutions or any of its Affiliates with the appropriate state regulatory commission having jurisdiction respecting a Service, as revised by Vesta Solutions from time to time. In the event an Applicable Tariff is withdrawn by Vesta Solutions or tariffing is no longer permitted or required by the appropriate state regulatory commission, references to the Applicable Tariff shall be deemed to refer to the corresponding state allowed named document for the services offered herein.

"Individual Case Basis" (ICB) means a service arrangement in which the regulations, rates, charges and other terms and conditions are developed based on the specific circumstances of the case. Vesta Solutions may or may not have an equivalent service in the price list for which there is a rate, and the quoted ICB rates may be different than the price list rates. ICB must be provided under contract to a customer and the contract filed (under seal) with the Commission, upon request. All customers have nondiscriminatory access to requesting the service under an ICB rate. Recurring and non-recurring charges for all services provided pursuant to this price list may be individualized for a particular Customer based on the need to respond to a unique service application and/or market condition. All services will be offered on the same basis to any other Customer, which has the same service specifications and market conditions.

3. SERVICES

Vesta Solutions will provide the services to Customer under this SOA as selected below ("Services"), and as further provided in Attachment 2, attached hereto and incorporated herein ("Proposal").

3.1 REGULATED SERVICES

Regulated services may be ordered as provided below ("Regulated Services"). Pricing, service descriptions and other provisions relating to the Services will be set forth in this SOA, the MSA, and the Applicable Tariffs.

A. VESTA® ROUTER SERVICE - TRANSITIONAL (INDICATE SELECTION BY CHECKING BOX)

☐ 9-1-1 Tabular Routing + 9-1-1 ANI

9-1-1 ALI Database (DB) Services + DB Management

9-1-1 Network Elements

B. VESTA® ROUTER SERVICE – GEOSPATIAL (INDICATE SELECTION BY CHECKING BOX)

i3 Geospatial Routing

ECRF/LVF Service

i3 Logging Service

9-1-1 Network Elements

Location Database (LDB)

C. VESTA® 9-1-1 AS A SERVICE – REGULATED SERVICES (ONLY APPLIES IF MPLS CIRCUITS ARE BEING PURCHASED)

MPLS Circuits

3.2 OPTIONAL SERVICES

Optional Services are services that are not regulated by a state regulatory commission, and are not included in the Applicable Tariffs ("Optional Services"). Optional Services may be ordered by selecting below and are further described in the Proposal.

Text-to-9-1-1 Delivery Service

☒ VESTA® 9-1-1 as a Service

3.3 SERVICES COMMENCEMENT DATE

Regulated Services that are selected shall commence on a date to be mutually agreed upon between Vesta Solutions and Customer by execution of a written amendment hereto ("Regulated Services Commencement Date"). Optional Services that are selected shall commence on a date to be mutually agreed upon between Vesta Solutions and Customer by execution of a written amendment hereto ("Optional Services Commencement Date"). Regulated Services Commencement Date and Optional Services Commencement Date are referred to herein, collectively as "Services Commencement Date." The rates and charges for Services will be effective on the Services Commencement Date. Upon completion of the term of this SOA and any extensions thereof, and until a new SOA has been executed between the parties, the monthly recurring charges and term shown herein shall be as follows:

(a) for Regulated Services, the monthly recurring charges will convert to the Applicable Tariff rate and term therein; (b) for Optional Services, the monthly recurring charges shall be the greater of: (i) the monthly recurring charge provided in the table below; or (ii) the monthly recurring charge as adjusted by the annual rate of the Consumer Price Index published by the U.S. Department of Labor, Bureau of Labor Statistics, commonly known as the "Consumer Price Index for all Urban Consumers" for the immediately preceding twelve (12) month period, and the term shall automatically extend in one (1) year successive terms.

4. PRICING

Motorola Solutions Connectivity Service Order Agreement No. 2

The rates and charges provided herein for Services are further described in the Pricing Schedule, attached hereto and incorporated herein as Attachment 1. Regulated Services are priced pursuant to the Applicable Tariff rates and/or pursuant to an Individual Case Basis arrangement. Optional Services are priced pursuant to the Proposal.

4.1 NON-RECURRING CHARGES (NRC) AND/OR ADVANCE PAYMENTS

Non-recurring charges and/or advance payments may be required in order to provision the Services. A schedule of non-recurring charges and/or advance payment amounts and events when such charges and/or amounts are due are provided in the Pricing Schedule. Vesta Solutions shall provide an invoice to Customer upon occurrence of each event. Any non-recurring charges set forth in the Pricing Schedule are non-refundable.

4.2 MONTHLY RECURRING CHARGES

Monthly recurring charges for the Services are provided in the Pricing Schedule. Additional charges may be rendered by other local exchange carriers in connection with the provisioning of 9-1-1 Emergency Service to the Customer.

Persons Served is calculated by taking the most recent county population as estimated by the U.S. Census Bureau data (<https://www.census.gov/programs-surveys/popest/data/tables.2019.html>). PSAPs that serve an area that crosses county boundaries, or encompasses only a portion of a county, the number of persons served will be determined on a case-by-case basis. The number of persons served is subject to annual review and sizing using the most recent U.S. Census Bureau data.

5. INVOICING AND PAYMENT

Except as otherwise provided in the Proposal, invoicing and payments shall be made as set forth below. For Regulated Services, if no invoicing or payment terms are provided, then the Applicable Tariff applies.

For non-recurring charges and/or advance payments, Vesta Solutions shall invoice the Customer upon completion of each milestone. For monthly recurring charges, Vesta Solutions shall invoice the charges for the Services in advance based upon the Services Commencement Date, and at the beginning of each subsequent month thereafter. In the event that the Services Commencement Date does not coincide with the beginning of a month, such month shall be prorated based on a thirty day calendar month. Payment is due thirty (30) days net from the date of invoice.

Customer may prepay any non-recurring and monthly recurring charges. All amounts provided herein are exclusive of any taxes, duties, levies, fees, or similar charges imposed by a third party other than Vesta Solutions.

Unless otherwise specified on the particular invoice, all payments shall be due and payable in U.S. Dollars. A maximum late payment charge of 1.5% per month applies to all billed balances that are not

paid by the billing date shown on the next bill beginning from the date first due until paid in full.

6. GOVERNMENTAL/OTHER CHARGES

As further described in Section 5 of the MSA, regardless of any stabilization of rates or charges that may appear in this SOA, Vesta Solutions reserves the right to increase charges as a result of: (i) expenses incurred by Vesta Solutions reasonably relating to regulatory assessments stemming from an order, rule or regulation of the Federal Communications Commission or other regulatory authority or court having competent jurisdiction (including but not limited to payphone, PICC and USF related expenses and E9-1-1 and deaf relay charges); or (ii) the price or availability of network elements used in the provision of the Services, amounts other carriers are required to pay to Vesta Solutions or the amount Vesta Solutions is required to pay to other carriers in connection with the provision of the Services to Customer under this SOA.

7. COMMISSION JURISDICTION

If an ICB is subject to the jurisdiction of a regulatory commission, each such ICB will be subject to changes or modifications as the controlling commission may direct from time to time in the exercise of its jurisdiction. Therefore, for this purpose, each such ICB will be deemed to be a separate agreement with respect to the Services offered in a particular jurisdiction.

8. ORDER OF PRECEDENCE

This SOA is made pursuant to and is governed by the MSA. Customer and Vesta Solutions acknowledge and agree that in the event of a conflict between any provisions of this SOA, the MSA and any other ancillary document or agreement related to this SOA, the order of precedence shall be: this SOA, the SOA attachments (if applicable), the MSA, MSA exhibits, and then ancillary documents.

CUSTOMER

Print Name: _____

Signed: _____

Title: _____ Date: _____

MOTOROLA SOLUTIONS CONNECTIVITY, INC.

Signed: _____

Print Name: _____

Title: _____ Date: _____

Motorola Solutions Connectivity Service Order Agreement No. X

ATTACHMENT 1 PRICING SCHEDULE

SUMMARY VESTA® ROUTER AND TEXT-TO-9-1-1 DELIVERY SERVICE

County	2016 U.S. Census Population Estimate	Non-Recurring Charge (NRC) per Person	NRC/Advance Payments Total	Monthly Recurring Charge (MRC) per Person	MRC Total
N/A	N/A	N/A	N/A	N/A	N/A

NRC AND/OR ADVANCE PAYMENTS SCHEDULE OF PAYMENTS

NON-RECURRING CHARGES/ADVANCE PAYMENTS	
MILESTONES (Options)	Total Amount
1. Contract Execution – 100%	N/A
2. Contract Execution – 50% Installation Completion – 50%	N/A
3. Other (Agreed to by the Parties)	N/A
SUBTOTAL (NRC/ADVANCE PAYMENTS)	

MONTHLY RECURRING CHARGES (MRC) SCHEDULE OF PAYMENTS

REGULATED SERVICES				
	Monthly Rate Per Person Served	Monthly Rate Total	Number of Months	Total Amount (Initial Term) 5 Years
9-1-1 Emergency Services				
<i>Transitional</i>				N/A
9-1-1 Tabular Routing + 9-1-1 ANI				N/A
9-1-1 ALI Database (DB) Services + DB Management				N/A
9-1-1 Network Elements				N/A
9-1-1 Tabular Routing + 9-1-1 ANI 9-1-1 ALI Database (DB) Services + DB Management 9-1-1 Network Elements				N/A
<i>Geospatial</i>				
i3 Geospatial Routing				N/A
ECRF/LVF Service				N/A
i3 Logging Service				N/A
9-1-1 Network Elements				N/A
Location Database (LDB)				N/A
OPTIONAL SERVICES				
VESTA® Text-to-9-1-1 Delivery Service				N/A
VESTA® 9-1-1 as a Service				(see next page)
SUBTOTAL (MRC)				

TOTALS – NRC/ADVANCE PAYMENTS AND MRC

SUBTOTAL – NRC/ADVANCE PAYMENTS	N/A
SUBTOTAL – MRC	N/A
TOTAL AMOUNT	N/A

Motorola Solutions Connectivity Service Order Agreement No. X

OPTIONAL SERVICES VESTA® 9-1-1 AS A SERVICE SCHEDULE OF PAYMENTS

NON-RECURRING CHARGES (NRC)

NON-RECURRING CHARGES	Per PSAP/Per Position	Number of PSAPs/Positions	Total Amount
1. VESTA 9-1-1 Backroom (Per PSAP) - Contract Execution – 100%			N/A
2. VESTA Local Survivability (Per PSAP) - Shipment of Equipment to PSAP – 100%			N/A
3. VESTA 9-1-1 PSAP (Per Position) - Shipment of Equipment to PSAP – 100%			N/A
4. VESTA CommandPOST (Per Position) - Shipment of Equipment to PSAP – 100%			N/A
5. Text Transfer Enablement (Both per PSAP and per Position elements)			\$270
SUBTOTAL (NRC/ADVANCE PAYMENTS)			\$270

MONTHLY RECURRING CHARGES (MRC)

OPTIONAL SERVICES (VESTA 9-1-1 as a Service)	Monthly Rate Per Position	Number of Positions	Monthly Rate Total	Number of Months	Total Amount (Initial Term)
REQUIRED ITEMS					
VESTA 9-1-1 CPE	\$920	1	\$920	60	\$55,200
					N/A
OPTIONAL ITEMS					
VESTA Local Survivability (per PSAP)					N/A
VESTA Analytics	\$60	2	\$120	60	\$7,200
VESTA Map Local - Basic	\$100	2	\$200	60	\$12,000
VESTA Map Local - Premium					N/A
VESTA Activity View					N/A
VESTA SIP					N/A
VESTA 9-1-1 Dark/Backup Position	\$400	1	\$400	60	\$24,000
SUBTOTAL					\$98,400
A LA CARTE ITEMS	One Time Rate	Number of Positions	NRC Rate Total		Total Amount
VESTA 9-1-1 Admin. Standard Training					N/A
VESTA 9-1-1 Admin. Complex Training					N/A
VESTA 9-1-1 Agent Training					N/A
VESTA 9-1-1 Agent TTT					N/A
VESTA Analytics Admin. Training					N/A
VESTA Activity View Training					N/A
VESTA 9-1-1 SMS Admin. Delta training					N/A
VESTA 9-1-1 SMS Agent Delta Training					N/A
VESTA 9-1-1 SMS TTT Delta Training					N/A
VESTA 9-1-1 SIP Phone Training					N/A
VESTA Map Training					N/A
Cutover Coaching					N/A
VESTA CommandPOST Monitor Upgrade					
VESTA CommandPOST Accessories Bundle					
SUBTOTAL (A La Carte)					

TOTALS – NRC, MRC and A La Carte Items

SUBTOTAL – NRC	\$270
SUBTOTAL – MRC	\$98,670
SUBTOTAL – A La Carte Items	N/A
Term Renewal Discount	(-\$5,670)
TOTAL AMOUNT	\$93,000

Motorola Solutions Connectivity Service Order Agreement No. X

ATTACHMENT 2

Billing and Shipping Address Confirmation

Billing Address:

306 S Marshall St #1100, Caledonia, MN 55921

Shipping Address:

306 S Marshall St #1100, Caledonia, MN 55921

Motorola Solutions Connectivity Service Order Agreement No. X

ATTACHMENT 3 **PROPOSAL**

Summary: This attachment is provided for informational purposes only – the pricing identified in Attachment 1 controls. This attachment is intended to conform to the format originally presented to (“Customer”).

Non-recurring charges (NRC)	PN	Unit	Price	Subtotal
Local Survivability Fee	809800-16917		\$ 13,000.00	\$ -
VESTA CommandPOST Accessories Bundle	809800-16914		\$ 4,570.00	\$ -
VESTA SAAS-MN-TS MNTR UPLIFT Per Position Fee	809800-16934		\$ 310.00	\$ -
V9-1-1 ADMIN FOR STD	000001-06704		\$ 5,970.15	\$ -
V9-1-1 ADMIN FOR COMPLEX	000001-06708		\$ 7,761.49	\$ -
V9-1-1 AGENT TRNG	000001-06701		\$ 1,791.04	\$ -
V9-1-1 AGENT TTT TRNG	000001-06712		\$ 4,477.61	\$ -
V-ANITY ADMIN TRNG	000002-24404		\$ 2,985.07	\$ -
E-LEARN V9-1-1 ACT-VIEW TRNG	000001-06075		\$ 738.81	\$ -
E-LEARN V9-1-1 SMS ADMIN DELTA TRNG	000001-06805		\$ 738.81	\$ -
E-LEARN V9-1-1 SMS AGENT DELTA TRNG	000001-06806		\$ 440.30	\$ -
V9-1-1 SMS TTT DELTA TR	000001-06804		\$ 1,791.00	\$ -
E-LEARN V9-1-1 SIP TRNG	000001-06807		\$ 440.30	\$ -
E-LEARN VESTA MAP LOCAL AGENT TRNG	000001-09012		\$ 5,123.88	\$ -
CUTOVER COACHING	000001-09541		\$ 135.00	\$ 135.00
Text Transfer Enablement Per PSAP Fee	809800-16915	1	\$ 67.50	\$ 67.50
Text Transfer Enablement Per Position Fee	809800-16917	2	\$ 67.50	\$ 135.00
			Total NRC	\$ 270.00

Houston SaaS Payment Schedule	Unit	Price	Subtotal
Upon Equipment Shipment			
Local Survivability Fee		\$ 13,000	\$ -
VESTA CommandPOST Accessories Bundle		\$ 4,570	\$ -
VESTA SAAS-MN-TS MNTR UPLIFT Per Position Fee		\$ 350	\$ -
Upon delivery of training services & installation			
All Training		\$ -	\$ -
Text Transfer Enablement Fees		\$ -	\$ 270
Total Non-recurring charges			\$ 270

NRC Commences upon cutover	Unit	Price	Subtotal	Monthly
Position Fee VESTA 9-1-1	1	\$ 920	per month \$ 920	\$ 920
Position Fee - VESTA 9-1-1 Dark/Backup Position	1	\$ 400	per month \$ 400	\$ 400
Local Survivability (per PSAP not position)		\$ 520	per month \$ -	\$ -
VESTA Analytics	2	\$ 60	per month \$ 120	\$ 120
VESTA Map - Basic	2	\$ 100	per month \$ 200	\$ 200
VESTA Map - Premium		\$ 150	per month \$ -	\$ -
VESTA Activity View		\$ 60	per month \$ -	\$ -
VESTA SIP Phone		\$ 60	per month \$ -	\$ -
VESTA Command POST - STANDARD		\$ 920	per month \$ -	\$ -
Total Monthly Recurring over 60 months			\$ 1,540	\$ 1,540
Term Discount (-\$5,670 over 60 months)			\$ (5,670)	\$ (5,670)
Updated Total Monthly Recurring over 60 months			\$ 1,945.50	\$ 1,945.50
Final Total 5Yr Price (NRC + MRC)			\$ 93,000	\$ 93,000

Monthly recurring charges (MRC)	PN	Unit	Price	Subtotal
Position Fee VESTA 9-1-1	SSV065021724	1	\$ 920.00	\$ 920.00
Position Fee - VESTA 9-1-1 Dark/Backup Position	SSV065021587A	1	\$ 400.00	\$ 400.00
Local Survivability (per PSAP not position)	SSV06502580A	2	\$ 520.00	\$ -
VESTA Analytics	SSV06502581A	2	\$ 60.00	\$ 120.00
VESTA Map - Basic	SSV06502582A	2	\$ 100.00	\$ 200.00
VESTA Map - Premium	SSV06502583A		\$ 150.00	\$ -
VESTA Activity View	SSV06502584A		\$ 60.00	\$ -
VESTA SIP Phone	SSV06502586A		\$ 60.00	\$ -
VESTA Command POST - STANDARD	809800-16912		\$ 920.00	\$ -
			Total MRC	\$ 1,640.00

Summary: This estimate represents the Vesta SaaS budgetary renewal for Houston County MN. Please note the existing service term is due to renew 3/17/2026. This renewal includes 2 positions. The pricing is valid for 90 days. Text transfer enablement fee is incorporated should the text transfer wish to be added/modified during the transition of 911 transfer codes from alpha to numeric. The transition to numeric will enable PSIs throughout Minnesota to transfer an incoming 911 text message to any other text capable PSAP in the state using a streamlined process similar to "star codes" that are currently used to transfer voice calls.

-Leah Ramey
Motorola Solutions

* NOTE: Pricing reflects the increase for renewals.



HOUSTON COUNTY, MN

VESTA® 9-1-1 AS-A-SERVICE

TABLE OF CONTENTS

Section 1	2
1.1 Introduction	2
Section 2	3
2.1 VESTA® 9-1-1 as-a-Service	3
2.1.1 What is Included	3
2.1.2 Advantages of the VESTA 9-1-1 as-a-Service	4
2.1.3 VESTA 9-1-1 Advantages	5
2.1.4 Supported Interfaces	5
2.1.5 VESTA 9-1-1 Call-taking position	6
2.1.6 ESInet Interface Module (EIM)	6
2.1.7 VESTA® 9-1-1 SMS	7
2.1.8 Printing	8
2.1.9 Automated Abandoned Callback (AAC)	8
2.1.9.1 How it Works	8
2.1.9.2 AAC Specifications	8
2.1.10 Network	10
2.2 Optional VESTA 9-1-1 as-a-Service Components	11
2.2.1 VESTA® Analytics	11
2.2.1.1 VESTA Analytics Client	11
2.2.2 VESTA 9-1-1 CommandPOST	12
2.2.3 Activity View	12
2.2.4 Geographic Information Systems	13
2.2.4.1 VESTA® Map Local	13
Section 3	14
3.1 Training	14
Section 4	15
4.1 Summary of Service Management	15
4.1.1 Summary of Services	15
4.1.2 Service Desk	16
4.1.3 Technical Support Center	16
4.1.4 Customer Portal	16
4.1.5 Service Manager	17
4.1.6 On-site Support Engineers	17
4.1.7 Network & Security Operations Center	18
4.1.8 Severity Level and Response Definitions	18
Section 5	20
5.1 Pricing and Payment Terms	20

SECTION 1

1.1 INTRODUCTION

Motorola Solutions, Connectivity Inc. (Motorola Solutions), is pleased to provide this proposal for the VESTA® 9-1-1 as-a-Service call handling solution to Houston County ("Proposal"). This Proposal is subject to the negotiation of a mutually acceptable Master Service Agreement setting forth the applicable terms and conditions.

We are honored to be the emergency call handling equipment provider for many Public Safety Answering Points (PSAPs) in the State of Minnesota, which includes over 500 answering positions and 140 PSAP's across 87 counties. Currently there are over 360 positions and 65 PSAP's that have migrated to the VESTA 9-1-1 platform with many more in the process. Motorola Solutions plays an instrumental role in monitoring and managing many of these 9-1-1 solutions.

Motorola Solutions redesigned its industry leading 9-1-1 call handling platform from the ground up to specifically accommodate future emergency call handling formats. Our VESTA 9-1-1 is that Next Generation 9-1-1 (NG9-1-1) platform. Already selected by over 2,500 agencies, the VESTA 9-1-1 solution was designed to handle IP communications including wireline, wireless, VoIP, TDD/ TTY, SMS/Text. It will evolve to accept access technologies like MMS and video, while maintaining its reputation for reliability and ease of use.

Today, the VESTA 9-1-1 solution is the industry standard comprehensive NG9-1-1 solution. It offers PSAP's increased product features, operational efficiencies, and reliability along with stable, centralized call handling for individual or multiple PSAP locations.

The VESTA 9-1-1 solution is designed to meet growing community needs and emerging 9-1-1 technologies. Houston County, Minnesota is assured the solutions proposed herein will comply and meet both the E9-1-1 requirements of today and the NG9-1-1 requirements of tomorrow. By selecting Motorola Solutions, Houston County can be confident they are partnering with the leading provider of Public Safety 9-1-1 solutions, and selecting the highest possible level of service for the visitors, citizens and public safety professionals of their region.



VESTA® 9-1-1 As-a-Service

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SECTION 2

2.1 VESTA® 9-1-1 AS-A-SERVICE

2.1.1 What is Included

Motorola Solutions will be providing VESTA 9-1-1 as-a-Service to Houston County. VESTA 9-1-1 as-a-Service will provide a secure, reliable, scalable, geo-diverse, redundant hosted and multi-tenant infrastructure that includes:

- VESTA 9-1-1 advanced NG9-1-1 call-processing workstations using HP Mini Desktop workstations
- Advanced call processing with a configurable, feature-rich user interface and advanced dial directory for first-class contact management and dialing control
- Integrated Text-to-9-1-1 for easy handling of voice calls and text messages
- Enhanced Data Window that supplies real-time accurate location data as well as supplemental data from over 400 million connected devices through the RapidSOS portal
- Automated Abandoned Callback feature that automatically returns abandoned calls and gives recipients the option to be directed to dispatch for help or to report assistance is no longer needed.
- Functionality and performance equal to customer premise-based systems
- System wide monitoring and system management services including:
 - **HARDWARE & APPLICATION MONITORING**
 - ◆ Proactively monitors key systems to detect faults and mitigate risks to ensure highest possible system performance and availability
 - ◆ Monitors each server, workstation and networking device for hardware alarms, software arms and performance thresholds
 - ◆ Minimizes risk and the possibility of service interruptions, predicting issues before they occur
 - ◆ Alarms the NSOC for remediation, notification and escalation, with most alarms resolved remotely
 - **VIRUS PROTECTION**
 - ◆ Delivers virus protection as a service, ensuring updates are tested and applied in a timely, efficient manner
 - ◆ Provides a best-in-class antivirus solution, certified for our call handling platforms and continuously updated to automatically detect and remove the latest viruses
 - **PATCH MANAGEMENT**

VESTA® 9-1-1 As-a-Service

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- ◆ Deploys Microsoft® updates and patches after validating they are compatible with your solution
- ◆ Helps ensure system integrity and security, especially when bundled with Virus Protection for comprehensive, hands-free care
- Motorola Solutions' software and hardware support
- Includes all standard hardware and software typically needed.
- 9-1-1 calls are routed through the host centers
- Monthly recurring charges based on number of positions
- Variable non-recurring setup fee
- 60 month term
- Remote PSAP site equipment and services
- Network connectivity to all sites provided by ECN
- Full installation, project management, support and maintenance services
 - Management, maintenance, administration and support of the system including:
 - ◆ Local support
 - ◆ Service Desk

2.1.2 Advantages of the VESTA 9-1-1 as-a-Service

- Lower cost of entry/capital expenditures are reduced – you pay for what you need without having to buy hardware to host your system.
 - Long term costs are known. Pay as you go – the VESTA 9-1-1 as-a-Service model gives you the benefit of predictable costs. Even if you scale, you have a clear idea of what the costs will be. This allows for more accurate budgeting.
- Hardware and operating systems are owned by Motorola Solutions. Hardware or operating system changes that are required due to VESTA 9-1-1 upgrades or updates are the responsibility of Motorola Solutions. This mitigates unknown or surprise costs to the end user.
- Customer Portal
 - The Customer Portal is Minnesota's front-end into our support structure. The portal provides direct access into our Incident Management system where Minnesota PSAPs have access to their incidents in the same system as our engineers and managers. The Portal provides the ability to:
 - ◆ Create cases, provide updates or to obtain status updates for an existing case
 - ◆ Export to Excel, CSV, or PDF formats
 - ◆ Submit or obtain status on Service Requests
- A dedicated Motorola Solutions' Service Manager

The VESTA 9-1-1 call handling solution is a mission-critical call management and response solution that is aligned with NENA standards, IETF standards-based, IP-centric implementation. In essence, the VESTA 9-1-1 solution:

- Is a 9-1-1 ANI/ALI controller providing voice management and data (ALI) retrieval
- Supports standard telephony interfaces to simplify integration into existing telephony networks
- Service engineered to ensure that there is essentially no single point of failure, i.e. critical hardware is duplicated within the system to ensure redundancy

2.1.3 VESTA 9-1-1 Advantages

- VoIP, IETF SIP and i3- based technology
- Proven reliability with thousands of systems and tens of thousands of positions deployed
- Advanced SIP architecture designed specifically for mission-critical NG9-1-1 application
- Geo-Diverse configurations to maximize flexibility and survivability
- Purpose-built, fault-tolerant architecture with no single point of failure
- Standard features include: no-hold conferencing, automatic call re-queuing and intelligent speed dial functions (specifically designed for emergency call taking environments)
- Support for key-system mode of operation with multi-mode call selection, including priority answer
- Desktop Client application with a highly configurable User Interface (UI) designed for usability, efficiency and flexibility
- Superior interface with the optional VESTA® Analytics solution for Management Information System (MIS)
- Remote maintenance and monitoring capabilities
- Support services from renowned PSAP industry leaders
- Options include mobile VESTA® CommandPOST solution for remote positions, VESTA Map Local, Activity View and/or Local Survivability with simple monthly uplift pricing for additional feature rich functionality

2.1.4 Supported Interfaces

- Analog 9-1-1 CAMA (wireline and wireless) trunks used only for incoming emergency calls
- Administrative lines – Centrex, CLID, POTS
- Feature Group D (FGD)
- Ring-down lines: wet (battery provided by CO) and dry (battery seen by the CO)
- Digital interfaces: T1 and PRI
- Automatic Location Identification (ALI) to identify caller information

VESTA® 9-1-1 As-a-Service

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- CAD interface
- VoIP 9-1-1 interfaces using NENA i3 or Intrado RFAI protocol

Specific features may or may not be available based on the call flow configurations and command assignments at the VESTA 9-1-1 workstations. Additionally some features listed above represent integration with other third party products that may not form part of the solution.

2.1.5 VESTA 9-1-1 Call-taking position

The VESTA 9-1-1 call-taking position provides a highly configurable desktop user interface (UI) that allows Calltakers to quickly process emergency and non-emergency calls. VESTA 9-1-1 call-taking positions are configured with:

- HP Mini Desktop workstations
- Widescreen monitor (touchscreen monitor option also available)
- Integrated Instant Recall Recorder (IRR) software. IRR software can be deployed as either single-channel (telephone only) or dual-channel (telephone and radio select audio) modes.
- SAM (Sound Arbitration Module) connected to two standard 310-plug headset jacks
- Handset
- 24 key programmable keypad

2.1.6 ESInet Interface Module (EIM)

The ESInet Interface Module (EIM) provides connectivity to NENA I3-compliant and RFAI VoIP networks for the delivery of 9-1-1 calls and related information. VESTA 9-1-1 supports several different ESInet profiles:

ESInet Profile	Description
None	For DPI only
AT&T	Intrado (i3)
Atos	Atos (i3)
Bell Canada	Bell Canada (i3)
Intrado	Intrado (i3)
NGA911	NGA911 (i3)
Synergem	Synergem (i3)
VESTA Router i3	VESTA Router (i3)
Comtech	Comtech NGCS
Comtech i3	Comtech (i3)
microDATA	microDATA xSR 1.6
RFAI	Intrado RFAI 3.3
RFAI HA	Indigital (RFAI with HA)
VESTA Router	VESTA Router (RFAI with HA)
TELUS	TELUS (i3)

The ESInet is normally interfaced to the VESTA 9-1-1 system by way of a firewall device at each host location.

The following features are provided with the EIM module:

- Delivery of 9-1-1 voice to the system using VoIP technology
- Delivery of the ANI as part of the call setup messages (SIP invite)
- Delivery of ALI information in the PIDF-Lo fields (NENA I3 only)

2.1.7 VESTA® 9-1-1 SMS

The VESTA SMS solution allows VESTA 9-1-1 systems to connect directly to Text Control Centers (TCC's) using standards-based MSRP protocol for delivery of text messages directly to VESTA console users. Some of the features of the VESTA SMS solution are:

- Standards based text to 9-1-1 solution
- SMS Interface integrated into the VESTA 9-1-1 console
- Easy and flexible to operate
- Supports multiple text queues
- Text capability may be assigned to user roles
- Allows transfer of text calls within a single multi-PSAP system

Services include: Firewall configuration, VESTA 911/VESTA SMS configuration, import of VESTA SMS VM's (if applicable), upgrade of VESTA Analytics (if applicable), and preparation of screen layouts. Note: Customer is responsible for Text Control Center (TCC) services and network charges.

VESTA® 9-1-1 As-a-Service

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Note: The Statewide Text-to-911 transfer capability changes to allow direct transfer capabilities using numeric identifiers will need to be scheduled, performed and tested by the Text Control Center (TCC). Optional services are available from Motorola Solutions if Houston County would like to have the text transfer Tab added or modified on the console layout of the VESTA layout.

2.1.8 Printing

The VESTA 9-1-1 system may be equipped with a variety of printers, depending upon the specific customer requirements. Printers may be either locally connected (to a workstation or server) or connected to the VESTA 9-1-1 LAN utilizing either an internal or external network interface. When purchased from Motorola Solutions, a USB color inkjet printer is provided.

Optionally, Houston County may provide their own printer(s). Printer(s) provided by the End User must be certified to operate on the currently distributed Operating System (O/S) in use by VESTA 9-1-1. End User will be solely responsible for securing and installing the proper print drivers for any printers not supplied by Motorola Solutions.

2.1.9 Automated Abandoned Callback (AAC)

Automated Abandoned Callback (AAC) – Removes the burden from Calltakers to return each call because the system automatically calls back abandoned calls - Calltakers don't have to manually call back each one.

2.1.9.1 How it Works

The Automated Abandoned Callback (AAC) feature returns an abandoned 9-1-1 voice call (via an AudioCodes gateway) and provides the caller with an option of routing into the 9-1-1 dispatch center to speak to a live call taker or opt out, reporting that they are no longer in need of assistance

- Applicable to abandoned emergency voice calls only
- System calls back abandoned calls using configured lines
- A list of voice prompts is played instructing the original 9-1-1 caller to confirm or reject the emergency
- If the emergency is accepted – the call is transferred to the end of the ACD queue associated to the line, if the emergency is rejected – the call is terminated
- If no response is received or the original 9-1-1 caller is not reachable, it shall be configurable if the call is presented at the console as an abandoned call or terminated with no further action
- All AAC filtering is captured in the optional VESTA Analytics MIS solution

2.1.9.2 AAC Specifications

The following list includes the AAC specifications:

- The number of times the VESTA 9-1-1 system does an automated callback on an Abandoned Call is configurable from 1 to 10. The default value is 2.

Houston County MN

- Upon successful completion of an Automated Abandon Callback, the call will not be visible in the Abandoned Calls window but it is recorded in MIS
- The system does not initiate an automated callback when the caller has called back and the call is in the queue
- The system associates the last known location (ANI) before callback
- The AAC feature does not specifically detect TTY calls and handles the call as if it were a voice call
 - Since AAC cannot decode TTY calls, you can configure a wave file (as baudot tones) which advises the recipient to switch to voice to ensure they are sent DTMF digits

2.1.10 Network

Motorola Solutions will manage and monitor the Data Centers. ESInet connectivity to VESTA 9-1-1 Host Centers will be provided by ECN along with connectivity to the PSAPs.

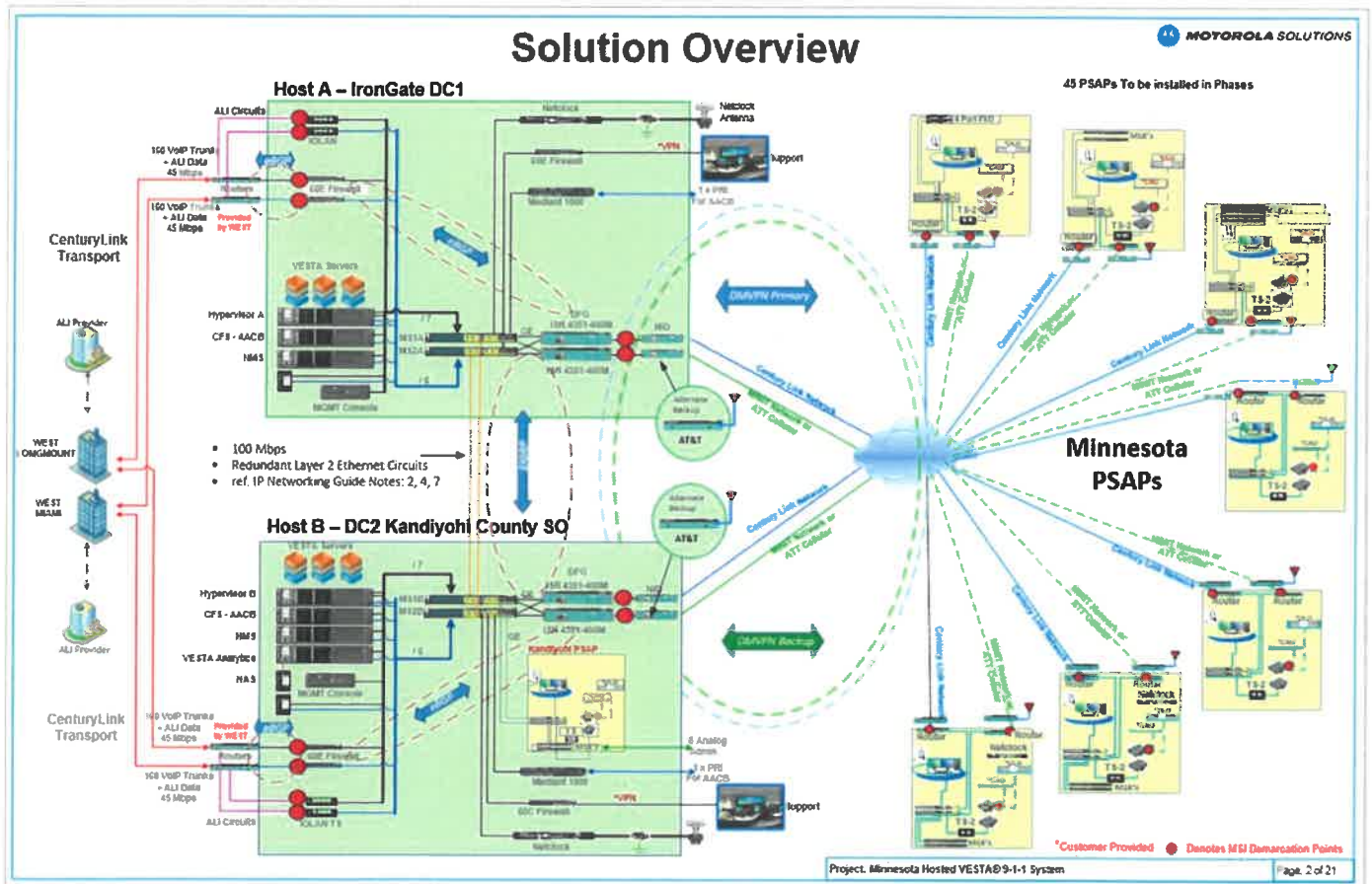


FIGURE 1 - Solution Diagram

VESTA® 9-1-1 As-a-Service

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2.2 OPTIONAL VESTA 9-1-1 AS-A-SERVICE COMPONENTS

2.2.1 VESTA® Analytics

The optional VESTA Analytics solution is Motorola Solutions' next-generation Management Information System (MIS). The VESTA Analytics solution expands on the role of MIS, becoming a comprehensive management platform.

A record of each incoming and outgoing VESTA 9-1-1 call will be contained within the VESTA Analytics database. At a minimum, the record contains the following information:

- Seize Time
- Answer Time
- Transfer Time
- Hang-up (disconnect) time
- Position number
- Agent
- Incoming number (ANI)
- Date/time
- ALI
- ANI log of disconnected calls showing arrival time and disconnected party abandonment time.

VESTA Analytics is a server-based application accessed from a network attached Windows computer running the recommended version of Microsoft Internet Explorer. A VESTA Analytics administrative workstation is not included with the VESTA 9-1-1 as-a-Service.

The VESTA Analytics solution will be deployed in the Hosted model. In this model, a single VESTA Analytics system is used for reporting services in a multi-PSAP environment. This model allows each PSAP's data to be segregated so that users may only see/report on their specific PSAP's data.

2.2.1.1 VESTA Analytics Client

No dedicated client software is required to access the VESTA Analytics system. All access is performed using the Microsoft Internet Explorer browser. One VESTA Analytics system access license is provided for site use. The VESTA Analytics access licenses are "concurrent usage" licenses. Users may log into the system from any workstation connected to the network to access the VESTA Analytics reporting. A dedicated administrative workstation is not provided with this Proposal.

2.2.2 VESTA 9-1-1 Command POST

The optional VESTA 9-1-1 CommandPOST call processing solution is a portable call-taking position designed to allow a call-taker to move to another location, reconnect to their host system, and begin taking 9-1-1 (with ANI/ALI) and administrative calls. All features of the traditional VESTA 9-1-1 position are preserved. In order to use Instant Recall Recording (IRR), the VESTA CommandPOST must be used with the SAM module. The VESTA Command Post call processing solution can connect to the host system via:

- Public Internet connection using VPN
- Private IP network with/without VPN connection
- IP satellite network with/without VPN connection

The VESTA 9-1-1 CommandPOST typically consists of the following components:

- Hardened laptop computer (refer to hardware specification for latest model)
- SAM (Sound Arbitration Unit)
- All required cables
- Weather-resistant rolling case with cut foam liner

2.2.3 Activity View

The optional Activity View management application provides real-time monitoring of PSAP activities. The Activity View management application may be configured by the user to display the status of:

- Call taker status
- Group status
- Group ACD status
- Incoming trunks
- Administrative lines
- Active calls

A user may also configure custom message colors and set a variety of thresholds that will trigger color changes.

The Activity View application also supports a Display Panel feature allowing a user to configure a display output that is compatible with large screen (wall-mount) monitors and/or projectors.

The Activity View management application can also display up to five (5) marquee messages to inform call-takers of upcoming events.

NOTE: It is recommended that the Activity View application be installed on a separate workstation from the VESTA 9-1-1 call-taker application due to the amount of CPU and network resources required. If installed on the same workstation as the VESTA 9-1-1 call-taker application, both applications should not be running at the same time.

2.2.4 Geographic Information Systems

To meet the needs of PSAPs of varying sizes, Motorola Solutions can optionally provide a suite of geographic information systems (GIS) display and update products. Each GIS display product supports the following capabilities:

- Display wireline addresses based upon street centerline or point data
- Accurately plot Phase I & II wireless calls, including showing the uncertainty (if provided)
- Accurately plot SMS/text to 9-1-1 calls based on the location information provided with the call
- Update the caller's location when ALI or location information rebids are performed on the VESTA 9-1-1 call-taker console.
- Integration with Pictometry and aerial imagery (optional)

2.2.4.1 VESTA® Map Local

A Next Generation 9-1-1, real-time mapping application, the optional VESTA Map Local solution is built on Esri's ArcGIS for Server, the most sophisticated Geographic Information System technology available. As a result, the VESTA Map solution is at the forefront of all GIS advancements, and is the mapping solution for regional or statewide NG9-1-1 systems via and Emergency Services IP Network (ESInet) – enabling resource sharing and cost savings.

Additionally, the VESTA Map solution may also be integrated with:

- Automatic Vehicle Location (AVL) systems
- Computer Aided Dispatch (CAD) systems
- Real-time data and historic data resources

SECTION 3

3.1 TRAINING

A key goal of Motorola Solutions is to develop and deliver world class learning programs that build every customer's technical product and systems knowledge, skills, and expertise. The company's courseware, instructors and documentation are all focused on enabling 9-1-1 organizations to receive maximum operational benefit from the VESTA 9-1-1 call taking solution.

Training courses offered for the solution are designed to ensure that the PSAP's transition smoothly to the new VESTA 9-1-1 as-a-Service as they come on-line. Motorola Solutions' course instructors will work in a consultative manner to ensure that the scheduling of courses best meets the requirements of Houston County and their personnel.

Motorola Solutions' Best Practices:

- Professional/experienced instructor staff
- On-site training utilizing customers equipment for hands on instruction
- Limit class sizes to no more than eight students
- Keep it simple instruction – build confidence of students as they learn

Recommended training for the transition to VESTA 9-1-1 as-a-Service and pricing has been provided to allow an a la carte purchase of only the necessary number of courses necessary to complete transition training of administrators and staff. At this time, without a formalized timeline for PSAP transitions the total number of courses cannot be determined. Motorola Solutions will collaborate with Houston County to determine the final number of courses required.

Please refer to Section 5 Pricing & Payment Terms.

SECTION 4

4.1 SUMMARY OF SERVICE MANAGEMENT

Motorola Solutions is committed to supporting our customer base in Minnesota. Our goal is to build a service relationship you can trust and count on to meet your needs and the demands of NG9-1-1 technologies. A sound Service and Support Model is a cornerstone to this relationship.

The service and support model we have for Minnesota will maximize the operations of your PSAPs while achieving the highest level of system performance and reliability. Our Service Manager will maintain close communications with Minnesota PSAPs, to continually monitor and assess your services at all stages and adapt where necessary.



4.1.1 Summary of Services

We have identified the following VESTA Services we feel best support Minnesota's requirements, with additional services being available over the life cycle of your system.

The structure of our services is a three-layer focus:

- Service Management
 - Service Desk
 - Technical Support
 - Customer Portal
 - Service Manager
 - Spares Management
- On-Site Services
 - On-site Support Engineers
 - Hardware Support
 - Software Support
 - Preventive Maintenance Support
- Network Security & Operations Center (NSOC)
 - Monitoring and Management of the 9-1-1 System
 - Security Management
 - ◆ Virus Protection
 - ◆ Patch Management

4.1.2 Service Desk

The Motorola Solutions' Service Desk works closely with the Technical Support team as part of the NG911 Support Organization. Minnesota PSAPs will have the ability to contact the Service Desk via your dedicated toll-free number, email, or the Customer Portal to report an incident, inquire on the status of an incident, or place a Move, Add, Change (MAC) request.

Below are the services provided by the Motorola Solutions' Service Desk:

- 24/7/365 availability to assist with immediate service needs
- Engagement until the issue is resolved. As the central-point-of-contact, the Service Desk owns the issue and stays engaged, providing ongoing communication from issue reporting through issue resolution.
- Knowledgeable technical resources to receive and take action on the user requests for service.
- Knowledgeable technical resources to receive and classify user requests and implement appropriate engagement processes to facilitate resolution.
- Remote analysis to assist in identifying a corrective action plan.
- Engagement of next level management (Service Manager) to ensure timely problem resolution.
- Updates to the PSAPs management/stakeholders for on-going requests for service.

Because the Service Desk is co-located with the VESTA NSOC, Minnesota is assured that we will have a holistic view of your entire solution to expedite issue coordination and resolution.

4.1.3 Technical Support Center

The Technical Support Center, co-located with the Service Desk and NSOC, is available 24x7x365 and can be reached at 800.881.4245. Staffed with subject matter experts, the Tech Support Center:

- Investigates, troubleshoots, and in most cases, resolves incidents remotely
- Maintains a state-of-the-art lab to recreate reported issues
- Performs in-depth analysis
- Interfaces with R&D for escalated issues

4.1.4 Customer Portal

The Customer Portal is Minnesota's front-end into our support structure. The portal provides direct access into our Incident Management system where Minnesota PSAPs have access to the same information as our engineers and managers. The Portal provides the ability to:

- Create cases, provide updates or to obtain status updates for an existing case
- Query statistical data or export to Excel, CSV, or PDF formats
- Submit or obtain status on Service Requests

4.1.5 Service Manager

The Motorola Solutions' Service Manager for Minnesota will direct and manage all aspects of your contracted services. Your Service Manager will:

- Work with our Service Desk and support engineers to oversee the delivery of services, while ensuring agreed upon service levels are maintained.
- Work with the Minnesota 9-1-1 Coordinator, the PSAPs, and our Service Desk, to establish and refine policies and procedures and to deliver best in class performance.
- Proactively manage system & product life cycle of the equipment supplying information regarding upgrades and updates.
- Serve as the escalated point of contact when normal troubleshooting efforts are not successful.
- Engage the appropriate resources, teams, and individuals to troubleshoot and facilitate the resolution of complex service issues.
- Serve as the liaison between the PSAP and our internal departments for escalated issues.
- Provide timely and frequent informational updates about progress towards resolving issues.
- Ensures service and performance quality of the system.

4.1.6 On-site Support Engineers

Motorola Solutions' support engineers or third party certified service providers are located within the State of Minnesota to serve the PSAPs on the Motorola Solutions' products and systems.

- The designated Motorola Solutions' support engineers are trained in our products and systems including, but not limited to, VESTA 9-1-1, VESTA Analytics and VESTA Map Local systems.
- The designated Motorola Solutions' support engineers will be instrumental in the implementation and cut over of the Minnesota Motorola Solutions' products and systems to ensure they are fully knowledgeable of the configurations deployed at each site.
- For critical and major issues, including reported incidents that cannot be resolved remotely, Motorola Solutions will engage the support engineers to address reported incidents.
- Motorola Solutions will assign on-site support engineers, five (5) days a week, eight (8) hours per day to serve the various Minnesota PSAP sites and who will be based within the two (2) hours of the PSAP locations
- 24x7 Support for Critical Incidents (please refer to the Severity Level and Response Definitions below)
- Support engineers will be available on an on-call basis for response to Critical and Major incidents
- The support engineers will perform corrective actions and ensure break-fix requests are repaired in a timely and efficient manner.

VESTA® 9-1-1 As-a-Service

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- The support engineers will open incident reports with the service desk for on-site customer initiated requests
- On-site move, add, and changes (MACs) outside of support and maintenance of the system can be quoted as requested.
- As part of routine maintenance, our support engineers will perform preventive maintenance tasks.
- To the fullest extent possible, in the event of force majeure or other malicious acts, the Motorola Solutions' support engineers will perform the necessary actions to bring the system to full functionality.

4.1.7 Network & Security Operations Center

The NSOC monitors and provides on-going management of our solutions and works closely with the Service Desk. Remote monitoring, access control, virus protection and patch management are components of the Motorola Solutions' NSOC services, and are described in the Managed Services Offerings Policy available on request.

The NSOC provides:

- Management of the our solutions on a 24x7x365 basis
- Continuous monitoring of the performance and availability of the VESTA 9-1-1 solution
- Creation of alerts based on thresholds and parameters and distributes notifications appropriately
- Monitoring of the environment at all data centers or points of presence where critical components are housed to ensure functionality

4.1.8 Severity Level and Response Definitions

For each reported or alert generated critical or high incident, the Service Desk will apply a Severity Level classification, which has an assigned target response time objective. This classification provides the means to manage the appropriate response and engagement processes.

Severity Levels Classifications

Severity	Target Response Time	Description	Examples	Communication to Customer
Critical 24/7/365	<input type="checkbox"/> Within 15 minutes, notification will be provided to customer <input type="checkbox"/> Within 2 hours support engineer will be on-site <input type="checkbox"/> After the initial notification, hourly updates will be provided through restoral to a non-critical state.	The inability to receive or process 9-1-1 calls or loss of ALI	Reduction of 50% or more of system functionality regardless of the nature of the outage. Host Down – The back-room equipment of a multi-tenanted system is impacting the ability to process 9-1-1 calls at all sites PSAP / Site Down – A single site / PSAP / tenant who is unable to receive or process 9-1-1 calls. Calls cannot be presented, answered, or effectively transferred outside the affected site.	Hourly
High 24/7/365	<input type="checkbox"/> Within 30 minutes, notification will be provided to customer <input type="checkbox"/> Within 4 hours support engineer will be on-site <input type="checkbox"/> Within 2 hour, notification to the County 9-1-1 manager or designee will be made	The loss of critical functionality or multiple components. Examples of multiple components are: <input type="checkbox"/> No LTR audio logging <input type="checkbox"/> Loss of critical redundancy <input type="checkbox"/> Loss of multiple positions	Reduction of 10% or more of outgoing or incoming traffic in the system or the non-functioning of 9-1-1 call handling software features, recorders, interfaces, or other functions rendering the system less than 90% functional. Host Degraded – The back-room equipment of a multi-tenanted system is impaired so that it is not providing full redundancy PSAP / Site Degraded – A single site / PSAP tenant have an incident that impairs a feature of the system, but the site/PSAP is able to receive and process 9-1-1 calls.	Every two (2) hours
Medium and Low 8/5/Next Business Day (Excluding Holidays)	<input type="checkbox"/> Within 8 hours of Medium/Low classification, the support engineer will address 8 am to 5 pm local site time or next business day. <input type="checkbox"/> NOTE: All Critical and High severities will be prioritized over any Medium/Low severity.	The failure of a device/product that only impacts <input type="checkbox"/> A single component or position	Minimal reduction of system operability or little to no effect on system operability and usability The loss of a single workstation or failure of a workstation component such as keyboard or monitor.	As needed

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SECTION 5

5.1 PRICING AND PAYMENT TERMS

This Proposal and the quote provided herein is contingent upon Motorola Solutions obtaining a total of thirty (30) minimum, signed PSAP positions in the State of Minnesota. The prices quoted herein are good for a period of 90 days from the date of this Proposal.

The Set-Up Fee is a non-recurring charge ("NRC") that is non-refundable, and is invoiced upon shipment of equipment to the PSAP's. Any items listed as optional, that are purchased outside of the service arrangement will be invoiced upon delivery.

Monthly recurring charges ("MRC") for each PSAP shall be first invoiced upon that PSAP going in-service. Invoices shall be rendered on a monthly basis. Payment is due within thirty (30) days from the date of the invoice.

Fees/prices stated above are exclusive of, and the customer shall pay all taxes, duties, levies, fees, or similar charges imposed on Motorola Solutions or on the Customer by the authority (other than taxes imposed on Motorola Solutions' income) relating to these services and the delivery locations. If a withholding tax is required by law, the Customer must contact a Motorola Solutions' representative to discuss the appropriate procedures.

Any changes made to the scope of this Proposal, should be agreed to in writing by both parties prior to signing the negotiated Master Service Agreement. If this is acceptable, the below table can be updated in the proposal docs.

Summary by Expense Category/Component			
Service as a Solution Model			
Non-Recurring Charges - Included Items			
VESTA 9-1-1 Backroom NRC	Per PSAP Charge	\$	13,000.00
VESTA 9-1-1 PSAP NRC	Per Position Charge	\$	3,250.00
<i>Includes: CPE Call Handling Solution, Installation, Software Support, Managed Services, Maintenance (Excludes training)</i>			
VESTA CommandPOST	Per Position Charge	\$	2,600.00
Non-Recurring Charges - Optional Items			
VESTA Local Survivability	Per PSAP Charge	\$	13,000.00
Touchscreen Monitors	Per Monitor Charge	\$	330.00
VESTA CommandPOST Accessories Bundle	Per Position Charge	\$	4,570.00
Monthly Recurring Charges - Included Items			
VESTA 9-1-1 (CPE) MRC	Per Position/Month	\$	920.00
<i>Includes: CPE Call Handling, Managed Services, and Support</i>			
Monthly Recurring Charges - Optional Items			
VESTA Local Survivability	Per PSAP/Month	\$	520.00
VESTA Analytics	Per Position/Month	\$	60.00
VESTA Map Local - Basic	Per Position/Month	\$	100.00
VESTA Map Local - Premium*	Per Position/Month	\$	150.00
VESTA Activity View	Per Position/Month	\$	60.00
VESTA CommandPOST	Per Position/Month	\$	920.00
VESTA SIP Phone	Per Phone/Month	\$	60.00

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Houston County MN

Network			
ESINet Solution	Per Position/Month		N/A
Training			
V9-1-1 ADMIN FOR STD	Per class	\$	5,970.15
V9-1-1 ADMIN FOR COMPLEX	Per class	\$	7,761.19
V9-1-1 AGENT TRNG	Per class	\$	1,791.04
V9-1-1 AGENT TTT TRNG	Per class	\$	4,477.61
V-ANLYT ADMIN TRNG	Per class	\$	2,985.07
E-LEARN V9-1-1 ACT-VIEW TRNG	Per class	\$	738.81
E-LEARN V9-1-1 SMS ADMIN DELTA TRNG	Per class	\$	738.81
E-LEARN V9-1-1 SMS AGENT DELTA TRNG	Per class	\$	440.30
V9-1-1 SMS TTT DELTA TR	Per class	\$	1,791.00
E-LEARN V9-1-1 SIP TRNG	Per class	\$	440.30
E-LEARN VESTA MAP LOCAL AGENT TRNG	Per class	\$	440.30
CUTOVER COACHING		\$	5,223.88
* If no incremental NRC is paid. With incremental \$1400 NRC per position, \$150 drops to \$110			

Thank you for the opportunity to submit this renewal for the VESTA 9-1-1 Software- as-a-Service Next Generation Call Handling solution. Please do not hesitate to reach out if you have any questions!

Sincerely,

Leah Ramey
Account Executive
Command Center Software
Next Generation 9-1-1 Solutions
Phone 303-621-5241

VESTA® 9-1-1 As-a-Service

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**HOUSTON COUNTY
AGENDA REQUEST FORM
November 19, 2024**

Date Submitted: November 14, 2024

By: Brian Swedberg, Sheriff

ACTION REQUEST:

Request to approve contract with Hennepin County to how Hennepin County inmates.

CONSENT AGENDA REQUEST:

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

**AGREEMENT BETWEEN THE COUNTY OF HENNEPIN
AND THE COUNTY OF HOUSTON FOR BOARDING INMATES AT THE HOUSTON COUNTY JAIL**

This Agreement ("Agreement") is made and entered into between the County of Houston, State of Minnesota, through the Houston County Sheriff's Office, hereinafter referred to as ("Houston County") and the County of Hennepin, State of Minnesota, through the Hennepin County Sheriff's Office, hereinafter referred to as ("Hennepin County").

WHEREAS, Hennepin County, wishes to contract with Houston County to temporarily board Hennepin County detainees ("Detainees") at the Houston County Jail ("Facility") to support any all-hazard events including a national security emergency, major fire or flood, catastrophic natural disaster, manmade (including terrorism) disaster, technological disasters by rendering a party's building(s) or surrounding area unsafe, temporarily unusable, or inaccessible, and facility projects or inmate population management requiring lessening the inmate population; and

WHEREAS, Houston County currently has limited open bed space available within the Facility and may need to limit number of detainees at times based on their own facility needs.

NOW, THEREFORE, in consideration of the mutual undertakings and agreements hereinafter set forth, Houston County and Hennepin County agree as follows:

I. TERM AND OVERVIEW

This Agreement shall commence on November 1, 2024, and expire on December 31, 2026, unless terminated earlier in accordance with the provisions herein.

During the term of this Agreement, Hennepin County shall request the transfer of Detainees to the Facility by providing twenty-four (24) hours' notice to Houston County. Houston County shall notify Hennepin County within eight (8) hours of any request if it does not have open bed available.

Hennepin County shall provide twenty-four (24) hours' notice to Houston County prior to transferring Detainees from the Facility to Hennepin County custody.

The parties shall cooperatively schedule timing and logistics for each agreed upon transfer to or from the Facility.

II. HOUSTON COUNTY DUTIES

Subject to the provisions herein, Houston County shall:

1. Accept and provide for the secure custody, care and safekeeping in the Facility of Detainees and house them in the Facility in accordance Houston County's policy for secure detention and in accordance with state and local laws, standards, policies, procedures, or court orders applicable to the operations of the Facility, and this Agreement. Except for the medical and dental care and services provisions below, Houston County shall notify Hennepin County in the event a Detainee needs transport of any kind and Hennepin County shall make necessary arrangements to meet the need.
2. Permit Hennepin County to transfer Detainees during the term of the Agreement based on available open beds at the time. Any such transfer shall be under the terms and condition of this Agreement.
3. Provide Detainees with the same level of medical care and services provided to Houston County inmates, including the transportation of and security for Detainees requiring removal from the Facility for medical treatment until Hennepin County can respond pursuant to paragraph III-3. Houston County shall have the sole authority to determine whether any Detainees housed in the Facility require emergency medical and dental care. Houston County shall notify the Hennepin County authorized agent whenever a Detainee is removed from the Facility in order

to provide emergency medical or dental treatment. All Detainees requiring emergency medical treatment will be treated according to the joint medical protocol established between Hennepin and Houston counties, which is attached hereto and incorporated herein as Exhibit A. The joint medical protocol shall also govern payment for all medical and dental appointments, prescription medications, hospital visits or admissions. Additionally, Houston County shall determine whether the Detainee has health, medical, dental or other insurance, then submit the same as applicable.

4. Admit Detainees upon receipt by Houston County of the booking sheet that Hennepin County uses in the ordinary course of its duties, which shall include a photograph, to establish the identity of the Detainee. This documentation must be presented by an authorized agent, personnel, or employee of Hennepin County and shall only release Hennepin County Inmates into the custody of Hennepin County's agents, personnel or employees and said release shall be conducted in accordance with Facility's release policies. The Facility will be available to accept Detainees twenty-four (24) hours per day.
5. **Prison Rape Elimination Act Compliance**
The parties must comply with the Prison Rape Elimination Act (PREA) of 2003 (Federal Law 42 U.S.C. 15601 et. seq.), with all applicable Federal PREA standards, and with all State policies and standards related to PREA for preventing, detecting, monitoring, investigating, and eradicating any form of sexual abuse within facilities/programs/offices owned, operated, or contracted.

III. HENNEPIN COUNTY DUTIES

Subject to the provisions herein, Hennepin County shall:

1. Transport all Detainees to and from the Facility, except in those cases where the Detainee is transported to a medical care facility for emergency medical or dental treatment pursuant to paragraph II-3 of this Agreement.
2. Provide Houston County with all necessary orders, writs, and other documentation prior to transferring a Detainee.
3. Houston County shall notify Hennepin County in the event a Detainee may require medical care and assistance away from the Facility that may exceed eight (8) hours. Hennepin County shall exercise commercially reasonable efforts to relieve Houston County as soon as practical. Houston County shall provide secure custody, care and safekeeping for Detainees receiving medical care and assistance away from the Facility until relieved by Hennepin County personnel.
4. Provide classification information to Houston County Jail on all Detainees to be boarded in Houston County prior to placement of Detainee in the Houston County Jail.

Notwithstanding Hennepin County's classification, Houston County shall classify the Detainee as indicated and required pursuant to Houston County's classification system.

5. Ensure any Detainee being transferred from Hennepin County Jail to the Houston County Jail has been screened for COVID19 at least seventy-two (72) hours prior to transfer. Hennepin County shall not transfer any Detainee who is known to be currently positive for COVID19.

IV. PAYMENT

1. Houston County shall invoice Hennepin County as follows:

- A. Hennepin County shall pay Houston County a per diem rate per Detainee at the Facility, plus medical, dental and prescription costs. The amount of said per diem shall be agreed upon, in

writing, by the parties contemporaneously with the JPA activation. The total cost of this Agreement, including all reimbursable expenses, shall not exceed Six Hundred Ten Thousand Dollars (\$610,000). In the event of unexpected costs, this Agreement may be amended to increase the not to exceeded amount, which shall be done in writing, authorized, and signed by both parties.

B. All actual costs associated with emergency medical or dental services provided outside of the Facility pursuant to paragraph II-3 of this Agreement, including transportation expenses, will be a reimbursable expense paid by Hennepin County to Houston County upon invoice to Hennepin County. In the event Houston County incurs additional personnel costs in relation to transporting and/or providing secure custody, care and safekeeping during medical or dental treatment away from the Facility or during hearings or other legally required appointments. Hennepin County shall pay the actual costs for Facility's personnel's wages not to exceed the prevailing hourly wages, as applicable, at the rate of one and one half times. This will be in conjunction with Houston County's share of Medicare and PERA contributions being paid by Houston County to a similarly situated Houston County employee at the time such Houston County employee's services have been actually utilized to provide such services.

C. Houston County shall invoice Hennepin County at the end of each month.

2. Payments shall be made by Hennepin County within thirty (30) days after receipt of invoice from Houston County. The Invoice must state the Detainee's name, the dates the Detainee is incarcerated, and detail of any costs over and above the fixed per diem including but not limited to costs and expenses for medical or dental care and services according to the terms herein.
3. If the invoice is incorrect, defective, or otherwise improper, Hennepin County will exercise reasonable efforts to notify Houston County within ten (10) days of receiving the incorrect invoice. Upon receiving the corrected invoice from Houston County, Hennepin County will make payment within thirty (30) days.

V. CANCELLATION

This Agreement may be canceled by either party at any time with or without cause upon twenty-four (24) hours written notice to the other party. In the event Houston County cancels this Agreement and unless the parties otherwise agree, Hennepin County shall have seventy-two (72) hours from receipt of the written notice to take custody and control of all Detainees in Houston County's secure custody, care and safekeeping.

Termination of this Contact shall not discharge any liability, responsibility, or right of any party which arises from the performance of or failure to adequately perform this Agreement prior to the effective date of termination. Nor shall termination discharge any obligation, which by its nature would survive after the date of termination.

VI. ASSIGNMENT

Neither party shall assign its rights or obligations under this Agreement without the prior written consent of the other party.

VII. AMENDMENTS

Any amendments to this Agreement shall be in writing, authorized and signed by both parties.

VIII. DATA PRACTICES

All data collected, created, received, exchanged, maintained, or disseminated because of this Agreement is governed by the Minnesota Government Data Practices Act, MN STAT. CHAPT. 13, including but not limited to Minnesota Statutes Section 13.05, Subd. 6, and the Minnesota Rules implementing the Act.

IX. INDEMNITY

Each party to the Agreement shall be liable for its own acts to the extent provided by law and hereby agrees to indemnify, hold harmless, and defend the other, its officers and employees against any and all liability, loss, costs, damages, expenses, claims, or actions, including attorney's fees which the other, its officers and employees may hereinafter sustain, incur, or be required to pay, arising out of or by reason of any act or omission of the party, its agents, servants, or employees, in the execution, performance, or failure to adequately perform its obligations pursuant to this Agreement.

Under no circumstances shall a party be required to pay on behalf of itself and other parties, any amounts in excess of the limits on liability established in Minnesota Statutes Chapter 466 applicable to any one party. The statutory limits of liability for some or all of the parties may not be added together or stacked to increase the maximum amount of liability for any party.

X. MERGER

It is understood and agreed that the entire Agreement between the parties is contained here and this Agreement supersedes all oral agreements and negotiations between the parties relating to the subject matter. All items referred to in this Agreement are incorporated or attached and are deemed part of this Agreement.

XI. COMPLIANCE WITH LAWS/STANDARDS

1. Each party agrees to comply with all federal, state, and local laws, ordinances, rules, regulations and executive orders including but not limited to laws pertaining to unlawful discrimination on account of race, color, creed, religion, national origin, sex, gender, marital status, status with regard to public assistance, disability or age.
2. Houston County shall procure at its own expense, all licenses, permits, or other rights for the provision of the services contemplated herein.
3. This Agreement shall be governed by and construed in accordance with the substantive and procedural laws of the State of Minnesota, without giving effect to the principles of conflict of laws. All proceedings related to this Agreement shall be venued in the State of Minnesota.

XII. RECORDS/REPORTS

1. Houston County agrees to maintain records relating to all services provided to Detainees under the terms of this Contact according to Minnesota state statutes and Houston County documents retention policy. Such records shall be made available for audit or inspection at any time upon request of Hennepin County or its authorized representative.
2. Houston County agrees to provide Hennepin County with written notice of all claims filed by any Hennepin County Detainee against it concerning boarding/detention services.
3. During the term of this Agreement, upon request by Hennepin County, Houston County shall submit to Hennepin County copies of all inspection reports completed by the Minnesota Department of Corrections or any other State or Federal agency dealing with the Detention Center.

XIII. INDEPENDENT CONTRACTOR STATUS

Houston County is to be and shall remain an independent contractor with respect to any and all work performed under this Agreement. It is agreed that nothing herein contained is intended or should be construed in any manner as creating or establishing the relationship of co-partners between the parties hereto or as constituting Houston County as the agent, representative, or employee of Hennepin County for any purpose or in any manner whatsoever. Except for a claim that results directly from the act or omission of Hennepin County personnel, any and all claims that arise or may arise on behalf of Houston County, its agents, servants or employees as a consequence of any act or omission on the part of Houston County or its agents, servants, employees while engaged in the performance of the Agreement shall in no way be the obligation or responsibility of Hennepin County.

XIV. PERFORMANCE/SUCCESSORS

1. Houston County shall not house Hennepin County Detainees hereunder at any facility other than the Facility.
2. Successors. Hennepin County and Houston County each binds itself and its successors, legal representatives, and assigns to the other party to this Agreement and to the partners, successors, legal representatives, and assigns of such other party, in respect to all covenants of this Agreement.

XV. FORCE MAJEURE

Neither party shall be liable to the other party for any loss or damage resulting from a delay or failure to perform due to unforeseeable acts or events outside the defaulting party's reasonable control, providing the defaulting party gives notice to the other party as soon as possible. Acts and events may include acts of God, acts of terrorism, war, fire, flood, epidemic, acts of civil or military authority, and natural disasters.

XVI. REMEDIES/WAIVER

1. All remedies available to either party under the terms of this Agreement or by law are cumulative and may be exercised concurrently or separately, and the exercise of any one remedy shall not be deemed an election of such remedy to the exclusion of the other remedies.
2. Waiver for any default shall not be deemed to be a waiver of any subsequent default. Waiver of breach of any provision of this Agreement shall not be construed to be modification for the terms of this Agreement unless stated to be such in writing and signed by the authorized contacts of Hennepin County and Houston County specified in Section XVII herein.

XVII. CONTACTS

The authorized contacts for purposes of administration of this Agreement are Sheriff Brian Swedberg or designee for Houston County, 306 S. Marshall Street, Suite 1100, Caledonia, MN 55921 and Chief Deputy Pat Enderlein or designee, 350 South 5th St. Room 6, Minneapolis, MN 55415.

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IN WITNESS WHEREOF, the undersigned governmental units by action of their governing bodies have caused this Agreement to be executed on the last date written below.

COUNTY OF HOUSTON

By: _____
Chair of Its County Board

Date: _____

Attest: _____

Date: _____

By: _____
County Administrator

Date: _____

By: _____
Houston County Sheriff's Office

Date: _____

Reviewed by County Attorney's Office:

By: _____

Date: _____

COUNTY OF HENNEPIN – see next page

By: _____
Chair of Its County Board

Date: _____

Attest: _____

Date: _____

By: _____
County Administrator

Date: _____

By: _____
Hennepin County Sheriff's Office

Date: _____

Reviewed by County Attorney's Office:

By: _____

Date: _____

EXHIBIT A

When a Detainee is transported to Houston County, Hennepin County will send medications the prisoner is taking and all necessary medical information. Houston County will provide medical, dental, and mental health treatment following their clinical protocols and procedures. Houston County shall obtain approval of Hennepin County before non-emergency medical, dental or psychiatric treatments are provided to a Detainee.

EMERGENCY ROOM VISITS

All medical emergencies will be transported to Winona Health or La Crosse, WI or nearby hospital by ambulance or by Houston County staff.

HOSPITAL ADMISSIONS

A Detainee needing hospitalization will be transported to Winona Health or La Crosse, WI or a nearby hospital as soon as possible following a medical emergency. A Detainee admitted to the hospital will have a permanent transfer to the care and custody of Hennepin County.

HOSPITAL VISITS

A Detainee needing medical follow-up clinic visits or medical specialty clinic visits will have a permanent transfer to the Hennepin County Adult Detention Center.

MEDICAL RECORDS

Medical record information, including test results and prescriptions, will be shared between the two facilities .

TUBERCULOSIS SCREENING

Screening of Detainees by nurses within 14 days for tuberculosis will comply with Minnesota Statutes Section 144.455 pertaining to tuberculosis screening and follow-up practices.

Houston County Agenda Request Form

Date Submitted: October 31, 2024 Board Date: November 5, 2024

Person requesting appointment with County Board: Brian Pogodzinski

Issue:

Project SAP 028-613-012 with Dunn Blacktop for the paving on CSAH 13 is complete and ready for final payment.

Attachments/Documentation for the Board's Review:

Final Contract Voucher (4 need to be signed)
(1-County Claim, 1 Contractor, 2-Highway Dept)

Justification:

Action Requested:

Resolution for Final Acceptance needed for contract.

Language for Minutes:

Commissioner _____ moved, Commissioner _____ seconded, unanimously carried to approve Resolution **24-42** Final Acceptance for SAP 028-613-012, Contract #337 with Dunn Blacktop for paving on CSAH 13. Total cost was \$3,497,226.92.

WHEREAS, Contract for the Contract No. 337 has in all things been completed, and the County Board being fully advised in the premises; and

THEREFORE, BE IT RESOLVED, the Houston County Board of Commissioners accepts said completed project for and on behalf of the Houston County and authorize final payment as specified herein.

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 NO. 24-42

**FINAL ACCEPTANCE FOR SAP 028-613-012
PAVING CSAH 13
CONTRACT # 337**

DUNN BLACKTOP

NOVEMBER 19, 2024

WHEREAS, Contract No. 337 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.

*******CERTIFICATION*******

**STATE OF MINNESOTA
COUNTY OF HOUSTON**

I, Polly Heberlein, Interim County Auditor/Treasurer do 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 November 19, 2024.

WITNESS my hand and the seal of my office this 19th day of November 2024.

Signed by _____

Interim Houston County Auditor - Treasurer

Houston County Highway Department

1124 E Washington St, Caledonia, MN 55921
SAP 028-613-012 Paving Rural 13
Final Payment No. 4

Contractor: Dunn Blacktop
24206 Hwy 43
PO Box 208
Winona, MN 55987

Contract No. 337 SAP 028-613-012
Vendor Number: 1315
Up To Date: 9/13/2024
Warrant # _____ **Date** _____

Contract Amount

Original Contract	\$3,674,929.99
Contract Changes	\$0.00
Revised Contract	\$3,674,929.99

Work Certified To Date

Base Bid Items	\$3,497,226.92
Contract Changes	\$
Material On Hand	\$0.00
Total	\$3,497,226.92

Funds Encumbered

Original	\$3,674,929.99
Additional	N/A
Total	\$3,674,929.99

Work Certified This Request	Work Certified To Date	Less Amount Retained	Less Previous Payments	Amount Paid This Request	Total Amount Paid To Date
\$0.00	\$3,497,226.92	\$0.00	\$3,322,365.57	\$174,861.35	\$3,497,226.92
Percent: Retained: 0%			Percent Complete: 95.16%		
Amount Paid This Final Payment				\$174,861.35	

This is to certify that the items of work shown in this certificate of Pay Estimate have been actually furnished for the work comprising the above-mentioned projects in accordance with the plans and specifications heretofore approved.

Approved By

Approved By Dunn Blacktop

County Engineer

Date

Contractor

Date

Certificate of Final Contract Acceptance
Final Voucher Number: number

This is to certify that to the best of my knowledge, the items of work shown in the Statement of Work Certified herein have actually furnished in accordance with the Plans and Specifications. This Project has been completed in accordance with the Laws, Standards and Procedures of as they apply to projects in this category, and if applicable, approved by the Federal Highway Administration.

Dated _____ Signature _____ County/City/Project Engineer

The undersigned Contractor hereby certifies that the work described has been performed in accordance with the terms of the Contract, and agrees that the Final Value of Work Certified on this Contract is \$3,497,226.92 and agrees to the amount of \$174,861.35 as Final Payment on this Contract in accordance with this Final Voucher.

Contractor: Dunn Blacktop By _____
Signature

And _____ And _____ State of MN,
Signature Signature

On This _____ Day _____, _____, Before me appeared _____ To me known to

(Individual Acknowledgment)

be the person who executed the foregoing Acceptance and Acknowledged that he/she executed the same as
_____ free to act and deed
his/her

(Corporate Acknowledgment)

_____ And _____, to me personally known, who, being each by me duly sworn

each did say that they are respectively the _____ and _____ of the

_____ Corporation named in the foregoing instrument, and that the seal affixed to said instrument is the Corporate Seal of said Corporation, and the said instrument was signed and sealed in behalf of said Corporation by authority of its

_____ and said _____ and _____

acknowledged said instrument to be the free act and deed of said Corporation.

Notarial My Commission as Notary Public in _____ County

Seal Expires _____ Signature _____

I hereby certify that a Final Examination has been made of the noted Contract, that the Contract has been completed, that the entire amount of Work Shown in this Final Voucher has been performed and the Total Value of the Work Performed in accordance with, the terms of the Contract is as shown in this Final Voucher.

This Contract is hereby accepted in accordance with the Specification 1516. Final acceptance of the Contract will be effective upon full Execution, by the Contractor and the Department, of the "Certificate of Final Acceptance" included with the Final Voucher.

Dated _____ Signature _____ District Engineer

Houston County Highway Department
1124 E Washington St, Caledonia, MN 55921
SAP 028-613-012 Paving Rural 13
Final Payment No. 4

**Houston County Highway Department
Certificate of Final Acceptance
Board Acknowledgment**

Contract Number: 337 SAP 028-613-012
Contractor: Dunn Blacktop
Date Certified: 9/13/2024
Payment Number: 4

Whereas; Contract No.337 SAP 028-613-012 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 Houston County Highway Department a and authorize final payment as specified herein.

State of Minnesota

I, Polly Heberlein, Houston County Interim Auditor-Treasurer, within and for said county do hereby certify that the foregoing resolution is a true and correct copy of the resolution on file in my office.

Dated this _____ day of _____, 20____

At Caledonia, Minnesota

Signed By _____

(SEAL)

Houston County Highway Department
1124 E Washington St, Caledonia, MN 55921
SAP 028-613-012 Paving Rural 13
Final Payment No. 4

Payment Summary				
No.	Up To Date	Work Certified Per Request	Amount Retained Per Request	Amount Paid Per Request
1	7/16/2024	\$1,407,332.03	\$70,366.60	\$1,336,965.43
2	8/13/2024	\$2,081,519.14	\$104,075.96	\$1,977,443.18
3	9/9/2024	\$8,375.75	\$418.79	\$7,956.96
4	9/13/2024	\$0.00	(\$174,861.35)	\$174,861.35

Funding Category Name	Funding Category Number	Work Certified to Date	Less Amount Retained	Less Previous Payments	Amount Paid this Request	Total Amount Paid to Date
380 SAP 028-613-012	1	\$3,497,226.92	\$0.00	\$3,322,365.57	\$174,861.35	\$3,497,226.92

Accounting Number	Funding Source	Amount Paid this Request	Revised Contract Amount	Funds Encumbered to Date	Paid Contractor to Date
380 SAP 028-613-012	Regular (CSAH)	\$174,861.35	\$3,674,929.99	\$3,674,929.99	\$3,497,226.92

Contract Item Status

Base/Alt	Line	Item	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
Base Bid	1	2104.502 SALVAGE TANGENT TERMINAL (EACH)	500.000	1.00	0.00	\$0.00	1.00	\$500.00
Base Bid	2	2104.503 SAWING BITUMINOUS PAVEMENT (FULL DEPTH) (LIN FT)	3.500	150.40	0.00	\$0.00	173.00	\$605.50
Base Bid	3	2105.607 SUBGRADE EXCAVATION (CU YD)	33.710	200.00	0.00	\$0.00	43.00	\$1,449.53
Base Bid	4	2112.619 SHOULDER PREPARATION (RDST)	55.000	455.00	0.00	\$0.00	455.00	\$25,025.00
Base Bid	5	2211.509 AGGREGATE BASE CLASS 5 (TON)	41.080	400.00	0.00	\$0.00	51.08	\$2,098.37
Base Bid	6	2215.504 FULL DEPTH RECLAMATION (P) (SQ YD)	3.000	130,204.00	0.00	\$0.00	130,204.00	\$390,612.00
Base Bid	7	2221.509 SHOULDER BASE AGGREGATE CLASS 2 (TON)	29.800	9,847.00	0.00	\$0.00	8,177.23	\$243,681.45
Base Bid	8	2360.509 TYPE SP 12.5 WEARING COURSE MIX (3,C) (TON)	91.650	29,533.00	0.00	\$0.00	28,909.00	\$2,649,509.85

Houston County Highway Department
1124 E Washington St, Caledonia, MN 55921
SAP 028-613-012 Paving Rural 13
Final Payment No. 4

Contract Item Status								
Base/Alt	Line	Item	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
Base Bid	9	2360.609 BITUMINOUS PAVEMENT DENSITY INCENTIVE (TON)	2.700	28,693.00	0.00	\$0.00	16,278.59	\$43,952.20
Base Bid	10	2399.623 PAVEMENT SMOOTHNESS INCENTIVE (ROAD SEG)	270.000	172.00	0.00	\$0.00	105.16	\$28,392.61
Base Bid	11	2540.602 MAIL BOX SUPPORT (EACH)	202.000	23.00	0.00	\$0.00	25.00	\$5,050.00
Base Bid	12	2540.602 RELOCATE MAIL BOX SUPPORT (EACH)	151.500	10.00	0.00	\$0.00	2.00	\$303.00
Base Bid	13	2554.502 END TREATMENT-TANGENT TERMINAL (EACH)	4,500.000	1.00	0.00	\$0.00	1.00	\$4,500.00
Base Bid	14	2554.602 INSTALL TANGENT TERMINAL (EACH)	850.000	1.00	0.00	\$0.00	1.00	\$850.00
Base Bid	15	2554.603 RAISE GUARDRAIL (LIN FT)	14.750	482.00	0.00	\$0.00	475.00	\$7,006.25
Base Bid	16	2563.601 TRAFFIC CONTROL (LUMP SUM)	60,455.000	1.00	0.00	\$0.00	1.00	\$60,455.00
Base Bid	17	2582.503 6" SOLID LINE PAINT (LIN FT)	0.210	100,768.00	0.00	\$0.00	99,692.00	\$20,935.32
Base Bid	18	2582.503 4" SOLID LINE PAINT (LIN FT)	0.170	16,005.00	0.00	\$0.00	15,907.00	\$2,704.19
Base Bid	19	2582.503 4" BROKEN LINE PAINT (LIN FT)	0.170	5,033.00	0.00	\$0.00	5,040.00	\$856.80
Base Bid	20	2582.503 4" DOUBLE SOLID LINE PAINT (LIN FT)	0.350	20,652.00	0.00	\$0.00	24,971.00	\$8,739.85

Houston County Highway Department
1124 E Washington St, Caledonia, MN 55921
SAP 028-613-012 Paving Rural 13
Final Payment No. 4

Contract Item Status								
Base/Alt	Line	Item	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
Base Bid Totals:						\$0.00		\$3,497,226.92

Project Category Totals			
Project	Category	Amount This Request	Amount To Date
SAP 028-613-012	SAP 028-613-012	\$0.00	\$3,497,226.92

Contract Change Item Status										
Project	CC	CC#	Line	Item	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
Contract Change Totals:								\$		\$

Contract Total	\$3,497,226.92
-----------------------	-----------------------

Contract Change Totals			
Number	Description	Amount This Request	Amount To Date

Material On Hand Additions					
Line	Item	Description	Date	Added	Comments

Material On Hand Balance						
Line	Item	Description	Date	Added	Used	Remaining

Contract Item Status by Funding Breakdown									
Funding Cat	Line	Item	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date	
380 SAP 028-613-012	1	2104.502 SALVAGE TANGENT TERMINAL (EACH)	500.000	1.00	0.00	\$0.00	1.00	\$500.00	
380 SAP 028-613-012	2	2104.503 SAWING BITUMINOUS PAVEMENT (FULL DEPTH) (LIN FT)	3.500	150.40	0.00	\$0.00	173.00	\$605.50	

Houston County Highway Department
1124 E Washington St, Caledonia, MN 55921
SAP 028-613-012 Paving Rural 13
Final Payment No. 4

Contract Item Status by Funding Breakdown

Funding Cat	Line	Item	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
380 SAP 028-613-012	3	2105.607 SUBGRADE EXCAVATION (CU YD)	33.710	200.00	0.00	\$0.00	43.00	\$1,449.53
380 SAP 028-613-012	4	2112.619 SHOULDER PREPARATION (RDST)	55.000	455.00	0.00	\$0.00	455.00	\$25,025.00
380 SAP 028-613-012	5	2211.509 AGGREGATE BASE CLASS 5 (TON)	41.080	400.00	0.00	\$0.00	51.08	\$2,098.37
380 SAP 028-613-012	6	2215.504 FULL DEPTH RECLAMATION (P) (SQ YD)	3.000	130,204.00	0.00	\$0.00	130,204.00	\$390,612.00
380 SAP 028-613-012	7	2221.509 SHOULDER BASE AGGREGATE CLASS 2 (TON)	29.800	9,847.00	0.00	\$0.00	8,177.23	\$243,681.45
380 SAP 028-613-012	8	2360.509 TYPE SP 12.5 WEARING COURSE MIX (3,C) (TON)	91.650	29,533.00	0.00	\$0.00	28,909.00	\$2,649,509.85
380 SAP 028-613-012	9	2360.609 BITUMINOUS PAVEMENT DENSITY INCENTIVE (TON)	2.700	28,693.00	0.00	\$0.00	16,278.59	\$43,952.20
380 SAP 028-613-012	10	2399.623 PAVEMENT SMOOTHNESS INCENTIVE (ROAD SEG)	270.000	172.00	0.00	\$0.00	105.16	\$28,392.61
380 SAP 028-613-012	11	2540.602 MAIL BOX SUPPORT (EACH)	202.000	23.00	0.00	\$0.00	25.00	\$5,050.00
380 SAP 028-613-012	12	2540.602 RELOCATE MAIL BOX SUPPORT (EACH)	151.500	10.00	0.00	\$0.00	2.00	\$303.00
380 SAP 028-613-012	13	2554.502 END TREATMENT-TANGENT TERMINAL (EACH)	4,500.000	1.00	0.00	\$0.00	1.00	\$4,500.00
380 SAP 028-613-012	14	2554.602 INSTALL TANGENT TERMINAL (EACH)	850.000	1.00	0.00	\$0.00	1.00	\$850.00

Houston County Highway Department
1124 E Washington St, Caledonia, MN 55921
SAP 028-613-012 Paving Rural 13
Final Payment No. 4

Contract Item Status by Funding Breakdown

Funding Cat	Line	Item	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
380 SAP 028-613-012	15	2554.603 RAISE GUARDRAIL (LIN FT)	14.750	482.00	0.00	\$0.00	475.00	\$7,006.25
380 SAP 028-613-012	16	2563.601 TRAFFIC CONTROL (LUMP SUM)	60,455.00 0	1.00	0.00	\$0.00	1.00	\$60,455.00
380 SAP 028-613-012	17	2582.503 6" SOLID LINE PAINT (LIN FT)	0.210	100,768.00	0.00	\$0.00	99,692.00	\$20,935.32
380 SAP 028-613-012	18	2582.503 4" SOLID LINE PAINT (LIN FT)	0.170	16,005.00	0.00	\$0.00	15,907.00	\$2,704.19
380 SAP 028-613-012	19	2582.503 4" BROKEN LINE PAINT (LIN FT)	0.170	5,033.00	0.00	\$0.00	5,040.00	\$856.80
380 SAP 028-613-012	20	2582.503 4" DOUBLE SOLID LINE PAINT (LIN FT)	0.350	20,652.00	0.00	\$0.00	24,971.00	\$8,739.85
Totals:						\$0.00		\$3,497,226.92

Houston County Agenda Request Form

Date Submitted: October 31, 2024 Board Date: November 5, 2024

Person requesting appointment with County Board: Brian Pogodzinski

Issue:

Project SAP 028-599-102 with Zenke Inc for the bridge removal, aggregate and grading on Hauge Hill Road in Sheldon Township is complete and ready for final payment.

Attachments/Documentation for the Board's Review:

Final Contract Voucher (4 need to be signed)
(1-County Claim, 1 Contractor, 2-Highway Dept)

Justification:

Action Requested:

Resolution for Final Acceptance needed for contract.

Language for Minutes:

Commissioner _____ moved, Commissioner _____ seconded, unanimously carried to approve Resolution **24-43** Final Acceptance for SAP 028-599-102, Contract #531 with Zenke Inc for the bridge removal, aggregate and grading on Hauge Hill Road in Sheldon Township. Total cost was \$ 74,512.26. WHEREAS, Contract for the Contract No. 531 has in all things been completed, and the County Board being fully advised in the premises; and

THEREFORE, BE IT RESOLVED, the Houston County Board of Commissioners accepts said completed project for and on behalf of the Houston County and authorize final payment as specified herein.

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 NO. 24-43

**FINAL ACCEPTANCE FOR SAP 028-599-102
BRIDGE REMOVAL, AGGREGATE AND GRADING
HAUGE HILL ROAD, SHELDON TOWNSHIP
CONTRACT # 531**

ZENKE INC

NOVEMBER 19, 2024

WHEREAS, Contract No. 531 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.

*******CERTIFICATION*******

**STATE OF MINNESOTA
COUNTY OF HOUSTON**

I, Polly Heberlein, Interim County Auditor/Treasurer do 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 November 19, 2024.

WITNESS my hand and the seal of my office this 19th day of November 2024.

Signed by _____

Interim Houston County Auditor - Treasurer

Houston County Highway Department

1124 E Washington St, Caledonia, MN 55921
SAP 028-599-102 Hauge Hill Road
Final Payment No. 2

Contractor: Zenke, Inc
87 Main Street, Ste 5
La Crescent, MN 55947

Contract No. 531 SAP 028-599-102 Hauge Hill Road
Vendor Number: 5382
Up To Date: 9/13/2024
Warrant # _____ **Date** _____

Contract Amount

Original Contract	\$64,418.76
Contract Changes	\$0.00
Revised Contract	\$64,418.76

Work Certified To Date

Base Bid Items	\$74,512.26
Contract Changes	\$
Material On Hand	\$0.00
Total	\$74,512.26

Funds Encumbered

Original	\$64,418.76
Additional	N/A
Total	\$64,418.76

Work Certified This Request	Work Certified To Date	Less Amount Retained	Less Previous Payments	Amount Paid This Request	Total Amount Paid To Date
\$0.00	\$74,512.26	\$0.00	\$70,786.65	\$3,725.61	\$74,512.26
Percent: Retained: 0%			Percent Complete: 115.67%		
Amount Paid This Final Payment				\$3,725.61	

This is to certify that the items of work shown in this certificate of Pay Estimate have been actually furnished for the work comprising the above-mentioned projects in accordance with the plans and specifications heretofore approved.

Approved By

Approved By Zenke, Inc

County Engineer

Date

Contractor

Date

Certificate of Final Contract Acceptance
Final Voucher Number: number

This is to certify that to the best of my knowledge, the items of work shown in the Statement of Work Certified herein have actually furnished in accordance with the Plans and Specifications. This Project has been completed in accordance with the Laws, Standards and Procedures of as they apply to projects in this category, and if applicable, approved by the Federal Highway Administration.

Dated _____ Signature _____ County/City/Project Engineer

The undersigned Contractor hereby certifies that the work described has been performed in accordance with the terms of the Contract, and agrees that the Final Value of Work Certified on this Contract is \$74,512.26 and agrees to the amount of \$3,725.61 as Final Payment on this Contract in accordance with this Final Voucher.

Contractor: Zenke, Inc By _____
Signature

And _____ And _____ State of MN,
Signature Signature

On This _____ Day _____, _____, Before me appeared _____ To me known to

(Individual Acknowledgment)

be the person who executed the foregoing Acceptance and Acknowledged that he/she executed the same as
_____ free to act and deed
his/her

(Corporate Acknowledgment)

_____ And _____, to me personally known, who, being each by me duly sworn

each did say that they are respectively the _____ and _____ of the
_____ Corporation named in the foregoing instrument, and that the seal affixed to said instrument is the Corporate Seal of said Corporation, and the said instrument was signed and sealed in behalf of said Corporation by authority of its

_____ and said _____ and _____
acknowledged said instrument to be the free act and deed of said Corporation.

Notarial My Commission as Notary Public in _____ County

Seal Expires _____ Signature _____

I hereby certify that a Final Examination has been made of the noted Contract, that the Contract has been completed, that the entire amount of Work Shown in this Final Voucher has been performed and the Total Value of the Work Performed in accordance with, the terms of the Contract is as shown in this Final Voucher.

This Contract is hereby accepted in accordance with the Specification 1516. Final acceptance of the Contract will be effective upon full Execution, by the Contractor and the Department, of the "Certificate of Final Acceptance" included with the Final Voucher.

Dated _____ Signature _____ District Engineer

Houston County Highway Department
1124 E Washington St, Caledonia, MN 55921
SAP 028-599-102 Hauge Hill Road
Final Payment No. 2

**Houston County Highway Department
Certificate of Final Acceptance
Board Acknowledgment**

Contract Number: 531 SAP 028-599-102 Hauge Hill Road
Contractor: Zenke, Inc
Date Certified: 9/13/2024
Payment Number: 2

Whereas; Contract No.531 SAP 028-599-102 Hauge Hill Road 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 Houston County Highway Department a and authorize final payment as specified herein.

State of Minnesota

I, Polly Heberlein, Houston County Interim Auditor-Treasurer, within and for said county do hereby certify that the foregoing resolution is a true and correct copy of the resolution on file in my office.

Dated this _____ day of _____, 20____

At Caledonia, Minnesota

Signed By _____

(SEAL)

Houston County Highway Department
1124 E Washington St, Caledonia, MN 55921
SAP 028-599-102 Hauge Hill Road
Final Payment No. 2

Payment Summary				
No.	Up To Date	Work Certified Per Request	Amount Retained Per Request	Amount Paid Per Request
1	7/30/2024	\$74,512.26	\$3,725.61	\$70,786.65
2	9/13/2024	\$0.00	(\$3,725.61)	\$3,725.61

Funding Category Name	Funding Category Number	Work Certified to Date	Less Amount Retained	Less Previous Payments	Amount Paid this Request	Total Amount Paid to Date
SAP 028-599-102		\$74,512.26	\$0.00	\$70,786.65	\$3,725.61	\$74,512.26

Accounting Number	Funding Source	Amount Paid this Request	Revised Contract Amount	Funds Encumbered to Date	Paid Contractor to Date
531 SAP 028-599-102 Town Bridge	Town Bridge	\$3,725.61	\$64,418.76	\$64,418.76	\$74,512.26

Contract Item Status								
Base/Alt	Line	Item	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
Base Bid	1	2021.501 MOBILIZATION (LUMP SUM)	9,575.000	1.00	0.00	\$0.00	1.00	\$9,575.00
Base Bid	2	2101.501 CLEARING & GRUBBING (LUMP SUM)	1,500.000	1.00	0.00	\$0.00	1.00	\$1,500.00
Base Bid	3	2104.502 REMOVE ENERGY ABSORBING TERMINAL (EACH)	400.000	2.00	0.00	\$0.00	2.00	\$800.00
Base Bid	4	2104.503 REMOVE METAL CULVERT (LIN FT)	25.000	87.00	0.00	\$0.00	87.00	\$2,175.00
Base Bid	5	2104.503 SAWING BITUMINOUS PAVEMENT (FULL DEPTH) (LIN FT)	3.500	51.00	0.00	\$0.00	51.00	\$178.50
Base Bid	6	2104.518 REMOVE BITUMINOUS PAVEMENT (SQ FT)	1.000	663.00	0.00	\$0.00	663.00	\$663.00
Base Bid	7	2104.607 SALVAGE ROCK (CU YD)	8.000	110.00	0.00	\$0.00	110.00	\$880.00
Base Bid	8	2106.507 EXCAVATION-COMMON (P) (CY)	8.000	338.00	0.00	\$0.00	338.00	\$2,704.00
Base Bid	9	2211.509 AGGREGATE BASE CLASS 5 (TON)	16.470	508.00	0.00	\$0.00	981.11	\$16,158.88

Houston County Highway Department
1124 E Washington St, Caledonia, MN 55921
SAP 028-599-102 Hauge Hill Road
Final Payment No. 2

Contract Item Status								
Base/Alt	Line	Item	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
Base Bid	10	2442.501 REMOVE EXISTING BRIDGE (LUMP SUM)	9,500.000	1.00	0.00	\$0.00	1.00	\$9,500.00
Base Bid	11	2501.502 24" GS PIPE APRON (EACH)	422.000	6.00	0.00	\$0.00	6.00	\$2,532.00
Base Bid	12	2501.503 24" CS PIPE CULVERT (LIN FT)	84.000	120.00	0.00	\$0.00	120.00	\$10,080.00
Base Bid	13	2554.503 TRAFFIC BARRIER DESIGN B8338 (LIN FT)	40.000	150.00	0.00	\$0.00	150.00	\$6,000.00
Base Bid	14	2563.601 TRAFFIC CONTROL (LUMP SUM)	3,300.000	1.00	0.00	\$0.00	1.00	\$3,300.00
Base Bid	15	2575.501 TURF ESTABLISHMENT (LUMP SUM)	1,600.000	1.00	0.00	\$0.00	1.00	\$1,600.00
Base Bid	16	2575.504 ROLLED EROSION PREVENTION CATEGORY 20 (SQ YD)	2.550	1,790.00	0.00	\$0.00	2,692.50	\$6,865.88
Base Bid Totals:						\$0.00		\$74,512.26

Project Category Totals			
Project	Category	Amount This Request	Amount To Date
SAP 028-599-102	SAP 028-599-102	\$0.00	\$74,512.26

Contract Change Item Status										
Project	CC	CC#	Line	Item	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
Contract Change Totals:								\$		\$

Contract Total	\$74,512.26
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Houston County Highway Department
1124 E Washington St, Caledonia, MN 55921
SAP 028-599-102 Hauge Hill Road
Final Payment No. 2

Contract Change Totals			
Number	Description	Amount This Request	Amount To Date

Material On Hand Additions					
Line	Item	Description	Date	Added	Comments

Material On Hand Balance						
Line	Item	Description	Date	Added	Used	Remaining

Contract Item Status by Funding Breakdown								
Funding Cat	Line	Item	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
SAP 028-599-102	1	2021.501 MOBILIZATION (LUMP SUM)	9,575.000	1.00	0.00	\$0.00	1.00	\$9,575.00
SAP 028-599-102	2	2101.501 CLEARING & GRUBBING (LUMP SUM)	1,500.000	1.00	0.00	\$0.00	1.00	\$1,500.00
SAP 028-599-102	3	2104.502 REMOVE ENERGY ABSORBING TERMINAL (EACH)	400.000	2.00	0.00	\$0.00	2.00	\$800.00
SAP 028-599-102	4	2104.503 REMOVE METAL CULVERT (LIN FT)	25.000	87.00	0.00	\$0.00	87.00	\$2,175.00
SAP 028-599-102	5	2104.503 SAWING BITUMINOUS PAVEMENT (FULL DEPTH) (LIN FT)	3.500	51.00	0.00	\$0.00	51.00	\$178.50
SAP 028-599-102	6	2104.518 REMOVE BITUMINOUS PAVEMENT (SQ FT)	1.000	663.00	0.00	\$0.00	663.00	\$663.00
SAP 028-599-102	7	2104.607 SALVAGE ROCK (CU YD)	8.000	110.00	0.00	\$0.00	110.00	\$880.00
SAP 028-599-102	8	2106.507 EXCAVATION-COMMON (P) (CY)	8.000	338.00	0.00	\$0.00	338.00	\$2,704.00

Houston County Highway Department
1124 E Washington St, Caledonia, MN 55921
SAP 028-599-102 Hauge Hill Road
Final Payment No. 2

Contract Item Status by Funding Breakdown

Funding Cat	Line	Item	Unit Price	Contract Quantity	Quantity This Request	Amount This Request	Quantity To Date	Amount To Date
SAP 028-599-102	9	2211.509 AGGREGATE BASE CLASS 5 (TON)	16.470	508.00	0.00	\$0.00	981.11	\$16,158.88
SAP 028-599-102	10	2442.501 REMOVE EXISTING BRIDGE (LUMP SUM)	9,500.000	1.00	0.00	\$0.00	1.00	\$9,500.00
SAP 028-599-102	11	2501.502 24" GS PIPE APRON (EACH)	422.000	6.00	0.00	\$0.00	6.00	\$2,532.00
SAP 028-599-102	12	2501.503 24" CS PIPE CULVERT (LIN FT)	84.000	120.00	0.00	\$0.00	120.00	\$10,080.00
SAP 028-599-102	13	2554.503 TRAFFIC BARRIER DESIGN B8338 (LIN FT)	40.000	150.00	0.00	\$0.00	150.00	\$6,000.00
SAP 028-599-102	14	2563.601 TRAFFIC CONTROL (LUMP SUM)	3,300.000	1.00	0.00	\$0.00	1.00	\$3,300.00
SAP 028-599-102	15	2575.501 TURF ESTABLISHMENT (LUMP SUM)	1,600.000	1.00	0.00	\$0.00	1.00	\$1,600.00
SAP 028-599-102	16	2575.504 ROLLED EROSION PREVENTION CATEGORY 20 (SQ YD)	2.550	1,790.00	0.00	\$0.00	2,692.50	\$6,865.88
Totals:						\$0.00		\$74,512.26

Houston County Agenda Request Form

Date Submitted: 11/13/2024

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

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

Issue:

Consider adding 1 FTE RN/PHN, and 1 FTE Community Health Worker (CHW) to the Public Health Division to meet new County responsibilities related to Foundational Public Health Responsibility (FPHR), Response Sustainability Grant (RSG), and Cannabis Education state funding increases. Due to this new funding PH/HS project no additional 2025 Levy cost.

Attachments/Documentation for the Board's Review:

Justification:

Action Requested:

Review and approve as requested

For County Use Only			
Reviewed by:	<input type="checkbox"/> County Auditor	<input type="checkbox"/> County Attorney	<input type="checkbox"/> Zoning/Environmental Service
	<input type="checkbox"/> Finance Director	<input type="checkbox"/> County Engineer	<input type="checkbox"/> HR/Personnel
	<input type="checkbox"/> IS Director	<input type="checkbox"/> Other (indicate dept)	
<u>Recommendation:</u>			
<u>Decision:</u>			

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

Recommendation: It is recommended that Houston County Public Health establish new positions for Community Health Workers (CHWs) and Registered Nurses (RNs) to align with new funding streams, including the Foundational Public Health Responsibilities (FPHR), Response Sustainability Grant (RSG), and Cannabis funding. Creating these roles in the Houston County Public Health division supports a career ladder within the department, enabling CHWs to advance to positions like Health Educator, Case Manager, or RN. For RNs, this pathway allows progression to roles such as a four-year RN, Public Health Nurse, or other advanced public health positions.

Career ladders in public health are essential for workforce stability and effectiveness. Studies have shown that clear career pathways improve employee satisfaction, reduce turnover, and encourage ongoing professional development. Retaining skilled professionals is particularly beneficial in public health, where continuity of care and deep community knowledge are crucial for effective service delivery. By investing in career development, Houston County Public Health can build a resilient and engaged workforce, ultimately enhancing the quality and sustainability of public health services for the community.

CHWs contribute to a more accessible, equitable, and effective public health system. Their unique role aligns closely with the goals of improving community health outcomes, reducing disparities, and supporting preventive care. CHW's align with the deliverables and new funding streams such as the Foundational Public Health Responsibilities (FPHR), Response Sustainability Grant (RSG), and Cannabis funding.

1. CHWs key benefits

- a. **Cost-Effectiveness and Versatility:** CHWs are a cost-effective addition to public health teams, focusing on prevention and primary care support, which helps reduce the need for more costly medical interventions over time. They are also versatile team members who work effectively alongside RNs, case managers, and within various programs, adapting to a wide range of roles to meet community needs and enhance organizational efficiency.
- b. **Supporting Public Health Initiatives:** CHWs are instrumental in public health initiatives, from vaccination campaigns to chronic disease screenings and emergency response efforts. They extend the reach of public health departments, amplifying their impact in the community.
- c. **Enhancing Access to Services:** CHWs help community members navigate complex health and social service systems, connecting them to necessary resources such as housing assistance, food programs, and mental health services. They increase access to care for marginalized and underserved populations.

Registered Nurses (RNs) play a critical role in implementing and maximizing the impact of the Foundational Public Health Responsibilities (FPHR), cannabis-related funding, and Response Sustainability Grant programs.

1. RN key benefits

- a. Community Education, Outreach, and Collaborative Care:** RNs play a vital role in educating communities on a wide range of health topics, from chronic disease management to infectious disease prevention, helping to fulfill foundational public health responsibilities (FPHR). They are essential in disseminating health information, increasing public health literacy, and supporting vulnerable populations. In programs related to cannabis and other public health needs, RNs provide assessments and refer individuals to specialized services as needed. Their involvement ensures comprehensive access to care, addressing issues like substance use, mental health, and other physical health needs in a coordinated, community-focused manner.
- b. Health Education:** RNs excel in educating communities on various health topics, from chronic disease management to infectious disease prevention. In FPHR programs, they play a vital role in sharing health information and enhancing public health literacy, with a particular focus on vulnerable populations. With cannabis legalization, the need for public education on safe usage and health risks has grown. RNs are well-positioned to lead community education efforts on responsible use, especially targeting youth and at-risk groups, effectively addressing misconceptions and promoting safe practices.
- c. Data Collection and Health Assessments:** RNs bring valuable clinical expertise to conducting health assessments, collecting data, and identifying community health trends, which are essential to fulfilling foundational public health responsibilities. Their ability to interpret data and recognize health patterns is crucial for effective surveillance and targeted interventions that address community-specific needs. In programs related to cannabis legalization, RNs play an important role in monitoring usage patterns, tracking health outcomes, and ensuring data-driven approaches to address potential health risks and inform public education efforts.



Gallagher

Insurance | Risk Management | Consulting

MEMORANDUM

TO: Theresa Arrick-Kruger, Human Resources, Houston County, MN

FROM: Gallagher Benefit Services - Public Sector & Higher Education Practice

DATE: August 26, 2024

SUBJECT: Job Evaluation

The following memo outlines our job analysis and recommendation for the new **Community Health Worker** position using the Decision Band Method®.

Gallagher reviewed the job description and/or Position Description Questionnaire (PDQ) to understand the essential duties of the role. In addition, we reviewed the org chart, other comparable job descriptions, and current classification hierarchy to ensure internal equity was maintained. The evaluation results are included in this memo.

We appreciate the opportunity to assist Houston County with its classification needs. If you have any questions or concerns, please feel free to reach out to Charmain Kohler at Charmain_Kohler@ajg.com.

We look forward to assisting you again in the near future.

Position: Community Health Worker

This is a new position and not currently rated.

Position Summary:

The Community Health Worker (CHW) is a frontline public health worker who establishes trusting relationships with community members to serve as a vital link between the community and public health services. This position promotes individual and community health knowledge and self-sufficiency through outreach, education, and by providing social support and advocacy resources. Under supervision of the Public Health Supervisor and working closely with the Health Educator and Family Health Staff, the CHW coordinates services to ensure effective delivery of public health services, assesses community needs, provides education, bridges gaps between health and social services, and compiles data reports as needed.

Position Analysis:

We have examined the essential duties of this position and have evaluated the position using the Decision Band Method®. The job evaluation shows the following:

Highest Banded and Graded Task: **B2**
Percent of Time on High Banded Tasks: **~90%**
Degree of Difficulty/Diversity: **Low**

This classification performs tasks that require “operational” decision-making, whereby the incumbent determines how and when to perform the steps of processes but not what operations constitute the process; the specific processes the incumbent performs have been established by those in higher levels of the organization. Examples of these “operational” tasks include collecting data, assessing community health services/needs, gaps, and barriers, preparing and distributing health education materials, providing education and awareness for community health topics, and informing clients of and connecting community members to county and community resources.

The position receives a grade of two (2) because the incumbent is non-coordinating, meaning he/she does not directly supervise staff.

We compared this position to other positions within Public Health & Human Services and across the county which included Technical Clerk I-Environmental Services, Technical Clerk I-Assessor’s Office, Deputy Recorder, Case Aide-PHHS, Account Clerk-PHHS, Child Support Officer-PHHS, and Eligibility Worker-PHHS. Overall, the position receives a subgrade of one (1) because of the low complexity and diversity of tasks relative to other positions in the B2 band and grade.

Recommended rating: B21

Cannabis-

Although we do not have the work plan from MDH, I anticipate it to look like tobacco prevention work. We will more than likely be tasked with providing education to schools and the public, we will continue with our involvement with ordinances and possibly provide education to retailers within Houston County. Currently we do not have enough FTE to assign all these duties. These new positions would allow for education and community outreach as it relates to the legalization of cannabis.

RSG-

RSG funding acknowledges a previous lack of state funding specific to emergency preparedness and response. It is meant to assure that counties can increase individual EPR responsibilities. Coming alongside public health emergency preparedness, RSG funds allow us to meet the minimum requirement of a .5 FTE in emergency preparedness and response, which we currently do not meet. A few examples of this workload will be

- Training all our public health staff in emergency preparedness based on local priorities, which comes from our partnership with our sheriff's department as they work through hazard mitigation planning.
- We will expand on mutual aid agreements with community partners as it relates to PH emergency response.
- Expand our technology platform for public health call downs and alerts- i.e. disease outbreak or a need to activate volunteers.
- Multiple sections within our LPH response plan that need to be updated, including a pandemic plan, mass dispensing and our public health emergency operations plan. This takes time that we currently do not have.

All the grant duties will play a vital role in preparing for a pandemic or environmental emergency. The more prepared we can be the better we can respond.

FPHR

Foundational public health services is a framework which outlines the unique responsibilities of public health and defines a minimum set of requirements that must be available in every community. The framework is broken down into foundational areas such as communicable disease control, chronic disease and injury prevention and maternal, child and family health. Foundational capabilities are the skills and capacities needed to support the foundational areas- they include assessment and surveillance, policy development and support, community partnership development and organizational competencies.

One caveat is a reminder that the framework and the categories of activities do NOT address roles and responsibilities. This is something that local public health departments get to create based on need.

Which is why we are currently working with our consultant to develop a 3-year strategic plan with a focus on the foundational public health services. There is a vast list of responsibilities that are required, and we want to take a well-planned approach that will have the greatest impact on residents of Houston County. A few things we will start with and/or build on.

- Assessment and surveillance-
 - If needed- pertussis, TB and/or COVID- contract tracing and alerts takes manpower.
 - Opioid data- current partnership with Olmsted County for data dashboards that are now able to access records for Wisconsin and give us more real-time information that we currently do not have staff to give this the time it needs
 - Dental pilot- I would love to run monthly reports to show the impact that we are making and really put data behind this project, currently I do not have FTE to commit to this without losing time elsewhere. It would also be beneficial to continue to do outreach and referrals and have someone research additional funding opportunities to ensure the success of this pilot.
 - I need a data person to really look at the impact of our current services.
- Community Partnership Development-
 - Create a branding plan to grow our presence within the community
 - Really engage community members, partners, and organizations in our community health improvement process to have a greater impact on residents within Houston County.
- Policy Development and Support-
 - Cannabis ordinance work
- Accountability & Performance Management-
 - Our strategic plan and our community health improvement plan will identify goals and objectives. We will need a method for tracking our progress. Having these positions will allow us to be actively producing data to show the impact of our efforts and if not, will allow us to pivot to better meet the needs of Houston County.

These two new positions will also allow us to maximize our current revenue sources and allow us to go above just meeting the bare minimum requirements of the grants.

General conditions
Design Contingency

20%
10%

DESCRIPTION	LABOR COSTS			MATERIALS COSTS			SQUARE FOOT OR UNIT COSTS			GENERAL CONDITIONS	DESIGN CONTINGENCY	TOTAL ITEM COST	TOTAL OPTION COST
	LABOR HOURS	UNIT	UNIT COST	TOTAL LABOR	MATERIALS & EQUIPMENT	UNIT	UNIT COST	TOTAL MATERIALS	TOTAL LABOR + MATERIALS				
OPTION 1													
demolition	200.00	HOURS	\$ 110.00	\$ 22,000		LS	\$ 5,000.00	\$ 5,000	\$ 27,000	\$ 5,400	\$ 3,240	\$ 35,440	\$ 299,988
new walls										\$ 1,757	\$ 1,054	\$ 11,595	
doors										\$ 2,000	\$ 1,200	\$ 13,200	
doors with security										\$ 2,000	\$ 1,200	\$ 13,200	
walls - patch & paint										\$ 2,280	\$ 1,368	\$ 15,048	
flooring										\$ 5,740	\$ 3,454	\$ 38,016	
cabinets										\$ 3,420	\$ 2,112	\$ 23,232	
plumbing										\$ 2,000	\$ 1,200	\$ 13,200	
ceiling - patch & paint										\$ 1,536	\$ 922	\$ 10,138	
mechanical										\$ 7,680	\$ 4,608	\$ 50,488	
electrical										\$ 11,500	\$ 6,912	\$ 76,032	
TOTALS										\$ 45,453	\$ 27,272	\$ 299,988	
ALTERNATE 1 - MOTHER'S ROOM AND RELOCATE VESTIBULE DOOR													
new walls										\$ 518	\$ 311	\$ 3,421	\$ 35,957
doors										\$ 500	\$ 300	\$ 3,500	
walls - patch & paint										\$ 130	\$ 78	\$ 855	
vestibule door modifications										\$ 2,000	\$ 1,200	\$ 13,200	
plumbing										\$ 1,500	\$ 900	\$ 9,900	
mechanical										\$ 320	\$ 192	\$ 2,112	
electrical										\$ 460	\$ 288	\$ 3,168	
TOTALS										\$ 5,448	\$ 3,269	\$ 35,957	\$ 12,544
ALTERNATE 2 - EMERGENCY EXIT													
demolition										\$ -	\$ -	\$ -	
doors										\$ 1,000	\$ 600	\$ 6,400	
structural mods. [new door opening]	32.00	HOURS	\$ 110.00	\$ 3,520		LS	\$ 1,000.00	\$ 1,000	\$ 4,520	\$ 904	\$ 542	\$ 5,966	
TOTALS										\$ 1,904	\$ 1,142	\$ 12,544	\$ 30,641
ALTERNATE 3 - FUTURE OFFICES													
new walls										\$ 518	\$ 311	\$ 3,421	
doors										\$ 1,000	\$ 600	\$ 6,400	
walls - patch & paint										\$ 367	\$ 220	\$ 2,428	
flooring										\$ 600	\$ 360	\$ 3,960	
ceiling - patch & paint										\$ 160	\$ 96	\$ 1,056	
mechanical										\$ 800	\$ 480	\$ 5,280	
electrical										\$ 1,200	\$ 720	\$ 7,920	
TOTALS										\$ 4,646	\$ 2,787	\$ 30,641	

**PUBLIC HEALTH & HUMAN SERVICES
PUBLIC HEALTH DIVISION
COMMUNITY HEALTH WORKER**

JOB DESCRIPTION

POSITION PURPOSE

Reporting to the Public Health Supervisor, the Health Educator is a professional position that is responsible for the coordination of all the County's Public Health emergency response communications. Additionally, this position is responsible for the development and implementation of health education programs for the County. The Health Educator develops, promotes, and delivers health education that addresses local priorities developed through the community health assessment and community health improvement planning process set forth in Minn. Stat. §145A, Community Health Boards.

DISTINGUISHING CHARACTERISTICS

As a professional position, the Health Educator performs a majority of the work under limited supervision. As such this position requires consistent, professional judgement. This position works directly with Houston County Emergency Management Coordinator, law enforcement, fire/rescue, the MDH and other emergency response teams on behalf of the Public Health Department. This position is funded through various grants and its existence is contingent on the continued receipt of those funds. Occasional evening and weekend meeting, training, and conference attendance is required.

Essential Duties

Estimated % Time

1. Program Management <ul style="list-style-type: none">• The Health Educator has an instrumental Public Health role when a critical incident occurs, such as chemical spills, train derailments, weather related emergencies, pandemics and other communicable diseases etc.• Directly responsible for the development and delivery of public health emergency communications to all service providers in Houston County including but not limited to MDH, health care facilities, schools, merchants, non-profits, foster care, child care providers, nursing homes, Red Cross etc.• Promote healthy communities and healthy behavior through education activities, effectuating policy and system change• Assess community available health services/needs and identify gaps, barriers, and disparities for use in developing local public health priorities, the Community Health Improvement Plan, and the department Strategic Plan as part of the local public health assessment and planning process• Identify populations for targeted health promotion, through a variety of methodologies, including researching published data, direct surveys, and regional agencies' feedback• Promote the establishment of effective health education programs in the community through contacts with school administrators, voluntary health	90%
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<p>agencies, community groups, professional associations and other health and human service providers</p> <ul style="list-style-type: none"> • Oversee/advise community driven solutions that expand opportunities for increasing the health and safety of communities (i.e. emergency preparedness, traffic/pedestrian safety, child safety) • Develop and implement comprehensive health promotion and health education programming throughout the County; including overseeing the preparation, selection, evaluation and distribution of health education materials for a comprehensive community health topics including: <ul style="list-style-type: none"> ○ Emergency Preparedness ○ Obesity ○ Chronic health conditions ○ Child safety ○ Traffic and pedestrian safety ○ Tobacco use ○ Environmental health hazards (air/water quality and other potential health risks) ○ Communicable diseases • Evaluate the effectiveness of health promotion and health education programs and services offered by the County • Develop and report community health education recommendations to the PH Supervisor • Participate in local response to Public Health emergencies. 	
<p>2. Grants/Reporting</p> <ul style="list-style-type: none"> • Research funding sources/grant opportunities • Draft/submit grant applications (with supervisor approval) • Assist the Public Health Supervisor and Fiscal Supervisor to develop grant budgets • Assist the Public Health Supervisor in overseeing health education grant compliance to assure qualitative and quantitative report metrics • Prepare monthly, quarterly, and bi-annual and annual grant reports 	5%
<p>3. Other Duties</p> <ul style="list-style-type: none"> • Maintain contemporary knowledge of health education by attending supervisor approved trainings and conferences • Assist the Public Health Supervisor as assigned 	5%

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

Employment Standards

Education and Experience

- Bachelor's degree in Public Health Education, Community Health Education, or a related discipline, from an accredited university or college

-OR-

- Bachelor's degree from an accredited university or college and two years of experience in at least three of the following areas:
 1. Writing, designing and producing public health informational materials including fact sheets, reports, articles and pamphlets
 2. Researching, designing and writing public health training manuals and other training materials
 3. Organizing and presenting workshops or recruiting, organizing and coordinating the training of community groups
 4. Researching, writing, producing and distributing newsletters
 5. Designing and maintaining a clearinghouse of public health education materials

-AND-

- Minnesota DHS Public Health Educator Merit qualified

Other Pre-Employment Standards/Requirements

- Pass a criminal history/background check

Preferred Criteria/Experience

- N/A

Essential Knowledge, Skills, and Abilities

Pre-Employment

- Working knowledge of the principles of public health education, including contemporary educational public health curriculum development and pedagogy
- Knowledge of the available sources of public health information
- Skill and ability to prepare curricula, educational plans and other communiqués
- Ability to use educational materials and equipment effectively
- Ability to understand and accurately relay program assessment metrics and narrative reports
- Strong oral and written communication skills, inclusive of developing and delivering presentations to groups, and ability to communicate with individuals from various backgrounds and with whom may be highly emotional
- Ability to foster effective working relationships with Agency personnel and the staff of other County offices, the media, the general public, and external professionals and agencies
- Working knowledge of available funding sources
- Strong grant writing ability

Post-Employment

- Working knowledge of REDCap
- Knowledge of the programs and policies of the agency

Persons with Disabilities

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

In compliance with the Americans with Disabilities Act the following represents the physical/environmental demands

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

NOTICE

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

Status: Exempt
Job Category: Professional
Labor Group: AFSCME
Band: C41 2020; C42 2022
Date Last Reviewed: 08.1998, 10.2018, 10.2019, 05.2020, 06.2022

PUBLIC HEALTH AND HUMAN SERVICES

REGISTERED NURSE

(PHN TRACK)

POSITION DESCRIPTION

Position Purpose

A professional employee, acting under the general supervision of the Public Health Supervisor and oversight from a Public Health Nurse (PHN), a Registered Nurse (RN) is responsible for providing the full range of essential public health services enumerated in Minn. Stat. § 145A.02, Subd. 1a. *Areas of Public Health Responsibility and Subd. 8a. Essential Public Health Services.* Work in collaboration with Public Health unit colleagues to promote healthy communities and individual behaviors.

Distinguishing Characteristics

Although supervision is provided by the Public Health Supervisor, RNs perform most work independently and has latitude in decision-making within the auspices of their professional license and certification. RNs provide services to individuals/families through the following programs: Women, Infants, and Children (WIC) nutrition program; Home and Community Based Services, Family Home Visiting; Child and Teen Check-Up; Early Hearing/Birth Defect detention program; Follow-Along Program; lead program; immunizations; respond to public health hazards; and disaster response. *Individual RN positions may be assigned specific areas of focus based on their expertise and County needs. ****This is a Public Health Nurse track position.**

Essential Duties and Responsibilities

Estimated % Time

(Varies on Assignments)

1. Family Home Visitor <ul style="list-style-type: none"> • Provide home visiting services to targeted families as part of a multi county collaborative based on evidence-based quality standards • Track/document services and document both program performance and child/family outcomes • Screen infants; assess growth/development • Screen care givers for depression, anxiety, domestic violence; refer to community resources • Coordinate services/programs with other PHHS units • Provide quarterly/annual data/reports to state agencies 	Up to 40%
2. Community Based Services Case Management <ul style="list-style-type: none"> • Conduct needs assessments <ul style="list-style-type: none"> ○ Complete the MN Choices Assessment and Long-Term Care Consultation assessments/reassessments for new and on-going clients ○ Provide individuals/families information and resources available in the community ○ Refer clients to appropriate County or community service providers • Manage a caseload inherent to Community Based Services including, meeting with clients, draft documents, e.g. civil commitment petitions 	Up to 50%

<p>and protection reports</p> <ul style="list-style-type: none"> ○ Conduct case evaluations and determine appropriate services ○ Prepare/develop and manage case plans for vulnerable adults/children including arranging services, referring clients to appropriate community services and communicating with treatment teams; ongoing, timely communications with clients ○ Explain programs, policies, and regulations to clients, refer clients to appropriate community services ○ Provide preventive services; safety and crisis planning ○ Prepare initial guardianship/conservatorship petitions ● Maintain client charts/records in SSIS, MMIS, and PH-doc in compliance with law and professional standards ● Maintain contemporary, discipline specific knowledge of field of practice ● Maintain contemporary, knowledge of field of practice <ul style="list-style-type: none"> ○ Attend regional and statewide meetings as assigned ○ Participate in in-service training and staff development activities 	
<p>3. WIC</p> <ul style="list-style-type: none"> ● Perform Competent Professional Authority (CPA) duties and certify eligible participants; gather and chart hematological/anthropometric metrics ● Breastfeeding support/promotion <ul style="list-style-type: none"> ○ Provide education/support to women to improve breastfeeding initiation and duration ○ Provide interventions as may be needed ○ Attend Community Health Partners and WIC peer staff meetings 	<p>Up to 20%</p>
<p>4. Provide essential public health functions pursuant to Minn. Stat. § 145A.02, Subd. 1a. and Subd. 8a.</p> <ul style="list-style-type: none"> ● Work with staff to coordinate staff clinical nurse services ● Identify population health concerns; provide screening for various public health concerns, i.e. Hepatitis B, blood lead levels, etc. <ul style="list-style-type: none"> ○ Lead Program ○ Identify opportunities for educational activities with clients and community members ○ Provide immunizations ○ Develop/recommend County policies/protocols ○ Screen/assess eligible population 	<p>Up to 10%</p>
<p>5. Maternal Child Health</p> <ul style="list-style-type: none"> ● Provide oral health screenings/fluoride varnish applications ● Screen for domestic violence; refer to community resources ● Review immunization record; administer vaccines; record in the State registry (MIIC); monitor for adverse reactions in the Vaccine Adverse Effect Recording System (VAERS) ● Screen for anxiety and refer to service providers ● Provide lead screening, education, and mitigation resources ● Refer to community resources i.e. Head Start, Free and Reduced Lunch Program, Child and Teen Checkup, Follow Along Enrollment, Energy Assistance, etc. 	<p>Up to 10%</p>

6. Child Teen Check Up Coordinator <ul style="list-style-type: none"> • Target outreach and education to at risk children/teens in foster care ensuring wellness check ups • Link clinics to insurance • Provide 1:1 client assessments/services 	Up to 5%
7. Follow Along Program <ul style="list-style-type: none"> • Enroll infants and children ages 0-36 months in developmental screening and monitor results • Assess results of questionnaires and compile results • Participate in regional quality improvement activities 	Up to 5%

Employment Standards

Education and experience:

- A degree from an accredited school of nursing, and current licensure as a Registered Nurse in Minnesota

Preferred Experience

- A degree from an accredited school of nursing, and current licensure as a Registered Nurse in Minnesota; and
- 2 years nursing experience, preferably with a Public Health Agency

****As a condition of employment the County requires the employee to complete a BSN and obtain a MN Public Health Nurse Certificate within 3 years of employment**

Knowledge and Abilities:

- Strong working knowledge of the application of nursing practices and ability to apply nursing techniques
- Strong client centered communication skills and the ability to provide services to clients in a respectful manner
- Knowledge/understanding of prescription medications and their use
- Working knowledge of communicable diseases and the characteristics of each
- Strong oral and written communication skills, inclusive of developing and delivering presentations to groups, and ability to communicate with individuals from various backgrounds and with whom may be highly emotional
- Ability to establish and maintain cooperative and effective relationships with Agency staff and the personnel of other County offices, clients, external professionals and agencies the media, and the public

Post-Employment

- Working knowledge of SSIS, MMIS, PHDoc, MIIC, and VAERS
- Working knowledge of service eligibility requirements and available public and private community health and social service resources/functions
- Knowledge of the programs and policies of the Agency
- General knowledge of available funding sources

In compliance w/ the Americans with Disabilities Act the following represents the

Physical/Environmental Demands

Persons with Disabilities

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

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

****Hazardous Working Conditions:*** Incumbents may be subjected to airborne pathogens, blood, and body fluids.

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

NOTICE

A County employee in this position will encounter non-public data as defined by Minnesota or federal law in the course of their position. Any access to not public data should be strictly limited to accessing the data that is necessary to fulfill the defined job duties. While data is being

accessed, the employee shall take reasonable measures to ensure the “not public data” is not accessed by unauthorized individuals. Once the work purpose to access the data is reasonably finished, the employee must properly store and secure the not public data in accordance with applicable County policies as well as Minnesota and federal law. All employees are expected to become familiar with and comply with the requirements of the County’s Data Practices and Data Security Policies. A breach of these policies may lead to disciplinary action against the employee.

Status:	Exempt
Job Category:	Professional
Labor Group:	Non-Union
Band:	C-41
Date Last Reviewed:	8.1998, 8.2018, 7.2024

PUBLIC HEALTH AND HUMAN SERVICES

REGISTERED NURSE

(PHN TRACK)

POSITION DESCRIPTION

Position Purpose

A professional employee, acting under the general supervision of the Public Health Supervisor and oversight from a Public Health Nurse (PHN), a Registered Nurse (RN) is responsible for providing the full range of essential public health services enumerated in Minn. Stat. § 145A.02, Subd. 1a. *Areas of Public Health Responsibility and Subd. 8a. Essential Public Health Services.* Work in collaboration with Public Health unit colleagues to promote healthy communities and individual behaviors.

Distinguishing Characteristics

Although supervision is provided by the Public Health Supervisor, RNs perform most work independently and has latitude in decision-making within the auspices of their professional license and certification. RNs provide services to individuals/families through the following programs: Women, Infants, and Children (WIC) nutrition program; Home and Community Based Services, Family Home Visiting; Child and Teen Check-Up; Early Hearing/Birth Defect detention program; Follow-Along Program; lead program; immunizations; respond to public health hazards; and disaster response. *Individual RN positions may be assigned specific areas of focus based on their expertise and County needs. ****This is a Public Health Nurse track position.**

Essential Duties and Responsibilities

Estimated % Time
(Varies on Assignments)

1. Family Home Visitor <ul style="list-style-type: none"> • Provide home visiting services to targeted families as part of a multi county collaborative based on evidence-based quality standards • Track/document services and document both program performance and child/family outcomes • Screen infants; assess growth/development • Screen care givers for depression, anxiety, domestic violence; refer to community resources • Coordinate services/programs with other PHHS units • Provide quarterly/annual data/reports to state agencies 	Up to 40%
2. Community Based Services Case Management <ul style="list-style-type: none"> • Conduct needs assessments <ul style="list-style-type: none"> ○ Complete the MN Choices Assessment and Long-Term Care Consultation assessments/reassessments for new and on-going clients ○ Provide individuals/families information and resources available in the community ○ Refer clients to appropriate County or community service providers • Manage a caseload inherent to Community Based Services including, meeting with clients, draft documents, e.g. civil commitment petitions 	Up to 50%

<p>and protection reports</p> <ul style="list-style-type: none"> ○ Conduct case evaluations and determine appropriate services ○ Prepare/develop and manage case plans for vulnerable adults/children including arranging services, referring clients to appropriate community services and communicating with treatment teams; ongoing, timely communications with clients ○ Explain programs, policies, and regulations to clients, refer clients to appropriate community services ○ Provide preventive services; safety and crisis planning ○ Prepare initial guardianship/conservatorship petitions ● Maintain client charts/records in SSIS, MMIS, and PH-doc in compliance with law and professional standards ● Maintain contemporary, discipline specific knowledge of field of practice ● Maintain contemporary, knowledge of field of practice <ul style="list-style-type: none"> ○ Attend regional and statewide meetings as assigned ○ Participate in in-service training and staff development activities 	
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<p>4. Provide essential public health functions pursuant to Minn. Stat. § 145A.02, Subd. 1a. and Subd. 8a.</p> <ul style="list-style-type: none"> ● Work with staff to coordinate staff clinical nurse services ● Identify population health concerns; provide screening for various public health concerns, i.e. Hepatitis B, blood lead levels, etc. <ul style="list-style-type: none"> ○ Lead Program ○ Identify opportunities for educational activities with clients and community members ○ Provide immunizations ○ Develop/recommend County policies/protocols ○ Screen/assess eligible population 	<p>Up to 10%</p>
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Post-Employment

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Sedentary (Exert up to 10 pounds of force)				X
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Adverse movements such as overhead, bending, reaching	X			

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Status:	Exempt
Job Category:	Professional
Labor Group:	Non-Union
Band:	C-41
Date Last Reviewed:	8.1998, 8.2018, 7.2024

Houston County Agenda Request Form

Date Submitted: 11/13/2024

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:

Consider preliminary plans and cost estimates for Community Services Center Renovation, utilizing available grant funding.

Attachments/Documentation for the Board's Review:

Preliminary drawings, cost estimates, documentation of grant funds available.

Justification:

Action Requested:

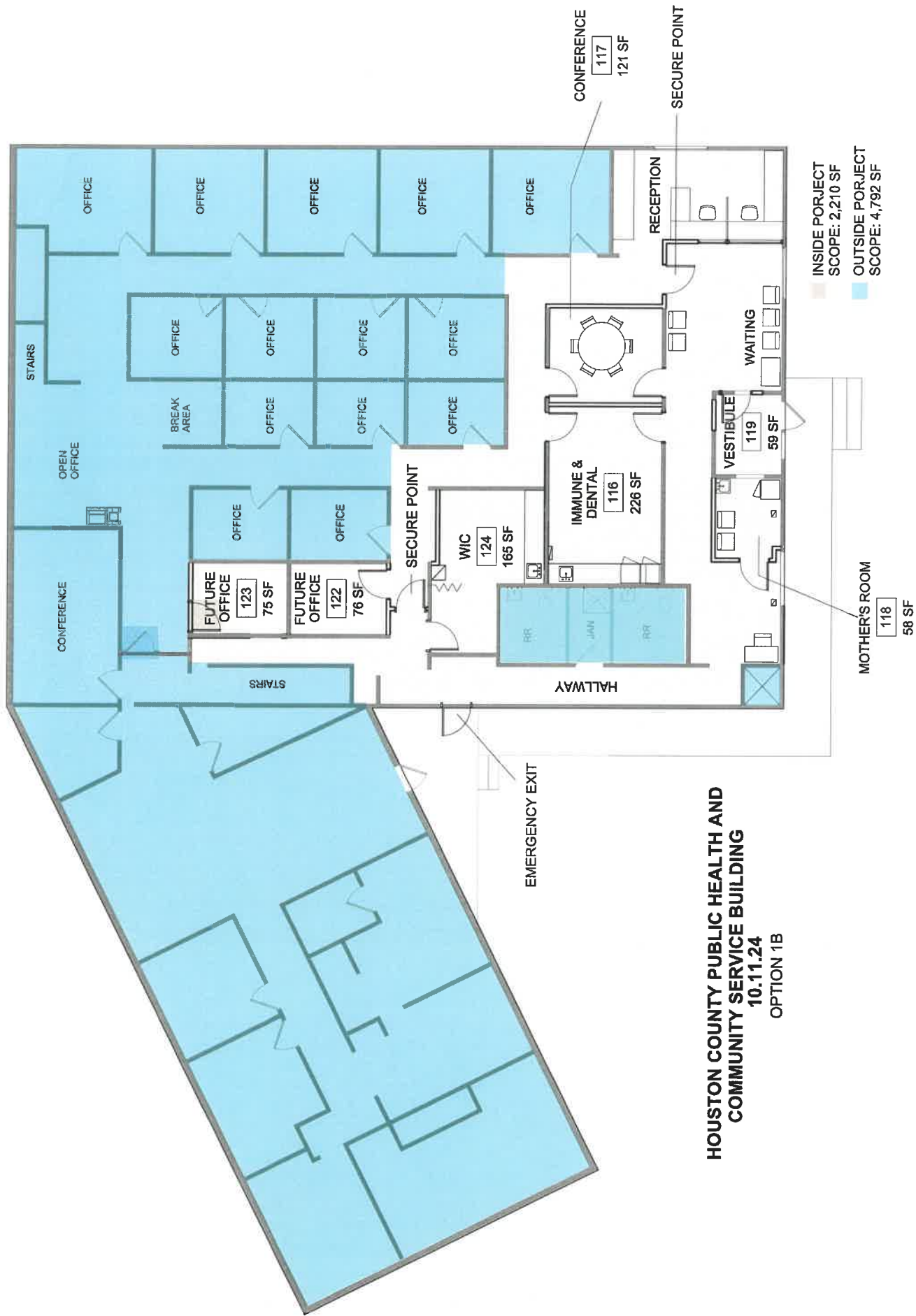
Review and approve completion of construction documents and bid process with Collaborative Design Group (CDG).

For County Use Only			
<u>Reviewed by:</u>	<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>
<u>Recommendation:</u>			
<u>Decision:</u>			

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



**OPTION 1B
WITH COST ALTERNATES
10.11.24**





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

2025 Board Meeting Schedule			
1-Jan	<i>New Year's Day (Employee Holiday)</i>	4-Jul	<i>Independence Day (Employee Holiday)</i>
7-Jan	9:00 Full Board Meeting	8-Jul	9:00 Workgroup Session
14-Jan	9:00 Workgroup Session	15-Jul	9:00 Full Board Meeting
20-Jan	<i>ML King Day (Employee Holiday)</i>	22-Jul	9:00 Full Board Meeting
21-Jan	9:00 Full Board Meeting	29-Jul	No Meeting
28-Jan	9:00 Full Board Meeting	5-Aug	9:00 Full Board Meeting
4-Feb	9:00 Full Board Meeting	12-Aug	9:00 Workgroup Session
11-Feb	9:00 Workgroup Session	19-Aug	9:00 Full Board Meeting
17-Feb	<i>President's Day (Employee Holiday)</i>	26-Aug	9:00 Full Board Meeting
18-Feb	9:00 Full Board Meeting	1-Sep	<i>Labor Day (Employee Holiday)</i>
25-Feb	9:00 Full Board Meeting	2-Sep	9:00 Full Board Meeting
26-Feb	AMC Legislative Conference	9-Sep	9:00 Workgroup Session
4-Mar	9:00 Full Board Meeting	16-Sep	9:00 Full Board Meeting
11-Mar	9:00 Workgroup Session	23-Sep	9:00 Full Board Meeting
18-Mar	9:00 Full Board Meeting	30-Sep	No Meeting
25-Mar	9:00 Full Board Meeting	7-Oct	9:00 Full Board Meeting
1-Apr	9:00 Full Board Meeting	14-Oct	9:00 Workgroup Session
8-Apr	9:00 Workgroup Session	21-Oct	9:00 Full Board Meeting
15-Apr	9:00 Full Board Meeting	28-Oct	9:00 Full Board Meeting
18-Apr	<i>Spring Holiday (Employee Holiday)</i>	4-Nov	9:00 Full Board Meeting
22-Apr	9:00 Full Board Meeting	11-Nov	<i>Veterans Day (Emp Holiday & No Workgroup Session)</i>
29-Apr	No Meeting	18-Nov	9:00 Full Board Meeting
6-May	9:00 Full Board Meeting	25-Nov	9:00 Full Board Meeting
13-May	9:00 Workgroup Session	27-28 Nov	<i>Thanksgiving (Employee Holiday)</i>
20-May	9:00 Full Board Meeting	2-Dec	9:00 Full Board Meeting
26-May	<i>Memorial Day (Employee Holiday)</i>	9-Dec	AMC Conf No Workgroup Session
27-May	9:00 Full Board Meeting	16-Dec	9:00 Full Board Meeting
3-Jun	9:00 Full Board Meeting	23-Dec	9:00 Full Board Meeting
10-Jun	9:00 Workgroup Session	24-25 Dec	<i>Christmas Eve/Day (Employee Holiday)</i>
17-Jun	9:00 Full Board Meeting	30-Dec	No Meeting
19-Jun	<i>Juneteenth (Employee Holiday)</i>		
24-Jun	9:00 Full Board Meeting		
1-Jul	9:00 Full Board Meeting		

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.

Commissioner Warrants 2024/11/19

Lynn Colsch

Thu 11/14/2024 10:43 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

2024/11/19 COMMISSIONER'S WARRANTS:

VENDOR NAME	AMOUNT
ACENTEK	4,360.83
BOLTON & MENK INC	6,550.00
CALEDONIA PUBLIC SCHOOLS	17,207.82
CALEDONIA/CITY OF	12,813.94
CEDA	7,107.69
COLLIER	69,600.00
DUNN BLACKTOP COMPANY	174,861.35
ENTERPRISE FM	15,380.92
HOKAH CO-OP OIL ASSN	4,018.62
HOUSTON COUNTY TREASURER	50,295.11
HOUSTON PUBLIC SCHOOLS-ISD 294	10,434.78
INDEPENDENT DISTRICT 300	23,932.99
INSIGHT PUBLIC SECTOR	13,542.02
KRIS ENGINEERING INC	2,474.39
LIBERTY TIRE RECYCLING LLC	6,813.40
MICRO TECHNOLOGY SERVICES INC	2,750.00
MINNESOTA ENERGY RESOURCES	2,618.95
MN STATE TREASURER	3,725.00
MOTOROLA SOLUTIONS INC	11,549.03
RICHARD'S SANITATION LLC	24,270.63
RON WEYMILLER CONSTRUCTION	18,538.27
SCHMITZ REFRIGERATION	10,570.54
SPRING GROVE PUBLIC SCHOOL #297	8,424.41
TITAN MACHINERY INC	3,072.16
WEX BANK	8,256.93
WIEBKE TIRE CO	7,258.40
ZENKE INC	3,725.61
	524,153.79
65 VENDORS PAID LESS THAN \$2000.00	29,413.87
	553,567.66
PUBLIC HEALTH & HUMAN SERVICES	131,973.46
	685,541.12

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

Phone 507-725-5825