

## PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: November 19, 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, Public Health Supervisor Jordan Knoke, Human Resource Technician Ann Diersen, Assessor Lucas Onstad, Fiscal Supervisor Heidi Harms, Engineer Brian Pogodzinski, Sheriff Brian Swedberg, Environmental Services Director Amelia Meiners, Recorder Mary Betz, and Mikal Sylling

Presiding: Chairperson Johnson

Call to order.

Pledge of Allegiance.

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

Motion was made by Commissioner Schuldt, seconded by Commissioner Myhre, motion unanimously carried to approve the meeting minutes from November 5, 2024.

Motion was made by Commissioner Burns, seconded by Commissioner Schuldt, motion unanimously carried to approve the workgroup session minutes from November 12, 2024.

Public Comment:

None.

### APPOINTMENTS

At 10:57 a.m. motion was made by Commissioner Severson, seconded by Commissioner Burns, motion unanimously carried to go into closed session pursuant to Minn. Stat. §13D.03, Subd. 1, (b) to discuss labor negotiations, including negotiation strategies or developments or discussion and review of labor negotiation proposals, conducted pursuant to sections 179A.01 to

179A.25. The Commissioners, Interim Auditor/Treasurer Heberlein, and Interim Administrator Lapham attended the closed session.

At 12:15 p.m. motion was made by Commissioner Severson, seconded by Commissioner Myhre, motion unanimously carried to return to regular session. The Commissioners voted to accept an agreement with one of the unions (see Action Item No. 12). Interim Administrator Lapham said no other action would be taken regarding other union contracts.

## CONSENT AGENDA

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

- 1) Reappoint Lucas Onstad to a four-year term as the Houston County Assessor, effective 01/01/2025 through 12/31/2028.
- 2) 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.
- 3) Change the employment status of Social Worker, Savannah Kerns, from probationary to regular, effective November 28, 2024.
- 4) 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.

## ACTION ITEMS

File No. 1 – Commissioner Severson moved, Commissioner Schuldt seconded, motion unanimously carried to accept Brownsville VFW Auxiliary Post 6801 donation of \$100.00 to the Veteran Services Office to use for any veteran's needs.

File No. 2 – Commissioner Severson moved, Commissioner Burns seconded, motion unanimously carried to approve quote from ES & S for the purchase of 15 ExpressVote Universal Voting System terminals in the amount of \$49,490. Hava funds and 2024 voter funds would be used to offset the cost.

File No. 3 – Commissioner Burns moved, Commissioner Schuldt seconded, motion unanimously carried to approve a contract renewal for the E911 service support agreement with Vesta Solutions for E911 service.

File No. 4 – Commissioner Myhre moved, Commissioner Schuldt seconded, motion unanimously carried to approve contract with Hennepin County to house Hennepin County inmates temporarily. The Commissioners discussed adding in to the contract the daily rate of \$100 per day per bed that Houston County would be charging. Sheriff Swedberg said with

current staffing the County could take up to 30 inmates from Hennepin County and still have enough staff for the juvenile detention center and Houston County inmates.

File No. 5 – Commissioner Burns moved, Commissioner Myhre seconded, motion unanimously carried to approve Resolution No. 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. See resolution below.

**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.

File No. 6 – Commissioner Myhre moved, Commissioner Severson seconded, motion unanimously carried to approve Resolution No. 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. The total cost was \$74,512.26. Resolution is below.

**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.

File No. 7 – 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 Pugleasa, Public Health Supervisor Knoke, and Fiscal Supervisor Harms. The Commissioners asked about the budget and how the positions would be supported in the future. Pugleasa said due to new funding they were receiving he was not anticipating additional cost to the levy for at least the next four years. Commissioner Johnson asked Knoke if the positions were really needed. She said they were needed to fulfill responsibilities and that she did not currently have enough staff to do so. Commissioner Burns moved, Commissioner Schuldt seconded, motion unanimously carried to approve the 1 FTE RN/PHN (one or the other), and 1 FTE Community Health Worker (CHW) to the Public Health Division to meet new County responsibilities with the understanding that the positions would be reviewed after four years to see if there was still funding for them. The positions could be reevaluated at that time.

File No. 8 – Commissioner Severson moved, Commissioner Schuldt seconded, motion unanimously carried to move forward with preliminary plans and cost estimates for Community Services Center Renovation, utilizing available grant funding.

File No. 9 – Commissioner Severson moved, Commissioner Schuldt seconded, motion unanimously carried to approve the 2025 Board Meeting Schedule with the addition of a meeting on the last Tuesday of the year in 2025.

File No. 10 – Commissioners discussed several office staffing/hiring, job descriptions, and the Freeborn County Assessor assistance request with Interim Administrator Lapham, Interim Auditor/Treasurer Heberlein, and Assessor Onstad. Commissioner Johnson moved, Commissioner Severson seconded, motion unanimously carried to approve posting two full time positions for the auditor/treasurer's office that were currently vacant. In the job posting the duties would be mostly split between the two offices. Commissioner Myhre moved, Commissioner Severson seconded, motion unanimously carried to approve posting the new Human Resources job description. Commissioner Myhre moved, Commissioner Severson seconded, motion unanimously carried to approve posting an Environmental Services Tech Clerk 1 position. (This would be for the Environmental Services office only and not shared with any other department as had been discussed previously). It was decided that Lapham and Onstad would bring back a revised contract from Freeborn County who wanted to contract with Houston County for help in their Assessor's office from Onstad in the interim while they worked to hire a new assessor.

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

<b>VENDOR NAME</b>	<b>AMOUNT</b>
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

File No. 12 – Commissioner Severson moved, Commissioner Myhre seconded, motion unanimously carried to approve the tentative agreement with AFSCME Local 2166.

Public Comment:

None.

Commissioners discussed recent and upcoming meetings including a Childcare Core Team Meeting, Bluff Country HRA, Land Use Committee, and city meetings.

There being no further business at 12:20 a.m., a motion was made by Commissioner Myhre seconded by Commissioner Schuldt motion unanimously carried to adjourn the meeting. The next meeting would be a regular meeting on November 26, 2024.

BOARD OF COUNTY COMMISSIONERS

HOUSTON COUNTY, MINNESOTA

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

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

**HOUSTON COUNTY  
AGENDA REQUEST  
November 26, 2024**

**Date Submitted: November 21, 2024  
By: Ann Diersen, HR Tech**

**ACTION  
NONE**

**APPOINTMENT REQUEST  
NONE**

**CONSENT AGENDA REQUEST  
Auditor/Treasurer**

- **Change Darlene Johnson’s status from full-time, probationary Deputy Auditor/Treasurer to .50 FTE probationary Deputy Auditor/Treasurer, effective 12/02/24. (Hours served probationary time to date will be credited towards the 6 months probationary/trial work period.)**

**Environmental Services**

- **There will be vacancies on the Planning Commission for the 3-year term beginning January 2025. Request to begin searching for up to two community members to fill these vacancies.**

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

# Houston County Agenda Request Form

Date Submitted: 11/20/2024

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

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

**Issue:**

Review and approve Opioid (Fund 12) expenditures based on the recommendation of the local Opioid Settlement Collaborative.

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

Copy of recommendation and proposals

**Justification:**

**Action Requested:**

Review and approve as presented.

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

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





### **11/19/2024- Opioid Collaborative meeting**

Bri Cesear- We have two applications for funding. We will start with the proposal from Human services. The project is a training for children's staff- child protection and children's mental health, in the social services unit. Training will be provided through Safe Generations to improve Child Protection/Child Welfare practice and to empower and equip families to work through challenges. Bri read through additional aspects of the application. The budget request is \$29,400.

Question asked- Does this fit into the budget that was decided by the group.

Jordan answered- Yes, it falls into the category and meets the budget allocations.

The group put it to a vote- YES votes- Commissioner Burns, Jake, Gina, Kaylee, Jana, Michelle. There were 0 NO votes. Recommendation is to approve funding.

Bri- Project two comes from Hiawatha Valley Mental Health- This project is targeting prevention efforts using a train the trainer model. Two staff members will be trained in proper education of naloxone administration and fentanyl test strip utilization. This project request is for \$6,063, aimed to cover staff time to attend the initial training and to provide 6 subsequent training courses to law enforcement, community members, and EMS personnel throughout Houston County.

There was some discussion on who would be trained- Houston County is the target population along with Hiawatha Valley Mental Health Staff.

The group put it to a vote- YES votes- Gina, Kaylee, Jana, Commissioner Burns, Michelle, Jake. There were 0 NO votes. Recommendation is to approve funding.

After the proposals were approved the group discussed future meetings. It was decided that the group would meet again in February to discuss the next round of RFPs. The schools of Houston County and Law Enforcement are thinking about submitting a request during the next round of funding.

#1

COMPLETE

Collector: Web Link 1 (Web Link)  
Started: Thursday, October 31, 2024 8:13:37 AM  
Last Modified: Thursday, October 31, 2024 8:39:27 AM  
Time Spent: 00:25:49  
IP Address: 151.111.28.253

Page 1

Q1

Primary Contact Person

First name Bethany  
Last name Moen

Q2

Primary contact number

Phone number +1 507 725 5811

Q3

Email

Email address bethany.moen@co.houston.mn.us

Q4

This project is related to (check all that apply)

Prevention

## Houston County Opioid Settlement Funding Application

### Q5

What are the project goals and objectives? Please describe your project.

The project is training for children's staff (Child Protection and Children's Mental Health) in the Social Services Unit. Training will be provided through Safe Generations to improve Child Protection/Child Welfare practice and to empower and equip families to work through challenges.

2024 Training Proposal from Safe Generations includes:

- Group Learning & Consultation Sessions with "Reduce the Use" focus
- Standard Guided Practice App Services and Dashboard Reports
- Quarterly Implementation Syncing
- 2-Day ReSolutions Together "Reduce the Use" Focus
- Case Consultation with "Reduce the Use" Focus
- Questions that Make a Difference Small Group Course with Facilitator Development
- Getting Unstuck Small Group Course

### Q6

Describe your target population and estimated number of persons impacted. (ex. Race, gender, age, socioeconomic status etc.)

Target population served by staff being trained are all Houston County children/families that have an open Social Services case. This would impact all races, genders, age and socioeconomic status within the county.

### Q7

How does this project help support opioid overdose/use prevention and education?

These training courses will focus on improved practice that will help with the prevention and education around use of opioids, working with families to build strength and supports.

### Q8

Requested funding amount.

[2025%20Houston%20County%20Proposal%20Safe%20Gen.pdf \(112.3KB\)](#)



## 2025 Proposal for Houston County Human Services

October 25, 2024

Service	Cost	Service Count	Total Investment
<b>Group Learning &amp; Consultation Sessions (GLC's) with "Reduce the Use" focus</b> <ul style="list-style-type: none"> <li>120-minute sessions; 90min with supervisor and practitioners, 30-min debrief with supervisor and other potential GLC facilitators</li> <li>To build capacity internally, SafeGenerations will support supervisors and other identified GLC facilitators by first modeling the process, then co-facilitating, and then providing live coaching and support to facilitators during GLC sessions <ul style="list-style-type: none"> <li>Ideally SafeGenerations would facilitate 4-8 GLC sessions and then transition to co-facilitated and agency facilitated sessions for 4-8 GLC sessions</li> </ul> </li> </ul>	\$500 per GLC	12	\$6,000
<b>Standard Guided Practice App (GPA) Services &amp; Dashboard Reports</b> <ul style="list-style-type: none"> <li>Unlimited data</li> <li>Response organizer app</li> <li>Prebuilt workflows</li> <li>Quarterly dashboard report</li> <li>Live onboarding and ongoing support</li> </ul>	\$35/month per user	4 users, 12 months	\$1,680
<b>Quarterly Implementation Syncing with SafeGenerations Consultant</b> <ul style="list-style-type: none"> <li>90-minute sessions</li> <li>Initial Implementation Planning consultation for visioning, strategic planning, and goal setting</li> <li>Consultation around the customized practice model design, adapting and integrating our practice approach with current initiatives and the specific needs and context of Houston County</li> </ul>	\$525	4	\$2,100
<b>2-Day ReSolutions Together "Reduce the Use" Overview Workshop with 1 SafeGenerations Trainer</b>	\$9,620	1	\$9,620
<b>Case Consultation with "Reduce the Use" Focus</b> <ul style="list-style-type: none"> <li>Hourly consultation</li> <li>Case specific consultation with individual practitioners and/or supervisors to support integrating the practice tools and processes into direct work with families</li> <li>Includes asynchronous support in reviewing and refining specific tools such as Words &amp; Pictures Explanations, game plans for meetings, etc.</li> </ul>	\$225	20	\$4,500
<a href="#"><b>Questions that Make a Difference Small Group Course with Facilitator Development</b></a>	\$4,100	1	\$4,100

<ul style="list-style-type: none"> <li>• 8, 60–90-minute sessions</li> <li>• Designed for practitioners, supervisors, and leadership in helping professions (12 participants including 2 agency co-facilitators)</li> <li>• SafeGenerations Trainer co-facilitates 2 sessions and moderates your online classroom and supports your agency facilitators in leading 6 sessions</li> <li>• In addition, a SafeGenerations Trainer facilitates 3, 90-minute sessions with your agency facilitators to support their growth and development in facilitating small group courses and leading a learning culture</li> </ul>			
<u>Getting Unstuck Small Group Course</u> <ul style="list-style-type: none"> <li>• 8, 90-minute sessions lead by agency facilitators</li> <li>• 12 participants</li> <li>• Designed for practitioners and supervisors</li> <li>• Guides participants through a micro-analysis of practical methods, strategies, and questions to engage the family and safety network in the safety planning process when there are disputes</li> </ul>	\$1,400	1	\$1,400
<b>Grand Total</b>			\$29,400

Unless stated otherwise, fees for the onsite workshops include one prep call and one debrief call per workshop, travel time and expenses, electronic handouts, and staff consulting fees.

All amounts are quoted in U.S. dollars. This proposal will be valid for 60 days from today.



**Opioid Settlement Funds Request for Proposals**  
**Fall 2024**

In April Houston County stakeholders began monthly meetings to discuss the usage of opioid settlement funds because of various lawsuits with pharmaceutical companies. These funds will be distributed over the span of 18 years and are to be used to develop an opioid crisis response within a designated jurisdiction. To decide how opioid settlement funds are spent a collaborative group of key stakeholders are required to vote on spending. Prior to voting on spending decisions our stakeholders determined that a community needs survey was necessary to determine what were the most critical responses to opioid use and/or prevention. The survey results determined the following are the target categories:

1. Primary Prevention- Interventions designed to prevent opioid use disorder from occurring. Examples:
  - a. Programs aimed at educating young people about the dangers of opioid use
  - b. Programs designed to reduce rates of adverse childhood events linked to opioid misuse later in life
  - c. Educating doctors on non-opioid medications that can be prescribed for pain management
2. Secondary Prevention- Interventions that identify opioid use disorder early to slow or stop its negative effects. Examples:
  - a. Programs to screen patients at local doctors' offices for opioid use disorder
  - b. Drug testing programs to identify drugs contaminated with opioids
  - c. Social programs such as assisted housing opportunities or job training programs
3. Tertiary Prevention- Reducing the impact of opioids. Examples:
  - a. Addiction treatment programs
  - b. Providing naloxone to those using opioids

Most of the opioid settlement funding will be allocated to primary prevention, followed by secondary and tertiary prevention.

These were the four top rated interventions in the survey:

1. Developing programs to improve access to housing and health care (other than for substance use disorders); employment opportunities and job training; community-based services, including peer supports and other resources aimed at promoting recovery
2. Support services for children and families affected by substance use disorders, including training for professionals such as teachers, law enforcement, human services staff, and others
3. Evidence-based prevention programs, including family and youth programming, as well as adult education programs and public communications campaigns
4. Funding for community development, schools, childcare, family services, and job training to combat drug use

Programs and interventions that address these top areas of concern will be prioritized for funding.



# Opioid Settlement Funding Request Application

Date: October 29, 2024

Primary Contact Person: Erik Sievers

Contact # 507-453-6202

## Opioid Project Description

This project is related to (check all that apply):

Treatment and Recovery ☐ Prevention ☒ Criminal Justice ☐ Harm Reduction ☒

- What are the project goals and objectives? Please describe your project.

### *Awareness and Education:*

We are proposing to provide training on both how to administer Naloxone and how to use fentanyl test strips. As part of the Naloxone training, the program will include education about Naloxone by our agencies staff. We also may partner with RIPple, which is a 501C(3) organization that provides education, awareness around the dangers of opioids and other illicit drugs. RIPple provides education for youth so if we are able to organize a session for youth specifically, RIPple's presence and presentation could have a powerful impact on this population.

### *Education:*

Hiawatha Valley Mental Health Center is a Naloxone Access Point and we also have fentanyl test strips at all our facilities throughout southeastern Minnesota. In addition, our agency plans to have two employees trained through the Steve Rummeler HOPE Network to then train others on how to administer Naloxone. This training can be done virtually, at no cost, and can take about 60 minutes to complete. We feel offering the training in person and locally, by a known resource such as Hiawatha Valley Mental Health Center, may increase participation in this life saving training. Additionally, the training will show attendees how to use the stripes.

Providing training on the administration of Naloxone to employees of Hiawatha Valley Mental Health Center, law enforcement officials, and community members in an effort to prevent deaths from opioid overdose.

Six training courses/year that are two hours in length on:

- o How to administer Naloxone
- o How to use the fentanyl test strips
- o Education on harmful effects of opioid use

We are proposing that up to six training courses be offered in person with the potential and option of one or two of them being offered virtually.

- **Describe your target population and estimated number of persons impacted.**  
In person trainings would be capped at approximately 30 people per training with the potential to have one or two virtual trainings which could increase attendance substantially.

We want our employees trained through two sessions. This would be approximately 60 employees of Hiawatha Valley Mental Health Center.

An additional population we hope to reach through this is students through partnering with local school districts in Houston County to offer one to two trainings for youth and teachers in Houston County school districts. This would equate to up to 60 students and staff being trained. I

We also plan to offer at least two training courses for the public throughout Houston County. This number may increase if we are not able to reach the schools

The flexibility in our proposal is to evaluate if we should offer one to two of the six educational sessions through Teams to expand the eligible attendees. We learned through COVID that telehealth and virtual methods of providing education and treatment can reduce barriers to some experience to attend things in person. If all the training is in person, our hope is to obtain consent for attendees to record the training and then we would post it on our agency's website. The minimum estimate for those trained would be 180. This is if all six training courses are in person and have full attendance of 30 attendees. However, with these variations in content delivery options for six in person/hybrid/Teams only training courses, the minimal impact is 180 with the potential of the reach being even greater.

- **How does this project help support opioid overdose/use prevention and education?**

*Awareness & Education:*

Hiawatha Valley Mental Health Center in any of our locations has Naloxone available. This addition of providing education to more about the benefits of Naloxone administration can save lives. Naloxone saves lives. It can reverse the effects of an overdose from opioids. Additionally, Naloxone is safe and will not harm someone if it is given to someone who is not overdosing, and it can be given safely to individuals of all ages. Naloxone is one important step when helping someone who is overdosing. In addition to training on what Naloxone is, we plan to provide education on why it is important to have this in the community as a life saving measure. Fentanyl test strips Fentanyl test strips are a simple, inexpensive, and evidence based method of averting drug overdose. The statistics on fentanyl related overdoses, while improving, are still alarming and the need to educate and have available fentanyl test strips is an important part of saving lives.

- **Requested funding amount.**

We are requesting funding to pay for the lost revenue generating time for two providers at Hiawatha Valley Mental Health Center to attend the training and then provide in person training for the public.

Training to Train Others:

We estimate that the time per provider to participate in training to train others will be 2 hours.

We are wanting two providers trained so that would equal to four hours of training:

*Lost revenue to allocate time for our staff to be trained to train others=*

4 hoursx\$241.00 (MA rate) =\$964.00

Training Others:

We are estimating each training course we provide will be two hours with one hour of preparation time for each training course.

*Lost revenue to allocate time for our staff to train others=*

3 hours (6 trainings)x\$241.00 (MA rate) =\$723/training x 6 trainings=\$4,338.00

*Travel for two to four trainings:*

Approximately 60 miles/training @ \$.585/miles=\$35.10/training x 6 trainings=\$210.60

Total Estimate Cost: \$5,512.60

Administrative Support and Supplies: \$550.40

We anticipate a percentage of our marketing positions time will be spent promoting educational sessions through press releases, social media posts and our agencies website.

We anticipate the potential for our IT department to have a role with IT recording/IT support if we offer some web based trainings verses all in person.

Total Cost=\$6,063.00

- ❖ All financial transactions will be on a reimbursement basis only

**HVMHC Budget: Fall 2024**

<b><u>Description</u></b>	<b><u>Cost</u></b>
<i>Training to Train Others</i>	\$ 964.00
*2 staff for a total of 4 hours	
*4 hours lost revenue @ \$241.00/hour	
 <i>Training Others</i>	 \$ 4,338.00
6 trainings/year on Naloxone and Opioid Use	
*6 trainings for a total of 18 hours of training	
*18 hours @ \$241.00/hour	
 <i>Mileage to Train Others</i>	 \$ 210.60
60 miles per training	
6 trainings, 360 miles @ .585/mile reimbursement	
 <i>Administrative Cost</i>	 \$ 550.40
Marketing	
IT support	
 TOTAL	 \$ 6,063.00

**HOUSTON COUNTY  
AGENDA REQUEST FORM  
November 26, 2024**

**Date Submitted: November 21, 2024**

**By: Brian Swedberg, Sheriff**

**ACTION REQUEST:**

**Consider Sheriff Swedberg's 2025 salary proposal and supporting memorandum and set the Houston County Sheriff's 2025 salary**

**CONSENT AGENDA REQUEST:**

<b><u>Reviewed by:</u></b>	<input type="checkbox"/> HR Director	<input checked="" type="checkbox"/> x	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	<input type="checkbox"/>		
<b><u>Recommendation:</u></b>				
<b><u>Decision:</u></b>				



*preserving the peace and public trust*

# **HOUSTON COUNTY SHERIFF'S OFFICE**

306 South Marshall Street Suite 1100 Caledonia MN 55921

**Brian L. Swedberg - SHERIFF**



November 20, 2024

Dear Houston County Board of Commissioners,

I have several documents for you:

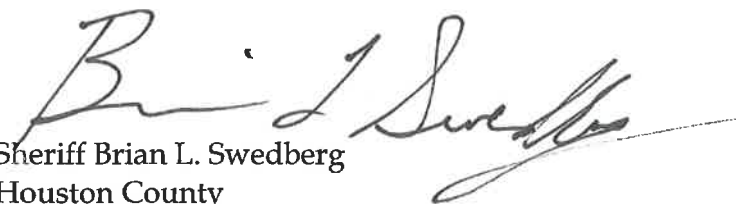
- 2024 Sheriff's Salary using 3 different comparisons
  - Entire State of Minnesota Sheriff's average salary is \$139,534.21
  - Houston County is part of the District 6 Sheriffs the average salary is \$148,841.17
  - 17 counties that Houston County used in their last wage comparison average salary is \$133,120.09
- Letter with my responsibilities, duties, experience, qualifications, and performance.

With everything here, I believe I am above the average Minnesota Sheriff. But I am only asking for the average of the lowest of the three-salary comparison with a 6.5% increase for 2025. The 6.5% increase is the same percentage you have given to other Houston County Unions for 2025.

Based on these factors, I am requesting my 2025 salary be set at \$141,772.90.

Please notify me within 2 business days of your decision.

Sincerely,



Sheriff Brian L. Swedberg  
Houston County

## MN Sheriff's Salary

<u>County</u>	<u>State Location</u>	<u>2021 salary</u>	<u>2022 salary</u>	<u>2023 salary</u>	<u>2024 salary</u>	<u>hourly</u>
Aitkin	Central	\$105,487.00	\$110,761.56	\$117,391.00	\$123,261.00	<b>\$59.26</b>
Anoka	Metro	\$170,622.00	\$179,153.00	\$180,003.00	\$208,000.00	<b>\$100.00</b>
Becker	Central	\$114,099.00	\$117,523.00	\$122,223.00	\$131,000.00	<b>\$62.98</b>
Beltrami	Northwest	\$122,959.00	\$131,788.00	\$128,585.00	\$134,617.60	<b>\$64.72</b>
Benton	Central	\$118,178.00	\$125,269.00	\$131,532.00	\$139,424.00	<b>\$67.03</b>
Big Stone	Central	\$84,782.00	\$93,280.00	\$107,000.00	\$121,159.00	<b>\$58.25</b>
Blue Earth	Southcentral	\$160,560.92	\$163,675.00	\$169,912.00	\$180,600.00	<b>\$86.83</b>
Brown	Central	\$111,265.00	\$117,106.00	\$125,626.00	\$146,065.00	<b>\$70.22</b>
Carlton	Central	\$123,091.00	\$123,091.00	\$131,352.00	\$142,937.00	<b>\$68.72</b>
Carver	Metro	\$163,400.00	\$168,500.00	\$179,200.00	\$190,955.00	<b>\$91.81</b>
Cass	Central	\$125,856.00	\$129,768.00	\$115,169.00	\$131,000.00	<b>\$62.98</b>
Chippewa	Central	\$112,054.00	\$119,171.00	\$122,309.00	\$133,021.00	<b>\$63.95</b>
Chisago	Central	\$132,179.00	\$143,405.00	\$151,879.00	\$160,357.00	<b>\$77.09</b>
Clay	Northwest	\$139,383.00	\$142,168.00	\$147,867.00	\$152,294.00	<b>\$73.22</b>
Clearwater	Northwest	\$89,512.00	\$97,572.00	\$100,505.00	\$103,520.00	<b>\$49.77</b>
Cook	Northeast	\$118,872.00	\$122,438.00	\$124,880.00	\$150,155.00	<b>\$72.19</b>
Cottonwood	Central	\$105,062.00	\$112,500.00	\$119,800.00	\$125,803.00	<b>\$60.48</b>
Crow Wing	Central	\$124,080.00	\$130,284.00	\$130,000.00	\$147,000.00	<b>\$70.67</b>
Dakota	Metro	\$171,000.00	\$179,106.00	\$180,751.00	\$192,500.00	<b>\$92.55</b>
Dodge	Southeast	\$107,618.00	\$109,770.00	\$115,257.00	\$119,290.00	<b>\$57.35</b>
Douglas	Central	\$125,460.00	\$130,500.00	\$140,000.00	\$150,000.00	<b>\$72.12</b>
Faribault	Southeast	\$132,687.54	\$132,687.00	\$145,738.00	\$149,928.00	<b>\$72.08</b>
Fillmore	Southeast	\$110,205.00	\$115,330.00	\$123,000.00	\$127,920.00	<b>\$61.50</b>
Freeborn	Southeast	\$119,200.00	\$123,725.00	\$113,000.00	\$137,000.00	<b>\$65.87</b>
Goodhue	Southeast	\$153,254.00	\$159,806.00	\$167,481.00	\$180,000.00	<b>\$86.54</b>
Grant	Central	\$90,500.00	\$92,768.00	\$105,934.00	\$112,070.00	<b>\$53.88</b>
Hennepin	Metro	\$195,000.00	\$195,000.00	\$185,764.00	\$190,419.00	<b>\$91.55</b>
Hubbard	Northwest	\$112,600.00	\$115,325.00	\$123,402.00	\$132,107.00	<b>\$63.51</b>
Isanti	Central	\$127,967.00	\$131,580.00	\$118,643.00	\$125,569.60	<b>\$60.37</b>
Itasca	Northeast	\$127,633.48	\$130,208.52	\$108,500.00	\$126,945.00	<b>\$61.03</b>
Jackson	Central	\$101,721.00	\$108,014.00	\$114,337.00	\$120,952.00	<b>\$58.15</b>
Kanabec	Central	\$122,970.00	\$126,027.00	\$129,813.00	\$133,057.60	<b>\$63.97</b>
Kandiyohi	Central	\$110,186.00	\$115,605.00	\$130,965.00	\$159,534.00	<b>\$76.70</b>
Kittson	Northwest	\$92,393.00	\$95,200.00	\$95,200.00	\$102,431.29	<b>\$49.25</b>
Koochiching	Northeast	\$93,621.00	\$98,295.00	\$108,124.00	\$110,827.00	<b>\$53.28</b>
Lac qui Parle	Central	\$93,000.00	\$95,320.00	\$98,365.00	\$101,250.00	<b>\$48.68</b>
Lake	Northeast	\$106,000.00	\$108,000.00	\$102,000.00	\$115,000.00	<b>\$55.29</b>
Lake of the Woods	Northwest	\$91,162.00	\$94,078.00	\$98,404.00	\$103,710.00	<b>\$49.86</b>
Le Sueur	Central	\$128,129.00	\$134,500.00	\$141,225.00	\$150,000.00	<b>\$72.12</b>
Lincoln	Central	\$77,723.00	\$80,054.00		\$115,500.00	<b>\$55.53</b>
Lyon	Central	\$111,349.00	\$116,917.06	\$123,000.00	\$133,000.00	<b>\$63.94</b>
Mahnomen	Northwest	\$79,900.00	\$86,350.00	\$96,304.00	\$103,940.00	<b>\$49.97</b>
Marshall	Northwest		\$97,129.00	\$106,231.00	\$117,000.00	<b>\$56.25</b>
Martin	Central	\$123,094.00	\$131,060.00	\$137,654.00	\$141,784.00	<b>\$68.17</b>
McLeod	Central	\$103,901.00	\$107,943.00	\$132,000.00	\$135,962.00	<b>\$65.37</b>
Meeker	Central	\$116,582.00	\$118,913.00	\$124,859.00	\$136,096.00	<b>\$65.43</b>

## MN Sheriff's Salary

Mille Lacs	Central	\$113,110.00	\$119,000.00	\$113,568.00	\$130,000.00	\$62.50
Morrison	Central	\$131,622.00	\$135,595.20	\$145,288.00	\$149,676.80	\$71.96
Mower	Southeast	\$128,627.00	\$136,155.00	\$139,559.00	\$147,932.79	\$71.12
Murray	Central	\$88,600.00	\$88,600.00	\$100,000.00	\$107,500.00	\$51.68
Nicollet	Southeast	\$133,311.00	\$137,977.00	\$152,854.00	\$165,000.00	\$79.33
Nobles	Southwest	\$125,920.00	\$100,000.00	\$107,000.00	\$116,630.00	\$56.07
Norman	Northwest	\$81,000.00	\$85,000.00		\$110,000.00	\$52.88
Olmsted	Southeast	\$148,976.00	\$153,445.00	\$159,583.00	\$175,542.00	\$84.40
Otter Tail	Central	\$147,909.00	\$157,435.00	\$170,055.00	\$180,098.00	\$86.59
Pennington	Northwest	\$100,100.00	\$100,100.00	\$102,000.00	\$118,000.00	\$56.73
Pine	Central	\$117,938.00	\$125,014.00	\$132,515.00	\$140,466.00	\$67.53
Pipestone	Southwest	\$97,750.00	\$103,500.00	\$108,675.00	\$121,980.00	\$58.64
Polk	Northwest	\$113,837.00	\$123,422.00	\$128,840.00	\$133,348.00	\$64.11
Pope	Central	\$118,000.00	\$122,850.00	\$138,768.00	\$150,000.00	\$72.12
Ramsey	Metro	\$163,817.00	\$163,817.00	\$171,290.00	\$171,290.00	\$82.35
Red Lake	Northwest	\$87,318.00	\$92,580.00	\$99,049.00	\$108,091.00	\$51.97
Redwood	Central	\$126,574.00	\$133,515.00	\$115,500.00	\$125,000.00	\$60.10
Renville	Central	\$103,417.00	\$106,520.00	\$113,976.00	\$129,026.00	\$62.03
Rice	Southeast	\$146,500.00	\$143,520.00	\$156,000.00	\$166,926.00	\$80.25
Rock	Central	\$100,837.00	\$105,375.92	\$111,678.00	\$120,000.00	\$57.69
Roseau	Northwest	\$98,134.00	\$98,134.00	\$101,078.00	\$104,616.18	\$50.30
Scott	Metro	\$166,260.00	\$170,832.00	\$176,384.00	\$186,967.00	\$89.89
Sherburne	Central	\$169,141.00	\$173,184.00	\$181,712.00	\$190,930.00	\$91.79
Sibley	Central	\$112,000.00	\$119,100.00	\$125,000.00	\$133,438.00	\$64.15
St. Louis	Northeast	\$160,000.00	\$163,882.00	\$163,000.00	\$175,000.00	\$84.13
Stearns	Central	\$165,000.00	\$176,987.20	\$181,141.00	\$191,568.00	\$92.10
Steele	Southeast	\$147,076.80	\$150,404.80	\$157,924.00	\$164,280.48	\$78.98
Stevens	Central	\$98,051.00	\$108,217.00	\$113,983.00	\$116,708.00	\$56.11
Swift	Central	\$110,053.00	\$112,528.00	\$122,520.00	\$122,970.00	\$59.12
Todd	Central	\$101,714.00	\$111,885.00	\$107,000.00	\$110,210.00	\$52.99
Traverse	Central	\$95,567.00	\$100,942.00	\$107,036.00	\$113,776.00	\$54.70
Wabasha	Southeast	\$111,280.00	\$114,000.00	\$119,800.00	\$125,700.00	\$60.43
Wadena	Central	\$107,520.00	\$109,670.00	\$116,088.00	\$125,800.00	\$60.48
Waseca	Southeast	\$106,999.00	\$121,000.00	\$122,362.00	\$127,000.00	\$61.06
Washington	Metro	\$172,394.00	\$178,424.00	\$190,192.00	\$203,321.00	\$97.75
Watsonwan	Central	\$92,979.00	\$96,979.00	\$104,677.00	\$114,275.00	\$54.94
Wilkin	Central	\$91,994.00	\$108,039.00	\$94,432.00	\$102,107.00	\$49.09
Winona	Southeast	\$148,650.00	\$153,652.00	\$158,261.00	\$164,502.75	\$79.09
Wright	Central	\$161,500.00	\$170,206.00	\$176,000.00	\$188,000.00	\$90.38
Yellow Medicine	Central	\$108,780.91	\$110,323.49	\$117,324.00	\$127,305.00	\$61.20
<b>AVERAGE</b>		<b>\$120,547.70</b>	<b>\$124,865.97</b>	<b>\$130,634.48</b>	<b>\$139,534.21</b>	<b>\$67.08</b>
Houston	Southeast	\$107,598.00	\$109,750.00	\$113,042.00	\$120,390.00	\$57.88



## MN Sheriff's District 6

<u>County</u>	<u>2019 salary</u>	<u>2021 salary</u>	<u>2022 salary</u>	<u>2023 salary</u>	<u>2024 salary</u>	<u>Hourly</u>
Dodge	\$102,428.00	\$107,618.00	\$109,770.00	\$115,257.00	\$119,290.00	\$57.35
Fillmore	\$103,500.00	\$110,205.00	\$115,330.00	\$123,000.00	\$127,920.00	\$61.50
Freeborn	\$97,020.00	\$119,200.00	\$123,725.00	\$113,000.00	\$137,000.00	\$65.87
Goodhue	\$136,718.00	\$153,254.00	\$159,806.00	\$167,481.00	\$180,000.00	\$86.54
Le Sueur	\$119,500.00	\$128,129.00	\$134,500.00	\$141,225.00	\$150,000.00	\$72.12
Mower	\$107,512.00	\$128,627.00	\$136,155.00	\$139,559.00	\$147,932.79	\$71.12
Olmsted	\$142,561.00	\$148,976.00	\$153,445.00	\$159,583.00	\$175,542.00	\$84.40
Rice	\$137,745.00	<b>\$146,500.00</b>	\$143,520.00	\$156,000.00	\$166,926.00	\$80.25
Steele	\$132,612.00	\$147,076.80	\$150,404.80	\$157,924.00	\$164,280.48	\$78.98
Wabasha	\$103,811.00	\$111,280.00	\$114,000.00	\$119,800.00	\$125,700.00	\$60.43
Waseca	\$99,999.00	\$106,999.00	\$121,000.00	\$122,362.00	\$127,000.00	\$61.06
Winona	\$130,000.00	\$148,650.00	\$153,652.00	\$158,261.00	\$164,502.75	\$79.09
<b>AVERAGE</b>	<b>\$117,783.83</b>	<b>\$129,709.57</b>	<b>\$134,608.98</b>	<b>\$139,454.33</b>	<b>\$148,841.17</b>	<b>\$71.56</b>
Houston	\$100,030.00	\$107,598.00	\$109,750.00	\$113,042.00	\$120,390.00	\$57.88

Houston County used the below 17 Counties as comparison

County	2019 salary	2021 salary	2022 salary	2023 salary	2024 salary	hourly
Brown	\$98,100.00	\$111,265.00	\$117,106.00	\$125,626.00	\$146,065.00	\$70.22
Dodge	\$102,428.00	\$107,618.00	\$109,770.00	\$115,257.00	\$119,290.00	\$57.35
Faribault	\$125,155.00	\$132,687.54	\$132,687.00	\$145,738.00	\$149,928.00	\$72.08
Fillmore	\$103,500.00	\$110,205.00	\$115,330.00	\$123,000.00	\$127,920.00	\$61.50
Freeborn	\$97,020.00	\$119,200.00	\$123,725.00	\$113,000.00	\$137,000.00	\$65.87
Hubbard	\$99,400.00	\$112,600.00	\$115,325.00	\$123,402.00	\$132,107.00	\$63.51
Kanabec	\$118,768.00	\$122,970.00	\$126,027.00	\$129,813.00	\$133,057.60	\$63.97
Le Sueur	\$119,500.00	\$128,129.00	\$134,500.00	\$141,225.00	\$150,000.00	\$72.12
Lyon	\$99,100.00	\$111,349.00	\$116,917.06	\$123,000.00	\$133,000.00	\$63.94
Martin	\$107,952.00	\$123,094.00	\$131,060.00	\$137,654.00	\$141,784.00	\$68.17
Meeker	\$105,102.00	\$116,582.00	\$118,913.00	\$124,859.00	\$136,096.00	\$65.43
Nobles	\$118,920.00	\$125,920.00	\$100,000.00	\$107,000.00	\$116,630.00	\$56.07
Redwood	\$113,000.00	\$126,574.00	\$133,515.00	\$115,500.00	\$125,000.00	\$60.10
Renville	\$98,436.00	\$103,417.00	\$106,520.00	\$113,976.00	\$129,026.00	\$62.03
Sibley	\$99,994.00	\$112,000.00	\$119,100.00	\$125,000.00	\$133,438.00	\$64.15
Wabasha	\$103,811.00	\$111,280.00	\$114,000.00	\$119,800.00	\$125,700.00	\$60.43
Waseca	\$99,999.00	\$106,999.00	\$121,000.00	\$122,362.00	\$127,000.00	\$61.06
AVERAGE	\$106,481.47	\$116,581.74	\$119,735.00	\$123,894.82	\$133,120.09	\$64.00
Houston	\$100,030.00	\$107,598.00	\$109,750.00	\$113,042.00	\$120,390.00	\$57.88

PERCENTAGE DIFFERENCE                      6.45%                      8.35%                      9.10%                      9.60%                      10.57%



# **HOUSTON COUNTY SHERIFF'S OFFICE**

306 South Marshall Street Suite 1100 Caledonia MN 55921

**Brian L. Swedberg - SHERIFF**



November 21, 2024

Dear Houston County Board of Commissioners,

**Below is a list of my responsibilities, duties, experience, qualifications, and performance. This is not a complete list, but it is the majority.**

The Sheriff's Office consists of 6 Divisions:

- Administration
- Emergency Management
- Investigations
- Jail (adult & JDC)
- Patrol
- Support Services

## **Personnel**

The Sheriff's Office staff consists of 14 full-time deputies, 16 full-time dispatch/detention staff, 3 full-time administrative assistants, 1 full-time Emergency Manager/PSAP Coordinator, 1 part-time deputy, and 2 part-time transport officers. The Sheriff also has a Sheriff's Posse consisting of 25 members.

## **Sheriff Duties & Responsibilities**

The Sheriff must have a peace officer license issued by the Board of Peace Officer Standards and Training (P.O.S.T.) The sheriff is the chief law enforcement officer of the county.

## **Duties**

The duties and powers of the Office of Sheriff authorized by Minnesota state law are found in [Chapter 387 of the Minnesota Statutes](#). The Sheriff is an officer of the court with a duty to deliver and carry out orders of county court, transport prisoners, and serve writs, processes, and other judicial documents. The Sheriff provides criminal justice center and court security. Additional duties: develop, plan, and implement office goals and objectives; make & administer policies and procedures; coordinate daily activities with the chief deputy; review and evaluate methods and procedures; development of the yearly budget; monitor and approve expenditures; and present reports to county officials, county board, and Spring Grove City Council.



*preserving the peace and public trust*

# **HOUSTON COUNTY SHERIFF'S OFFICE**

306 South Marshall Street Suite 1100 Caledonia MN 55921

**Brian L. Swedberg - SHERIFF**



The sheriff shall also pursue and apprehend all felons, execute all processes, writs, precepts, and orders issued or made by lawful authority and to the sheriff delivered, attend upon the terms of the district court and perform all the duties pertaining to the office, including investigating recreational vehicle accidents involving personal injury or death that occur outside the boundaries of a municipality, searching and dragging for drowned bodies, and searching and looking for lost persons.

## **Sheriff's responsibility for Posse:**

- **Oversee**
- **Applications**
  - Accept
  - Review
  - Background
  - Recommendation to Posse Board
- **Coordinate training**
- **Coordinate events**
  - Search and rescue
    - Drone, walking in various search patterns, horseback, UTV, ATV, snowmobile, boat
  - Traffic control
  - Community outreach
- **Public relations event**
- **Attending monthly evening meetings**

Work directly with the Spring Grove official for all aspect of contracting law enforcement (contract, budget, scheduling, enforcement, reports to city officials, etc.). 2025 City of Spring Grove contracted budget is \$358,260.05.

## **Responsibilities**

The Sheriff's responsibility includes protecting life and property and preserving peace through programs designed to enforce laws, prevent crimes, and provide an efficient level of response to both emergency and non-emergency requests for law enforcement services, providing a secure and safe correctional facility; promoting coordinated and diverse programs, activities and services with other law enforcement agencies; and developing an effective, motivated workforce through education, training, and career opportunities.

The goal of the office is to evolve and improve in the continuing task of operation and service.



*preserving the peace and public trust*

# **HOUSTON COUNTY SHERIFF'S OFFICE**

306 South Marshall Street Suite 1100 Caledonia MN 55921

**Brian L. Swedberg - SHERIFF**



## **Experience & Qualifications**

- 33 years of full-time employment with Houston County Sheriff's Office
  - Jailer/Dispatcher: 8 years
  - Deputy: 2 years
  - Lieutenant: 17 years
  - Chief Deputy: 4 years
  - Sheriff: 2 years
- Interim Emergency Manager & Jail Administrator
- Basic Emergency Management Certification
- Director of Emergency Management Certification
- MN SE Regional Area Communication board member for over 6 years
- February 2023: taught at the Minnesota Sheriff's Association "New Chief Deputy orientation" for all the new Chief Deputies in the state.
- ICLD: Institute of Credible Leadership Development: 200 hours
  - The training has been designed to enhance the professionalism of those working in the criminal justice field, while it develops the character and sharpens the skills of the guardian-servant who leads with compassion, ethical decision-making, emotional intelligence, and moral courage.
- NSI (National Sheriff's Institute) & NIC (National Institute of Corrections) certification at FBI National Academy in Quantico, VA
  - National Sheriffs' Institute Leadership Course
  - National Sheriff's Institute Jail Administrator Course

## **Performance**

- Kept all nine yearly budgets within reasonable parameters
  - 2024 budgeted expenditures: \$4,668,440
  - 2024 budgeted revenue: \$759,934
- Beside ensure the 68-page County's Personnel Policy is followed
  - Writing/updating/oversee/enforcing 693-page Sheriff's Office policy book
  - Writing/updating/oversee/enforcing 598-page Detention Center policy book
    - Transitioned from paper to electronic
- 2024 DOC approved Houston County to be an 8-day JDC (3<sup>rd</sup> one in MN)



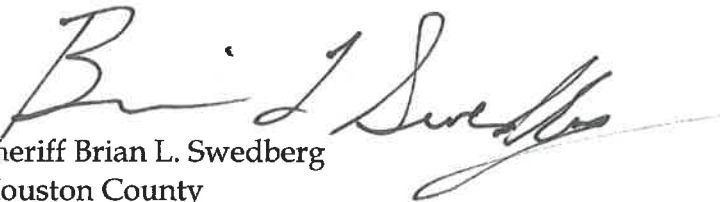
# **HOUSTON COUNTY SHERIFF'S OFFICE**

306 South Marshall Street Suite 1100 Caledonia MN 55921

**Brian L. Swedberg - SHERIFF**



- Detention contract with Hennepin County Sheriff's Office to temporarily house their detainees.
  - Up to \$610,000.00 increase in revenue by December 31, 2026
- Working on potentially converting the Houston County Jail from an ADC & 8-day juvenile JDC to a full-time JDC and a 72-hour adult holding facility
  - Potential having an additional revenue of \$4,672,000.00 per year.
    - 32 juveniles @ \$400 per day
  - 2025 proposed budget for the entire office: \$4,235,760.00
  - 2025 potential budget if we converted to full-time JDC & 72-hour adult holding facility: \$1,814,670.00
- Multiple awards throughout my career from the MN DPS for Safe & Sober (currently called TZD Towards Zero Deaths)
- Certificate of Valor for my actions during the 2007 flooding
- Houston County Adult Detention Center was also classified as an 8-day temporary juvenile holding facility (3<sup>rd</sup> one in the state). (additional income for the county)
- Worked directly with Vernon County Wisconsin Sheriff to have an agreement for shared law enforcement on the Mississippi River. (budget savings)
- Only Houston County Sheriff to make headway with the West Channel of the Mississippi issues. Residents called and complimented the work I have done.
- Only Houston County Office/Department Head to relocate yearly budget pay off 8 of the 13 leased Sheriff's Office vehicles. (budget savings)
- September 2024 email from Spring Grove City Administrator complimenting the Sheriff's Office. (see attachment)

  
Sheriff Brian L. Swedberg  
Houston County



**From:** [Jana Elton](#)  
**To:** [Brian Swedberg](#); [Duane Brownlee](#)  
**Cc:** [Bill Hargrove](#); [Theresa Arrick-Kruger](#); [Carol Lapham](#); [Eric Johnson](#); [Dewey Severson](#); [Robert Schuldt](#); [Robert Burns](#); [Greg Myhre](#)  
**Subject:** RE: Hello  
**Date:** Friday, September 6, 2024 12:24:58 PM

---

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

---

This is wonderful news! I'm not surprised, though, as I often see Brownlee engaging with our community during quieter moments. He's always involved and present.

It's clear that Brownlee genuinely loves being here. He cares deeply for both the community and its members. I believe he's found a place he truly feels at home—not just as a deputy, but as an individual.

I have a lot of respect for Brownlee, and I will always have his back if he ever needs anything. When duty calls, he is incredibly professional and loyal—exactly the kind of person any department would be proud to have. He shows the highest respect for his colleagues and speaks highly of everyone, never uttering a negative word.

Every deputy I've met from Houston County shares these outstanding qualities, and I want to thank you all for that. Brownlee, however, is a particularly exceptional asset to our community.

Whatever you're doing over there—whether it's training or recruiting—you're doing it right! Thank you!

Thank you,

*Jana Elton*

Jana Elton  
City of Spring Grove  
Clerk/Administrator  
118 First Avenue NW  
P.O. Box 218  
Spring Grove, MN 55974  
507-498-5221 Office

**From:** Brian Swedberg <Brian.Swedberg@co.houston.mn.us>  
**Sent:** Friday, September 6, 2024 11:54 AM  
**To:** Duane Brownlee <Duane.Brownlee@co.houston.mn.us>  
**Cc:** Bill Hargrove <Bill.Hargrove@co.houston.mn.us>; Theresa Arrick-Kruger <Theresa.Arrick-Kruger@co.houston.mn.us>; Carol Lapham <Carol.Lapham@co.houston.mn.us>; Eric Johnson

<Eric.Johnson@co.houston.mn.us>; Dewey Severson <Dewey.Severson@co.houston.mn.us>; Robert Schuldt <Robert.Schuldt@co.houston.mn.us>; Robert Burns <Robert.Burns@co.houston.mn.us>; Greg Myhre <Greg.Myhre@co.houston.mn.us>; Jana Elton <Jana@springgrovemn.com>

**Subject:** FW: Hello

Duane,

Below is an email we received about you. Thank you for doing a great job in Spring Grove. I will make sure it is put in your file.

**Sheriff Brian L. Swedberg**

Houston County Sheriff's Office  
Suite 1100  
306 S. Marshall Street  
Caledonia, MN 55921

Office: 507-725-3379 ext 4101

Fax: 507-725-2238

 please consider the environment before printing this email

**From:** [smcconkey@hickorytech.net](mailto:smcconkey@hickorytech.net) <[smcconkey@hickorytech.net](mailto:smcconkey@hickorytech.net)>

**Sent:** Friday, September 6, 2024 11:32 AM

**To:** Brian Swedberg <[Brian.Swedberg@co.houston.mn.us](mailto:Brian.Swedberg@co.houston.mn.us)>; Bill Hargrove  
<[Bill.Hargrove@co.houston.mn.us](mailto:Bill.Hargrove@co.houston.mn.us)>

**Subject:** Hello

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

Brian and Bill,

I stopped by your office earlier this week. No purpose other to say hello and see how things are going in Houston County (God's country). Hope all is well.

I did have an experience with your Spring Grove Deputy, sorry I forgot his name, but I will not forget the encounter. As I drove through Spring Grove I saw a Houston Co SO Squad driver by, so I follow him until he stopped. I introduced myself and said I was curious how things were going since Paul retired. It was so refresh to hear a cop share how much he enjoys his job, he was so positive on ever aspect of our conversation. It seems we have our share of cops that are discouraged and lack motivation (and heaven knows there are reasons to feel that way) but this type of positive attitude and appreciation for having the honor and pleasure to be a cop, was just so refreshing to hear. Please remind me of his name and thank him for the time he took to visit with me.

Take care and stay safe,

Scott



Auditor Warrants 11/15/2024

Lynn Colsch

Wed 11/20/2024 4:29 PM

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

REVIEW LICENSE CENTER PAYMENTS

2024/11/15 AUDITOR WARRANTS:

VENDOR NAME	AMOUNT
HOUSTON COUNTY TREASURER	303,797.16
OLMSTED COUNTY TREASURER	2,062.19
VISA	10,337.57
	316,196.92
9 VENDORS PAID LESS THAN \$2000.00	6,260.08
	322,457.00
PUBLIC HEALTH & HUMAN SERVICES	9,366.52
	331,823.52

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

Phone 507-725-5825

# Commissioner Warrants 11/26/2024

Lynn Colsch

Thu 11/21/2024 9:49 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

### 2024/11/26 COMMISSIONER'S WARRANTS:

VENDOR NAME	AMOUNT
CALEDONIA IMPLEMENT COMPANY	2,650.00
COMPUTER FORENSIC SERVICES LLC	48,301.41
DS SOLUTIONS INC	2,444.00
METAL CULVERTS INC	47,865.80
WILDCAT CREEK MANAGEMENT LLC	2,658.98
	103,920.19
27 VENDORS PAID LESS THAN \$2000.00	19,146.18
	123,066.37
PUBLIC HEALTH & HUMAN SERVICES	64,541.69
	187,608.06

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

Phone 507-725-5825