

## PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: January 2, 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, Reporter Charlene Selbee, Reporter Rose Korabek, Finance Director Carol Lapham, Board Clerk/EDA Director Allison Wagner, Recorder Mary Betz, Human Resources Director Theresa Arrick-Kruger, Public Health and Human Services Director John Pogleasa, IT Director Andrew Milde, Engineer Brian Pogodzinski, Sheriff Brian Swedberg, Zoning Administrator Amelia Meiners, Deputy Auditor/Treasurer Eliana Babinski, and Fillmore County Journal Publisher Jason Sethre

Presiding: Board Clerk Wagner, Chairperson pro tem

Call to order.

Pledge of Allegiance.

Wagner requested nominations for 2024 Board of Commissioner Chairperson. Commissioner Severson nominated Commissioner Burns for Chairperson 2024. Commissioner Myhre nominated Commissioner Johnson for 2024 Board Chairperson and Commissioner Burns seconded the motion, it carried unanimously. There were no other nominations.

Chairperson Johnson asked for nominations for board Vice-Chairperson. Motion was made by Commissioner Johnson to nominate Commissioner Schuldt for Vice-Chairperson 2023. Commissioner Burns seconded the motion, and it carried unanimously. There were no other nominations.

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

Motion was made by Commissioner Severson, seconded by Commissioner Burns, motion carried unanimously to approve the meeting minutes from December 26, 2023.

Public Comment:

Associate Editor Rose Korabek from the *Caledonia Argus* said she would respect the Commissioners decision regarding the official 2024 County newspaper. She said the *Caledonia*

*Argus* covered Houston County exclusively. She said the *Caledonia Argus* had recently reestablished credibility with many stakeholders and changed their model.

## APPOINTMENTS

Interim Auditor/Treasurer, Heberlein, opened the sealed bids for the official County newspaper 2024. There were two bids. One was from *Caledonia Argus* and the other was from *Fillmore County Journal*. Heberlein read the rate amounts line by line to Commissioners. The bid amounts are below.

### *Caledonia Argus*

OFFICIAL NEWSPAPER FOR 2024 Official proceedings of the County Board and all notices required to be published in the county's official paper. Charge per inch (based on a 7 point type, Arial font, with 8 point leading) \$ 5.00

MISCELLANEOUS NOTICES that are not required to be published in the Official Paper (per column inch). Legal Rate \$ 9.00 Display Rate \$ 9.00

FIRST PRINTING OF 2023 FINANCIAL STATEMENT Charge per inch (based on a 7 point type, Arial font, with 8 point leading) \$ 5.00

PUBLICATION OF SAMPLE BALLOT INFORMATION Charge per inch (based on a 7 point type, Arial font, with 8 point leading) \$ 5.00

PUBLICATION OF TAX FORFEITURE INFORMATION Charge per inch (based on a 7 point type, Arial font, with 8 point leading) \$ 5.00

PUBLICATION OF DELINQUENT TAX LIST: Charge per inch (based on a 7 point type, Arial font with 8 point leading) \$ 5.00

### *Fillmore County Journal*

OFFICIAL NEWSPAPER FOR 2024 Official proceedings of the County Board and all notices required to be published in the county's official paper. Charge per inch (based on a 7 point type, Arial font, with 8 point leading) \$ 7.00

MISCELLANEOUS NOTICES that are not required to be published in the Official Paper (per column inch). Legal Rate \$ 7.00 Display Rate \$ 7.00

FIRST PRINTING OF 2023 FINANCIAL STATEMENT Charge per inch (based on a 7 point type, Arial font, with 8 point leading) \$ 7.00

PUBLICATION OF SAMPLE BALLOT INFORMATION Charge per inch (based on a 7 point type, Arial font, with 8 point leading) \$ 7.00

PUBLICATION OF TAX FORFEITURE INFORMATION Charge per inch (based on a 7 point type, Arial font, with 8 point leading) \$ 7.00

PUBLICATION OF DELINQUENT TAX LIST: Charge per inch (based on a 7 point type, Arial font with 8 point leading) \$ 7.00

Commissioners discussed the bids. *Fillmore County Journal* Publisher Jason Sethre said readers received the *Fillmore County Journal* free. He said the *Fillmore County Journal* covered all of

Houston County except for La Crescent. Commissioner Burns said he wanted to give his perspective of the bids. He said the Fillmore County Journal had established an office in Houston County, but he was looking at what bid was “cheaper”. Motion was made by Commissioner Severson, Seconded by Commissioner Burns, motion carried unanimously to make *Caledonia Argus* Houston County’s Official Newspaper for 2024.

#### CONSENT AGENDA

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

- 1) Approve the rescission of the offer of employment to Lori Ollendieck as a probationary 0.8 FTE Environmental Services Clerk, B21.
- 2) Approve initiating a competitive search for a 0.8 FTE Environmental Services Clerk, B21.

#### ACTION ITEMS

File No. 1 – Commissioner Severson moved, Commissioner Burns seconded, motion unanimously carried to adopt Resolution No. 24-01 and designate *Caledonia Argus* the 2024 Official Newspaper. See resolution below.

#### RESOLUTION NO. 24-01

#### **2024 OFFICIAL NEWSPAPER**

January 2, 2024

WHEREAS, Minn. Statute § 375.12 Subd. 1, requires a county to solicitations of bids annually at the first regular meeting for an official paper;

THEREFORE, BE IT RESOLVED, by the Houston County Board of Commissioners, that the following publications have been designated as the Official Newspaper for publication of minutes, public notices, and other routine county business, with the accepted rates for publication expenses:

#### **CALEDONIA ARGUS**

**OFFICIAL NEWSPAPER FOR 2024** Official proceedings of the County Board and all notices required to be published in the county's official paper. Charge per inch (based on a 7 point type, Arial font, with 8 point leading) \$ **5.00**

**MISCELLANEOUS NOTICES** that are not required to be published in the Official Paper (per column inch). Legal Rate \$ **9.00** Display Rate \$ **9.00**

**FIRST PRINTING OF 2023 FINANCIAL STATEMENT** Charge per inch (based on a 7 point type, Arial font, with 8 point leading) \$ **5.00**

**PUBLICATION OF SAMPLE BALLOT INFORMATION** Charge per inch (based on a 7 point type, Arial font, with 8 point leading) \$ 5.00

**PUBLICATION OF TAX FORFEITURE INFORMATION** Charge per inch (based on a 7 point type, Arial font, with 8 point leading) \$ 5.00

**PUBLICATION OF DELINQUENT TAX LIST:** Charge per inch (based on a 7 point type, Arial font with 8 point leading) \$ 5.00

File No. 2 – Commissioner Myhre moved, Commissioner Severson seconded, motion unanimously carried to adopt Resolution No. 24-02 Account Powers Granted for Merchants Bank N.A. See resolution below.

RESOLUTION NO. 24-02

**ACCOUNT POWERS GRANTED  
MERCHANTS BANK N.A.**

January 2, 2024

BE IT RESOLVED, the Houston County Board of Commissioners authorizes County Interim Auditor/Treasurer Polly Heberlein the authority to open any deposit or share accounts in the name of Houston County and further authorizes Interim Auditor/Treasurer Heberlein, Finance Director Carol Lapham and Board Chairman to endorse checks and orders for the payment of money or otherwise withdraw or transfer funds on deposit with this Financial institution.

File No. 3 – Commissioner Burns moved, Commissioner Myhre seconded, motion unanimously carried to adopt Resolution No. 24-03 Account Powers Granted for ESB Banking. See resolution below.

RESOLUTION NO. 24-03

**ACCOUNT POWERS GRANTED  
ESB BANKING**

January 2, 2024

BE IT RESOLVED, the Houston County Board of Commissioners authorizes County Interim Auditor/Treasurer Polly Heberlein the authority to open any deposit or share accounts in the name of Houston County and further authorizes Interim Auditor/Treasurer Heberlein and Finance Director Carol Lapham, and Board Chairman to endorse checks and orders for the payment of money or otherwise withdraw or transfer funds on deposit with the requirement of two signatures with this Financial institution.

File No. 4 – Commissioner Burns moved, Commissioner Myhre seconded, motion unanimously carried to adopt Resolution No. 24-04 designating 2024 Annual Appropriations. See resolution below.

RESOLUTION NO. 24-04  
**2024 ANNUAL APPROPRIATIONS**

January 2, 2024

WHEREAS, The Houston County Board of Commissioners approved the 2024 Annual Budget on December 26th, 2023;

BE IT RESOLVED, by the Houston County Board of Commissioners, that the following appropriations will be made in 2024 as appropriate from the County Revenue Fund:

<b>ORGANIZATION</b>	<b>2024 BUDGET</b>
SE Minnesota Initiative Fund	\$3,750
SEMAAA	\$2,000
SELCO	\$193,492
Emergency Medical Service	\$15,000
SEMCAC - Senior & Caregiver Advocacy	\$1,500
SEMCAC - Senior Nutrition	\$2,000
SEMCAC - Transportation Program (Donation Rides)	\$1,500
Historical Society	\$37,500
Historical Society - Matching Funds (Maximum)	\$5,000
Southern MN Tourism/Historic Bluff Country	\$942
Agricultural Society	\$20,000
Agricultural Society - Prior Year Financials Additional	\$4,000
RRSWCD	\$129,000
SE MN EMS	\$5,000
<b>TOTAL</b>	<b>\$420,684</b>

File No. 5 – Commissioner Severson moved, Commissioner Schuldt seconded, motion unanimously carried to adopt Houston County’s Earned Sick and Safe Time policy.

File No. 6 – Commissioner Burns moved, Commissioner Schuldt seconded, motion unanimously carried to approve a Memorandum of Agreement with LELS #415.

File No. 7 – Commissioner Severson moved, Commissioner Burns seconded, motion unanimously carried to approve a Memorandum of Agreement with LELS #237.

File No. 8 – Commissioner Myhre moved, Commissioner Schuldt seconded, motion unanimously carried to approve a Memorandum of Agreement with LELS #60.

File No. 9 – Commissioner Myhre moved, Commissioner Severson seconded, motion unanimously carried to reappoint Wayne Runningen to the Board of Adjustment for a three year term ending on 12/31/2026.

File No. 10 – Commissioner Myhre moved, Commissioner Severson seconded, motion unanimously carried to reappointing Ken Anderson to the Board of Adjustment for a three year term ending on 12/31/2026.

File No. 11 – Commissioners reviewed and discussed updating the Commissioner Committee Assignment List and Chart for 2024. Three Commissioners were interested in serving on the Personnel Committee in 2024. Commissioners Johnson and Myhre had both served on the committee in 2023 and were interested in continuing to serve on the committee. Commissioner Severson said he had not had the chance to serve on the committee yet, and was also interested. Commissioner Burns moved, Commissioner Severson seconded, motion passed three to two to appoint Commissioners Johnson and Severson to the 2024 Personnel Committee. The Commissioners voted by roll. Commissioners Severson, Johnson, and Burns voted yes. Commissioners Schuldt and Myhre voted no. Commissioner Schuldt said he voted no because he was going to make a different motion. It was the general consensus of the board to adopt the rest of the Commissioner Assignment List and Chart 2024 at the meeting the next week when the entire list had been updated.

## DISCUSSION ITEMS

Commissioner Johnson said 2024 would be a negotiation year for the County and that the County should begin the process soon. He also suggested conducting Department Head Reviews like had been done in the past. It was suggested by Commissioner Severson that the reviews begin in June of 2024.

Commissioner Johnson said he had received some emails regarding the redesign of the Minnesota State flag. He shared with the Commissioners a resolution passed by Crow Wing County opposing the redesign of the State flag and seal and asked the Houston County Commissioners if this was something Houston County wanted to consider. The Commissioners discussed the matter and decided a resolution opposing the redesign should be put on the agenda for consideration the following week.

Commissioner Schuldt said the City of Hokah had recently been notified by the State that the speed limit would be changing on Highway 16 from Main Street (Hwy 44) west of the City to the end of the City limits near 10<sup>th</sup> Street from 55 to 60 miles per hour. Signs would be updated soon. He said this was concerning as he felt the current speed was already too high. Houston County had passed Resolution No. 20-13 in 2020 Request for Minnesota Department of Transportation (MnDot) to Review Speed Limits on Highway 16 in the City Limits of Hokah,

Minnesota. The reason for Resolution was to encourage MnDot to lower the speed rather than increase it. Schuldt said the highway included shoulder with a walking path and said there had been fatality accidents in the area in the past. Commissioner Schuldt said he had been in contact with Mike Schweyen, the MnDot District 6 Traffic Engineer regarding the matter, and had expressed his concerns.

Commissioner Burns said three Jeeps currently rented by the County would be coming due soon. He said Sleepy Hollow could match the State bid. The Commissioners discussed the plan for vehicles going forward and the possibility of staggering the rotation going forward.

Commissioner Severson said La Crescent wanted the County to revisit the possibility of implementing a no wake zone. He said they had new information to share. The Commissioners discussed if the matter could come before the board again, or if it needed to wait a year since the Commissioners had already voted no to the no wake zone in 2023. Commissioner Severson said he would look into that.

Engineer Pogodzinski said he had been contacted by Senator Amy Klobuchar’s office and she would be visiting Houston County on Friday January 5<sup>th</sup>. He said she was interested in discussing Houston County’s federally funded projects. It was decided that Commissioners Johnson and Burns would attend the meeting.

There being no further business at 10:51 a.m., a motion was made by Commissioner Severson, seconded by Commissioner Burns, motion unanimously carried to adjourn the meeting. The next meeting would be a regular meeting on January 9, 2024.

BOARD OF COUNTY COMMISSIONERS

HOUSTON COUNTY, MINNESOTA

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

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

## PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: January 9, 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, Reporter Charlene Selbee, Reporter Rose Korabek, Finance Director Carol Lapham, Board Clerk/EDA Director Allison Wagner, Recorder Mary Betz, Human Resources Director Theresa Arrick-Kruger, Public Health and Human Services Director John Pogleasa, IT Director Andrew Milde, Engineer Brian Pogodzinski, Sheriff Brian Swedberg, Deputy Auditor/Treasurer Mark Bennett, Veterans Services Officer Robert Thoen, Surveyor Eric Schmitt, Annalise Walsh, Spring Grove Township Supervisor Gary Tweito, Dustin Schroeder, Ryker Thompson, and Spring Grove Township Clerk/Treasurer Michael Wiste

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 carried unanimously to approve the meeting minutes from January 2, 2024.

Public Comment:

Dustin Schroeder from the Mound Prairie area introduced himself and his son, Ryker Thompson. He said they were interested in opening a dispensary in Houston County that would sell CBD and THC products. He said they wanted to introduce themselves to the Board.

### APPOINTMENTS

None.

### CONSENT AGENDA

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

- 1) Approve Multi County SNAP Employment & Training Agreement.
- 2) Accept donation of \$138.65 from Winona County Foundation on behalf of the Fastenal Blue Team Giving Fund for Foster Care Children in Houston County.
- 3) Reappoint Robert Thoen to a four-year term as the Veterans Services Officer, effective 01/25/2024 through 01/24/2028.

## ACTION ITEMS

File No. 1 – Commissioner Severson moved, Commissioner Burns seconded, motion unanimously carried to adopt Resolution No. 24-05 Authorization to Use Alternate Method to Disseminate Bids and Requests. See resolution below.

### RESOLUTION NO. 24-05

#### **AUTHORIZATION TO USE ALTERNATE METHOD TO DISSEMINATE BIDS AND REQUESTS**

January 9, 2024

WHEREAS, Minn. Statute § 331A.03 Subd. 3(b), allows a county to use its website or recognized industry trade journals as an alternative to disseminate solicitations of bids, requests for information and requests for proposals;

THEREFORE, BE IT RESOLVED, by the Houston County Board of Commissioners, that the County of Houston will continue to use the Houston County website, [www.co.houston.mn.us](http://www.co.houston.mn.us) as an alternative means to disseminate solicitations of bids, requests for information, and requests for proposals for transportation related construction and maintenance projects.

BE IT FURTHER RESOLVED, that any dissemination by alternative means must be in substantially the same format and for the same period of time as a publication would otherwise be required under Minn. Statute § 331A.03 Subd. 3.

File No. 2 – Commissioners discussed their opposition to redesigning the State Flag and Seal, and costs associated with it. Commissioner Johnson said the board had received information from the Sheriff who had said it would cost approximately \$32,000 for the Sheriff's office alone to update to a new State flag and seal. This would include updating shirts, coats, badges, hats, id cards, squad, etc. Commissioner Myhre moved, Commissioner Schuldt seconded, motion unanimously carried to adopt Resolution No. 24-06 Resolution in Opposition to Redesigning the State Flag and Seal. The Commissioners vote by roll. All Commissioners voted yes. See resolution below.

**Resolution No. 24-06**

**RESOLUTION IN OPPOSITION TO REDESIGNING THE STATE FLAG AND SEAL**

WHEREAS, the 2023 Legislature created a State Emblems Redesign Commission in the Laws of Minnesota , Chapter 62, Article 2, Section 118 the purpose of which is to redesign the official state flag and official state seal, and

WHEREAS, the Redesign Commission was charged with bringing recommendations on the redesign to the Legislature by no later than January 1, 2024, and

WHEREAS, the official seal of the State of Minnesota has remained unchanged since 1858; the current official state flag was created in 1957 with minor modifications done in 1983, and

WHEREAS, the official state flag and seal are not only symbols of our state, but also of our history and both the current official state flag and official state seal contain historical information on our farming background, Native American heritage and the co-existence that is part of the rich history of our state, and

WHEREAS, there is a substantial public cost associated with making this change that does not advance the public interest, including every deputy badge, seals in every courtroom and County Board Rooms across the state at substantial public expense, and

WHEREAS, the public reaction to the proposed designs has thus far been overwhelmingly negative.

NOW, THEREFORE, BE IT RESOLVED the Houston County Board of Commissioners hereby urges our legislative delegation and the Governor to reject the work of the State Emblems Redesign Commission.

BE IT FURTHER RESOLVED the Houston County Board of Commissioners hereby urges our legislative delegation and the Governor to retain the existing state seal and state flag as the official emblems for the State of Minnesota.

File No. 3 – Commissioner Burns moved, Commissioner Severson seconded, motion unanimously carried to not lease County vehicles going forward. Currently the County was leasing vehicles from Enterprise. The current vehicle lease agreements would remain in place until fulfilled, but Enterprise would be notified that the County did not intend to enter into any new lease agreements in the future. Instead, the County would begin buying County vehicles to replace vehicles as leases expired.

File No. 4 – Commissioner Burns moved, Commissioner Myhre seconded, motion unanimously carried to accept the resignation of Joe Thesing from the Root River Trail Extension Citizens Exploratory Committee (bike trail committee), thank him for his service, and to appoint Jason Kraft to serve on the Root River Trail Extension Citizens Exploratory Committee on behalf of Houston County.

File No. 5 – Commissioner Severson moved, Commissioner Schuldt seconded, motion unanimously carried to reappoint Joe Thesing and Matt Schuldt to the Economic Development Board. Their three year term would expire on 12/31/2026.

File No. 6 – Commissioner Burns moved, Commissioner Schuldt seconded, motion unanimously carried to approve the updated Commissioner Committee Assignments 2024.

## DISCUSSION ITEMS

Commissioners discussed with Spring Grove Township Supervisor Gary Tweito, Spring Grove Township Clerk/Treasurer Michael Wiste, and Surveyor Eric Schmitt a situation that they said began in 2017. Tweito and Wiste said the Township had a landowner who had obstructed the right of way by putting a fence across a Township road. Tweito told the board it was a misdemeanor to obstruct the right of way. He said the town board had first tried to discuss the matter with the landowner, but when that had not resolved the issue the Township had contacted the Sheriff's Office. They were hoping the misdemeanor penalty would be enforced. Tweito and Wiste said the County Attorney had declined to prosecute the matter. Surveyor Schmitt said he had written a letter in 2017 to the Sheriff's Office. Schmitt said the road was a Township Road and that the right of way was being obstructed. Tweito said he had high praise for the Sheriff's Office, but thought the County Attorney had mishandled the situation. Tweito and Wiste believed the Sheriff's Office would have pursued the matter, but did not due to the response of the County Attorney. They said because the matter was not prosecuted criminally the Township had sued civilly and won the lawsuit. Wiste said the Township had incurred over \$75,000 in fees related to the matter and the issue was ongoing. Commissioner Johnson asked if the Township was asking the County to reimburse some of their costs. Wiste and Tweito said that was up to the County, but they wanted the Commissioners to be aware of the situation. They also said the right of way was still obstructed. Commissioner Johnson said Attorney Jandt was an elected official, and while the Board could talk to him they did not have authority over him. Sheriff Swedberg said the Sheriff's office was currently investigating a current complaint related to the matter.

Commissioners discussed recent meetings they had attended including an EDA, Veterans Service Office, Community Services, Wildcat, and La Crescent City Council meeting.

Commissioner Schuldt asked if the County could implement a tax on Cannabis related sales. Commissioner Johnson said unfortunately this was not an option.

### Public Comment:

Associate Editor Rose Korabek from the Argus told the board the City of Spring Grove had recently approved THC licenses. She suggested the Board decide what they planned to do moving forward and inform the Cities.

There being no further business at 10:46 a.m., a motion was made by Commissioner Schuldt, seconded by Commissioner Myhre, motion unanimously carried to adjourn the meeting. The next meeting would be a workgroup session on January 16, 2024.

BOARD OF COUNTY COMMISSIONERS

HOUSTON COUNTY, MINNESOTA

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

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

# PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: January 16, 2024

9:00 a.m.

Place: Commissioners Room, Courthouse, Caledonia, MN

Members Present:

Dewey Severson, Eric Johnson, Robert Burns, and Bob Schuldt

Others Present:

Interim Auditor/Treasurer Polly Heberlein, Finance Director Carol Lapham, Sheriff Brian Swedberg, Board Clerk/EDA Director Allison Wagner, Public Health and Human Services Director John Pogleasa, Environmental Services Director Martin Herrick, Recorder Mary Betz, Attorney Samuel Jandt, and City of Caledonia Clerk/Administrator Jake Dickson

## Board Workgroup Session

Commissioners discussed the Board's role in possibly regulating THC Edibles and Adult Use Cannabis with Human Services Director Pogleasa, Attorney Jandt, Environmental Services Director Herrick, and Sheriff Swedberg. Attorney Jandt said he had recently met with members of the MN County Attorney Association (MCAA) to discuss Cannabis Legislation. Jandt said Cannabis could be treated similarly to alcohol. The County would need to have a minimum of one licensed business upon request. Counties had the ability to limit what a lesser municipality could do via a county's public health authority if the county choose to do so. Attorney Jandt suggested working with the municipalities in the County. The Commissioners discussed the pros and cons of possibly limiting the number of licensed Cannabis businesses in the County. They also discussed the possibility of limiting the distance between Cannabis businesses and things like schools, daycares, etc. The Commissioners discussed the possibility of holding a public hearing to get the public's input on the matter. No official decisions were made.

The meeting ended at 10:34 a.m.

BOARD OF COUNTY COMMISSIONERS

HOUSTON COUNTY, MINNESOTA

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

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

## PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: January 23, 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, Reporter Charlene Selbee, Reporter Rose Korabek, Finance Director Carol Lapham, Board Clerk/EDA Director Allison Wagner, Recorder Mary Betz, Human Resources Director Theresa Arrick-Kruger, Public Health and Human Services Director John Pogleasa, Engineer Brian Pogodzinski, Sheriff Brian Swedberg, Human Resource Technician Ann Diersen, Zoning Administrator Amelia Meiners, Environmental Services Director Martin Herrick, Wayne Runningen, and Caledonia City Clerk/Administrator Jake Dickson

Presiding: Chairperson Johnson

Call to order.

Pledge of Allegiance.

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

Motion was made by Commissioner Burns, seconded by Commissioner Schuldt, motion carried four to one to approve the meeting minutes from January 9, 2024. Commissioner Myhre abstained.

Motion was made by Commissioner Burns, seconded by Commissioner Severson, motion unanimously carried to approve the workgroup session minutes from January 16, 2024.

Public Comment:

None.

### APPOINTMENTS

None.

### CONSENT AGENDA

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

- 1) Change the employment status of Child Support Officer, Melissa Jordan, from probationary to regular, effective 01/31/2024.
- 2) Change the employment status of Lead Child Support Officer, Liza Jandt, from probationary to regular, effective 01/31/2024.
- 3) Change the employment status of Lead Eligibility Worker, Lori Feldmeier, from probationary to regular, effective 01/31/2024.

#### ACTION ITEMS

File No. 1 – Commissioner Myhre moved, Commissioner Burns seconded, motion unanimously carried to renew Professional/Technical Service Agreement with Ability Building Community (ABC).

File No. 2 – Prior to any motions being made Commissioner Burns asked if the Drop Site agreement should be with Dennis Gavin or his company. Environmental Services Director Herrick said he could check with Attorney Jandt and revise the name if needed. Commissioner Severson moved, Commissioner Myhre seconded, motion unanimously carried to approve the new lease agreement for the Caledonia Drop Site. Herrick would revise the name in the agreement if needed.

File No. 3 – Commissioner Burns moved, Commissioner Schuldt seconded, motion unanimously carried to approve Houston County Hauler License Renewals for 2024.

File No. 4 – Commissioner Myhre moved, Commissioner Severson seconded, motion unanimously carried to approve Resolution No. 24-07 Establishment of Ballot Board for Absentee and UOCAVA Ballot Board for the 2024 PNP Election (Presidential Nomination Primary) and the March Township Election per M.S. 203B.121. See resolution below.

### **RESOLUTION 24-07**

#### **ESTABLISHMENT OF ABSENTEE BALLOT BOARD AND UOCAVA BALLOT BOARD – M.S. 203B.121**

I, Polly Heberlein, Houston County Interim Auditor/Treasurer, do hereby certify that on this 23<sup>rd</sup> day of January 2024, I appointed the following individuals to both the Houston County Absentee Ballot Board and the Houston County UOCAVA Ballot Board for the March 2024 Presidential Nomination Primary Election a/k/a PNP and the March 2024 Township Election:

Eliana Babinski

Amy Sylling  
Mark Bennett

Witness my hand and the seal of my office this 23rd day of January, 2024.

File No. 5 – Commissioner Myhre moved, Commissioner Schuldt seconded, motion unanimously carried to appoint Larry Gaustad and Johnathon Glasspoole to the Planning Commission for a 3-year term ending on 12/31/2026.

File No. 6 – Commissioner Severson moved, Commissioner Schuldt seconded, motion unanimously carried to approve the County’s Local Government Pay Equity Report for years 2021 - 2023 for submission to the Minnesota Office of Management and Budget. Human Resources Director Kruger said she was happy to report that the County’s pay was equitable.

File No. 7 – Commissioner Severson moved, Commissioner Burns seconded, motion unanimously carried to approve the Minnesota Merit System Equal Employment Opportunity and Affirmative Action Guidelines as Houston County’s 2024 through 2026 Agency Equal Opportunity and Affirmative Action Plan. Kruger said it was her recommendation to adopt the guidelines every three years. Commissioner Johnson asked how the guidelines would fit into the County’s employee handbook and where the employee handbook could be found. He asked if the handbook was on the County website. Kruger said the employee handbook was currently under revision, and was not currently on the website. She said she did hand it out to new employees, and the guidelines did go along with the handbook.

## DISCUSSION ITEMS

Commissioners discussed the Board’s role in possibly regulating THC Edibles and Adult Use Cannabis. The Commissioners discussed unknowns regarding the State processes including licensing. It was the general consensus of the Commissioners to have Public Health and Human Services Director Pugleasa work with Environmental Services Director Herrick and Attorney Jandt to draft an ordinance limiting the distance between Cannabis businesses and schools, daycares, etc. The ordinance could then be reviewed by the Planning Commission for possible recommendation or denial.

Wayne Runningen, Sheldon Township Supervisor, thanked the Board for appointing Larry Gaustad and Johnathon Glasspoole to the Planning Commission. He said he also found the Cannabis discussion interesting. He asked how a business in the township would get a license to sell Cannabis. The Commissioners said it was their understanding that the State would issue the licenses through the Office of Cannabis Control, but the County could also issue permits specific to Houston County.

Commissioners discussed recent meetings they had attended including a Department Head Meeting, SELCO, Finance, Airport, SCHSAC, and City of Caledonia meeting.

There being no further business at 10:30 a.m., a motion was made by Commissioner Schuldt, seconded by Commissioner Myhre, motion unanimously carried to adjourn the meeting. The next meeting would be a regular meeting on February 6, 2024.

BOARD OF COUNTY COMMISSIONERS

HOUSTON COUNTY, MINNESOTA

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

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

## PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: February 6, 2024

9:00 a.m.

Place: Commissioners Room, Courthouse, Caledonia, MN

Members Present: Dewey Severson, Eric Johnson, Bob Schuldt, and Greg Myhre

Others Present: Interim Auditor/Treasurer Polly Heberlein, Reporter Charlene Selbee, Reporter Rose Korabek, Finance Director Carol Lapham, Board Clerk/EDA Director Allison Wagner, Recorder Mary Betz, Human Resources Director Theresa Arrick-Kruger, Public Health and Human Services Director John Pogleasa, Engineer Brian Pogodzinski, Sheriff Brian Swedberg, Environmental Services Director Martin Herrick, Deputy Auditor/Treasurer Mark Bennett, Financial Assistance Supervisor Karen Kohlmeyer, Public Health Supervisor Jordan Knoke, and Highway Maintenance Foreman Jordan Goeden

Presiding: Chairperson Johnson

Call to order.

Pledge of Allegiance.

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

Motion was made by Commissioner Severson, seconded by Commissioner Schuldt, motion unanimously carried to approve the workgroup session minutes from January 23, 2024.

Public Comment:

None.

### APPOINTMENTS

None.

### CONSENT AGENDA

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

- 1) Hire Jennifer Curtis, as a 1.0 FTE, probationary Home-Based Community Services Social Worker, C41, Step 3, effective 02/12/2024, conditioned upon successful completion of background check.
- 2) Hire Abigail Bendel, as a 1.0 FTE probationary Children’s Protective Services Social Worker, C41, Step 2, effective 02/26/2024, conditioned upon successful completion of background check.
- 3) Accept the resignation Megan Engevold, Social Worker - Licensing, effective 02/15/2024.
- 4) Approve initiating a competitive search for a 1.0 FTE Social Worker – Licensing.
- 5) Temporarily change Ben Novak’s appointment from 0.55 FTE to 1.0 FTE through 03/23/2024.
- 6) Approve service contract with ABC/Woodland for Community Based Supported Employment, Center Based Employment and Transportation.
- 7) Approve 2024 Hiawatha Valley Mental Health Center HVMHC contract and rates for adult and children’s mental health services.
- 8) Approve 2024 Semcac contract for transportation services.
- 9) Approve agreement with Tellurian UCAN Inc. for adult mental health crisis stabilization services.
- 10) Approve 2024 Woods Psychological Service Agreement for 2024 for reflective supervision for child protection social workers.

**ACTION ITEMS**

File No. 1 – Commissioner Myhre moved, Commissioner Schuldt seconded, motion unanimously carried to approve Child Support Cooperative Agreement with the Minnesota Department of Human Services (DHS) the agreement set forth roles and responsibilities covering the administration of Child Support, establishment of Paternity, and Medical Support Liability Programs.

File No. 2 –Commissioner Myhre moved, Commissioner Severson seconded, motion unanimously carried to approve a CUP for Ross and Shauna Munding to place a dwelling in an ag district in Brownsville Township.

File No. 3 – Commissioner Severson moved, Commissioner Schuldt seconded, motion unanimously carried to awarding paving bid from Dunn Blacktop for CSAH 13, SAP 028-613-012 in the amount of \$3,674,929.99. One bid was received.

File No. 4 – Commissioners discussed awarding the CSAH 20 box culvert bid for SAP 028-620-016. There were seven bidders on the project. See bids below.

Minnowa Construction Inc	\$203,130.25
Danckwart Landscaping LLC	\$204,235.00
Zenke, Inc	\$224,931.85
Midwest Contracting, LLC	\$233,897.20
ICON Constructors, LLC	\$241,373.49

VanGundy Excavating LLP	\$276,644.00
Brennan Construction Company	\$378,321.25

Commissioner Schuldt moved, Commissioner Severson seconded, motion unanimously carried to award the CSAH 20 box culvert bid from Minnowa Construction, for SAP 028-620-016 in the amount of \$203,130.25

File No. 5 – Commissioner Myhre moved, Commissioner Schuldt seconded, motion unanimously carried to appoint Larry Gaustad and Johnathon Glasspoole to the Planning Commission for a 3-year term ending on 12/31/2026.

File No. 6 – Commissioner Severson moved, Commissioner Myhre seconded, motion unanimously carried to authorize use of MnDot as the County’s 2024 striping contractor.

File No. 7 – Commissioners discussed the 2024 State Aid Allotment Funding with Engineer Pogodzinski. Pogodzinski said Houston County would be receiving about 9% more in highway related State Aid than had been expected. Commissioners discussed options for the additional funds with Pogodzinski. No final decisions were made on the matter.

#### DISCUSSION ITEMS

Commissioners discussed recent meetings they had attended including an Extension, Joint Board of Health, Regional Development, and Planning Commission meeting.

Commissioner Johnson said Extension was grateful the Commissioners had increased the Technical Clerk position for Extension to full time.

There being no further business at 10:30 a.m., a motion was made by Commissioner Severson, seconded by Commissioner Johnson, motion unanimously carried to adjourn the meeting. The next meeting would be a regular meeting on February 13, 2024.

#### BOARD OF COUNTY COMMISSIONERS

HOUSTON COUNTY, MINNESOTA

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

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

## PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: February 13, 2024

9:00 a.m.

Place: Commissioners Room, Courthouse, Caledonia, MN

Members Present: Dewey Severson, Eric Johnson, Bob Schuldt, and Greg Myhre

Others Present: Interim Auditor/Treasurer Polly Heberlein, Reporter Charlene Selbee, Reporter Rose Korabek, Finance Director Carol Lapham, Recorder Mary Betz, Public Health and Human Services Director John Pogleasa, Recorder Mary Betz, Assessor Luke Onstad, and Appraiser Joe Olson

Presiding: Chairperson Johnson

Call to order.

Pledge of Allegiance.

Motion was made by Commissioner Schuldt, seconded by Commissioner Myhre, motion unanimously carried to approve the agenda.

Motion was made by Commissioner Severson, seconded by Commissioner Schuldt, motion unanimously carried to approve the meeting minutes from February 6, 2024.

Public Comment:

John Bell from Caledonia said he was “more than surprised” by the increase in his taxes. He said he understood the need for Houston County to have adequate funds to operate successfully. He said there were programs to help taxpayers, and suggested Houston County do more to notify every taxpayer of the programs available. Finance Director Lapham said information on the programs available were on the back of property tax statements that were sent out.

### APPOINTMENTS

None.

### CONSENT AGENDA

None.

### ACTION ITEMS

None.

DISCUSSION ITEMS

Commissioners discussed recent meetings they had attended including an Emergency Communications and Land Use meeting.

Public Health and Human Services Director Pugleasa gave the board some updates. He said the County would be receiving funds for homeless prevention for families and affordable housing. He said his department was working with Semcac and EDA to look at ways to best use the funds.

There being no further business at 9:38 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 workgroup session on February 20, 2024.

BOARD OF COUNTY COMMISSIONERS

HOUSTON COUNTY, MINNESOTA

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

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

# PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: February 20, 2024

9:00 a.m.

Place: Commissioners Room, Courthouse, Caledonia, MN

Members Present:

Dewey Severson, Robert Burns, Bob Schuldt, and Greg Myhre

Others Present:

Interim Auditor/Treasurer Polly Heberlein, Finance Director Carol Lapham, Sheriff Brian Swedberg, Board Clerk/EDA Director Allison Wagner, Public Health and Human Services Director John Pugleasa, Public Health Supervisor Jordan Knoke, Human Resources Director Theresa Arrick-Kruger, Recorder Mary Betz, Engineer Brian Pogodzinski, Sheriff Brian Swedberg, and Chief Deputy Bill Hargrove

## Board Workgroup Session

Public Health and Human Services Director Pugleasa, Public Health Supervisor Knoke, and Human Resources Director Kruger spoke to the board about the possibility of using some Covid money that the County had received for immunization clinics to renovate the public health space. Roughly \$330,000 was still unused. The funds needed to be used for something related to public health. One idea was to update the clinical space to accommodate more people and possibly remove a wall. Pugleasa and Kruger said they would work with Collaborative Design Group to look at some options for the space.

Engineer Pogodzinski discussed upcoming agenda items with the Commissioners.

Sheriff Swedberg told the Commissioners he wanted to meet with the board members serving on the finance committee regarding possibly paying some of the vehicles off that were being leased from Enterprise. Sheriff Swedberg said the Sheriff's Posse had paid for electricity to the Sheriff's shed as they had wanted to use the electricity for charging, but the shed did not have a lot of room. He said he had helped them rearrange things in the shed, but more room was still needed.

Sheriff Swedberg told the board he had watched the latest Planning Commission meeting and had some concerns about the proposed ordinance for a No Wake Zone near the West Channel of the Mississippi River. Swedberg said there were some things that were said at the meeting that were misleading. He said the ordinance would be hard to enforce. Sheriff Swedberg said his office did not receive regular complaints about the issue or damage. He suggested that the Commissioners do some sort of a study before adopting the ordinance to see how much boat traffic there was in the area, and if there was truly a need.

The meeting ended at 10:11 a.m.

BOARD OF COUNTY COMMISSIONERS

HOUSTON COUNTY, MINNESOTA

By: \_\_\_\_\_  
Dewey Severson, Chairperson

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

## PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: February 27, 2024

9:00 a.m.

Place: Commissioners Room, Courthouse, Caledonia, MN

Members Present: Dewey Severson, Eric Johnson, Robert Burns, Bob Schuldt, and Greg Myhre

Others Present: Interim Auditor/Treasurer Polly Heberlein, Reporter Charlene Selbee, Reporter Rose Korabek, Finance Director Carol Lapham, Board Clerk/EDA Director Allison Wagner, Recorder Mary Betz, Public Health and Human Services Director John Puggleasa, Human Resources Director Theresa Arrick-Kruger, IT Director Andrew Milde, Engineer Brian Pogodzinski, Highway Maintenance Foreman Jordan Goeden, Sheriff Brian Swedberg, Environmental Services Director Martin Herrick, Caledonia City Clerk/Administrator Jake Dickson, City of Caledonia Public Works and Zoning Director Casey Klug, Jim Redalen, City of La Crescent Mayor Mike Poellinger, Dave Hanifl, Danielle DeVito, Tom Aiuppa, and Ron Wilke

Presiding: Chairperson Johnson

Call to order.

Pledge of Allegiance.

Prior to any motions being made one item was added to the consent agenda: Confirm the resignation of Dean Ott, Jail Administrator, effective 03/09/2024; and thank him for over 7 years of service to the residents of Houston County. Motion was made by Commissioner Severson, seconded by Commissioner Schuldt, motion carried unanimously to approve the agenda with the addition.

Motion was made by Commissioner Myhre, seconded by Commissioner Schuldt, motion carried to approve the February 13, 2024 meeting minutes. All Commissioners voted yes except for Commissioner Burns who abstained as he was absent from the meeting.

Motion was made by Commissioner Burns, seconded by Commissioner Severson, motion carried to approve the February 20, 2024 workgroup session minutes. All Commissioners voted yes except for Commissioner Johnson who abstained as he was absent from the meeting.

Public Comment:

None.

### APPOINTMENTS

Danielle DeVito from the MN Department of Agriculture presented on spongy moth treatments in Houston County. She said the moth used to be called the gypsy moth, but the name had changed to spongy moth. The moth was an invasive species. The spongy moth was a leaf-feeding insect. DeVito said when the moths were caterpillars, they consumed a lot of leaves off trees causing stress on the trees. She said there were health, nuisance, and property value concerns due to the spongy moth. Sometimes areas needed to be quarantined to prevent the spread of the moths and this had negative impacts on industry. She said the moths had been found in management traps in Houston County. Some areas of the County would be receiving SPLAT GM-O treatments. SPLAT GM-O was an organic, biodegradable formulation for the control of spongy moth using mating disruption. The treatment would be applied aerially by airplane.

At 9:20 a.m. a motion was made by Commissioner Burns, seconded by Commissioner Schuldt, motion unanimously carried to close the regular session and open a public hearing pursuant to Minnesota Statutes 394.26, to consider adopting a No Wake Zone by ordinance related to the regulation of boats in the Mississippi River commencing at the “West Channel Bridge” and concluding at the main channel entrance of the west backwater channel near River Mile 699, within the boundaries of Houston County, Minnesota.

Jim Redalen spoke in favor of the ordinance saying his main concern was safety. He said he had six grandchildren in the area.

Dave Hanifl said he had been a Shore Acres resident since the 1970s. He said he was a long time river activist. He spoke in favor of the ordinance saying he wanted to discourage people from using the West Channel and encourage them to use a different route. He said he had been told bass fisherman would comply if an ordinance was in place.

Ron Wilke spoke in support of the no wake zone. He said the ordinance would be a compromise for all. He said there had been questions surrounding enforcement of the ordinance, but said he thought most would comply with the ordinance even if no patrol was present. He said while costs were a concern they were minimal compared to a tragic accident that could occur. He thanked the Commissioners for reconsidering the matter.

Tom Aiuppa, Shore Acres resident, spoke in favor of the ordinance. He said they were trying to work with the La Crosse side on the matter.

Mayor Mike Poellinger from the City of La Crescent said he was there representing the City. He said the City had no authority in the situation. Poellinger was in favor of the ordinance.

A motion was made by Commissioner Severson, seconded by Commissioner Schuldt, motion unanimously carried to return to regular session after hearing the public comments.

CONSENT AGENDA

Prior to any motions being made Commissioner Johnson asked Human Resources Director Kruger and Engineer Pogodzinski about the step the new hire for the Highway Department was starting at. Johnson said he wanted to make sure the County was being consistent with steps and hiring practices. Kruger said the step depended on an individual's experience. Johnson said another person with similar experience had been hired at Step 1 previously. He asked if Step 2 had originally been offered to the new employee or if that step had been negotiated. Kruger said Step 2 was the original offer. Commissioner Johnson asked how steps were negotiated. Kruger said in order for someone to negotiate a higher step than the original offer they had to bring something more to the table. She said the County's hiring practices were consistent. Engineer Pogodzinski said they were trying to be consistent and were in a transition period into the new step system. Motion by Commissioner Burns, seconded by Commissioner Severson, motion unanimously carried to approve the consent agenda. The Commissioners thanked Ott for his years of service to Houston County. Items approved are listed below.

- 1) Hire Celeste Abbott as a temporary/casual (67 day) employee at a wage of \$15.88/hour.
- 2) Change the employment status of Deanna McCabe, Technical Clerk I from probationary to regular status effective 03/15/24.
- 3) Hire Deanne Valadez-Vick, as a 0.8 FTE, probationary Tech Clerk I, B21, Step 4, effective 03/04/2024, conditioned upon successful completion of background check.
- 4) Hire Adam Jahnke, as a 1.0 FTE, probationary Maintenance Specialist, B23 , Step 2, effective 03/04/2024, conditioned upon successful completion of background check.
- 5) Approve 2024 MFIP/DWP contract with WDI (Workforce Development Inc.) for required employment training services.
- 6) Approve contract with Catholic Charities Diocese of Winona-Rochester for guardianship and conservatorship and related legal services.
- 7) Consider approving an Exempt Permit for Minnesota Lawful Gambling Application LG220 for District 300 Foundation for gambling (raffle) activities to be conducted at Valley High Golf Club in Mound Prairie Township with a drawing to be held on April 26, 2024, with no waiting period and adopting Resolution No. 24-09. See resolution below.

#### RESOLUTION NO. 24-09

### **MINNESOTA LAWFUL GAMBLING PERMIT APPROVAL DISTRICT 300 FOUNDATION**

February 27, 2024

BE IT RESOLVED, the Houston County Board of Commissioners does hereby approve the Minnesota Lawful Gambling Application LG220 for Exempt Permit for District 300 Foundation for gambling activities to be conducted at the Valley High Golf Club in Mound Prairie Township on April 26, 2024, with no waiting period.

8) Confirm the resignation of Dean Ott, Jail Administrator, effective 03/09/2024; and thank him for over 7 years of service to the residents of Houston County.

## ACTION ITEMS

File No. 1 – Commissioners discussed approving or denying the No Wake Zone Ordinance for a portion of the West Channel of the Mississippi River. Commissioner Schuldt said he had been a river person his entire life and was a boater. He said there were currently no other no wake zones in Houston County, and that other areas in the County put in their own buoys. He said most boaters complied with the buoys. He said there were already rules for jet skis. He said common sense guidance for boaters could be found in the Minnesota Boating Guide. Commissioner Johnson agreed, and said an ordinance was not needed to put in buoys. Commissioner Burns said in his opinion safety for kids, kayakers, and others was his biggest concern. He suggested that buoys be put in without an ordinance, and if that didn't work the County could relook at the ordinance. He also said he was in favor of the Sheriff's office studying the area with a camera to monitor the boat traffic. Commissioner Severson was in favor of the ordinance. A motion was made by Commissioner Severson to approve the No Wake Zone Ordinance for a portion of the West Channel of the Mississippi River. The motion failed for lack of a second. Commissioner Burns told Environmental Services Director Herrick the County should work with the City to conduct the study, and that buoys should be put out.

File No. 2 – Commissioner Burns moved, Commissioner Severson seconded, motion unanimously carried to approve the Professional Services Agreement with Pamela Larson, a Minnesota Licensed Attorney. The agreement was approved due to staffing shortages.

File No. 3 – Commissioner Burns moved, Commissioner Schuldt seconded, motion unanimously carried to approve renewing the Ziegler/CAT 3-year Customer Services Support Agreement.

File No. 4 – Commissioner Severson moved, Commissioner Burns seconded, motion unanimously carried to approve a payment of \$15,704.78 to Nexis Family Healing (SERCC service provider) to resolve program a shortfall related to first three years of operation. The 10 CREST Counties in SE MN were contractually obligated to cover the shortfall as payor of last resort. The amount was Houston County's proportional share (by population).

File No. 5 – Commissioner Schuldt moved, Commissioner Myhre seconded, motion unanimously carried to approve change orders presented by Towmaster for snow plow boxes ordered in 2022 and 2023. The current changes resulted in a price of \$194,371.00 per box from the amended totals on 1/10/2023. The result was a \$5,973.00 decrease in cost for each box for a \$11,946.00 decrease.

File No. 6 – Commissioner Burns moved, Commissioner Schuldt seconded, motion unanimously carried to approve request to purchase a Tandem Axel Truck off the State

bid from Nuss Truck for a purchase price of \$158,170.38. Total cost with motor vehicle tax would be \$169,044.59.

File No. 7 – Commissioner Burns moved, Commissioner Schuldt seconded, motion unanimously carried to approve a request to purchase a box (for the above tandem axle truck) off the State bid from Towmaster in the amount of \$210,678.00.

File No. 8 – Commissioner Severson moved, Commissioner Schuldt seconded, motion unanimously carried to approve a request to purchase a new John Deere 644P mid-size wheel loader for the price of \$305,605.00 from RDO Equipment Company. The trade unit would be a 2001 Case 721C Wheel Loader for a value of \$30,000.00 leaving a balance due of \$275,605.00.

File No. 9 – Commissioner Burns moved, Commissioner Schuldt seconded, motion unanimously carried to approve request to purchase a new Case 321F compact wheel loader in the amount of \$106,021.00 from Titan Machinery. The trade unit would be a 2017 Case 321F Wheel Loader leaving a balance due of \$54,750.00.

File No. 10 – Commissioner Burns moved, Commissioner Schuldt seconded, motion unanimously carried to approve request to trade unit #4223, JD 325G compact loader for \$2,000.

File No. 11 – Commissioner Severson moved, Commissioner Burns seconded, motion unanimously carried to approve a request to advertise CP 2024-06 sealcoat project for CSAH 3 and CSAH 16. An additional \$75,000 increase in budget was also approved.

File No. 12 – Commissioner Schuldt moved, Commissioner Severson seconded, motion unanimously carried to approve request to purchase a new forestry head attachment from Sanco Equipment for \$23,660.00 for maintaining County right-of-way.

File No. 13 – Commissioners discussed options for trading or keeping the 2023 John Deere 333G track loader. The matter was tabled.

File No. 14 – Commissioner Burns moved, Commissioner Severson seconded, motion unanimously carried to accept Local Bridge Replacement Program (LBRP) funds in the amount of \$85,505.88 for project SAP 028-620-016 by approving and signing the grant agreement and approve Resolution No. 24-08. See resolution below.

## **RESOLUTION 24-08**

### **Local Bridge Replacement Program Grant Agreement Grant Terms and Conditions SAP 028-620-016**

February 27, 2024

WHEREAS, Houston County has applied to the Commissioner of Transportation for a grant from the Minnesota State Transportation Fund related to Bridge No 28J70; and

WHEREAS, the Commissioner of Transportation has given notice that funding for this project is available; and

WHEREAS, the amount of the grant has been determined to be \$85,505.88 by reason of the lowest responsible bid;

NOW THEREFORE, be it resolved that Houston County does hereby agree to the terms and conditions of the grant consistent with Minnesota Statutes, section 174.50, and will pay any additional amount by which the cost exceeds the estimate, and will return to the Minnesota State Transportation Fund any amount appropriated for the project but not required. The proper county officers, the Houston County Board Chairman and the Interim Houston County Auditor/Treasurer are authorized to execute a grant agreement and any amendments thereto with the Commissioner of Transportation concerning the above-referenced grant.

File No. 15 – Commissioner Myhre moved, Commissioner Severson seconded, motion unanimously carried to approve additional fee schedule changes.

File No. 16 – Commissioner Severson moved, Commissioner Schuldt seconded, motion unanimously carried to approve vehicle lease buyouts. The vehicles included eight vehicles used by the Sheriff’s office. Buying out the vehicles would save money in the future.

#### DISCUSSION ITEMS

Commissioners discussed recent meetings they had attended including a Root River Watershed, Department Head, AMC Legislators, Wildcat, and City meetings.

Commissioner Myhre said he would like to see the Highway Department put more rock on the roads. He said he had gotten some complaints.

There being no further business at 11:51 a.m., a motion was made by Commissioner Schuldt, seconded by Commissioner Myhre, motion unanimously carried to adjourn the meeting. The next meeting would be a regular meeting on March 5, 2024.

#### BOARD OF COUNTY COMMISSIONERS

HOUSTON COUNTY, MINNESOTA

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

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

## PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: March 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, Finance Director Carol Lapham, Board Clerk/EDA Director Allison Wagner, Recorder Mary Betz, Human Resources Director Theresa Arrick-Kruger, Public Health and Human Services Director John Pugleasa, and IT Director Andrew Milde

Presiding: Chairperson Johnson

Call to order.

Pledge of Allegiance.

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

Wagner said there was one typo in a name in the minutes. The typo had been corrected. Motion was made by Commissioner Burns, seconded by Commissioner Myhre, motion unanimously carried to approve the meeting minutes from February 27, 2024 with the correction.

Public Comment:

None.

### APPOINTMENTS

Wagner presented the 2023 Houston County Economic Development Authority (EDA) Annual Report to the Commissioners. She said 2023 was a year of positive growth for the Houston County EDA and its partners. In addition to providing assistance for several business development projects, the EDA continued to strengthen ongoing initiatives. The EDA was involved with five grants that were awarded in Houston County in 2023. The EDA administered three EDA loans totaling \$150,000 to Houston County businesses in 2023. The EDA currently had 13 active loans and at the end of the year had \$441,293.71 available to lend to starting and expanding businesses in Houston County. Ongoing initiatives included the Bluff County Collaborative which had grown into an established partnership with area schools including all Houston County School Districts, many area businesses, and several organizational partners.

Other initiatives included the Childcare Initiative, Farming Initiative, Keep Company Co-Working Space, Root River Trail, and Houston Area Preservation Initiative to name a few. In 2023 the EDA would be working on housing in addition to the work they were already doing.

#### CONSENT AGENDA

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

- 1) Accept the resignation of Linda Ulmen, Custodian II, effective 03/08/2024 and thank her for 3 years of service.
- 2) Approve initiating a competitive search for a 1.0 FTE Custodian.
- 3) Approve 2024 contract with NorthWoods Consulting Partners for Traverse case document management system for social services.

#### ACTION ITEMS

File No. 1 – Commissioner Burns moved, Commissioner Severson seconded, motion unanimously carried to approve a contract with Semcac for family homeless prevention services. The County had recently received funding from the Minnesota Department of Revenue to fully support the contract.

File No. 2 – Commissioner Burns moved, Commissioner Severson seconded, motion unanimously carried to approve purchasing a new AS400. The cost would be \$43,910.00. IT Director Milde said installation would be in addition to the purchase price and be between \$4,000-\$6,000.

#### DISCUSSION ITEMS

Commissioners discussed recent meetings they had attended and upcoming meetings including a Workforce Development Inc., SELCO Finance Committee, Hiawatha Valley Mental Health, Opioid Settlement, Root River Soil and Water, and Wildcat meeting.

There being no further business at 9:37 a.m., a motion was made by Commissioner Burns, seconded by Commissioner Myhre, motion unanimously carried to adjourn the meeting. The next meeting would be a regular meeting on March 12, 2024.

#### BOARD OF COUNTY COMMISSIONERS

HOUSTON COUNTY, MINNESOTA

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

Attest: \_\_\_\_\_

Polly Heberlein, Interim Auditor/Treasurer

## PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: March 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, Fillmore County Journal Reporter Charlene Selbee, The Caledonia Argus Associate Editor Rose Korabek, Finance Director Carol Lapham, Board Clerk/EDA Director Allison Wagner, Recorder Mary Betz, Human Resources Director Theresa Arrick-Kruger, Public Health and Human Services Director John Pogleasa, Sheriff Brian Swedberg, and Deputy Auditor/Treasurer Eliana Babinski

Presiding: Chairperson Johnson

Call to order.

Pledge of Allegiance.

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

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

Public Comment:

None.

### APPOINTMENTS

None.

### CONSENT AGENDA

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

- 1) Change the status of Patricia Goetzing Krall's employment from that of a temporary/casual 67-day a Transport Officer to a temporary/casual 67-day Jailer/Dispatcher at an hourly rate of \$23.19.

- 2) Confirm/accept the resignation of Susan Wiegrefe a probationary 0.5 FTE, Deputy Auditor/Treasurer-License Center effective 03/11/2024.
- 3) Approve a competitive search for a probationary 0.5 FTE, Deputy Auditor/Treasurer-License Center.

#### ACTION ITEMS

File No. 1 – Commissioner Burns moved, Commissioner Myhre seconded, motion unanimously carried to accept donations to the Extension Tesmer Farm Safety Day for a total of \$2,075.00.

#### DISCUSSION ITEMS

Commissioners discussed recent meetings they had attended and upcoming meetings including a Land Use, Parks Committee, Public Health, Workforce, Community Services, Airport, Semcac, Board of Canvas, and Jail Committee meetings.

Commissioner Burns said he planned to go to Shore Acers during the first bass fishing tournament of the year to monitor the boat traffic. He said he had never seen or experienced it before, and he wanted to see first hand the traffic some of the residents had spoke to the board about.

Commissioner Burns said Public Health was working on a dental pilot program to increase utilization in Houston County. Delta Dental would be working with local dental providers. The Commissioners commented that Public Health Supervisor Jordan Knoke had done a good job working on the dental programs.

There being no further business at 9:37 a.m., a motion was made by Commissioner Burns, seconded by Commissioner Myhre, motion unanimously carried to adjourn the meeting. The next meeting would be a regular meeting on March 12, 2024.

#### BOARD OF COUNTY COMMISSIONERS

HOUSTON COUNTY, MINNESOTA

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

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

# PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: March 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, Finance Director Carol Lapham, Board Clerk/EDA Director Allison Wagner, Human Resources Director Theresa Arrick-Kruger, Recorder Mary Betz, Engineer Brian Pogodzinski, Engineering Supervisor Justin Conway, Sheriff Brian Swedberg, MnDOT Project Manager Robert Jones, and MnDOT Representative Tory Thompson

## Board Workgroup Session

Engineer Pogodzinski presented two MnDOT projects scheduled for 2027 construction, TH 14/16/61 in La Crescent from the south side of N 4<sup>th</sup> St through the intersection of County Highway 6, and TH 16 from Millers Corner, TH 26, to the Hokah Fire Station.

The La Crescent project involved resurfacing the roadway with the focus of the discussion being on the impacts to County Highway 6, S 3<sup>rd</sup> St. The existing lane configuration and photos from the area were presented, along with a proposed alternative provided by the City Administrator. The City of La Crescent wanted a four to three-lane conversion with the addition of bike lanes. Information from MnDOT on impacts to the traffic lanes at the signal lights were presented. The general consensus of the board, MnDOT staff, and County Engineer was to leave the lane configuration as it currently existed.

New sidewalk and crosswalks were also discussed with MnDOT proposing to have a new crosswalk across County Highway 6 at the intersection with Walnut St. The right of way in this location was currently MnDOT, but was anticipated to be turned over to the County in the future. Due to the proximity to the stop lights and traffic levels, the County Board preferred not to have a crossing at this location as pedestrians could cross at the TH 14/16/61 intersection with stop lights or the Oak St crossing that had a RRFB.

Overhead street lighting was discussed to determine if the County wanted to see the luminaires be updated to LED lighting in conjunction with the project. MnDOT would be looking into their cost participation policy to determine which lights would be the responsibility of the County.

The TH 16 project from Millers Corner to the Hokah Fire Station project was also a resurfacing project and would include changing the driveway access to the fire station. MnDOT would check on what it would cost to install intersection lighting at the intersection of TH 16 with County Highway 21 and 7 and the County could then decide if they wanted intersection lighting.

MnDOT provided a brief update on a couple other projects on the schedule, TH 76 from Houston to Caledonia, a roundabout at the intersection of TH 44/76 and Kingston St, and resurfacing TH 44 between Caledonia and Spring Grove. Those projects were scheduled for 2028 and 2029.

Sheriff Swedberg updated the board on various items. He said he was still moving forward with researching how the jail could be a temporary hold facility for juveniles. He said jail staff were currently taking trainings for working with juveniles since the jail population had been only one or zero recently. Staff was also doing extra cleaning of the facility. Commissioner Johnson asked the Board if the plan was for sure to move forward with becoming a temporarily hold facility for juveniles. He asked when the Board would get to vote on the matter. He said other places did not offer this, or had gotten out of the business, and he wanted to make sure the County researched why before making any final decisions. It was decided that Sheriff Swedberg would keep moving forward, but an official vote would eventually be taken regarding the facility.

Commissioner Burns brought up several ideas he had including a wheelage tax, County sales tax, changing zoning to allow two houses per quarter, quarter only on non-farmland with a minimum of five acres, and asked the Board about moving forward with constructing Airport T hangers.

Commissioner Johnson was not in favor of changing the one per quarter, quarter rule saying the Comprehensive Land Use Plan had just recently been adopted. He also said some counties up North were having trouble as they had made their rules for density less strict, and were now having issues, and considering reversing their rules back to the original rules. He said he did not want to see Houston County have issues like that.

It was the general consensus of the Commissioners to have Engineer Pogodzinski advertise that the County had space to build T hangers at the County Airport if people were interested in leasing space and building their own. In the future the County could look at the possibility of building hangers and renting them out.

The meeting ended at 11:10 a.m.

BOARD OF COUNTY COMMISSIONERS

HOUSTON COUNTY, MINNESOTA

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

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

## PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: March 26, 2024

9:00 a.m.

Place: Commissioners Room, Courthouse, Caledonia, MN

Members Present: Dewey Severson, Eric Johnson, Robert Burns, Bob Schuldt, and Greg Myhre

Others Present: Interim Auditor/Treasurer Polly Heberlein, Fillmore County Journal Reporter Charlene Selbee, The Caledonia Argus Associate Editor Rose Korabek, Finance Director Carol Lapham, Board Clerk/EDA Director Allison Wagner, Recorder Mary Betz, Human Resources Director Theresa Arrick-Kruger, Public Health and Human Services Director John Pugleasa, Public Health Supervisor Jordan Knoke, Sheriff Brian Swedberg, Deputy Auditor/Treasurer Eliana Babinski, Craig Welsh, Jenna Knight, and Justin Rohrer

Presiding: Chairperson Johnson

Call to order.

Pledge of Allegiance.

Chairperson Johnson suggested removing consent items four and five from the agenda. He said he wanted the personal committee to review item number four to approve a competitive search for a Highway Maintenance Specialist before a competitive search took place. Commissioner Burns said the Highway Engineer wanted to move forward with the search and the committee could meet prior the hire. Motion was made by Commissioner Severson, seconded by Commissioner Burns, motion unanimously carried to approve the agenda. Item number five of the consent agenda was removed. Item number four remained on the consent agenda.

Motion was made by Commissioner Myhre, seconded by Commissioner Schuldt, motion unanimously carried to approve the meeting minutes from March 12, 2024.

Motion was made by Commissioner Severson, seconded by Commissioner Schuldt, motion unanimously carried to approve the workgroup session minutes from March 19, 2024.

Public Comment:

None.

### APPOINTMENTS

None.

## CONSENT AGENDA

Motion by Commissioner Burns, seconded by Commissioner Schuldt, motion unanimously carried to approve the consent agenda. The Commissioners thanked Randall Hongerholt for his 23 years of service to Houston County. Items approved are listed below.

- 1) Approve 2024 contract with Driftless Region Vector Control LLC to canvass specifically identified Houston County communities for potential mosquito related human health hazards.
- 2) Approve applying to the following grants: 2024 MN State Boat Patrol Grant, 2024 Federal Boat Patrol Grant, and 2025 Federal Supplemental Boating Equipment Grant.
- 3) Accept the resignation Randall Hongerholt, Highway Maintenance Specialist, effective 04/01/2024, and thank him for his 23 years of service to the residents of Houston County.
- 4) Approve a competitive search for a Highway Maintenance Specialist.
- 5) This item was removed from the consent agenda.

## ACTION ITEMS

File No. 1 – Commissioner Myhre moved, Commissioner Severson seconded, motion unanimously carried to approve a request by the Houston County Fair board to build lean-to addition at Fairgrounds. The reason for the County approval was because the land at the Fairgrounds was leased from the County. Craig Welsh represented the Fair Board saying in years past the Fair Board had leased a tent to be used for events, but the company who they originally used had gone out of business, and the current cost to lease a tent would be around \$4,000 per year. He said it would be more cost effective to build the lean-to. In addition to the approval, it was the general consensus of the County Board that the County Highway department could assist with removing a slab of cement that would need to be removed for the construction of the new lean-to.

File No. 2 – Commissioner Myhre moved, Commissioner Burns seconded, motion unanimously carried to accept a Brownsville VFW donation of \$150.00 to the Veteran Service Office for use for any veteran's needs.

File No. 3 – Commissioners discussed the possibility of contracting with Collaborative Design Group (CDG) for professional design services for upgrades to the Public Health area of the Community Services Building with Human Resources Director Kruger, Public Health and Human Services Director Pugleasa, and Public Health Supervisor Knoke. The cost of the services in the contract had a not to exceed amount of \$32,810.00. Commissioner Myhre asked if professional design services were really needed, or if local contractors could be used to help come up with a plan for the space. He also suggested talking to the original contractor who built the building to find out specifics of the original design. Covid money the County had received that needed to be tied to public health would be used for the design services and possible eventual construction. Knoke said the County had \$330,000.00 in Covid money to use on the

project. Commissioner Johnson asked if the project was the best possible use of the funds. He also stated that CDG had already studied the building previously. Pugleasa said he thought this was the best possible use of the funds. Kruger said CDG was already familiar with the building, yet would be looking at design for the project. The County and CDG would need to work with the Minnesota Department of Health on the updates. Commissioner Severson moved, Commissioner Burns seconded, motion carried three to two to contract with Collaborative Design Group (CDG) for professional design services for upgrades to the Public Health area of the Community Services Building. The Commissioners voted by roll. Commissioners Severson, Burns, and Schuldt voted yes. Commissioners Johnson and Myhre voted no.

File No. 4 – Commissioner Myhre moved, Commissioner Schuldt seconded, motion unanimously carried to approve the Memorandum of Agreement with International Union of Operating Engineers, Local 49. The agreement involved one worker who the County realized had more experience than they had originally thought. Kruger and Engineer Pogodzinski explained that sometimes it was hard to gauge how much experience a worker had from their interview alone. In the agreement the County and Union acknowledged that the agreement would not serve as a precedent for resolving future wage disputes nor would the MOA be a precedent for any other matter whatsoever.

File No. 5 – Commissioner Burns moved, Commissioner Schuldt seconded, motion carried four to one to accept Bolten and Menk’s Statement of Qualifications and approve the County Engineer to negotiate an agreement. All Commissioners voted yes, except for Commissioner Myhre who abstained as he was on the Airport Committee, but absent from the meeting where the qualifications were reviewed. A statement of qualifications had been received from both TKDA and Bolen and Menk for the airport project.

File No. 6 – Commissioner Severson moved, Commissioner Burns seconded, motion unanimously carried to approve a quote from Icon Constructors, LLC for bridge maintenance on 6 bridges in the amount of \$111,920.00.

File No. 7 – Commissioner Severson moved, Commissioner Myhre seconded, motion unanimously carried to accept the low bid from Bruening Rock Products in the amount of \$303,190.22 for CP 2024-01 Shouldering. Two bids had been received and are listed below.

Bruening Rock Products, Inc	\$303,190.22
Dunn Blacktop Company	\$372,114.00

File No. 8 – Commissioner Severson moved, Commissioner Burns seconded, motion unanimously carried to accept all bids for CP 2024-02 aggregate stock piles. Each year all bids were accepted and would be used as needed depending on location of projects and availability. See bids below.

Quantities	U of M	Milestone Materials State Bid Prices	Milestone Materials	Botcher Construction Co., Inc	Bruening Rock Products State Bid Prices through 12/31/2024	Bruening Rock Products, Inc	La Crescent Rock Products	Ron Weymiller Construction	Van Gundy Excavating
		Gengler only through 12/31/2024	Through 5/16/2024 to 5/15/2025	Through 5/16/2024 to 5/15/2025	Through 12/31/2024	Through 5/16/2024 to 5/15/2025			
Stockpile Aggregate Class 5	Ton	8.45	8.90	9.00	13.95	9.10	8.95	9.75	9.50
Stockpile Aggregate Class 5Q	Ton		8.50			9.10	8.95		9.50
Stockpile Aggregate Class 5 Modified	Ton		8.50			9.10	8.95		9.50
Stockpile - Gabion Stone	Ton		21.90	20.00		14.25	15.75		20.00
Rip Rap, Class I	Ton		21.90	15.00		14.25	15.75		20.00
Rip Rap, Class II	Ton		19.40	13.00		14.25	15.75		18.00
Rip Rap, Class III	Ton	16.75	16.75	13.00		14.25	12.75	10.50	16.00
Rip Rap, Class IV	Ton	16.75	16.75	13.00		14.25	12.75		16.00
Rip Rap, Class V	Ton	16.75	16.75	13.00		14.25	13.00		18.00
Quarry-Run Riprap	Ton	6.80	7.00	8.50		8.10	8.75	6.50	9.00

File No. 9 – Commissioner Schuldt moved, Commissioner Burns seconded, motion unanimously carried to accept all bids for CP 2024-03 equipment rentals. Each year all bids were accepted and would be used as needed depending on location of projects and availability. See bids below.

Cost Code	Equipment	Specification	Capacity/ Size	HP	Notes	Unit	Labor code	Bruening Rock Products, Inc	Griffin Construction Co, Inc	Schwabert Manufacturing	Van Gundy Excavating, LLP	Landrum Brothers LLC	Zoske, Inc
	Labor							76.00	100.00	80.00	75.00	40.00	90.00
8191	Chain Saw	Bar Length	25 In			hour	101	100.00	110.00	80.00	85.00	10.00	
8250	Dozer, Crawler			to 65		hour	364	138.00					
8251	Dozer, Crawler			to 105		hour	364	172.00			150.00		
8252	Dozer, Crawler			to 160		hour	364	217.00			175.00		195.00
	Dozer, Crawler			to 200		hour	364	276.00	270.00		200.00		
8281	Excavator, Hydraulic	Bucket Capacity	1.0 CY	to 90	Crawler, Truck & Wheel. Includes bucket.	hour	313	156.00		130.00			
8282	Excavator, Hydraulic	Bucket Capacity	1.5 CY	to 160	Crawler, Truck & Wheel. Includes bucket.	hour	313	173.00		160.00		180.00	
8283	Excavator, Hydraulic	Bucket Capacity	2.5 CY	to 265	Crawler, Truck & Wheel. Includes bucket.	hour	313	260.00	280.00		225.00	250.00	
8284	Excavator, Hydraulic	Bucket Capacity	4.5 CY	to 420	Crawler, Truck & Wheel. Includes bucket.	hour	305	327.00	320.00		275.00		
8333	Graders	Moldboard Size	14 Ft	to 225	Includes Rigid and Articulate equipment	hour	306	205.00	180.00		160.00		
8540	Loader, Skid-Steer	Operating Capacity	1000 Lbs	to 35		hour	344	134.00		125.00			
8541	Loader, Skid-Steer	Operating Capacity	2000 Lbs	to 65		hour	344	134.00	160.00	125.00	110.00		
8542	Loader, Skid-Steer	Operating Capacity	3000 Lbs	to 85		hour	344	146.00	170.00	125.00	120.00		125.00
8543	Loader, Skid-Steer	Operating Capacity	4000 Lbs	to 94		hour	344	166.00			150.00	80.00	
8392	Loader, Wheel	Bucket Capacity	2 CY	to 105		hour	344	173.00					
8393	Loader, Wheel	Bucket Capacity	3 CY	to 152		hour	344	193.00					
8394	Loader, Wheel	Bucket Capacity	4 CY	to 200		hour	344	231.00	205.00		160.00		190.00
8395	Loader, Wheel	Bucket Capacity	5 CY	to 250		hour	315	276.00			180.00		
8571	Loader-Backhoe, Wheel	Capacity	1 CY	to 70	Loader and Backhoe Buckets included.	hour	313	173.00					
8572	Loader-Backhoe, Wheel	Loader Bucket Capacity	1.5 CY	to 95	Loader and Backhoe Buckets included.	hour	313	184.00					
	Truck, Dump	Truck Capacity	4 CY			hour			90.00			50.00	90.00
8721	Truck, Dump	Truck Capacity	10 CY	to 235		hour	613	121.00				60.00	
8722	Truck, Dump	Truck Capacity	12 CY	to 255		hour	607	121.00	130.00		95.00	70.00	105.00
8723	Truck, Dump	Truck Capacity	18 CY	to 330		hour	604	161.00		105.00		(35H bucket)	115.00
8780	Truck, Water	Tank Capacity	2500 Gal	to 175	Include pump and rear spray system.	hour	613	128.00	140.00				
8781	Truck, Water	Tank Capacity	4000 Gal	to 250	Include pump and rear spray system.	hour	607	166.00		140.00			160.00
2124	Shouldering Machine					hour	383	198.00					
2124	Tandem Truck w Pup Trailer	Truck Capacity	10 CY			hour	602	155.00					
	Power Broom	Pup Capacity	10 CY			hour		133.00			150.00		

Cost Code	Equipment	Specification	Capacity/Size	HP	Notes	Unit	Labor code	Browning Robey Products, Inc	Griffin Construction Co., Inc	Schweider Landscape	Van Gundy Excavating, LLP	Lapham Brothers LLC	Zandke Inc
	Pneumatic - Tired Roller					hour		172.00	190.00				
2124	Semi Tractor w/ belly dump					hour	602	144.00	140.00				
	Semi Tractor w/ end dump					hour		-	140.00				
	Semi Tractor w/ side dump					hour		133.00	140.00				
	Lowboy					hour	603	320.00	250.00		275.00	250.00	
	Hydroseeder		1200 gal/ha Mixed tank			hour	203	-		650.00			
	Hydroseeder		1200 gal/ha Mixed tank			Tank	203	-		900.00			
	Turf Tractor & Tiller					hour	203	138.00		130.00			
	Small Square Bale Mulcher					hour	203			275.00	180.00		
	Large Square Bale Mulcher					hour	203			350.00	240.00		
	Skid Loader Attachments	Harley Rake Land Leveler			w/Skidsteer	hour	344		190.00	180.00			
	Silt Fence Machine					hour		101.00		175.00	150.00		140.00
	Silt Fence Machine					lin ft	366			6.75	5.00		
	Haul Truck					hour	204	211.00	Cat 250E 260.00 Cat 740 315.00		180.00		200.00
	Sheeps Foot					hour	396	133.00	Cat 433 190.00 Cat 563 210.00		140.00		140.00
	Skidder					hour	385			150.00		90.00	
	65 Ton Crane					hour	304	341.00					
	Excavator with Hydraulic Hammer					hour	304	265.00			300.00		300.00
	Stump Grinder				Inch Diameter								5.00
	Truck				Tandem Grapple								100.00
	Chipper												80.00

File No. 10 – Commissioner Myhre moved, Commissioner Severson seconded, motion unanimously carried to accept the low bid from Fahrner Asphalt Sealers, LLC in the amount of \$57,280.00 for CP 2024-04 Crackfilling. Two bids were received and are listed below.

Fahrner Asphalt Sealers, LLC                   \$57,280.00  
Asphalt Surface Technologies Corp   \$79,360.00

File No. 11 – Commissioner Severson moved, Commissioner Schuldt seconded, motion unanimously carried to accept the low bid from Scott Construction, Inc in the amount of \$448,814.23 for CP 2024-06 Seal Coat. Four bids were received and are listed below.

Scott Construction, Inc                         \$448,814.23  
Fahrner Asphalt Sealers, LLC                 \$557,918.20  
Asphalt Surface Technologies Corp         \$565,427.97  
Allied Blacktop Company                     \$575,929.79

File No. 12 – Commissioner Severson moved, Commissioner Schuldt seconded, motion unanimously carried to approve ordering salt through the Cooperative Purchasing Venture (CPV).

File No. 13 – Commissioner Severson moved, Commissioner Myhre seconded, motion unanimously carried to approve the Management and Operations of Wildcat Park Agreement with Wildcat Creek Management LLC – Justin Rohrer and Jenna Knight – for the 2024 season. Finance Director Lapham said the hope was that the contract would eventually turn into a longer contract that exceeded one camping season.

File No. 14 – Commissioner Severson moved, Commissioner Myhre seconded, motion unanimously carried to approve a letter of support for a Sno Pac Foods grant application to the RFSI grant to build a cold storage facility in Caledonia with extra space for Houston County

businesses to utilize. Wagner said cold storage was a need for many farmers, producers, and businesses in Houston County. The Economic Development Authority (EDA) was in support of the project especially because of Sno Pac’s willingness to create cold storage in Houston County not only for their own business, but also for other businesses in the community to utilize.

## DISCUSSION ITEMS

Commissioner Burns said he wanted to bring up the idea of Houston County having a County coordinator or administrator. He said it would need to be the right person. He said having a coordinator or administrator could help department heads who had additional duties such as the Auditor’s office working on Wildcat Park, departments helping with building and ground facilities, etc. The administrator or coordinator could take on those extra duties. He said the person could also act as a liaison between the Commissioners and the departments. Commissioner Burns said it could help the County be more efficient. Commissioner Severson agreed. Commissioner Johnson said the County should first study their processes to determine who was doing what. He said the County could appoint an interim administrator or coordinator by County resolution. He said the County could work with the Attorney’s office to create the resolution after studying duties.

Commissioners discussed recent and upcoming meetings including a Department Head, Labor Negotiations, Historical Society, and Solid Waste Committee meeting.

Lapham suggested changing the County Board Meeting schedule and having a workgroup session the second week of the month, and a regular meeting the third week of the month. She said this would allow for claims payable to be included in the packet and agenda. Wagner would put a revised BOC schedule on the agenda for board approval the following week to reflect the change going forward.

Commissioner Burns said he wanted to clarify a statement he had made regarding Caledonia Township and the current quarter, quarter rule. He said he had spoken to a township supervisor who said the Township was in favor of the rule as it currently was. They did not see a reason to change it. He said he had attended a Caledonia Township meeting and discussed possible changes to the rule with the township and members of the audience.

There being no further business at 11:17 a.m., a motion was made by Commissioner Severson, seconded by Commissioner Schuldt, motion unanimously carried to adjourn the meeting. The next meeting would be a regular meeting on April 2, 2024.

## BOARD OF COUNTY COMMISSIONERS

HOUSTON COUNTY, MINNESOTA

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

Attest: \_\_\_\_\_

Polly Heberlein, Interim Auditor/Treasurer

## PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: April 2, 2024

9:00 a.m.

Place: Commissioners Room, Courthouse, Caledonia, MN

Members Present: Dewey Severson, Eric Johnson, Robert Burns, Bob Schuldt, and Greg Myhre

Others Present: Interim Auditor/Treasurer Polly Heberlein, Fillmore County Journal Reporter Charlene Selbee, The Caledonia Argus Associate Editor Rose Korabek, Finance Director Carol Lapham, Board Clerk/EDA Director Allison Wagner, Recorder Mary Betz, Human Resources Director Theresa Arrick-Kruger, Public Health and Human Services Director John Pugleasa, Social Services Supervisor Bethany Moen, Sheriff Brian Swedberg, Emergency Management Director Mark Olson, and Surveyor Eric Schmitt

Presiding: Chairperson Johnson

Call to order.

Pledge of Allegiance.

Chairperson Johnson said he wanted to move consent item six to an action item on the agenda. Motion was made by Commissioner Severson, seconded by Commissioner Burns, motion unanimously carried to approve the agenda with the change.

Motion was made by Commissioner Myhre, seconded by Commissioner Schuldt, motion unanimously carried to approve the meeting minutes from March 26, 2024.

Public Comment:

None.

### APPOINTMENTS

The Commissioners reviewed Cash and Investments thru December 31, 2023. Interim Auditor/Treasurer Polly Heberlein said she would be giving regular updates for the Commissioners to review Cash and Investments. There would be a minimum of two updates per year taking place as of June 30<sup>th</sup> and at the end of the year.

### CONSENT AGENDA

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

- 1) Approve Peddler License for Jalen Hunter who is contracted through Platinum Supplemental Insurance.
- 2) Change the employment status of Deputy Auditor/Treasurer, Amy Sylling, from probationary to regular, effective 04/09/2024.
- 3) Change the employment status of Eligibility Worker, Kristen Klug, from probationary to regular, effective 04/09/2024.
- 4) Hire Savannah Slafter as a 1.0 FTE probationary Social Worker-Children's Mental Health, C41, Step 1, effective May 28, 2024.
- 5) Hire Lauren Solum as a 1.0 FTE probationary Social Worker- Licensing, C41, Step 3, effective April 15, 2024.
- 6) This item was moved to action items.
- 7) Accept the resignation of Storm Davis, Sheriff's Deputy effective 04/11/2024.
- 8) Approve initiating a competitive search for a Sheriff's Deputy C42.

#### ACTION ITEMS

File No. 1 – Commissioner Severson moved, Commissioner Schuldt seconded, motion unanimously carried to approve funding for a Houston County resident currently on Felony probation to attend Winona County Treatment Court.

File No. 2 – Commissioner Myhre moved, Commissioner Burns seconded, motion unanimously carried to accept grant funding if awarded to finance the Certifying 60 Section Corners and Quarter Corners in Spring Grove, Wilmington, Black Hammer, and Caledonia Townships before March 31, 2026 and adopting Resolution No. 24-10.

File No. 3 – Commissioner Burns moved, Commissioner Myhre seconded, motion unanimously carried to approve Resolution No. 24-11 authorizing Mark Olson, Houston County Emergency Management Director to sign and execute a grant agreement and thereby assume for and on behalf of Houston County all of the contractual obligations contained therein.

File No. 4 – Commissioner Burns moved, Commissioner Myhre seconded, motion unanimously carried to approve an updated 2024 Board of Commissioner Meeting Schedule. With the new schedule workgroup sessions would be held the second Tuesday of the month. Regular meetings would be held the first, third, and fourth Tuesday of each month. The new schedule would ensure that payments could be approved at each board meeting.

File No. 5 – Commissioner Severson moved, Commissioner Burns seconded, motion unanimously carried to approve payments. See payments below.

#### **2024/04/02 COMMISSIONERS WARRANTS:**

<b>VENDOR NAME</b>	<b>AMOUNT</b>
CRESCENT INVESTIGATIVE SERVICES	2,485.00
DELTA DENTAL	6,324.54
HOSKINS ELECTRIC	6,991.06
IUOE LOCAL 49 FRINGE BENEFIT FUNDS	26,550.00
MEDICA	186,491.36
MN LIFE INSURANCE COMPANY	2,431.80
VERIZON WIRELESS	<u>3,394.82</u>
	234,668.58
24 VENDORS PAID LESS THAN \$2,000.00	<u>7,859.36</u>
	242,527.94
PUBLIC HEALTH & HUMAN SERVICES	<u>10,542.86</u>
	253,070.80

File No. 6 – Prior to any motions being made Commissioners discussed the possibility of assigning Rachel Meyer, currently Lead Jailer/Dispatcher, as the 1.0 FTE exempt status, Interim Jail Administrator, C43, Step 6 effective 04/07/2024 for a period not to exceed one year. Meyer would retain rights otherwise accrued during this interim assignment, including hours served towards step placement upon her return to a Lead Jailer/Dispatcher position. The Commissioners discussed the matter with Human Resources Director Kruger and Sheriff Swedberg. The County was required by statute to have a Jail Administrator. Commissioner Johnson asked if Meyer was aware the interim assignment would also be a change in her union, as administrators were in a different union than jailers. Kruger and Swedberg said they did not know if Meyer was aware of the change. Commissioner Schuldt asked who would be filling Meyer’s current position as lead Jailer/Dispatcher while she was working as Interim Jail Administrator. The Commissioners asked if the change would result in a staff shortage. They asked if it would require additional staff to be hired. Sheriff Swedberg said the plan was for Meyer to continue with her Jailer/Dispatcher duties in addition to being the Jail Administrator. Kruger said she was not aware of this. The Jail Administer could help fill in as Jailer/Dispatcher when emergency situations occurred, but their primary duty was to be the Jail Administrator. Sheriff Swedberg said he could instead seek help from a temporary and part time employee to help fill Jailer/Dispatcher duties so Meyer could focus on the Jail Administrator duties, and recommended the Commissioners approve the interim Jail Administrator assignment. Commissioner Severson moved to assign Rachel Meyer, currently Lead Jailer/Dispatcher, as the 1.0 FTE exempt status, Interim Jail Administrator, C43, Step 6 effective 04/07/2024 for a period not to exceed one year. Meyer would retain rights otherwise accrued during this interim assignment, including hours served towards step placement upon her return to a Lead Jailer/Dispatcher position. The motion failed for lack of a second. It was the general consensus of the Commissioners that they were in favor of Meyer becoming the Interim Jail Administrator if she wished, but wanted to make sure her Lead Jailer/Dispatcher duties would be covered by another or other employees during the interim assignment. The matter would be revisited at the next regular board meeting.

**DISCUSSION ITEMS**

Commissioners discussed recent and upcoming meetings including an Extension, Office of Cannabis Advisory Board, Hiawatha Valley Mental Health, EDA, and Community meeting with ABLE.

Commissioner Schuldt said he had heard feedback from the public regarding upcoming MnDOT projects in the County. He said the public wanted MnDOT to take more feedback from local people in the communities.

There being no further business at 10:34 a.m., a motion was made by Commissioner Severson, seconded by Commissioner Myhre, motion unanimously carried to adjourn the meeting. The next meeting would be a workgroup session on April 9, 2024.

BOARD OF COUNTY COMMISSIONERS

HOUSTON COUNTY, MINNESOTA

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

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

# PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: April 9, 2024

9:00 a.m.

Place: Commissioners Room, Courthouse, Caledonia, MN

Members Present:

Dewey Severson, Eric Johnson, Robert Burns, Bob Schuldt, and Greg Myhre

Others Present:

Interim Auditor/Treasurer Polly Heberlein, Finance Director Carol Lapham, Board Clerk/EDA Director Allison Wagner, Recorder Mary Betz, Engineer Brian Pogodzinski, IT Director Andrew Milde, and Public Health and Human Services Director John Pogleasa

## Board Workgroup Session

Engineer Pogodzinski said La Crescent had been awarded Local Road Improvement Funds (LRIP) for the project they had submitted. They were the only awardee in Houston County, however the State was looking at awarding additional projects in the next cycle. Pogodzinski said there was a possibility Caledonia's LRIP grant could also get awarded in the next round, as some applications already submitted would be looked at in that round.

Pogodzinski said he had met with the City of La Crescent to discuss the upcoming road project on South 3<sup>rd</sup> Street. Pogodzinski said the City disagreed with the County on lane configuration, and wanted to discuss the matter more with the board. The City of La Crescent had proposed a four to three-lane conversion with the addition of bike lanes. It was the general consensus of the County board that they had already made their decision. The general consensus of the board, MnDOT staff, and County Engineer was to leave the lane configuration as it currently existed.

Commissioner Burns and Johnson had met with some members of the Historical Society to discuss the future of the Historic Jail. The Houston County Historical Society would possibly consider taking over the building, and working to restore it to be used in some way if they could get the \$731,503.00 in insurance money the County had received years ago to use towards the property. Finance Director Lapham said Attorney Jandt needed to look into the matter to see if the County could give the insurance money to another entity, and if it was possible to allow the Historical Society the opportunity to own/lease the jail without offering it to others.

The Commissioners discussed the possibility of appointing an interim County administrator. Commissioner Johnson said the board could appoint an interim administrator by resolution. He recommended that the County appoint someone who was already working at the County with experience. He said the County should look at processes and who was doing what to

see where there were overlaps and gaps. Commissioner Burns said if someone was appointed from within he thought their position would need to be filled. He did not think the interim administrator (such as a department head) could do both their position and the administrator duties. No final decisions were made on the matter.

The Commissioners discussed the jail administrator vacancy with Sheriff Swedberg. The County was required by statute to have a jail administrator, however the position was currently vacant. Initially the plan was for a current jailer/dispatcher to be appointed interim administrator, but there was an issue with who would fill the jailer/dispatcher duties. The Sheriff had asked temporary and part time staff if they would be willing to take on additional jailer/dispatcher duties in the interim, but they were unable or unwilling to do so. The Commissioners discussed advertising for another jailer/dispatcher. The personal committee would need to meet again on the matter.

Commissioner Myhre said the County should look at alternative insurance options to look for savings for the County.

The Commissioners discussed the possibility of changing the current quarter, quarter rule to two per quarter in some areas.

The meeting ended at 11:15 a.m.

BOARD OF COUNTY COMMISSIONERS

HOUSTON COUNTY, MINNESOTA

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

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

## PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: April 16, 2024

9:00 a.m.

Place: Commissioners Room, Courthouse, Caledonia, MN

Members Present: Dewey Severson, Eric Johnson, Robert Burns, Bob Schuldt, and Greg Myhre

Others Present: Interim Auditor/Treasurer Polly Heberlein, Fillmore County Journal Reporter Charlene Selbee, The Caledonia Argus Associate Editor Rose Korabek, Finance Director Carol Lapham, Board Clerk/EDA Director Allison Wagner, Recorder Mary Betz, Human Resources Director Theresa Arrick-Kruger, Public Health and Human Services Director John Pugleasa, Sheriff Brian Swedberg, Engineer Brian Pogodzinski, Zoning Administrator Amelia Meiners, and Deputy Auditor/Treasurer Eliana Babinski

Presiding: Chairperson Johnson

Call to order.

Pledge of Allegiance.

Chairperson Johnson said item No. 4 needed to be removed from the consent agenda. Motion was made by Commissioner Severson, seconded by Commissioner Myhre, motion unanimously carried to approve the agenda with the change.

Motion was made by Commissioner Burns, seconded by Commissioner Myhre, motion unanimously carried to approve the meeting minutes from April 2, 2024.

Motion was made by Commissioner Schuldt, seconded by Commissioner Severson, motion unanimously carried to approve the meeting minutes from April 9, 2024.

Public Comment:

None.

### APPOINTMENTS

None.

### CONSENT AGENDA

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

- 1) Approve letter of support to provide to the contractor, Al's Aerial Spraying, that will be completing treatment of spongy moth in Houston County.
- 2) Accept grant from Delta Dental in the amount of \$15,000.00 to support an additional day of mobile dental access per month.
- 3) Hire Hannah Miner as a temporary/casual (67 day) employee at a wage of \$15.88/hour.
- 4) This item was removed from the consent agenda.
- 5) Initiate a competitive search for 1.0 FTE Jailer/Dispatcher.

**ACTION ITEMS**

File No. 1 – Commissioner Myhre moved, Commissioner Schuldt seconded, motion unanimously carried to approve donations to the Extension Tesmer Farm Safety Day for a total of \$2,075.00. Commissioner Johnson thanked everyone who had donated. He said the event was needed and well attended. The Commissioners agreed.

File No. 2 – Commissioner Myhre moved, Commissioner Severson seconded, motion unanimously carried to approve the 2023 Feedlot Program Annual Report and Fiscal Report.

File No. 3 – Commissioner Burns moved, Commissioner Schuldt seconded, motion carried four to one to accept the low bid from Bluff Country Brine for liquid chloride. All Commissioners voted yes, except for Commissioner Myhre who voted no. See bids below.

Item #	Item	Contractor Unit	Bluff Country Brine	Knife River	Envirotech Services Inc	Northern Salt Inc
			Unit Price	Unit Price	Unit Price	Unit Price
1	Delivered by tanker truck to Caledonia	Gallons	1.280	1.460	1.540	1.558
2	Delivered & Applied to various county roads	Gallons	1.480	1.620	1.740	1.684
	Minimum Transport load	Gallons	4,000.00	4,000.00	4,200.00	4,200.00
			Cashier's Check	Bond	Bond	Bond
Total Gallons Est			56,000.00			
Estimate Cost			71,680.00	42% County 58% Township/City		

File No. 4 – Commissioner Severson moved, Commissioner Schuldt seconded, motion unanimously carried to approve MnDot's amendment No. 1 requesting a time extension regarding the CSAH 3 and TH 26 intersection planning.

File No. 5 – Commissioners discussed the increase in State aid maintenance funding and aggregate surfacing with Engineer Pogodzinski. Pogodzinski would seek bids and come back to the board for approval at a later date.

File No. 6 – Commissioners discussed various improvements to be done in conjunction with future MnDot projects.

File No. 7 – Commissioner Severson moved, Commissioner Schuldt seconded, motion unanimously carried to approve a request for assistance by providing a \$52,000 loan to Ryan Ruberg owner of Green Terrace Properties LLC from the EDA revolving loan fund to purchase the Sawmill Inn in Houston, MN at the 2024 set rate 3.5% and ten year term.

File No. 8 – Commissioner Severson moved, Commissioner Schuldt seconded, motion unanimously carried to review and approve payments. See payments below.

**REVIEW LICENSE CENTER PAYMENTS**

**2024/04/09 AUDITOR WARRANTS:**

<b>VENDORNAMEATPAYMENT</b>	<b>AMOUNT</b>
CALEDONIA/CITY OF	12575.58
HOUSTON COUNTY TREASURER	20883.99
MN STATE TREASURER	3580.50
RICHARD'S SANITATION LLC	19164.97
WILDCAT CREEK MANAGEMENT LLC	26000.00
WINONA CONTROLS INC	<u>123825.00</u>
	206030.04
18 VENDORS PAID LESS THAN \$2000.00	<u>7607.17</u>
	213637.21

**2024/04/16 COMMISSIONERS WARRANTS**

<b>VENDOR NAME</b>	<b>AMOUNT</b>
ACENTEK	5,181.20
ADVANCED CORRECTIONAL HEALTHCARE	7,220.58
CEDA	7,107.69
ENTERPRISE FM	12,552.74
H & L MESABI	3,040.00
HAMMELL EQUIPMENT INC	4,019.66
HOKAH CO-OP OIL	4,846.46
HOUSTON COUNTY TREASURER	42,846.31
INSIGHTSOFTWARE LLC	12,047.80
LIBERTY TIRE RECYCLING LLC	3,260.95
MIENERGY COOPERATIVE	2,225.59
MINNESOTA ENERGY RESOURCES	5,692.90
REGENTS OF THE UNIVERSITY OF MINNESOTA	31,297.63
SCHNEIDER CORPORATION	2,931.00
SELCO	55,872.75
TSG	43,910.00
VISA	9,390.34
WEX BANK	9,368.67
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	262,812.27
39 VENDORS PAID LESS THAN \$2000.00	17127.33
	<hr/>
	279,939.60
PUBLIC HEALTH & HUMAN SERVICES	220,645.04
	<hr/>
	<u>500,584.64</u>

**DISCUSSION ITEMS**

Commissioners discussed recent and upcoming meetings including an Extension, Township Officer, Wildcat, and negotiation meeting.

There being no further business at 10:28 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 April 23, 2024.

**BOARD OF COUNTY COMMISSIONERS**

HOUSTON COUNTY, MINNESOTA

By: \_\_\_\_\_

Eric Johnson, Chairperson

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

## PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: April 23, 2024

9:00 a.m.

Place: Commissioners Room, Courthouse, Caledonia, MN

Members Present: Dewey Severson, Eric Johnson, Robert Burns, Bob Schuldt, and Greg Myhre

Others Present: Interim Auditor/Treasurer Polly Heberlein, Fillmore County Journal Reporter Charlene Selbee, The Caledonia Argus Associate Editor Rose Korabek, Finance Director Carol Lapham, Board Clerk/EDA Director Allison Wagner, Recorder Mary Betz, Human Resources Director Theresa Arrick-Kruger, Sheriff Brian Swedberg, Chief Deputy Recorder Michelle Werner, City of Caledonia Clerk/Administrator Jake Dickson, WKBT Reporter John Hayes, Caledonia Superintendent Craig Ihrke, Chuck Schulte, DOC District Supervisor Rena Patterson, and Amy Moen

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 Schuldt, seconded by Commissioner Myhre, motion unanimously carried to approve the meeting minutes from April 16, 2024.

Public Comment:

Caledonia resident Chuck Schulte made a public comment regarding the possibility of adding a temporary hold facility for juveniles to the existing Houston County Jail. He asked why there were very few hold facilities, and questioned if the plan had been fully thought through. He said the current jail had been overbuilt as there were very few inmates in the jail. He cautioned the County to do their research before moving forward, and provided a list of questions.

### APPOINTMENTS

Department of Corrections (DOC) Supervisor Rena Patterson reviewed the Houston County Department of Corrections Comprehensive Plan with the Commissioners.

### CONSENT AGENDA

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

- 1) Approve the banding and pay rate change of Assistant County Attorney Suzanne Bublitz, from D-61 Exempt to D-62 Exempt, hourly equivalent \$57.37 effective 05/06/2024.
- 2) Hire Amy Molling as a probationary 1.0 FTE, Deputy Recorder, B21, Step 4, effective 05/13/2024 conditioned upon successful completion of background check.
- 3) Assign Rachel Meyer, currently Lead Jailer/Dispatcher, as the 1.0 FTE exempt status, Interim Jail Administrator, C43, Step 6 effective retroactively to 04/07/2024 for a period not to exceed one year. Meyer retains rights otherwise accrued during this interim assignment, including hours served towards step placement upon her return to a Lead Jailer/Dispatcher position (Note MOU pending).
- 4) Initiate a competitive search for a probationary 1.0 FTE Jail Administrator.
- 5) Hire Amy Gehrke as a 67-Day Boat Patrol Deputy for the upcoming boating season at C42, step.

#### ACTION ITEMS

File No. 1 – Commissioners discussed a request by Sheriff Swedberg to approve the Houston County Jail adding an eight day Juvenile Detention Center to the current jail facility with Sheriff Swedberg, Attorney Jandt, and Caldonia Superintendent Craig Ihrke.

Sheriff Swedberg said there were very few inmates in the jail currently due to the Winona contract ending, so him and his staff had looked into other ways to create revenue and utilize the jail. Often there were zero, one, or two inmates in jail. The County had the space to convert part of the facility into a temporary hold facility for juveniles. Sheriff Swedberg said other agencies had told him there was a need for this type of facility in the area. He said some agencies would be willing to contract a bed 365 days a year. The rate for holding juveniles would be \$300.00 per day per bed or \$250.00 per day per bed for a yearly contract. The facility could hold up to eight juveniles for eight days not including weekends and holidays. Houston County would also be able to temporarily hold their own juveniles without having to transport them to other areas of the State saving time and money. Sheriff Swedberg said there were still unknowns with the process as the creation of temporary hold facilities was not common, and there were few examples to look at. Attorney Jandt said other county attorneys had expressed a need for more temporary hold facilities in the State as there were very few options State wide.

Commissioner Johnson asked why there were so few facilities in the State, and why other counties in the area had not created temporary juvenile hold facilities. Attorney Jandt said in Winona there had been a push from the community against it. Commissioner Johnson said he had repeatedly asked for concrete details, projections, numbers, and research on the new facility. He wanted to make sure the idea had been properly researched. He questioned why the Sheriff had not provided any backup information for the packet. Johnson said he needed more information before making a decision.

Superintendent Irke said he understood there was a need for more juvenile facilities in the State, however the school was not “jumping up and down” about the idea. Ihrke said the school would work with the County on the process if they moved forward. He said because the jail was located in Caledonia’s School District, Caledonia School would be required by Statute to provide education for the juveniles in the hold facility if the County created it. Ihrke said the School District would need to hire a teacher specifically for the facility. Ihrke said the school would be able to bill other school districts where the juveniles resided to recoup costs for the educational services. This would create additional administrative work for the school.

Commissioner Myhre asked how much it would cost the County to run the juvenile facility. Commissioner Burns said the training and other costs associated with the facility would be minimal. He said the current jail budget in the County Budget was 1.7 million. Sheriff Swedberg said if the jail was fully staffed with the current positions they would need to add one part time position for the temporary hold facility. He said jail staff could work with both adults and juveniles during their shifts.

Commissioner Schuldt said he saw the need for the juvenile hold facility. He said the County had increased liability when transporting juveniles long distances to other hold facilities in the State. He said there would be less liability if there was a hold facility in Houston County where Houston County juveniles could be taken.

Commissioner Severson moved, Commissioner Burns seconded, motion carried four to one to approve the Houston County Jail adding an eight day Juvenile Detention Center to the Facility. The motion was contingent on an agreement with the school district that included numbers. The Commissioners voted by roll. Commissioners Severson, Burns, Schuldt, and Myhre voted yes. Commissioner Johnson voted no. Attorney Jandt said the County could still opt out of the facility if needed.

File No. 2 – Commissioner Burns moved, Commissioner Schuldt seconded, motion unanimously carried to approve the Memorandum of Agreement with Law Enforcement Labor Services, Inc., Local #60 regarding the appointment of an Interim Jail Administrator.

File No. 3 – Commissioner Severson moved, Commissioner Myhre seconded, motion unanimously carried to review and approve payments. See payments below.

<b>REVIEW LICENSE CENTER PAYMENTS</b>	
<b>2024/04/16 AUDITOR WARRANTS:</b>	
<b>VENDOR NAME AT PAYMENT</b>	<b>AMOUNT</b>
FILLMORE SWCD	4,825.24
SCHUMACHER'S NURSERY	3,720.50
SE SWCD TECHNICAL SUPPORT JPB	2,431.08
	10,976.82
10 VENDORS PAID LESS THAN \$2000.00	3,844.47
	<u>14,821.29</u>

<b>REQUEST APPROVAL FOR PAYMENT</b>	
<b>2024/04/23 COMMISSIONER'S WARRANTS:</b>	
<b>VENDOR NAME</b>	<b>AMOUNT</b>
C & C MACHINE INC	6,697.09
ERICKSON ENGINEERING LLC	8,266.50
EVERETT LAW LLC	4,204.00
FASTENAL COMPANY	2,010.59
MNCCC	12,836.62
OFFICE OF MNIT SERVICES	7,351.62
SCHNEIDER CORPORATION	3,001.00
	44,367.42
20 VENDORS PAID LESS THAN \$2000.00	10,328.85
	54,696.27
PUBLIC HEALTH & HUMAN SERVICES	47,579.12
	<u>102,275.39</u>

**Public Comment:**

Rose Korabek said there were State and Federal grants the County could look into for the eight day Juvenile Detention center.

**DISCUSSION ITEMS**

Commissioners discussed recent and upcoming meetings including a Department Head meeting.

There being no further business at 10:41 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 May 7, 2024.

BOARD OF COUNTY COMMISSIONERS

HOUSTON COUNTY, MINNESOTA

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

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

## PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: May 7, 2024

9:00 a.m.

Place: Commissioners Room, Courthouse, Caledonia, MN

Members Present: Dewey Severson, Eric Johnson, Robert Burns, Bob Schuldt, and Greg Myhre

Others Present: Interim Auditor/Treasurer Polly Heberlein, Fillmore County Journal Reporter Charlene Selbee, The Caledonia Argus Associate Editor Rose Korabek, Finance Director Carol Lapham, Recorder Mary Betz, Public Health and Human Services Director John Pugleasa, Public Health Supervisor Jordan Knoke, Deputy Auditor/Treasurer Mark Bennett, Deputy Auditor/Treasurer Amy Sylling, Engineer Brian Pogodzinski, La Crescent Police Chief Luke Ahlschlager, and WHKS/City of La Crescent Engineer Tim Hruska

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 Myhre, seconded by Commissioner Schuldt, motion unanimously carried to approve the meeting minutes from April 23, 2024.

Public Comment:

None.

### APPOINTMENTS

The Commissioners discussed a School Zone Speed Limit request on CSAH 6 / CSAH 29 (Elm St) with the City of La Crescent Police Chief Luke Ahlschlager, WHKS/City of La Crescent Engineer Tim Hruska, and County Engineer Pogodzinski. Pogodzinski said a parent survey had been conducted by La Crescent School and parents had expressed safety concerns regarding the speed limit near the school on CSAH 6 / CSAH 29. The current speed limit was 30 miles per hour, and based on research some vehicles were driving above that. Pogodzinski said a 20 miles per hour speed limit was being considered to help reduce speeds around schools. He said the matter would first need to go before the La Crescent City Council. La Crescent Police Chief Ahlschlager said the matter was all about safety for the students.

## CONSENT AGENDA

Motion by Commissioner Severson, seconded by Commissioner Burns, motion unanimously carried to approve the consent agenda. The Commissioners thanked employees for their service to the County. Items approved are listed below.

- 1) Approve renewing a Consumption and Display Permit for Lawrence Lake Marina, LLC. The license is renewed and issued by the State following County approval. This license authorizes the establishment to permit the consumption and display of intoxicating liquor on the premises. The permit does not authorize the sale of intoxicating liquor.
- 2) Accept/confirm the resignation of Dylan Felten, Commercial Property Appraiser, effective 05/10/2024 The Commissioners thanked Mr. Felten for his 3 years of service to the residents of Houston County.
- 3) Approve a competitive search for an appraiser. (Note: Depending upon qualifications/MN DOR certifications the successful candidate may be hired as an Appraiser Trainee B22, Certified MN Appraiser B23, Certified MN Appraiser-Income B24).
- 4) Hire Darlene Johnson as a probationary 0.5 FTE, Deputy Auditor/Treasurer-License Center, B22, Step 1, effective 05/15/2024 conditioned upon successful completion of all background checks.
- 5) Hire Holly Ingvalson as a probationary 1.0 FTE, Assistant Custodian II, Step 3, effective 05/15/2024 conditioned upon successful completion of background checks.
- 6) Accept/confirm the retirement of Sharen Lapham, Adult Mental Health Social Worker, effective 07/30/2024 The Commissioners thanked Ms. Lapham for her 32 years of service to the residents of Houston County.
- 7) Approve a competitive search for an Adult Mental Health Social Worker.
- 8) Accept/confirm the resignation of Elizabeth Knutson, Public Health Nurse, effective 06/05/2024 The Commissioners thanked Ms. Knutson for her 5 years of service to the residents of Houston County.
- 9) Approve a competitive search for a public health nurse C42.

## ACTION ITEMS

File No. 1 – Commissioners discussed a School Zone Speed Limit request on CSAH 6 / CSAH 29 (Elm St) in the City of La Crescent near the schools. Commissioner Myhre said he was in favor of the change, and this was the general consensus of the Commissioners. They discussed a possible resolution on the matter. No official action was taken on the matter.

File No. 2 – Commissioner Schuldt moved, Commissioner Burns seconded, motion unanimously carried to approve the Scope of Work from Bolten and Menk to conduct an aeronautical survey for the RNAV approach.

File No. 3 – Commissioners discussed possible future hanger construction and land rental rates for the Houston County Airport with Engineer Pogodzinski. Pogodzinski said other area airports had airport hangers that were full. Commissioner Severson said he saw a benefit to

expanding the airport especially because of its proximity to La Crosse Airport. He said he saw the Houston County Airport being used more and more. Pogodzinski said funds from the FAA could be used to help with the cost of construction. He said some of the money the County airport received would be lost if it was not used. Commissioner Johnson asked why the County didn't let those who wanted to build hangers build their own with land leased from the County. Engineer Pogodzinski said this was also a possibility. He said the County could both rent some land for people to construct their own hangers while having some County built hangers. No official decisions were made on the matter. Engineer Pogodzinski was asked to do additional research.

File No. 4 – Commissioner Severson moved, Commissioner Burns seconded, motion unanimously carried to approve the low quote from Fahrner Asphalt Sealers, LLC in the amount of \$50,500 for CP 2024-08 Crack filling - Airport. There was only one bid.

File No. 5 – Commissioner Myhre moved, Commissioner Burns seconded, motion unanimously carried to approve the work order under the MnDot Partnership agreement to have MnDot stripe County roads.

File No. 6 – Commissioner Burns moved, Commissioner Severson seconded, motion unanimously carried to accept the quote from Century Traffic for CP 2024-09 for Pavement Marking – road symbols for the amount of \$59,912.00. Two quotes were received. (Note: an error was made on abstract and motion was rescinded at the next regular board meeting. See May 21 meeting minutes for correction.)

File No. 7 – Commissioner Burns moved, Commissioner Myhre seconded, motion unanimously carried to accept low quote from Bruening Rock for CP 2024-10 for Stockpile Aggregate, Class 5 Delivered (Maintenance Rock). Only one bid was received in the amount of \$112,414.61. The final amount was under the original estimate, so Engineer Pogodzinski said he could check with Bruening Rock about overrunning the rock, and the County could consider areas not originally on the list.

File No. 8 – Commissioner Severson moved, Commissioner Schuldt seconded, motion unanimously carried to approve a rezone for Jason and Amber Wieser to rezone an area from the Agricultural Protection District to Residential District in La Crescent Township.

File No. 9 – Commissioner Severson moved, Commissioner Myhre seconded, motion unanimously carried to review and approve payments. See payments below.

**2024/05/07 COMMISSIONER'S WARRANTS:**

<b>VENDOR NAME</b>	<b>AMOUNT</b>
CALEDONIA OIL CO INC	4,470.00
CEDA	7,107.69
CITY OF CALEDONIA	13,063.62
CITY OF LA CRESCENT TREASURER	5,000.00
EHLERS	3,750.00
GOVERNMENTJOBS.COM INC	8,277.31
HOUSTON COUNTY TREASURER	209,241.94
IUOE LOCAL 49 FRINGE BENEFIT FUNDS	25,075.00
KRAUS OIL CO	4,500.00
LIBERTY TIRE RECYCLING LLC	6,861.10
MASTERS TOUCH INC	4,834.47
MINNESOTA ENERGY RESOURCES	108,362.40
MN LIFE INSURANCE COMPANY	2,428.80
MN UI FUND	2,364.77
VERIZON WIRELESS	3,393.68
VISA	9,205.71
WILDCAT CREEK MANAGEMENT	13,000.00
WINONA CONTROLS INC	6,139.35
WS TRUCKING & CONSTRUCTION	2,137.50
	<hr/>
	439,213.34
41 VENDORS PAID LESS THAN \$2000.00	24,818.59
	<hr/>
	464,031.93
PUBLIC HEALTH & HUMAN SERVICES	10,084.30
	<hr/>
	474,116.23

**Public Comment:**

None.

**DISCUSSION ITEMS**

Commissioners discussed recent and upcoming meetings including negotiation, EDA, Zoning, Hiawatha Valley Mental Health, and SELCO meetings.

Commissioner Burns said filing for Commissioner started May 21 through June 4<sup>th</sup>. He said he would not be running for Commissioner in District 3. Districts 1, 3, and 5 would be up for reelection.

There being no further business at 11:10 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 workgroup session on May 14, 2024.

BOARD OF COUNTY COMMISSIONERS

HOUSTON COUNTY, MINNESOTA

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

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

# PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: May 14, 2024

9:00 a.m.

Place: Commissioners Room, Courthouse, Caledonia, MN

Members Present:

Dewey Severson, Eric Johnson, Robert Burns, Bob Schuldt, and Greg Myhre

Others Present:

Interim Auditor/Treasurer Polly Heberlein, Finance Director Carol Lapham, Board Clerk/EDA Director Allison Wagner, Recorder Mary Betz, Human Resources Director Theresa Arrick-Kruger, Public Health and Human Services Director John Pugleasa, Public Health Supervisor Jordan Knoke, Public Health Educator Bri Ceaser, Attorney Samuel Jandt, Environmental Services Director Martin Herrick, City of Caledonia Clerk/ Administrator Jake Dickson, Brent Welch, Cindy Wright, Sierra Dalloway, and Jason Redman

## Board Workgroup Session

The Commissioners discussed the possibility of a proposed ordinance for time, place, and manner restrictions for cannabis businesses in Houston County with Public Health and Human Services Director Pugleasa, Attorney Jandt, Environmental Services Director Herrick, and Caledonia City Clerk/Administrator Jake Dickson.

Attorney Jandt said he had added a section to the proposed draft ordinance that could exempt municipalities from the ordinance if they wanted to opt out and both parties agreed. Caledonia City Clerk/Administrator Dickson said if the ordinance were to be passed the City of Caledonia would want to seek exemption immediately. He said Caledonia already had experience with permitting and wanted to preserve the business community.

The Commissioners discussed banding for the County Attorney's Office and Assessor's Office with Human Resources Director Kruger.

Kruger said staff in the Assessor's office were being draw to other counties and that prompted a review of current job descriptions. Kruger said she had received a response from David Drown Associates DDA (a third party) regarding banding and it came back the Assessor's banding should change from a C53 to D61 and the AMA Assessor's banding should be changed from B25 to C41. She said all other positions would remain unchanged per the recommendation. Fillmore County was currently looking for an assessor and the position paid more than Houston County even with the proposed change.

DDA had also reviewed positions in the County Attorney’s office and recommended a change from B23 to B24. Kruger said she had spent a lot of time reviewing the job duties and firmly believed it had been well vetted and appropriately banded.

Kruger said the sign technician position had also been looked at per the Department Head’s request as the department head depended on the expertise of the position. Banding was recommended to change from B23 to B24.

The Commissioners discussed remaining ARPA dollars with Finance Director Lapham.

Finance Director Lapham said she had checked with the auditors and it would not be possible to give the Historic Jail to the Houston County Historical Society. A Minnesota Statute did give the County authority to provide space in the courthouse for the historical society and to “construct” suitable housing for the historical society. Therefore, a lease could be a possibility even though the County could not give the historical society the property. Lapham suggested a meeting with the Houston County Historical Society to discuss further options.

The workgroup session ended at 10:59 a.m.

BOARD OF COUNTY COMMISSIONERS

HOUSTON COUNTY, MINNESOTA

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

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

## PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: May 21, 2024

9:00 a.m.

Place: Commissioners Room, Courthouse, Caledonia, MN

Members Present: Dewey Severson, Eric Johnson, Robert Burns, Bob Schuldt, and Greg Myhre

Others Present: Interim Auditor/Treasurer Polly Heberlein, Fillmore County Journal Reporter Charlene Selbee, The Caledonia Argus Associate Editor Rose Korabek, Finance Director Carol Lapham, Board Clerk/EDA Director Allison Wagner, Recorder Mary Betz, Public Health and Human Services Director John Pogleasa, Public Health Supervisor Jordan Knoke, Deputy Auditor/Treasurer Mark Bennett, Deputy Auditor/Treasurer Amy Sylling, Deputy Auditor/Treasurer Eliana Babinski, Engineer Brian Pogodzinski, Sheriff Brian Swedberg, Chief Deputy Bill Hargrove, Assessor Lucas Onstad, Appraiser Joe Olson, Appraiser Kelly Peterson, Appraiser Dave Feuerhelm, Human Resources Director Theresa Arrick-Kruger, IT Director Andrew Milde, and Michael Burrbach

Presiding: Chairperson Johnson

Call to order.

Pledge of Allegiance.

Prior to any motions being made Commissioner Johnson asked that content items No. 6 and 7 be moved to action items. Motion was made by Commissioner Severson, seconded by Commissioner Myhre, motion unanimously carried to approve the agenda with the change.

Motion was made by Commissioner Schuldt, seconded by Commissioner Burns, motion unanimously carried to approve the meeting minutes from May 7, 2024.

Motion was made by Commissioner Burns, seconded by Commissioner Myhre, motion unanimously carried to approve the workgroup session minutes from May 14, 2024.

Public Comment:

None.

### APPOINTMENTS

None.

## CONSENT AGENDA

Motion by Commissioner Severson, seconded by Commissioner Schuldt, motion unanimously carried to approve the consent agenda.

- 1) Approve snowmobile trail resolutions listed below.
  - Resolution No. 24-13 La Crescent Snowmobile Trail
  - Resolution No. 24-14 Gopherland Snowmobile Trail
  - Resolution No. 24-15 Houston Money Creek Snowmobile Trail
  - Resolution No. 24-16 Viking Ridge Riders Snowmobile Trail
- 2) Approve 2024-2029 Richard's Sanitation Contract with Houston County.
- 3) Approve new Hauler License Application and Solid Waste Delivery Agreement from Miller Scrap Iron and Metal, Winona, MN to haul in Houston County. Approve License #HOU-34-24.
- 4) Approve Resolution No. 24-17 and LG220 Exempt Gambling Permit on behalf of Bluff Country Hidden Heroes, for gambling activities to be conducted at Ma Cal Grove Country Club, located at 15939 State Highway 76, Caledonia, MN 55921, in Caledonia Township on 07/19/2024 with no waiting period.
- 5) Approve On-Sale and Sunday Liquor License for Money Creek Haven Inc, which will expire on 6/30/24. (License will be prorated to June 30, 2024 and will be renewed as of July 1, 2024.
- 6) This item was moved to action items.
- 7) This item was moved to action items.
- 8) Accept the resignation of Deanne Valadez-Vick, Technical Clerk I, effective 05/24/2024.
- 9) Approve the hire of Gavin Schroeder as a Drop Site Supervisor, 67- day casual employee at a rate of \$16.43 per hour, conditioned upon successful completion of a background check.
- 10) Approve the hire of Michael Boldt as a 1.0 FTE Maintenance Specialist, B23 Step 4, effective 05/28/2024, conditioned upon successful completion of background check.

## ACTION ITEMS

File No. 1 – Commissioner Burns moved, Commissioner Schuldt seconded, motion unanimously carried to accept a Brownsville VFW donation in the amount \$200.00 of to the Veteran Services Office to use for any veteran's needs. Commissioner Schuldt thanked the VFW for their many donations to the Veteran Services Office. The Commissioners agreed.

File No. 2 – Prior to any motions being made Engineer Pogodzinski explained that there had been an accidental mix up in preparing the an abstract, and as a result the wrong bidder had accidentally been awarded. Commissioner Severson moved, Commissioner Burns seconded, motion unanimously carried to rescinding award made on May 7<sup>th</sup> 2024 to Century Traffic, LLC. Then, a motion was made by Commissioner Burns, Commissioner Severson seconded, motion

unanimously carried to award low bid from Sir Lines-A-Lot, LLC for CP 2024-09 Traffic Marking Pavement Symbols. See correct abstract below.

Houston County  
 Abstract  
 CP 2024-09 Payment Marking - Symbols  
 Quote Date: May 6, 2024  
 Time: 1:00 p.m.

Item No.	Description	Units	Quantity	Estimate		Sir Lines-A-Lot		Century Traffic LLC	
				Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price
Base Bid									
2582.502	PAVT MSSG (BIKE LANE ARROW) EPOXY	EACH	49	\$ 89.31	\$ 4,376.19	\$ 140.00	\$ 6,860.00	\$ 150.00	\$ 7,350.00
2582.502	PAVT MSSG (HELMETED BIKE SYMBOL) EPOXY	EACH	49	\$ 64.60	\$ 3,165.40	\$ 140.00	\$ 6,860.00	\$ 150.00	\$ 7,350.00
2582.502	PAVT MSSG (SHARED LANE SYMBOL) EPOXY	EACH	8	\$ 56.65	\$ 453.20	\$ 190.00	\$ 1,520.00	\$ 385.00	\$ 3,080.00
2582.502	PAVT MSSG (RT ARROW) EPOXY	EACH	3	\$ 111.45	\$ 334.35	\$ 150.00	\$ 450.00	\$ 350.00	\$ 1,050.00
2582.502	PAVT MSSG (LT ARROW) EPOXY	EACH	4	\$ 27.86	\$ 111.44	\$ 150.00	\$ 600.00	\$ 350.00	\$ 1,400.00
2582.502	PAVT MSSG (L T-THRU ARROW) EPOXY	EACH	1	\$ 193.18	\$ 193.18	\$ 260.00	\$ 260.00	\$ 750.00	\$ 750.00
2582.503	24" STOP LINE WHITE-EPOXY	S.F.	504	\$ 7.43	\$ 3,744.72	\$ 8.50	\$ 4,284.00	\$ 17.50	\$ 8,820.00
2582.518	CROSSWALK MARKING (CONTINENTAL BLOCK DESIGN) EPOXY	S.F.	6,012.00	\$ 7.43	\$ 44,669.16	\$ 6.50	\$ 39,078.00	\$ 9.50	\$ 57,114.00
					\$57,047.64		\$59,912.00		\$86,914.00

5% 52%

File No. 3 – Prior to any motions being made Commissioners discussed a resolution for establishing school zone speed limits in La Crescent. Commissioner Schuldt said the way the resolution read the speed limit would be 20 mph when children were present. He said the areas were frequented by families, so the speed limit of 20 mph could be enforced outside of school hours if children were present. He said enforcement would be at officer discretion. Commissioner Schuldt said the City of La Crescent was considering a 25 mph speed limit City wide at one time. He asked if this was still being considered and if it would be easier to understand if the speed limit was 25 mph at all times. Commissioner Severson said the City was no longer looking into a 25 mph speed limit City wide. Severson agreed the speed limit could be enforced at each officer’s discretion if children were present. Commissioner Severson moved, Commissioner Schuldt seconded, motion unanimously carried to adopt adopting Resolution No. 24-12 Establishment of School Zone Speed Limit. See resolution below.

**RESOLUTION 24-12**

**Establishment of School Zone Speed Limit**

May 21, 2024

WHEREAS, there are schools located along Houston County highways within the City of La Crescent; and

WHEREAS, Houston County may establish school zone speed limits in accordance with MN Statutes 169.14, Subd. 5a; and

WHEREAS, a review of the school zone route has been conducted; and

WHEREAS, recommendations for establishing school zone speed limits were made;

NOW THEREFORE, be it resolved that Houston County does hereby agree to the establishment of school zone speed limit postings of “20mph When Children Are Present” at the following locations are hereby approved:

- On Houston County State Aid Highway 6 from the alley between S 4<sup>th</sup> St and S 3<sup>rd</sup> St to the alley between & S 6<sup>th</sup> St and S 7<sup>th</sup> St approximately 1,079 feet.
- On Houston County State Aid Highway 29 from the alley between S 1<sup>st</sup> St & Main Street to the alley between S 2<sup>nd</sup> St and S 3<sup>rd</sup> St, approximately 719 feet.

The County Engineer shall arrange for installation of said signage.

This resolution shall be in full force and effect upon installation of said signage.

File No. 4 – Commissioner Burns moved, Commissioner Severson seconded, motion unanimously carried to approve a contract with Ciel Strategic Innovations to conduct a strategic planning process for our Public Health Division. Public Health and Human Services Director Pogleasa said the legislature had approved historic increases in long term funding for Public Health the prior year. The strategic planning process would allow the County to integrate the new funds and associated responsibilities to best serve Houston County residents. The contract fees would be covered with grant funds and would not add to the budget.

File No. 5 – Prior to any motions being made the Commissioners discussed with Human Resources Director Kruger a banding and pay rate change for the County Assessor. Kruger recommended a change to D61, Step 9. Kruger said Assessor Office employees in Houston County were being recruited and looked at by other Counties. This led to questions around if staff were being paid appropriately. David Drown Associates DDA (a third party) had looked at banding and determined the Assessor’s banding should change from a C53 to D61. Kruger said currently the Houston County Assessor was making \$87,000 per year while comparable counties were paying around \$30,000 more for the position than Houston County. Kruger said the proposed change would put the Houston County Assessor at \$106,000. Commissioner Schuldt asked why the banding was so far off, and when banding was looked at. He asked if the County reviewed banding on a schedule. Kruger said a compensation study had been done in 2021-2022. She said at that time several positions were re-banded. Kruger said department heads could look at banding annually. Commissioner Severson said the Assessor’s Office was doing a great job. He said it was difficult to keep good people and sometimes the County needed to adjust. Kruger said it was important to separate market concerns from decisions as to the correct band. Commissioner Severson moved to approve the banding and pay rate change of Lucas Onstad, Assessor to D61, Step 9 effective 05/27/2024. The motion failed for lack of a second. The discussion continued and Commissioner Burns asked what the likelihood would be of ramifications if the County changed the Assessor’s step. Commissioner Myhre asked what the union would think of the change, and said he thought other departments would also request changes if the County made the change. Commissioner Severson moved, Commissioner Burns

seconded, motion carried to approve a banding and pay rate change of Lucas Onstad, Assessor to D61, Step 7 effective 05/27/2024. The Commissioners voted by roll. Commissioners Severson, Burns, and Schuldt voted yes. Commissioner Johnson abstained due to a conflict of interest. Commissioner Myhre voted no.

File No. 6 – Commissioner Myhre moved, Commissioner Severson seconded, motion unanimously carried to approve an EDA loan request from Bryan Spier and Tracey Knutson in the amount of \$30,000 for a market/deli business called Frank and Julia’s to be located at 138 S. Kingston Street in Caledonia at the 2024 set rate and terms of 3.5% for ten years.

File No. 7 – Commissioner Myhre moved, Commissioner Burns seconded, motion unanimously carried to allocate ARPA funds for Splunk, server, RSA, and Boardroom technology in the amount of \$101,251.00. IT Director Milde said the technology in the boardroom would be updated. He said Splunk was a logging tool that was needed as the FBI had passed on new rules to the BCA. He said Splunk would monitor County logs and look for anomalies. The BCA and other counties in the region would be using the same program. Milde said a server update was needed to be able to operate Splunk. Milde said RSA would also be needed in October. RSA was a multifactor identifier. Milde said the new programs would come with unavoidable costs to the County in the future as the updates were required.

File No. 8 – Commissioner Schuldt moved, Commissioner Myhre seconded, motion unanimously carried to review and approve payments. See payments below.

**REVIEW LICENSE CENTER PAYMENTS**

**2024/05/15 AUDITOR WARRANTS**

<b>VENDORNAMEATPAYMENT</b>	<b>AMOUNT</b>
MINNESOTA ENERGY RESOURCES	4,082.71
WINONA COUNTY PLANNING & ZONING	5,824.57
	9,907.28
7 VENDORS PAID LESS THAN \$2000.00	4,431.30
	<u>14,338.58</u>

**2024/05/21 COMMISSIONER'S WARRANTS:**

<b>VENDOR NAME</b>	<b>AMOUNT</b>
ACENTEK	7,356.24
ACI	2,500.00
CALEDONIA SNO GOPHERS CLUB	11,920.41
CEN TEC CAST METAL PRODUCTS	2,795.16
COMPUTER FORENSIC SERVICES LLC	8,157.84
ENTERPRISE FM	16,645.97
EVERETT LAW LLC	2,215.00
HOUSTON COUNTY TREASURER	29,339.01
HOUSTON-MONEY CREEK SNOWMOBILE CLUB	5,711.42
KARPEL SOLUTIONS	51,711.58
LA CRESCENT TRAIL	4,379.93
MIENERGY COOPERATIVE	2,202.88
MN STATE TREASURER	3,257.50
MURPHY & ROVERUD LLP	2,535.00
NEWMAN SIGNS INC	33,889.88
RICHARD'S SANITATION LLC	23,867.90
SKYLINE SALT SOLUTIONS	47,808.30
SOUTHEAST MN PUBLIC INTEREST	5,655.00
STATE OF MINNESOTA	2,600.50
STONEBROOKE ENGINEERING INC	6,082.59
VIKING RIDGE RIDERS	4,912.53
WEX BANK	9,368.21
	<hr/>
	284,912.85
62 VENDORS PAID LESS THAN \$2000.00	21,443.61
	<hr/>
	306,356.46
PUBLIC HEALTH & HUMAN SERVICES	111,150.27
	<hr/>
	<u>417,506.73</u>

File No. 9 and 10 – Commissioners discussed a banding and pay rate change of Administrative Legal Assistant Cindy Augedahl and Administrative Legal Assistant Julie Von Arx-Abnet from B23 non-exempt to B24 non-exempt, Step 7 effective 05/06/2024 with Human Resources Director Kruger. Kruger said job descriptions had been sent to DDA and DDA had made the recommendation to change from B23 to B24. Commissioner Johnson said he did not agree with the banding suggested by DDA, and said there had been back and forth discussion on the job descriptions. Kruger said she believed the job descriptions were clear and concise, however she said she could arrange for a meeting so the administrative legal assistants could talk directly with DDA. It was the general consensus of the Commissioners that Kruger should arrange a meeting for the assistants to speak directly with DDA. The matter was tabled and would be revisited after the meeting with DDA.

Public Comment:

None.

## DISCUSSION ITEMS

Commissioners discussed recent and upcoming meetings including a Root River Watershed One, Workforce Development Inc., Opioid Settlement, Childcare Core Team, and Hiawatha Valley Mental Health Meeting.

Commissioner Johnson said he wanted to clarify some information the paper had printed regarding the investigation relating to a public comment made at the September 26, 2023 Board of Commissioner Meeting. Johnson said it was outside council that had made a determination that nothing had been done wrong, but it was determined that the process was confusing and very unorganized. Johnson said he hoped in the future the County could come up with a Code of Conduct to prevent confusion from happening again. He said he had yet to see a new hiring policy that had been worked on. Myhre said he too had not seen the policy and he said it had been worked on for a long time.

There being no further business at 10:54 a.m., a motion was made by Commissioner Myhre, seconded by Commissioner Severson, motion unanimously carried to adjourn the meeting. The next meeting would be a regular meeting on May 28, 2024.

BOARD OF COUNTY COMMISSIONERS

HOUSTON COUNTY, MINNESOTA

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

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

## PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: May 28, 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, Finance Director Carol Lapham, Board Clerk/EDA Director Allison Wagner, Recorder Mary Betz, Public Health and Human Services Director John Pugleasa, Public Health Supervisor Jordan Knoke, Deputy Auditor/Treasurer Mark Bennett, Engineer Brian Pogodzinski, Appraiser Joe Olson, Appraiser Kelly Peterson, Appraiser Dave Feuerhelm, Office Support Specialist Lee Langager, Human Resources Director Theresa Arrick-Kruger, Semcac Executive Director Jennifer Hengel, and Semcac Transportation Director Bill Spitzer

Presiding: Chairperson Johnson

Call to order.

Pledge of Allegiance.

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

Motion was made by Commissioner Severson, seconded by Commissioner Burns, motion unanimously carried to approve the meeting minutes from May 21, 2024.

Public Comment:

None.

### APPOINTMENTS

Semcac Executive Director Jennifer Hengel and Transportation Director Bill Spitzer presented to the Commissioners. Hengel said Semcac was a nonprofit, 501c3 Community Action Agency designated to serve southeastern Minnesota. It was established in 1966 and began serving Houston County at that time. Hengel reviewed Semcac's impact in Houston County in 2024. This included serving 12,240 meals at senior Dining and delivering 25,627 meals to County seniors in Caledonia, Eitzen, Hokah, Houston, La Crescent, and Spring Grove. In addition to the senior meals Semcac helped seniors and caregivers in Houston County with

individual assistance. Other programs Semcac offered included energy assistance, household weatherization, housing rehab loans, Head Start and Early Start Education programs, outreach and emergency services to support people through crisis situations. Semcac had a family planning clinic in Winona. Spitzer said Semcac had three transit programs. Semcac transportation resulted in people getting to their medical and dental appointments, senior dining, and other locations to meet essential needs. 4,900 rides were provided on Rolling Hills Transit busses in Houston County. 798 riders were provided to 63 seniors through the Volunteer Driver Program in Houston County.

## CONSENT AGENDA

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

- 1) Approve the below Liquor Licenses from July 1, 2024 – June 30, 2025.
  - LIQUOR LICENCES, WINE AND STRONG BEER
  - Ferndale Golf, LLC dba Ferndale Golf, LLC (contingent upon submission of required paperwork)
  - Ma Cal Grove Country Club, Inc. dba Ma Cal Grove Country Club, Inc. (contingent upon submission of required paperwork)
  - Par 4 Golf, LLC dba Valley High Golf Club Shellhorn Enterprises, Inc. dba Shellhorn Bar and Grill (contingent upon submission of required paperwork)
  - Gasthaus, LLC dba Little Miami
  - City of La Crescent dba Pine Creek Golf Course (Wine & Strong Beer)
  - Creek Haven Inc, dba Money Creek Haven Campground (contingent upon submission of required paperwork)
  - ON SALE BEER LICENSES
  - Lawrence Lake Marina, LLC dba Lawrence Lake Marina
  - La Crescent Snowmobile Club dba La Crescent Snowmobile Club
  - City of La Crescent dba Pine Creek Golf Course
  - Gopher State Sportsmans Club dba Gopher State Sportsmans Club
  - OFF SALE BEER LICENSE
  - Lawrence Lake Marina, LLC dba Lawrence Lake Marina
  - La Crescent Snowmobile Club dba La Crescent Snowmobile Club
  - City of La Crescent dba Pine Creek Golf Course
  - Houston Food Mart dba Houston Food Mart (contingent upon submission of required paperwork)
- 2) Public Health & Human Services
  - Change the employment status of Case Aide, Leigh Goetzinger, from probationary to regular, effective 06/11/2024
  - Change Elizabeth Knutson’s resignation date to end of the workday 06/13/2024
  - Hire Kelsey Einertson as a 67-day temporary casual employee at a pay rate of \$15.88/hour (this work is funded by the opioid settlement)
- 3) Sheriff’s Office

Hire Amy Gehrke as a probationary 1.0 FTE, Licensed Sheriff's Deputy, Step 2, effective 06/01/2024 conditioned upon successful completion of Sheriff's Office background checks

**ACTION ITEMS**

File No. 1 – Commissioner Myhre moved, Commissioner Severson seconded, motion unanimously carried to review and approve payments. See payments below.

**2024/05/28 COMMISSIONER'S WARRANTS:**

<b>VENDOR NAME</b>	<b>AMOUNT</b>
BLUFF COUNTRY BRINE LLC	23,123.20
ERICKSON ENGINEERING LLC	2,610.00
ESRI	6,831.00
SKYLINE SALT SOLUTIONS	46,437.02
SOUTH CENTRAL COLLEGE	3,629.39
	<u>82,630.61</u>
20 VENDORS PAID LESS THAN \$2000.00	<u>7,770.37</u>
	90,400.98
PUBLIC HEALTH & HUMAN SERVICES	<u>530,348.95</u>
	<u><u>620,749.93</u></u>

File No. 2 – Commissioners discussed changing the step placement of the Assessor (D61) with Human Resources Director Kruger. At the board meeting the week prior a motion had passed with three votes to make a banding and pay rate change for the Assessor to D61, Step 7 effective 05/27/2024. Commissioner Burns said he had requested the item be placed on the agenda for further consideration, as he said he was afraid the County would lose the current assessor without an additional increase. Commissioner Johnson had recused himself from the vote the week prior, and said he would need to again if a vote was taken due to a conflict of interested. Commissioner Johnson said while he could not vote on the matter he did want the County to consider a precedent they may be setting by voting on the matter again. Commissioner Myhre who had voted no the week prior said he was not interested in reviewing the matter further. No motions were made after the discussion, and no official action was taken.

Public Comment:

None.

**DISCUSSION ITEMS**

Commissioners discussed recent and upcoming meetings including a District 9, Joint Board of Health, La Crescent City Council, Hiawatha Valley Mental Health, Finance, and Semcac meeting.

Commissioner Schuldt said he had gotten two calls regarding a matter that had gone before the planning commission. He said the callers had encouraged the Commissioners to watch the planning meetings.

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

There being no further business at 9:59 a.m., a motion was made by Commissioner Burns, seconded by Commissioner Severson, motion unanimously carried to adjourn the meeting. The next meeting would be a regular meeting on June 4, 2024.

BOARD OF COUNTY COMMISSIONERS

HOUSTON COUNTY, MINNESOTA

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

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

## PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: June 4, 2024

9:00 a.m.

Place: Commissioners Room, Courthouse, Caledonia, MN

Members Present: Dewey Severson, Eric Johnson, Robert Burns, Bob Schuldt, and Greg Myhre

Others Present: Interim Auditor/Treasurer Polly Heberlein, Fillmore County Journal Reporter Charlene Selbee, The Caledonia Argus Associate Editor Rose Korabek, Finance Director Carol Lapham, Board Clerk/EDA Director Allison Wagner, Recorder Mary Betz, Public Health and Human Services Director John Pogleasa, Deputy Auditor/Treasurer Mark Bennett, Deputy Auditor/Treasurer Amy Sylling, Deputy Auditor/Treasurer Eliana Babinski, Engineer Brian Pogodzinski, Appraiser Joe Olson, Appraiser Kelly Peterson, Appraiser Dave Feuerhelm, Office Support Specialist Lee Langager, Assessor Lucas Onstad, Human Resources Director Theresa Arrick-Kruger, Sheriff Brian Swedberg, Environmental Services Director Martin Herrick, Workforce Development Inc. Adult Services Director Kyle Mullen, Union Representative Max Forrester, Ken Johnston, Kate Woodward, Peter Shufflebotham, Larry Gaustad, Cindy Wright, Wayne Runningen, Franklin Hahn, and Mikal Sylling

Presiding: Chairperson Johnson

Call to order.

Pledge of Allegiance.

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

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

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

**Public Comment:**

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

**APPOINTMENTS**

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

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

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

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

## CONSENT AGENDA

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

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

## ACTION ITEMS

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

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

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

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

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

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

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

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

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

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

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

Public Comment:

None.

**DISCUSSION ITEMS**

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

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

There being no further business at 11:45 a.m., a motion was made by Commissioner Myhre, seconded by Commissioner Severson, motion unanimously carried to adjourn the meeting. The next meeting would be a workgroup session on June 11, 2024.

BOARD OF COUNTY COMMISSIONERS

HOUSTON COUNTY, MINNESOTA

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

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

# PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: June 11, 2024

9:00 a.m.

Place: Commissioners Room, Courthouse, Caledonia, MN

Members Present:

Dewey Severson, Eric Johnson, Robert Burns, Bob Schuldt, and Greg Myhre

Others Present:

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

## Board Workgroup Session

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

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

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

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

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

BOARD OF COUNTY COMMISSIONERS

HOUSTON COUNTY, MINNESOTA

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

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

## PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: June 18, 2024

9:00 a.m.

Place: Commissioners Room, Courthouse, Caledonia, MN

Members Present: Dewey Severson, Eric Johnson, Robert Burns, Bob Schuldt, and Greg Myhre

Others Present: Interim Auditor/Treasurer Polly Heberlein, Fillmore County Journal Reporter Charlene Selbee, The Caledonia Argus Associate Editor Rose Korabek, Finance Director Carol Lapham, Board Clerk/EDA Director Allison Wagner, Recorder Mary Betz, Public Health and Human Services Director John Puggleasa, Deputy Auditor/Treasurer Amy Sylling, Deputy Auditor/Treasurer Eliana Babinski, Engineer Brian Pogodzinski, Human Resources Director Theresa Arrick-Kruger, and Sheriff Brian Swedberg

Presiding: Chairperson Johnson

Call to order.

Pledge of Allegiance.

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

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

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

Public Comment:

None.

### APPOINTMENTS

None.

## CONSENT AGENDA

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

- 1) Change the employment status of Deputy Auditor/Treasurer, Jenna Nelson, from probationary to regular, effective 07/02/2024.
- 2) Approve the banding and pay rate change of Adam Heberlein, Highway Sign Specialist from B23, to B24, at Step 8, effective 07/01/2024) (job description and DDA banding memo attached).
- 3) Change the employment status of Child Support Officer, Nicole Lemke, from probationary to regular, effective 07/03/2024.
- 4) Assign Rachel Meyer as probationary Jail Administrator, C43, Step 6 effective 07/01/2024.
- 5) Approve initiating a competitive search for a 1.0 FTE Lead Jailer/Dispatcher.
- 6) Accept the resignation of Ben Novak effective the end of shift 06/27/2024 and thank Mr. Novak for approximately 5 years of service.
- 7) Approve initiating a competitive search for “up to two” 1.0 FTE Jailer/Dispatchers.
- 8) Approve donation of two Fire Suppression Tools (FST) from Caledonia Masonic Lodge to the Sheriff’s Office.

## ACTION ITEMS

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

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

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

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

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

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

Eliana Babinski  
Mark Bennett  
Jenna Nelson  
Darlene Johnson  
Celeste Abbott  
Hannah Miner

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

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

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

<b>VENDOR NAME AT PAYMENT</b>	<b>AMOUNT</b>
HOUSTON COUNTY TREASURER	72,959.20
WILDCAT CREEK MANAGEMENT LLC	13,103.16
	<u>86,062.36</u>
2 VENDORS PAID LESS THAN \$2000.00	373.94
	<u><u>86,436.30</u></u>

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

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

PUBLIC HEALTH & HUMAN SERVICES

106,056.32

432,314.84

Public Comment:

None.

#### DISCUSSION ITEMS

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

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

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

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

There being no further business at 10:12 a.m., a motion was made by Commissioner Myhre, seconded by Commissioner Severson, motion unanimously carried to adjourn the meeting. The next meeting would be a regular meeting on June 25, 2024.

BOARD OF COUNTY COMMISSIONERS

HOUSTON COUNTY, MINNESOTA

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

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

## PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: June 25, 2024

9:00 a.m.

Place: Commissioners Room, Courthouse, Caledonia, MN

Members Present: Dewey Severson, Eric Johnson, Robert Burns, Bob Schuldt (attended meeting virtually, did not vote), and Greg Myhre

Others Present: Interim Auditor/Treasurer Polly Heberlein, Fillmore County Journal Reporter Charlene Selbee, Finance Director Carol Lapham, Board Clerk/EDA Director Allison Wagner, Recorder Mary Betz, Public Health and Human Services Director John Pugleasa, Deputy Auditor/Treasurer Amy Sylling, Deputy Auditor/Treasurer Eliana Babinski, Engineer Brian Pogodzinski, Public Health and Human Services Director John Pugelasa, IT Director Andrew Milde, Sheriff Brian Swedberg, UNM Extension Regional Director Lisa Dierks, and County Extension Committee Auditor Designee Millie Frie

Presiding: Chairperson Johnson

Call to order.

Pledge of Allegiance.

Prior to any motions being made Commissioner Johnson said one item would be added to Action Items: Consider approving an Emergency No Wake Resolution. Motion was made by Commissioner Myhre, seconded by Commissioner Severson, motion unanimously carried to approve the agenda with the addition.

Motion was made by Commissioner Myhre, seconded by Commissioner Burns, motion unanimously carried to approve the meeting minutes from June 18, 2024.

Public Comment:

None.

### APPOINTMENTS

UNM Extension Regional Director, Lisa Dierks recognized Millie Frie, Auditor Designee on the County Extension Committee for her 20 years of service. Frie was presented with an award on behalf of Houston County. Dierks said Frie had been appointed to fill a term on the board in 1996, and had been serving ever since, first as a board member, and then as the Auditor Designee. She continued to serve. Frie said it had been wonderful serving as the Auditor Designee. She said it was good the State gave boards the option to appoint an Auditor Designee

if they wished. She said she appreciated being able to have a voice at meetings over the years. Frie said Extension Educators lived in the communities in which they served, and that had a positive impact. The Commissioners thanked Frie for her many years of service to Houston County.

UNM Extension Regional Director Dierks presented the 2025 Extension Department budget recommendations and the 2025-2027 Memorandum of Agreement (MOA) with University of Minnesota Extension. Dierks said some feedback they had heard from Commissioners throughout the State was that there was a concern with turnover in Extension Staff and the quality of the staff being recruited. To keep quality staff wages were being increased in the 2025-2027 budget. The MOA included a 20% increase mostly due to increasing staff wages and benefits.

**CONSENT AGENDA**

None.

**ACTION ITEMS**

File No. 1 – Commissioners discussed approving the 2025-2027 Memorandum of Agreement (MOA) with University of Minnesota Extension. Chairperson Johnson suggested tabling the matter until later in the budget season. The Commissioners agreed.

File No. 2 – Commissioner Myhre moved, Commissioner Burns seconded, motion unanimously carried to award the lowest bidder Zenke Inc. the Hauge Hill road project SAP 028-599-102 in the amount of \$64,418.76. See bids below.

ABSTRACT OF BIDS  
HOUSTON COUNTY, MINNESOTA  
SAP 028-599-102  
HAUGE HILL ROAD  
JUNE 24, 2024, 10:00 A.M.

Line	Number	Description	Unit	Quantity	Engineers Estimate		Zenke, Inc		VanGundy Excavating LLP		Griffin Construction Co., Inc.		Generation X Construction, LLC	
					Price	Total	Price	Total	Price	Total	Price	Total	Price	Total
1	2021.501	MOBILIZATION	LUMP SUM	1.00	\$ 10,000.00	\$ 10,000.00	\$9,575.00	\$9,575.00	\$5,000.00	\$5,000.00	\$11,650.00	\$11,650.00	\$9,800.00	\$9,800.00
2	2101.501	CLEARING & GRUBBING	LUMP SUM	1.00	\$ 3,000.00	\$ 3,000.00	\$1,500.00	\$1,500.00	\$2,500.00	\$2,500.00	\$8,500.00	\$8,500.00	\$5,000.00	\$5,000.00
3	2104.502	REMOVE ENERGY ABSORBING TERMINAL	EACH	2.00	\$ 750.00	\$ 1,500.00	\$400.00	\$800.00	\$500.00	\$1,000.00	\$400.00	\$800.00	\$500.00	\$1,000.00
4	2104.503	REMOVE METAL CULVERT	LIN FT	87.00	\$ 20.00	\$ 1,740.00	\$25.00	\$2,175.00	\$20.00	\$1,740.00	\$12.00	\$1,044.00	\$20.00	\$1,740.00
5	2104.503	SAWING BITUMINOUS PAVEMENT (FULL DEPTH)	LIN FT	51.00	\$ 2.00	\$ 1,020.00	\$3.50	\$178.50	\$10.00	\$510.00	\$5.00	\$255.00	\$5.00	\$255.00
6	2104.518	REMOVE BITUMINOUS PAVEMENT	SQ FT	693.00	\$ 7.00	\$ 4,841.00	\$1.00	\$693.00	\$1.50	\$984.50	\$0.75	\$497.25	\$2.00	\$1,326.00
7	2104.607	SALVAGE ROCK	CU YD	110.00	\$ 15.00	\$ 1,650.00	\$8.00	\$880.00	\$15.00	\$1,650.00	\$7.00	\$770.00	\$10.00	\$1,100.00
8	2106.507	EXCAVATION-COMMON (PI)	CY	398.00	\$ 10.00	\$ 3,980.00	\$8.00	\$2,704.00	\$15.00	\$5,970.00	\$18.75	\$6,337.50	\$15.00	\$5,970.00
9	2211.509	AGGREGATE BASE CLASS 5	TON	508.00	\$ 25.00	\$ 12,700.00	\$16.47	\$8,366.76	\$25.00	\$12,700.00	\$21.75	\$11,049.00	\$30.00	\$15,240.00
10	2442.501	REMOVE EXISTING BRIDGE	LUMP SUM	1.00	\$ 12,000.00	\$ 12,000.00	\$9,500.00	\$9,500.00	\$15,000.00	\$15,000.00	\$12,000.00	\$12,000.00	\$15,000.00	\$15,000.00
11	2501.502	24" OS PIPE APRON	EACH	6.00	\$ 1,000.00	\$ 6,000.00	\$422.00	\$2,532.00	\$500.00	\$3,000.00	\$400.00	\$2,400.00	\$475.00	\$2,850.00
12	2501.503	24" OS PIPE CULVERT	LIN FT	120.00	\$ 70.00	\$ 8,400.00	\$80.00	\$10,080.00	\$85.00	\$7,800.00	\$54.50	\$6,540.00	\$50.00	\$8,000.00
13	2554.503	TRAFFIC BARRIER DESIGN B6338	LIN FT	150.00	\$ 65.00	\$ 9,750.00	\$40.00	\$6,000.00	\$70.00	\$10,500.00	\$40.00	\$6,000.00	\$50.00	\$7,500.00
14	2563.601	TRAFFIC CONTROL	LUMP SUM	1.00	\$ 5,000.00	\$ 5,000.00	\$3,300.00	\$3,300.00	\$2,000.00	\$2,000.00	\$2,500.00	\$2,500.00	\$2,000.00	\$2,000.00
15	2575.501	TURF ESTABLISHMENT	LUMP SUM	1.00	\$ 2,000.00	\$ 2,000.00	\$1,600.00	\$1,600.00	\$2,500.00	\$2,500.00	\$5,687.00	\$5,687.00	\$7,500.00	\$7,500.00
16	2575.504	ROLLED EROSION PREVENTION CATEGORY 20	SQ YD	1,790.00	\$ 3.25	\$ 5,817.50	\$2.55	\$4,564.50	\$4.00	\$7,160.00	\$2.35	\$4,206.50	\$3.00	\$5,370.00
						\$ 87,680.50		\$64,418.76		\$79,124.50		\$80,236.25		\$86,751.00

File No. 3 – Commissioners considered quotes for an Equinox fleet vehicle. The quotes were similar from Rochester Chevrolet and Lewiston Auto. Pogodzinski said the quotes had been adjusted to better compare “apples to apples” as some of the additional fees varied. Commissioner Severson moved, Commissioner Burns seconded, motion unanimously carried to accept the quote from Lewiston Auto for \$29,890 plus tax, title and license fees for a 2024 Equinox fleet vehicle. The Lewiston Auto quote was slightly more than the one from Rochester,

however the dealership was closer to Houston County, and pick up would require less travel. In addition, proximity was a factor due to future warranty and maintenance services. See quotes below.

HOUSTON COUNTY COURTHOUSE FLEET

QUOTES FOR EQUINOX  
AS QUOTED

Vendor Year Equipment	Rochester Chevrolet 2024 Chevrolet Equinox	Lewiston Auto 2024 Chevrolet Equinox LT AWD White
Cash Price	\$ 29,499.00	\$ 29,890.00
<b>Total</b>	<b>\$ 29,499.00</b>	<b>\$ 29,890.00</b>
MN Use Tax 6.875%	2,048.00	2,054.94
Rochester City Tax .75% - flat fee in lieu of City Tax	20.00	
<b>Taxes</b>	<b>2,068.00</b>	<b>2,054.94</b>
License Fees	500.00	100.00
Service Doc Fee	200.00	.
Title Transfer Fee	49.00	
<b>Fees</b>	<b>749.00</b>	<b>100.00</b>
<b>Grand Total</b>	<b>\$ 32,316.00</b>	<b>\$ 32,044.94</b>

QUOTES FOR EQUINOX  
ADJUSTED TO COMPARE

Vendor Year Equipment	Rochester Chevrolet 2024 Chevrolet Equinox	Lewiston Auto 2024 Chevrolet Equinox LT AWD White
Cash Price	\$ 29,499.00	\$ 29,890.00
<b>Total</b>	<b>\$ 29,499.00</b>	<b>\$ 29,890.00</b>
MN Use Tax 6.875%	2,028.06	2,054.94
Rochester City Tax .75% - flat fee in lieu of City Tax	20.00	
<b>Taxes</b>	<b>2,048.06</b>	<b>2,054.94</b>
License Fees		
Service Doc Fee	200.00	125.00
Title Transfer Fee		
<b>Fees</b>	<b>200.00</b>	<b>125.00</b>
<b>Grand Total</b>	<b>\$ 31,747.06</b>	<b>\$ 32,069.94</b>
	\$ (322.88)	

File No. 4 – Commissioner Severson moved, Commissioner Burns seconded, motion unanimously carried to approve the Houston County Election Emergency Plan.

File No. 5 – Commissioner Burns moved, Commissioner Myhre seconded, motion unanimously carried to approve a budget amendment for Recorders Technology fund balance applied to offset 1st half 2024 expenditures.

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

**REVIEW LICENSE CENTER PAYMENTS**

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

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

**REQUEST APPROVAL FOR PAYMENT**

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

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

File No. 7 – Commissioner Severson moved, Commissioner Burns seconded, motion unanimously carried to adopt Resolution No. 24-19 30 Day Temporary Emergency Water Surface Use Slow No-Wake Zone Restriction. See resolution below.

**Resolution No. 24-19**

**COUNTY OF HOUSTON – RESOLUTION  
30 DAY TEMPORARY EMERGENCY WATER SURFACE USE SLOW NO-WAKE  
ZONE RESTRICTION**

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WHEREAS, the Commissioner of Natural Resources has approved local units of government to enact 30-day temporary emergency water surface use slow no-wake restrictions pursuant to Minnesota Rules 6110.3000-6110.3800, and

WHEREAS, the Houston County Board of Commissioners finds due to forecasted historic flooding across Minnesota, and the location of numerous homes, businesses, and other properties subject to possible flooding in Houston County; and

WHEREAS, the Houston County Board of Commissioners finds it necessary to enact 30-day temporary emergency water surface use slow no-wake restrictions under the following conditions:

NOW, THEREFORE, BE IT RESOLVED BY THE HOUSTON COUNTY BOARD OF COMMISSIONERS AS FOLLOWS:

1. The body of water must reach a level where damage to property is expected.
2. The elevation that triggers the slow no-wake restriction shall be the ordinary high-water level established by the DNR or a lake elevation or river stage where damage to property is expected.
3. The slow no-wake restriction shall be lifted once the water body has been 0.1 feet below the elevation that triggers the slow no-wake for three consecutive days. The slow no-wake restriction shall sunset a maximum of 30 days from the first day it is enacted, unless the Minnesota Department of Natural Resources (MN-DNR) approves an extension.
4. The slow no-wake area is hereby set across the entire water body with the goal of protecting property and minimizing harm to natural resources.
5. The Houston County Sherriff's Office will notify the MN-DNR (via the DNR Boating Law Administrator) as soon as practicable from the date of the enactment of this Resolution.
6. The public will be provided with notice of the enactment of a 30-day temporary emergency water surface use slow no-wake restrictions via Houston County's website, Houston County Auditor's Office, and other means available.

7. The Houston County Sherriff's Office is designated as the primary enforcement agency, with other licensed Minnesota peace officers granted authority to enforce the restriction.
8. A violation of this ordinance shall be a petty misdemeanor punishable by a fine of up to \$300. Nothing in this ordinance shall prohibit the United States, the State of Minnesota, or the County from investigating or prosecuting any other activity that is a crime under any other federal or state statute or county ordinance.
9. This Resolution shall be in full force and effect immediately from and after its passage and publication as required by law.

Public Comment:

None.

#### DISCUSSION ITEMS

Commissioners discussed recent and upcoming meetings including a Solid Waste, Finance, and Department Head meeting.

Commissioner Severson said he wanted to give people a reminder to not put lithium batteries in with regular waste or garbage.

Engineer Pogodzinski said they might need to close Wildcat Park due to water cresting over the road. He said Wildcat Park might need to be closed over the 4<sup>th</sup> of July holiday weekend if the water was too high.

There being no further business at 10:35 a.m., a motion was made by Commissioner Severson, seconded by Commissioner Myhre, motion unanimously carried to adjourn the meeting. The next meeting would be a regular meeting on July 2, 2024.

#### BOARD OF COUNTY COMMISSIONERS

HOUSTON COUNTY, MINNESOTA

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

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

## PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: July 2, 2024

9:00 a.m.

Place: Commissioners Room, Courthouse, Caledonia, MN

Members Present: Dewey Severson, Eric Johnson, Robert Burns, Bob Schuldt, and Greg Myhre

Others Present: Interim Auditor/Treasurer Polly Heberlein, Fillmore County Journal Reporter Charlene Selbee, The Caledonia Argus Associate Editor Rose Korabek, Finance Director Carol Lapham, Board Clerk/EDA Director Allison Wagner, Recorder Mary Betz, Public Health and Human Services Director John Pogleasa, Deputy Auditor/Treasurer Mark Bennett, Deputy Auditor/Treasurer Amy Sylling, Deputy Auditor/Treasurer Eliana Babinski, Engineer Brian Pogodzinski, Human Resources Director Theresa Arrick-Kruger, Kimber Frank, Rick Frank, and Mikal Sylling

Presiding: Chairperson Johnson

Call to order.

Pledge of Allegiance.

One item was added to the consent agenda prior to approval: Hire Sydney Gilbert, as a 67-day Public Health Nurse, C42, Step 4. Motion was made by Commissioner Severson, seconded by Commissioner Schuldt motion unanimously carried to approve the agenda with the addition.

Motion was made by Commissioner Burns, seconded by Commissioner Myhre, motion unanimously carried to approve the meeting minutes from June 25, 2024.

Public Comment:

Kimber Frank and her grandfather Rick Frank spoke during public comment. Kimber Frank said she was a college student who worked four jobs. She said while on her way to work a rock had went through a window in her vehicle and broke it. She said the rock had come from a highway mower. She said she had taken photos and reported it to the Highway Department. Rick Frank asked the Commissioners to consider paying for the damage. He said he knew it was an accident.

APPOINTMENTS

At 9:51 a.m. a motion was made by Commissioner Burns, seconded by Commissioner Myhre, 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, Human Resources Director Kruger, Finance Director Lapham, and Interim Auditor/Treasurer Heberlein attended the closed session.

At 10:45 a.m. a motion was made by Commissioner Severson, seconded by Commissioner Burns, motion unanimously carried to go back into regular session. Kruger gave a summary of the closed session saying there had been general discussion. No motions or consensus had been made.

#### CONSENT AGENDA

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

- 1) Reassign Mark Bennett, currently a Deputy Auditor/Treasurer B22, to Probationary, Appraiser Trainee B22, effective 07/15/2024 (Lateral transfer – no change in pay rate).
- 2) Approve initiating a search for a 1.0 FTE Deputy Auditor/Treasurer (B22).
- 3) Hire Patricia Goetzinger-Krall as a probationary 1.0 FTE, Jailer/Dispatcher, B23, Step 7, effective 07/08/2024 conditioned upon successful completion of Sheriff’s Office background check.
- 4) Hire Sarah Ostern as a probationary 1.0 FTE, Jailer/Dispatcher, B23, Step 1, effective 07/22/2024 conditioned upon successful completion of Sheriff’s Office background check.
- 5) Hire Sydney Gilbert, as a 67-day Public Health Nurse, C42, Step 4.

#### ACTION ITEMS

File No. 1 – Commissioner Myhre moved, Commissioner Schuldt seconded, motion unanimously carried to approve Resolution No. 24-20 Final Acceptance for CP 2024-09, Contract #072 with Sir Lines-A-Lot LLC, for pavement marking symbols. The total cost was \$61,031.00. See resolution below.

#### RESOLUTION NO. 24-20

#### FINAL ACCEPTANCE FOR CP 2024-09 PAVEMENT MARKING SYMBOLS CONTRACT # 072

#### SIR LINES – A - LOT

July 2, 2024

WHEREAS, Contract No. 072 has in all things been completed, and the County Board

being fully advised in the premises,

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

File No. 2 – Commissioners discussed repairs to the Spring Grove salt shed that had occurred due to an accident. A new hoop shed was needed and would cost \$58,950.00. The Highway Department would also need to remove some materials from the shed. The building had a \$2,500 deductible. MCIT was willing to cover the costs and up to 30% of a replacement cover, or the cover could be repaired. Pogodzinski suggested getting a new cover as it had held up beyond it's warranty. The new cover would have a 20 year warranty. The cost to the County would be \$10,000. Commissioner Myhre moved, Commissioner Severson seconded, motion unanimously carried to approve spending \$10,000 towards a new hoop shed with the rest being covered by MCIT.

File No. 3 – Commissioner Myhre moved, Commissioner Severson seconded, motion unanimously carried to approve refunds for those with short term rentals at Wildcat Park who would not be able to camp due to the park closure through July 11<sup>th</sup>, 2024. There was a possibility the park would need to be closed beyond that date if the water did not go down. The park was closed due to flood water going over the road and the park not being accessible.

File No. 4 – Commissioner Burns moved, Commissioner Severson seconded, motion unanimously carried to approve purchasing two cover tops for the Solid Waste Department with ARPA dollars. The cost would be approximately \$30,000.

File No. 5 – Commissioner Burns moved, Commissioner Myhre seconded, motion unanimously carried to review and approve payments. See payments below.

**2024/07/02 COMMISSIONER'S WARRANTS:**

<b>VENDOR NAME</b>	<b>AMOUNT</b>
BOND TRUST SERVICES CORPORATION	125,050.00
DELTA DENTAL	6,477.28
DS ERICKSON & ASSOCIATES PLLC	2,178.11
INSIGHT PUBLIC SECTOR	3,072.59
IUOE LOCAL 49 FRINGE BENEFIT FUNDS	25,075.00
MEDICA	186,987.84
MN LIFE INSURANCE COMPANY	2,484.65
MNCCC	3,825.00
POMPS TIRE SERVICE INC	2,046.19
SIR LINES-A-LOT LLC	3,051.55
VERIZON WIRELESS	3,393.70
	<u>363,641.91</u>
27 VENDORS PAID LESS THAN \$2000.00	<u>9,822.44</u>
	<u>373,464.35</u>
PUBLIC HEALTH & HUMAN SERVICES	<u>23,839.86</u>
	<u><u>397,304.21</u></u>

Public Comment:

None.

**DISCUSSION ITEMS**

Commissioners discussed recent and upcoming meetings including a Minnesota Department of Health Community meeting.

Commissioner Burns said he had attended the fly in breakfast at the Houston County Airport over the weekend, and it had been well attended.

Commissioner Johnson said he had a job description that could possibly be used for the interim administrator search. He said he would share it with the other board members.

There being no further business at 10:46 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 July 9, 2024.

**BOARD OF COUNTY COMMISSIONERS**

**HOUSTON COUNTY, MINNESOTA**

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

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

# PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: July 9, 2024

9:00 a.m.

Place: Commissioners Room, Courthouse, Caledonia, MN

## Members Present:

Dewey Severson, Eric Johnson, Robert Burns, Bob Schuldt, and Greg Myhre

## Others Present:

Interim Auditor/Treasurer Polly Heberlein, Finance Director Carol Lapham, Board Clerk/EDA Director Allison Wagner, Recorder Mary Betz, Human Resources Director Theresa Arrick-Kruger, Public Health and Human Services Director John Pugleasa, IT Director Andrew Milde, Environmental Services Director Martin Herrick, Zoning Administrator Amelia Meiners, Surveyor Eric Schmitt, Assessor Lucas Onstad, Deputy Auditor/Treasurer Mark Bennett, Deputy Auditor/Treasurer Amy Sylling, Deputy Auditor/Treasurer Eliana Babinski, City of La Crescent Community Development Director Larry Kirch, and Lawrence Stryker

## Board Workgroup Session

Larry Kirch, Community Development Director from the City of La Crescent presented the Root River Trail Extension – Citizen Exploratory Committee Trail Plan to the board on behalf of the Committee. Lawrence Stryker who served on the Citizen Exploratory Committee also attended the meeting. Kirch gave a brief history of past and present efforts working on the trail. Kirch said Houston County and the cities of Houston, Hokah, and La Crescent had entered into a formal Memorandum of Agreement to Jointly Cooperate on the trail. The MOA called for the creation of a trail plan which was drafted by the committee. The trail plan confirmed that the 2011 Master Plan was approved and there was no need to recreate a completely separate plan from the Master Plan. The Citizens Exploratory Committee adopted a trail plan on June 12, 2024 acknowledging this. Kirch said so far no public outreach on the recently adopted plan had been done, but that would be one of the next steps. The plan adopted on June 12, 2024 stated: “The committee has stressed empathetically that any property acquisition or property interest be handled entirely through a willing seller/willing buyer approach”. Next steps would include executing a Joint Powers of Agreement, continuing regular meetings of the Exploratory Committee, exploring the feasibility of each segment, engaging with landowners, and seeking funding.

Environmental Services Director Martin Herrick said his last day with the County would be August 2<sup>nd</sup>. He said it had been a privilege and honor to work for the County. Zoning Administrator Amelia Meiners asked Herrick to give the board an overview of the County’s Solid Waste Department before his departure. Herrick said the County had a good program. He suggested keeping all drop sites open, and said Spring Grove was the least busy of the sites.

Zoning Administrator Meiners said her department was open to the idea of sharing a B21, basic tech clerk with the Auditor’s office. She said her department would also like to see another position within the department that could help with the workload.

The board discussed the idea of sharing a tech clerk to answer phones and take questions from callers for both departments with Assessor Lucas Onstad. Onstad said voicemail was often used when people called the office as the current certified assessment technician was often assisting residents in the office with various programs.

Commissioner Johnson asked the board about the possibility of doing some restructuring and combining some departments. He said other Counties had one department head that oversaw various areas. He suggested having a Land Used Department that could possibly include Zoning and the Auditor’s office. No final decisions were made on the matter.

Commissioner Johnson shared with the board a possible job description for hiring an internal interim administrator. Commissioner Severson said he liked the idea of hiring an administrator and opening the job up to external candidates. Commissioner Burns said if one of the internal department heads was appointed as administrator they would need to find additional help for the internal administrator so they were not doing two jobs. Finance Director Lapham was asked about this and said it would be doable to hire someone internally and that duties could be readjusted.

Sheriff Swedberg updated the board saying his office had gotten approval to open an eight day temporary hold facility for juveniles in the Houston County Jail. He said Attorney Jandt was currently working on a contract for other counties who may want to contract for a bed year round.

Sheriff Swedberg said he could look into the possibility of establishing an ordinance that would call for a no wake in residential areas when water was particularly high due to flooding. Commissioner Severson asked Sheriff Swedberg to look into the matter and come back with more information.

Commissioner Burns said he wanted consideration for approving a ten dollar increase from ten to twenty dollars in wheelage tax added to the next agenda.

The workgroup session ended at 11:47 a.m.

BOARD OF COUNTY COMMISSIONERS

HOUSTON COUNTY, MINNESOTA

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

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

## PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: July 23, 2024

9:00 a.m.

Place: Commissioners Room, Courthouse, Caledonia, MN

Members Present: Dewey Severson, Eric Johnson, Robert Burns, Bob Schuldt (attended remotely via zoom), and Greg Myhre

Others Present: Interim Auditor/Treasurer Polly Heberlein, Fillmore County Journal Reporter Charlene Selbee, The Caledonia Argus Associate Editor Rose Korabek, Interim Administrator Carol Lapham, Board Clerk/EDA Director Allison Wagner, Recorder Mary Betz, Public Health and Human Services Director John Pugleasa, Public Health Supervisor Jordan Knoke, Deputy Auditor/Treasurer Mark Bennett, Deputy Auditor/Treasurer Amy Sylling, Engineer Brian Pogodzinski, Human Resources Director Theresa Arrick-Kruger, Assessor Lucas Onstad, IT Director Andrew Milde, Zoning Administrator Amelia Meiners, Shirley Johnson, Deb Wray, and Chuck Schulte

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. The Commissioners voted by roll. All commissioners voted yes.

Prior to the minutes being approved Commissioner Severson said he noticed the list of payments in the minutes had amounts that appeared to be off by one line. He asked that this be corrected. Motion was made by Commissioner Severson, seconded by Commissioner Myhre, motion unanimously carried to approve the meeting minutes from July 16, 2024 with the correction. The Commissioners voted by roll. All commissioners voted yes.

Public Comment:

Chuck Schulte spoke against the decision (that had been made the week prior) to increase wheelage tax in Houston County from \$10.00 to \$20.00. He said “you are looking at the wrong end of the stick”, and suggested the County should contact the State for a larger share of the cost. Schulte said he had also noticed that the Board of Commissioner meeting recordings on the website were dated, and that the last one was from June. He said the recordings should be updated in a more timely manner.

## APPOINTMENTS

Houston County Historical Society President Shirley Johnson and Houston County Historical Society Vice President Deborah Wray gave a Houston County Historical Society annual presentation to the board. Johnson thanked the County board and residents for their continued support. She said projects continued, as they were working to maintain their buildings. She said a new Houston County artists art gallery would be on display at the Historical Society. Commissioner Johnson said he enjoyed seeing new displays each year at fair time. He thanked the Historical Society volunteers for their service. The Commissioners agreed.

## CONSENT AGENDA

Prior to any motions being made Commissioner Myhre said he wanted to see Consent Agenda Item No. 2 be pulled from the consent agenda and moved to discussion items, as there was a possibly of combining departments, and not needing a department head solely for Environmental Services. Myhre said he was still in favor of Amelia Meiners temporarily filling the role in the interim. The Commissioners discussed the matter of advertising for an Environmental Services Director despite the fact that the department might be restructured in the future. Kruger said the position could be advertised, and the board could still decide not to fill it. It was eventually decided that the matter would stay on the Consent Agenda. Commissioner Johnson asked about the step for the Interim County Environmental Services Director. He said the step was more than a 3% increase that was typically used. He said his comment was in no way a reflection of the good work the person was doing, but that he wanted to make sure the County was being fair. Kruger agreed, but said this was an extenuating circumstance as the department was already short staffed in addition to the current Environmental Services Director leaving. She also said the Interim Director was coming into the role with previous experience in the role. Commissioner Johnson said he wanted it to be clear that this was an interim appointment, and that in the future it could be decided there was not a need for a permanent Environmental Services Director. Motion by Commissioner Severson, seconded by Commissioner Burns, motion unanimously carried to approve the consent agenda. The Commissioners voted by roll. All Commissioners voted yes. Items are listed below.

- 1) Appoint Amelia Meiners as the Interim County Environmental Services Director, D61, Step 5, effective 08/05/2024.
- 2) Initiate a competitive search for an Environmental Services Director.
- 3) Change Lynn Colsch's appointment from .75 FTE to 1.0 FTE effective 07/29/2024.
- 4) Change the employment status of Social Worker, Jennifer Curtis, from probationary to regular, effective 08/12/2024.
- 5) Initiate a competitive search for a 1.0 FTE probationary PHS Account Clerk, B23.
- 6) Approve revising the current Public Health Nurse search to that of a PHN or Staff RN. (Staff RN hire will be required to attain the PHN status within 3 years from date of hire.)

## ACTION ITEMS

File No. 1 – Commissioner Severson moved, Commissioner Myhre seconded, motion unanimously carried to approve Resolution No. 24-24 and Final Acceptance for Airport Hanger Contract Nadeau Companies, LLC. The Commissioners voted by roll. All Commissioners voted yes. Resolution is below.

**RESOLUTION NO. 24-24**

**FINAL ACCEPTANCE FOR AIRPORT HANGAR TAXILANE CONTRACT  
NADEAU COMPANIES, LLC**

**July 23, 2024**

WHEREAS, The Contract for the Airport Hanger Taxilane construction has in all things been completed, and the County Board being fully advised in the premises,

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

File No. 2 – Commissioner Burns moved, Commissioner Schuldt seconded, motion unanimously carried to approve the MN/Dot Aeronautics grant for the Fuelmaster card reader grant and adopt Resolution No. 24-25. The Commissioners voted by roll. All Commissioners voted yes. Resolution is below.

**RESOLUTION NO. 24-25**

**AUTHORIZATOIN TO EXECUTE  
MINNESOTA DEPARTMENT OF TRANSPORTATION  
GRANT AGREEMENT FOR AIRPORT IMPROVEMENT  
EXCLUDING LAND ACQUISITION**

BE IT RESOLVED by the County of Houston as follows:

1. That the State of Minnesota Agreement No. **1057508**, “Grant Agreement for Airport Improvement Excluding Land Acquisition,” for State Project No. **A2801-36** at the **Houston County Airport** is accepted.
2. That the County Board Chairperson and Interim County Auditor/Treasurer are authorized to execute this Agreement and any amendments on behalf of the County of Houston.

File No. 3 – Engineer Pogodzinski said he wanted to clarify a section of minutes that had been previously approved. Commissioner Severson moved, Commissioner Burns seconded, motion unanimously carried to clarify 7-2-24 board minutes under File No. 2 to indicate repairs to the building and not an entire new building. The Commissioners voted by roll, and all voted yes to the clarification. Minutes should have read: Commissioners discussed repairs to the

Spring Grove salt shed that had occurred due to an accident. Repairs to the shed would cost \$58,950.00. The Highway Department would also need to remove some materials from the shed. The building had a \$2,500 deductible. MCIT was willing to cover the costs and up to 30% of a replacement cover, or the cover could be repaired. Pogodzinski suggested getting a new cover as it had held up beyond its warranty. The new cover would have a 25 year warranty. The cost to the County would be \$10,000. Commissioner Myhre moved, Commissioner Severson seconded, motion unanimously carried to approve spending \$10,000 towards a new hoop cover with the rest of the repairs being covered by MCIT.

File No. 4 – Commissioners discussed the possibility of applying to a Ucare grant to support building renovations at the Public Health Office with Public Health and Human Services Director Pugleasa and Public Health Supervisor Knoke. Commissioner Burns asked if the grant required a match. Pugleasa said he was not sure. Commissioner Johnson asked what specific items would be requested through the grant. Pugleasa said they did not know yet, as the grant had just recently been released. He said if grant funds were awarded the matter would come back before the board to be accepted. Commissioner Burns moved, Commissioner Severson seconded, motion carried four to one to approve Ucare grant application to support building renovations at the Public Health Office. The Commissioners voted by roll. Commissioners Severson, Burns, Schuldt, and Myhre voted yes. Commissioner Johnson voted no saying the board did not have enough information.

File No. 9 – Commissioner Severson moved, Commissioner Myhre seconded, motion unanimously carried to review and approve payments. Payment are below.

**REVIEW LICENSE CENTER PAYMENTS**

**2024/07/17 AUDITOR WARRANTS:**

<u>VENDOR NAME</u>	<u>AMOUNT</u>
HAGEN/PAUL	31,297.50
NORTHERN STATES POWER	6,452.00
SE SWCD TECHNICAL SUPPORT JPB	11,062.08
WITT/KENNETH	<u>25,601.78</u>
	74,413.36
6 VENDORS PAID LESS THAN \$2000.00	<u>4,429.82</u>
	<u><u>78,843.18</u></u>

**2024/07/23 COMMISSIONER'S WARRANTS:**

<b>VENDOR NAME</b>	<b>AMOUNT</b>
DUNN BLACKTOP COMPANY	1,336,965.43
ENTERPRISE FM	16,918.30
LIBERTY TIRE RECYCLING LLC	3,401.40
MIENERGY COOPERATIVE	4,660.57
MNCCC	12,836.62
NADEAU COMPANIES LLC	13,565.40
OFFICE OF MNIT SERVICES	2,342.15
RON WEYMILLER CONSTRUCTION	12,834.93
STREET SMART RENTALS LLC	3,010.94
TRIMIN SYSTEMS INC	20,944.00
	<u>1,427,479.74</u>
22 VENDORS PAID LESS THAN \$2000.00	9,916.34
	<u>1,437,396.08</u>
PUBLIC HEALTH & HUMAN SERVICES	6596.58
	<u><u>1,443,992.66</u></u>

**Public Comment:**

None.

**DISCUSSION ITEMS**

Commissioners discussed recent and upcoming meetings including a Department Head, Hiawatha Valley Mental Health, Wildcat, and Zoning meeting.

Commissioner Johnson said a member of the Historical Society would be attending the next workgroup session to discuss possibilities for the old historic jail.

Commissioner Myhre said he wanted the County to put out a RFP to look at health insurance options.

Commissioner Myhre said he had been visiting some townships.

There being no further business at 10:24 a.m., a motion was made by Commissioner Severson seconded by Commissioner Myhre, motion unanimously carried to adjourn the meeting. The Commissioners voted by roll. All Commissioners voted yes. The next meeting would be a regular meeting on August 6, 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: July 16, 2024

9:00 a.m.

Place: Commissioners Room, Courthouse, Caledonia, MN

Members Present: Dewey Severson, Eric Johnson, Robert Burns (joined meeting at 9:09 a.m), Bob Schuldt, and Greg Myhre

Others Present: Interim Auditor/Treasurer Polly Heberlein, Fillmore County Journal Reporter Charlene Selbee, The Caledonia Argus Associate Editor Rose Korabek, Finance Director Carol Lapham, Board Clerk/EDA Director Allison Wagner, Recorder Mary Betz, Public Health and Human Services Director John Pugleasa, Public Health Supervisor Jordan Knoke, Public Health Educator Bri Ceaser, Deputy Auditor/Treasurer Mark Bennett, Deputy Auditor/Treasurer Amy Sylling, Deputy Auditor/Treasurer Eliana Babinski, Engineer Brian Pogodzinski, Human Resources Director Theresa Arrick-Kruger, Appraiser Joe Olson, Office Support Specialist Lee Langager, Assessor Lucas Onstad, IT Director Andrew Milde, Sheriff Brian Swedberg, Finance Clerk Lynn Colsch, Zoning Administrator Amelia Meiners, Medical Examiner Ross Richard, Supervisor Death Investigations Medical Examiner's Office Monica Kendall, Mike Werner, Larry Gaustad, and Cindy Wright

Presiding: Chairperson Johnson

Call to order.

Pledge of Allegiance.

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

Motion was made by Commissioner Myhre, seconded by Commissioner Schuldt, motion unanimously carried to approve the meeting minutes from July 2, 2024.

Motion was made by Commissioner Severson, seconded by Commissioner Myhre, motion unanimously carried to approve the workgroup session minutes from July 9, 2024.

Public Comment:

Mike Werner, Houston County taxpayer, spoke to the board in favor of appointing Carol Lapham as Internal Interim Administrator. He shared with the board a letter he had written. "Our County is in a stage of chaos some self-inflicted, and some from outside sources. Chaos can be

good if you can manage through it. Appointing Carol Lapham as interim administrator is a great first step...She has a strong understanding of the inner workings of the whole County and is approachable by all employees. She definitely has the skills and knowledge to put in place a structure for efficient and effective service to the tax payers.” He said a simple yet effective job description for the administrator would be for them to work themselves out of a job. Werner said the County was running on a 100-year-old model with outdated systems and structure to be effective and efficient. Werner suggested implementing a hiring freeze and no over-time for any department over budget if cost was a concern. He said salaried department heads may need to put in extra hours and work to ensure the tasks of their departments were completed in a timely manner. He said the County had many excellent employees, and that each role was important.

## APPOINTMENTS

Chief Medical Examiner Ross Richard presented the Southern Minnesota Regional Medical Examiner’s Office 2023 Houston County Report to the Commissioners. There were 174 total deaths in Houston County in 2023. Richard said death certificates contained information including: cause of death, manner of death, if an autopsy occurred, if the individual was pregnant, if injured the date, time, location, also how injury occurred, if an injury was work related, and if transportation injury type (e.g. driver, passenger, etc.). Death certificates were used by families, relatives, and the Minnesota Department of Health/CDC-Public Health. Richard discussed drug overdoses saying there had been two in Houston County in 2023. He said in his work he saw an increase in accidental fentanyl overdoses. Heart disease and cancer continued to be the leading cause of death. Richard said falls were a common cause of death especially for elderly people. He said it would be interesting to see what could be done to help prevent falls in the future, and that this was an are currently being worked on.

## CONSENT AGENDA

Motion by Commissioner Myhre, seconded by Commissioner Burns, motion unanimously carried to approve the consent agenda. Commissioner Burns said he wanted to thank Kruger and Melbostad for their many years of service to the board. The Commissioners agreed. Items approved are listed below.

- 1) Accept the resignation of Martin Herrick, Environmental Services Director, effective the end of the business day, August 2, 2024, and thank him for his 2.5 years of service to the residents of Houston County.
- 2) Confirm the appointment of Amelia Meiners as the Houston County Zoning Administrator pursuant to Minn. Statute 394.29, effective August 3, 2024.
- 3) Initiate a competitive search for a 1.0 FTE Environmental Services Specialist, B24.
- 4) Accept the resignation of Theresa Arrick-Kruger, HR Director, effective at the end of the business day, September 6, 2024, and thank her for 15 years of service to the residents of Houston County.

- 5) Accept the resignation of Cynthia Melbostad, Accounting Clerk, effective at the end of the business day, August 2, 2024, and thank her for 31 years of service to the residents of Houston County.

## ACTION ITEMS

File No. 1 – Commissioner Myhre moved, Commissioner Severson seconded, motion unanimously carried to approve Resolution No. 24-21 Declaring a State of Emergency for conditions resulting from the heavy rains and flooding event of June 16, 2024. See resolution below.

### Resolution Declaring a State of Emergency Resolution # 24-21

WHEREAS the heavy rains and flooding impacted the population of Houston County and its cities, townships, public utilities, and electric cooperatives; and

WHEREAS the heavy rains and flooding event has caused a significant amount of debris and power distribution system damage; and

WHEREAS the Houston County Department of Emergency Management requests the Houston County Board of Commissioners to declare Houston County in a STATE OF EMERGENCY for the June 16 event of 2024;

NOW, THEREFORE, BE IT RESOLVED, that the Houston County Board of Commissioners declares Houston County in a State of Emergency for conditions resulting from the heavy rains and flooding event of June 16, 2024.

Adopted by the Houston County Board of Commissioners this 16th day of July, 2024.

File No. 2 – Commissioner Myhre moved, Commissioner Schuldt seconded, motion unanimously carried to approve a Boat Patrol Mutual Aid Agreement between Houston County and Vernon County, WI.

File No. 3 – Commissioner Burns moved, Commissioner Severson seconded, motion unanimously carried to adopt Root River Trail Extension – Citizen Exploratory Committee Adopted Trail Plan.

File No. 4 – Commissioner Severson moved, Commissioner Schuldt seconded, motion unanimously carried to approve a letter of support for City of La Crescent – Root River Trail Towns ATIIP Planning and Design Spine Extension application.

File No. 5 – Commissioners discussed paying for a car window belonging to Kimber Frank that she said had been accidentally broke by a rock from a Houston County Highway mower. She had given the board a quote for a used replacement window in the amount of approximately \$342.00. Commissioner Burns asked if the County was setting a precedent by paying for the window that insurance refused to pay (as the County had all the necessary shields in place). The Commissioners discussed the rarity of the situation. Commissioner Severson said the driver had been driving responsibly and safely, and he thought each incident should be looked at on a case by case basis. Commissioner Johnson encouraged people to file a police report if a similar event occurred in the future. Commissioner Myhre moved, Commissioner Severson seconded, motion unanimously carried to approve payment for the car window.

File No. 6 – Commissioners discussed the possibility of a wheelage tax increase as proposed by Commissioner Burns. The money from the increase would go towards the highway department. The proposal was to increase the tax by an additional \$10.00 going from \$10.00 to a total of \$20.00. Commissioner Johnson said he was not in favor of the increase. He said some businesses had multiple vehicles. Commissioner Burns moved, Commissioner Severson seconded, motion carried three to two to approve Resolution No. 24-22 Wheelage Tax increase. The tax would be increased an additional \$10.00 going from \$10.00 to a total of \$20.00. The Commissioners voted by roll. Commissioners Burns, Severson, and Myhre voted yes. Commissioners Johnson and Schuldt voted no. See resolution below.

RESOLUTION NO. 24-22  
WHEELAGE TAX  
July 16, 2024

WHEREAS, in accordance with MN Statute 163.051, The Houston County Board of Commissioners implemented a \$10 per year per vehicle wheelage tax on each qualifying motor vehicle kept in the county when not in operation and that is subject to annual registration and taxation under MN Statute 163; AND

WHEREAS, MN Statute 163 Subd 1.b.2 allows the county to increase the wheelage tax up to \$20 per year on or after January 1, 2018; AND

WHEREAS, the assessed wheelage tax may be used within the Road and Bridge Fund for “highway purposes” and the county anticipates reduction in future State Aid maintenance funds;

THEREFORE, BE IT RESOLVED, the Houston County Board of Commissioners hereby authorizes and imposes a wheelage tax as provided in MN Statutes 163.051 at a rate of \$20 per year on each motor vehicle, except a vehicle exempt from the tax as defined in MN Statute 163.051 Subd 1(c), which is kept in Houston County when not in operation and which is subject to annual taxation and registration under MN Statute 163; and

BE IT FURTHER RESOLVED, that the Houston County Board of Commissioners hereby requests the wheelage tax be collected at the rate of \$20 by the state registrar of motor vehicles, as provided for in MN Statute 163.051, Subd 2; and

BE IT FURTHER RESOLVED, that the Houston County Board of Commissioners hereby directs the County Auditor/Treasurer to certify the wheelage tax rate of \$20 to the state registrar of motor vehicles before August 1, 2024, and that the tax be effective January 1, 2025.

File No. 7 – Commissioner Burns moved, Commissioner Schuldt seconded, motion unanimously carried to approve Opioid Settlement expenditures. Public Health and Human Services Director Pugleasa, said the Opioid Settlement required Public Health to convene a community group to get input on local use of settlement dollars. The group had been meeting for several months and was recommending spending up to \$32,725 for Naloxone items, AEDs, and education/marketing items. Public Health Supervisor Knoke said organizations would be able to apply to receive the items.

File No. 8 – Commissioners discussed the possibility of appointing Carol Lapham as Internal Interim Administrator. Commissioner Severson asked if the position should be advertised, as someone else had shown interest in the position. Commissioner Johnson said he had discussed the matter with Attorney Jandt, and due the urgent situation the County could justify hiring Lapham. Johnson said he felt Lapham was the right person for the job because of her many year of experience. September would be 40 years. Lapham said reorganization of the County had been discussed for the past 20 years. She said the County was operating on a dated 100-year-old model. She said with major expenses the County needed to “leverage what we have”. She said her remaining time with the County would be short due to retirement, but she would prefer to leave the County seeing some efficiencies. Commissioner Burns asked how much extra time the administrator duties would take Lapham. Lapham said she already did many of the duties, so she did not see her time increasing drastically. Lapham said she would request that Lynn Colsch, who worked in the finance department with her, be increased from .75 to 1.0. She said succession planning was important at the County as she and other department heads neared retirement. Commissioner Myhre moved, Commissioner Burns seconded, motion carried four to one to appoint Carol Lapham as Internal Interim Administrator at E82 Step 5 effective immediately through December 31, 2024, and adopt Resolution No. 24-23 Establish Houston County Administrator Position and Appoint Internal Interim Administrator. The Commissioners voted by roll. Commissioner Severson voted no. Commissioners Johnson, Burns, Schuldt, and Myhre voted yes. See resolution below.

#### RESOLUTION NO. 24-23

### **ESTABLISH HOUSTON COUNTY ADMINISTRATOR POSITION AND APPOINT INTERNAL INTERIM ADMINISTRATOR**

July 16, 2024

BE IT RESOLVED, by the Houston County Board of Commissioners, that the board authorizes the establishment of an administrator position for Houston County and appoints Carol Lapham as Internal Interim Administrator.

File No. 9 – Commissioner Myhre moved, Commissioner Schuldt seconded, motion unanimously carried to review and approve payments. See payments below.

<b>REVIEW LICENSE CENTER PAYMENTS</b>	
<b>2024/07/03 AUDITOR WARRANTS:</b>	
<b>VENDORNAMEATPAYMENT</b>	<b>AMOUNT</b>
HOUSTON COUNTY TREASURER	34,416.11
ISD 300 TREASURER	149,376.58
MN PACE-ST PAUL PORT AUTHORITY	3,800.96
TREASURER CCWSD	42,187.70
TREASURER CITY OF BROWNSVILLE	95,856.05
TREASURER CITY OF CALEDONIA	738,569.86
TREASURER CITY OF EITZEN	74,133.91
TREASURER CITY OF HOKAH	199,238.18
TREASURER CITY OF HOUSTON	333,190.35
TREASURER CITY OF LA CRESCENT	2,087,407.31
TREASURER CITY OF SPRING GROVE	396,763.00
TREASURER SCHOOL DISTRICT 239	7,534.35
TREASURER SCHOOL DISTRICT 294	55,962.10
TREASURER SCHOOL DISTRICT 297	47,713.98
TREASURER SCHOOL DISTRICT 299	96,921.23
TREASURER TWP OF BLACKHAMMER	61,910.65
TREASURER TWP OF BROWNSVILLE	112,302.66
TREASURER TWP OF CALEDONIA	115,708.45
TREASURER TWP OF CROOKED CREEK	49,727.39
TREASURER TWP OF HOKAH	78,570.42
TREASURER TWP OF HOUSTON	104,762.39
TREASURER TWP OF JEFFERSON	18,650.81
TREASURER TWP OF LA CRESCENT	239,411.74
TREASURER TWP OF MAYVILLE	90,865.79
TREASURER TWP OF MONEY CREEK	159,975.79
TREASURER TWP OF MOUND PRAIRIE	199,305.71
TREASURER TWP OF SHELDON	55,204.96
TREASURER TWP OF SPRING GROVE	98,288.90
TREASURER TWP OF UNION	71,405.45
TREASURER TWP OF WILMINGTON	120,649.80
TREASURER TWP OF WINNEBAGO	72,028.47
TREASURER TWP OF YUCATAN	83,168.62
	<b>6,095,009.67</b>
5 VENDORS PAID LESS THAN \$2000.00	2,068.28
	<b>6,097,077.95</b>

**REQUEST APPROVAL FOR PAYMENT**

**2024/07/16 COMMISSIONER'S WARRANTS:**

<b>VENDOR NAME</b>	<b>AMOUNT</b>
ABILITY BUILDING COMMUNITY	2,503.84
ACENTEK	2,819.07
B & D SEALCOATING	2,050.00
BAN-KOE SYSTEMS INC	2,139.00
BLUFF COUNTRY BRINE LLC	16,141.18
BRUENING ROCK PRODUCTS INC	390,248.89
CALEDONIA OIL CO INC	7,618.00
CALEDONIA/CITY OF	14,814.99
COMPUTER FORENSIC SERVICES LLC	23,695.00
ELECTION SYSTEMS & SOFTWARE INC	7,120.77
FAHRNER ASPHALT SEALERS LLC	54,422.80
GIRARD'S BUSINESS SOLUTIONS INC	2,037.00
HOUSTON COUNTY TREASURER	29,575.86
INSIGHT PUBLIC SECTOR	3,153.67
LA CROSSE TRUCK CENTER INC	5,325.10
LA FLEUR LAW OFFICE LLC	4,725.00
MADER 3G PROPERTIES LLC	2,461.95
MN STATE TREASURER	4,059.00
MURPHY & ROVERUD LLP	3,600.00
RDO EQUIPMENT CO INC	275,605.00
REGENTS OF THE UNIVERSITY OF MINNESOTA	31,297.63
RICHARD'S SANITATION LLC	24,661.56
SEACHANGE PRINT INNOVATIONS	2,876.06
SELCO	55,872.75
SOUTHEAST MN PUBLIC INTEREST	2,000.00
STONEBROOKE ENGINEERING INC	2,054.55
STRUCTURES UNLIMITED LLC	36,700.00
VISA	9,458.10
WEX BANK	9,735.46
	<u>1,028,772.23</u>
58 VENDORS PAID LESS THAN \$2000.00	<u>28,577.03</u>
	<u>1,057,349.26</u>
PUBLIC HEALTH & HUMAN SERVICES	<u>114,014.90</u>
	<u>1,171,364.16</u>

Public Comment:

Cindy Wright from La Crescent who served on the Houston County Planning Commission said she agreed with Werner’s earlier public comment. She said she wanted to commend the board for forward thinking and appointing an internal interim administrator.

The Caledonia Argus Associate Editor Rose Korabek asked if Opioid Settlement education dollars would go towards prevention as well as educating about items approved earlier in the meeting. Commissioner Burns said yes.

Mike Werner said he disagreed with the wheelage tax increase. He said going from \$10.00 to \$20.00 was a 100% tax increase.

DISCUSSION ITEMS

Commissioners discussed recent and upcoming meetings including an airport meeting that Senator Amy Klobuchar had attended along with Commissioner Burns, the press, and the City of Caledonia. Klobuchar had discussed the importance of small airports during the visit, and looked at how the County was using federal dollars for airport needs.

Commissioner Johnson said Soil and Water had looked at engineering plans for a recent project that had been approved with the condition it be reviewed by Soil and Water and Zoning. The applicant would need to continue to work on the engineering plans.

There being no further business at 10:33 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 July 23, 2024.

BOARD OF COUNTY COMMISSIONERS

HOUSTON COUNTY, MINNESOTA

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

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

## PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: July 23, 2024

9:00 a.m.

Place: Commissioners Room, Courthouse, Caledonia, MN

Members Present: Dewey Severson, Eric Johnson, Robert Burns, Bob Schuldt (attended remotely via zoom), and Greg Myhre

Others Present: Interim Auditor/Treasurer Polly Heberlein, Fillmore County Journal Reporter Charlene Selbee, The Caledonia Argus Associate Editor Rose Korabek, Interim Administrator Carol Lapham, Board Clerk/EDA Director Allison Wagner, Recorder Mary Betz, Public Health and Human Services Director John Pogleasa, Public Health Supervisor Jordan Knoke, Deputy Auditor/Treasurer Mark Bennett, Deputy Auditor/Treasurer Amy Sylling, Engineer Brian Pogodzinski, Human Resources Director Theresa Arrick-Kruger, Assessor Lucas Onstad, IT Director Andrew Milde, Zoning Administrator Amelia Meiners, Shirley Johnson, Deb Wray, and Chuck Schulte

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. The Commissioners voted by roll. All commissioners voted yes.

Prior to the minutes being approved Commissioner Severson said he noticed the list of payments in the minutes had amounts that appeared to be off by one line. He asked that this be corrected. Motion was made by Commissioner Severson, seconded by Commissioner Myhre, motion unanimously carried to approve the meeting minutes from July 16, 2024 with the correction. The Commissioners voted by roll. All commissioners voted yes.

Public Comment:

Chuck Schulte spoke against the decision (that had been made the week prior) to increase wheelage tax in Houston County from \$10.00 to \$20.00. He said “you are looking at the wrong end of the stick”, and suggested the County should contact the State for a larger share of the cost. Schulte said he had also noticed that the Board of Commissioner meeting recordings on the website were dated, and that the last one was from June. He said the recordings should be updated in a more timely manner.

## APPOINTMENTS

Houston County Historical Society President Shirley Johnson and Houston County Historical Society Vice President Deborah Wray gave a Houston County Historical Society annual presentation to the board. Johnson thanked the County board and residents for their continued support. She said projects continued, as they were working to maintain their buildings. She said a new Houston County artists art gallery would be on display at the Historical Society. Commissioner Johnson said he enjoyed seeing new displays each year at fair time. He thanked the Historical Society volunteers for their service. The Commissioners agreed.

## CONSENT AGENDA

Prior to any motions being made Commissioner Myhre said he wanted to see Consent Agenda Item No. 2 be pulled from the consent agenda and moved to discussion items, as there was a possibility of combining departments, and not needing a department head solely for Environmental Services. Myhre said he was still in favor of Amelia Meiners temporarily filling the role in the interim. The Commissioners discussed the matter of advertising for an Environmental Services Director despite the fact that the department might be restructured in the future. Kruger said the position could be advertised, and the board could still decide not to fill it. It was eventually decided that the matter would stay on the Consent Agenda. Commissioner Johnson asked about the step for the Interim County Environmental Services Director. He said the step was more than a 3% increase that was typically used. He said his comment was in no way a reflection of the good work the person was doing, but that he wanted to make sure the County was being fair. Kruger agreed, but said this was an extenuating circumstance as the department was already short staffed in addition to the current Environmental Services Director leaving. She also said the Interim Director was coming into the role with previous experience in the role. Commissioner Johnson said he wanted it to be clear that this was an interim appointment, and that in the future it could be decided there was not a need for a permanent Environmental Services Director. Motion by Commissioner Severson, seconded by Commissioner Burns, motion unanimously carried to approve the consent agenda. The Commissioners voted by roll. All Commissioners voted yes. Items are listed below.

- 1) Appoint Amelia Meiners as the Interim County Environmental Services Director, D61, Step 5, effective 08/05/2024.
- 2) Initiate a competitive search for an Environmental Services Director.
- 3) Change Lynn Colsch's appointment from .75 FTE to 1.0 FTE effective 07/29/2024.
- 4) Change the employment status of Social Worker, Jennifer Curtis, from probationary to regular, effective 08/12/2024.
- 5) Initiate a competitive search for a 1.0 FTE probationary PHS Account Clerk, B23.
- 6) Approve revising the current Public Health Nurse search to that of a PHN or Staff RN. (Staff RN hire will be required to attain the PHN status within 3 years from date of hire.)

## ACTION ITEMS

File No. 1 – Commissioner Severson moved, Commissioner Myhre seconded, motion unanimously carried to approve Resolution No. 24-24 and Final Acceptance for Airport Hanger Contract Nadeau Companies, LLC. The Commissioners voted by roll. All Commissioners voted yes. Resolution is below.

**RESOLUTION NO. 24-24**

**FINAL ACCEPTANCE FOR AIRPORT HANGAR TAXILANE CONTRACT  
NADEAU COMPANIES, LLC**

**July 23, 2024**

WHEREAS, The Contract for the Airport Hangar Taxilane construction has in all things been completed, and the County Board being fully advised in the premises,

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

File No. 2 – Commissioner Burns moved, Commissioner Schuldt seconded, motion unanimously carried to approve the MN/Dot Aeronautics grant for the Fuelmaster card reader grant and adopt Resolution No. 24-25. The Commissioners voted by roll. All Commissioners voted yes. Resolution is below.

**RESOLUTION NO. 24-25**

**AUTHORIZATOIN TO EXECUTE  
MINNESOTA DEPARTMENT OF TRANSPORTATION  
GRANT AGREEMENT FOR AIRPORT IMPROVEMENT  
EXCLUDING LAND ACQUISITION**

BE IT RESOLVED by the County of Houston as follows:

1. That the State of Minnesota Agreement No. **1057508**, “Grant Agreement for Airport Improvement Excluding Land Acquisition,” for State Project No. **A2801-36** at the Houston County Airport is accepted.
2. That the County Board Chairperson and Interim County Auditor/Treasurer are authorized to execute this Agreement and any amendments on behalf of the County of Houston.

File No. 3 – Engineer Pogodzinski said he wanted to clarify a section of minutes that had been previously approved. Commissioner Severson moved, Commissioner Burns seconded, motion unanimously carried to clarify 7-2-24 board minutes under File No. 2 to indicate repairs to the building and not an entire new building. The Commissioners voted by roll, and all voted yes to the clarification. Minutes should have read: Commissioners discussed repairs to the

Spring Grove salt shed that had occurred due to an accident. Repairs to the shed would cost \$58,950.00. The Highway Department would also need to remove some materials from the shed. The building had a \$2,500 deductible. MCIT was willing to cover the costs and up to 30% of a replacement cover, or the cover could be repaired. Pogodzinski suggested getting a new cover as it had held up beyond its warranty. The new cover would have a 25 year warranty. The cost to the County would be \$10,000. Commissioner Myhre moved, Commissioner Severson seconded, motion unanimously carried to approve spending \$10,000 towards a new hoop cover with the rest of the repairs being covered by MCIT.

File No. 4 – Commissioners discussed the possibility of applying to a Ucare grant to support building renovations at the Public Health Office with Public Health and Human Services Director Pogleasa and Public Health Supervisor Knoke. Commissioner Burns asked if the grant required a match. Pogleasa said he was not sure. Commissioner Johnson asked what specific items would be requested through the grant. Pogleasa said they did not know yet, as the grant had just recently been released. He said if grant funds were awarded the matter would come back before the board to be accepted. Commissioner Burns moved, Commissioner Severson seconded, motion carried four to one to approve Ucare grant application to support building renovations at the Public Health Office. The Commissioners voted by roll. Commissioners Severson, Burns, Schuldt, and Myhre voted yes. Commissioner Johnson voted no saying the board did not have enough information.

File No. 9 – Commissioner Severson moved, Commissioner Myhre seconded, motion unanimously carried to review and approve payments. Payment are below.

**REVIEW LICENSE CENTER PAYMENTS**

**2024/07/17 AUDITOR WARRANTS:**

<u>VENDOR NAME</u>	<u>AMOUNT</u>
HAGEN/PAUL	31,297.50
NORTHERN STATES POWER	6,452.00
SE SWCD TECHNICAL SUPPORT JPB	11,062.08
WITT/KENNETH	<u>25,601.78</u>
	74,413.36
6 VENDORS PAID LESS THAN \$2000.00	<u>4,429.82</u>
	<u><u>78,843.18</u></u>

**2024/07/23 COMMISSIONER'S WARRANTS:**

<b>VENDOR NAME</b>	<b>AMOUNT</b>
DUNN BLACKTOP COMPANY	1,336,965.43
ENTERPRISE FM	16,918.30
LIBERTY TIRE RECYCLING LLC	3,401.40
MIENERGY COOPERATIVE	4,660.57
MNCCC	12,836.62
NADEAU COMPANIES LLC	13,565.40
OFFICE OF MNIT SERVICES	2,342.15
RON WEYMILLER CONSTRUCTION	12,834.93
STREET SMART RENTALS LLC	3,010.94
TRIMIN SYSTEMS INC	20,944.00
	<u>1,427,479.74</u>
22 VENDORS PAID LESS THAN \$2000.00	9,916.34
	<u>1,437,396.08</u>
PUBLIC HEALTH & HUMAN SERVICES	6596.58
	<u><u>1,443,992.66</u></u>

**Public Comment:**

None.

**DISCUSSION ITEMS**

Commissioners discussed recent and upcoming meetings including a Department Head, Hiawatha Valley Mental Health, Wildcat, and Zoning meeting.

Commissioner Johnson said a member of the Historical Society would be attending the next workgroup session to discuss possibilities for the old historic jail.

Commissioner Myhre said he wanted the County to put out a RFP to look at health insurance options.

Commissioner Myhre said he had been visiting some townships.

There being no further business at 10:24 a.m., a motion was made by Commissioner Severson seconded by Commissioner Myhre, motion unanimously carried to adjourn the meeting. The Commissioners voted by roll. All Commissioners voted yes. The next meeting would be a regular meeting on August 6, 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: August 6, 2024

9:00 a.m.

Place: Commissioners Room, Courthouse, Caledonia, MN

Members Present: Dewey Severson, Robert Burns, Bob Schuldt, and Greg Myhre

Others Present: Interim Auditor/Treasurer Polly Heberlein, Fillmore County Journal Reporter Charlene Selbee, The Caledonia Argus Associate Editor Rose Korabek, Interim Administrator Carol Lapham, Board Clerk/EDA Director Allison Wagner, Recorder Mary Betz, Public Health and Human Services Director John Pogleasa, Public Health Supervisor Jordan Knoke, Deputy Auditor/Treasurer Eliana Babinski, Deputy Auditor/Treasurer Amy Sylling, Engineer Brian Pogodzinski, Assessor Lucas Onstad, Interim County Environmental Services Director Amelia Meiners, Social Services Supervisor Bethany Moen, Human Resource Technician Ann Diersen, and Nathan Wurm

Presiding: Vice Chairperson Schuldt

Call to order.

Pledge of Allegiance.

Prior to any motions being made one item was added to the Consent Agenda: Approve an Exempt Permit for Minnesota Lawful Gambling Application LG220 for Caledonia Girls Court Club INC for gambling (raffle) activities to be conducted at Ma Cal Grove Country Club in Caledonia Township with drawing to be held October 25, 2024, with no waiting period. Motion was made by Commissioner Myhre, seconded by Commissioner Severson motion unanimously carried to approve the agenda with the addition.

Motion was made by Commissioner Myhre, seconded by Commissioner Severson, motion unanimously carried to approve the meeting minutes from July 23, 2024.

Public Comment:

None.

### APPOINTMENTS

Interim Auditor/Treasurer Heberlein reviewed Cash and Investments through June 30, 2024 with the Commissioners.

## CONSENT AGENDA

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

- 1) Initiate a competitive search for a probationary 1.0 FTE Environmental Services Technical Clerk, B-21 (Note, this position will also provide general office support to the Assessor's Office).
- 2) Hire Harley Thompson as a probationary 1.0 FTE, Highway Maintenance Specialist, B23, Step 2, effective 08/19/2024 conditioned upon successful completion of background check.
- 3) Hire Celia Rose as a probationary 1.0 FTE, Adult Services Social Worker, C41, Step 1, effective 08/26/2024 conditioned upon successful completion of background check.
- 4) Approve an Exempt Permit for Minnesota Lawful Gambling Application LG220 for Caledonia Girls Court Club INC for gambling (raffle) activities to be conducted at Ma Cal Grove Country Club in Caledonia Township with drawing to be held October 25, 2024, with no waiting period.

## ACTION ITEMS

File No. 1 – Commissioner Myhre moved, Commissioner Severson seconded, motion unanimously carried to select Commissioner Johnson and Schuldt to be appointed to the County Canvassing Board for the State Primary Election to be held on August 13, 2024. The canvassing would take place on August 15, 2024.

File No. 2 – Commissioner Burns moved, Commissioner Schuldt seconded, motion unanimously carried to approve the stipulation between MAPE and LELS, for Chief Deputy position unit representation to be LELS.

File No. 3 – Commissioner Myhre moved, Commissioner Severson seconded, motion unanimously carried to approve a CUP for Dale and Sally Mensink and Scott and Tina Bartsch to place a dwelling on less than 40 acres in Houston Township.

File No. 4 – Commissioners Burns, Commissioner Severson seconded, motion unanimously carried to approve a CUP for Tyler Ladsten to place a dwelling on less than 40 acres in Spring Grove Township.

File No. 5 – Commissioner Myhre moved, Commissioner Burns seconded, motion unanimously carried to approve a CUP for Augedahl and Moenck Builders, LLC for Nathan and Jennifer Wurm for an accessory building in a residential district in Caledonia Township.

File No. 6 – Commissioner Burns moved, Commissioner Severson seconded, motion unanimously carried to approve Resolution No. 24-26 Final Acceptance for CP 2024-04, Contract #067 with Fahrner Asphalt Sealers, LLP for crackfill repair. The total cost was \$57,287.16. See resolution below.

**RESOLUTION NO. 24-26**

**FINAL ACCEPTANCE FOR CP 2024-04 CRACKFILL  
CONTRACT # 067**

**FAHRNER ASPHALT SEALERS, LLC**

**AUGUST 6, 2024**

WHEREAS, Contract No. 067 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 – Commissioner Severson moved, Commissioner Myhre seconded, motion unanimously carried to approve Resolution No. 24-27 Final Acceptance for CP 2024-01, contract #064 with Bruening Rock Products, Inc. for shouldering repair. Total cost was \$300,946.32. Resolution is below.

**RESOLUTION NO. 24-27**

**FINAL ACCEPTANCE FOR CP 2024-01 SHOULDERING  
CONTRACT # 064**

**BRUENING ROCK PRODUCTS, INC**

**AUGUST 6, 2024**

WHEREAS, Contract No. 064 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. 8 – Commissioner Severson moved, Commissioner Myhre seconded, motion unanimously carried to approve Resolution No. 24-28 Final Acceptance for CP 2024-10, Contract #073 with Bruening Rock Products, Inc for maintenance rock. Total cost was \$109,841.99.

**RESOLUTION NO. 24-28**

**FINAL ACCEPTANCE FOR CP 2024-10 MAINTENANCE ROCK  
CONTRACT # 073**

**BRUENING ROCK PRODUCTS, INC**

**AUGUST 6, 2024**

WHEREAS, Contract No. 073 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. 9 – Commissioner Severson moved, Commissioner Burns seconded, motion unanimously carried to approve service agreement from North Dakota State University, through its Upper Great Plain Transportation Institute for new software to be used by the highway department.

File No. 10 – Commissioners discussed the possibility of using ARPA funds for one time project costs and data conversion for Case Works documents with Public Health and Human Services Director Pugleasa. Interim Administrator Lapham recommended using \$15,000 from the department’s fund balance for the purchase. She said there may be other items the County would want to use ARPA dollars on. The matter was tabled.

File No. 11 – Commissioner Severson moved, Commissioner Burns seconded, motion unanimously carried to approve the use of MA unwind grant from DHS for CaseWorks one time project costs for Public Health and Human Services Accounting Division.

File No. 12 – Commissioner Severson moved, Commissioner Burns seconded, motion unanimously carried to review and approve payments. Payments are listed below.

**REVIEW LICENSE CENTER PAYMENTS**

**2024/07/25 AUDITOR WARRANTS:**

<u>VENDORNAMEATPAYMENT</u>	<u>AMOUNT</u>
CEDA	7,107.69
LEWISTON AUTO	32,126.94
WILDCAT CREEK MANAGEMENT LLC	8,348.14
	<u>47,582.77</u>

**2024/08/06 COMMISSIONER'S WARRANTS:**

AVFUEL CORPORATION	14,554.95
BRUENING ROCK PRODUCTS INC	21,286.78
BRYAN SPIER & TRACEY KNUTSON	30,000.00
CEDA	7,107.69
COMMISSIONER OF TRANSPORTATION	92,761.63
DELTA DENTAL	6,034.16
FAHRNER ASPHALT SEALERS LLC	41,361.30
IUOE LOCAL 49 FRINGE BENEFIT FUNDS	25,075.00
MEDICA	192,082.40
MN LIFE INSURANCE COMPANY	2,505.58
VERIZON WIRELESS	3,394.37
VISA	7,087.59
ZENKE INC	70,786.65
	<u>514,038.10</u>
34 VENDORS PAID LESS THAN \$2000.00	15,578.83
	<u>529,616.93</u>
PUBLIC HEALTH & HUMAN SERVICES	17,989.83
	<u><u>547,606.76</u></u>

Public Comment:

None.

DISCUSSION ITEMS

Commissioners discussed recent and upcoming meetings including a Hiawatha Valley Mental Health, Township District 1, Union, and National Night Out.

Interim Administrator Lapham said with transitions, changes, and new hirings she would work with Board Chair Johnson on a few items. These included the possibility of hiring a HR firm at least in the short term to help with the transition, and considering hiring a firm to take a look at job duties to potentially move things around making the County more efficient overall. She said further discussion would take place at the next workgroup session.

There being no further business at 10:19 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 August 13, 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: August 13, 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, Recorder Mary Betz, Deputy Auditor/Treasurer Eliana Babinski, Deputy Auditor/Treasurer Amy Sylling, Public Health and Human Services Director John Pugleasa, Engineer Brian Pogodzinski, Office Support Specialist Lee Langager, Houston County Appraiser Mark Bennett, Deb Wray, Janene Hosch, Rich Cordes, and Rose Korabek

## Board Workgroup Session

The Commissioners discussed the future of the historic jail with Deb Wray, Janene Hosch, and Rich Cordes from the Houston County Historical Society. They discussed the possibility of the Historical Society having an agreement with the County to lease the building in the future. The interior of the Historic Jail had been gutted due to flooding in the past, so it would need substantial fixing before it could be used. No official decisions were made on the matter. Later in the meeting Sheriff Swedberg said if in the future the current Houston County Jail was made into a strictly juvenile hold facility (and not just a temporary hold facility) the County would need a recreational area, and the site of the Historic Jail could be used for that. The Sheriff asked that the Commissioners consider that possibility when deciding what to do with the Historic Jail.

Interim Administrator Lapham updated the board saying she had been doing research and looking at different organizational structures used in other counties. She said she was looking into outside companies to help with HR duties in the interim who could help with union negotiations and other duties. Lapham said the County would need to decide if the County Attorney was going to do contract writing, or if that service should be hired out, as the current HR Director was involved with contract writing. Lapham said it may be hard to find a future HR candidate with contract writing skills. Other duties currently being done by the HR Director would need to be reviewed and possibly reallocated.

Sheriff Swedberg told the board the current Houston County Jail was officially open as a temporary juvenile hold facility. In the first week of being open the facility had housed one juvenile inmate. The Sheriff said Attorney Jandt was sharing the opportunity to contract for a bed year round with other entities in the area.

Engineer Pogodzinski discussed with the board future highway projects and potential costs.

EDA Director Wagner and Public Health and Human Services Director Pugelasa shared with the board some childcare information and possible talking points for the Commissioners to pass on to elected officials. Workforce Development Inc. had helped gather information from providers in Houston County. DHS had released a draft of revised family child care licensing standards earlier in the year. Providers in the County and multiple organizations were challenging the draft and recommending DHS take at least one more year to more effectively gather input on the changes. Wagner and Pugleasa said DHS had announced the day before that they were going to wait another year to implement the proposed standards into legislation. The Houston County Core Team supported the Commissioners passing along information, feedback, and concerns from Houston County.

Commissioner Burns said he had some concerns about Wildcat Park regarding temporary rentals that should be looked into by the Parks Committee.

Commissioner Burns said he had researched possible vehicle options for the County to be considered at the next regular board meeting.

The workgroup session ended at 11:04 a.m.

BOARD OF COUNTY COMMISSIONERS

HOUSTON COUNTY, MINNESOTA

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

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

## PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: August 20, 2024

9:00 a.m.

Place: Commissioners Room, Courthouse, Caledonia, MN

Members Present: Dewey Severson, Eric Johnson, Robert Burns, Bob Schuldt, and Greg Myhre

Others Present: Interim Auditor/Treasurer Polly Heberlein, Fillmore County Journal Reporter Charlene Selbee, The Caledonia Argus Associate Editor Rose Korabek, Interim Administrator Carol Lapham, Board Clerk/EDA Director Allison Wagner, Recorder Mary Betz, Public Health and Human Services Director John Pogleasa, Deputy Auditor/Treasurer Eliana Babinski, Deputy Auditor/Treasurer Amy Sylling, Engineer Brian Pogodzinski, Assessor Lucas Onstad, Houston County Appraiser Mark Bennett, and Human Resources Director Theresa Arrick-Kruger

Presiding: Chairperson Johnson

Call to order.

Pledge of Allegiance.

Prior to any motions being made Action Item No. 3 was removed from the agenda as it had been discussed at the workgroup session the previous week. Motion was made by Commissioner Burns, seconded by Commissioner Johnson motion unanimously carried to approve the agenda with the change.

Motion was made by Commissioner Myhre, seconded by Commissioner Schuldt, motion carried to approve the meeting minutes from August 6, 2024. All Commissioners voted in favor of the motion, except for Commissioner Johnson who abstained as he had been absent from the meeting.

Motion was made by Commissioner Schuldt, seconded by Commissioner Burns, motion carried unanimously to approve the workgroup session minutes from August 13, 2024.

Public Comment:

None.

### APPOINTMENTS

Commissioner Myhre moved, Commissioner Severson seconded, motion carried unanimously 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. All the Commissioners, Interim Administrator Lapham, Interim Auditor/Treasurer Heberlein, and Human Resources Director Kruger attended the closed session.

At 10:45 a.m. Commissioner Severson moved, Commissioner Burns seconded, motion unanimously carried to return to regular session. Human Resources Director Kruger gave a summary of the closed session saying there had been general discussion regarding negotiations with various unions. They had also discussed the tentative agreement between Houston County International Union of Operating Engineers, Local No. 49.

Motion by Commissioner Burns, seconded by Commissioner Severson to accept the tentative agreement between Houston County and Houston County International Union of Operating Engineers, Local No. 49. After further discussion Commissioner Burns decided to take back his motion, and instead abstain due to a conflict of interest.

Motion by Commissioner Severson, seconded by Commissioner Schuldt to accept the tentative agreement between Houston County and Houston County International Union of Operating Engineers, Local No. 49. The Commissioners voted by roll. All Commissioners voted yes, except for Commissioner Burns who abstained due to a conflict of interest. The motion passed.

## CONSENT AGENDA

Prior to any motions being made Commissioner Johnson said he had discussed the matter with Interim Administrator Lapham and the banding pay rate changes for the Administrative Legal Assistants should be retroactive as of 5/6/2024 instead of 8/26/2024 as the matter was first looked into in May. Motion by Commissioner Burns, seconded by Commissioner Myhre, motion unanimously carried to approve the consent agenda. Items are listed below.

- 1) Approve unpaid leave for Cindy Augedahl mid September until mid October 2024.
- 2) Review 2023 Annual Disclosure Statements for City of Spring Grove Tax Increment Financing (TIF) Districts for the year ended December 21, 2023.
- 3) Change Darlene Johnson's status from part time probationary Deputy Auditor/Treasurer to full-time probationary Deputy Auditor/Treasurer, effective 09/09/2024. (Hours served probationary time to date will be credited towards the 6 months probationary/trial work period.)
- 4) Approve unpaid leave for Darlene Johnson from 10/22/2024 through 11/08/2024.
- 5) Approve the banding and pay rate change of Administrative Legal Assistant Cindy Augedahl, from B23 non-exempt to B24 non-exempt, Step 7 effective 5/6/2024.
- 6) Approve the banding and pay rate change of Administrative Legal Assistant Julie Von Arx-Abnet, B23 non-exempt to B24 non-exempt, Step 7 effective 5/6/2024.
- 7) Change the employment status of Social Worker, Abigail Bendel, from probationary to regular, effective 08/26/2024.

## ACTION ITEMS

File No. 1 – Commissioner Burns moved, Commissioner Severson seconded, motion unanimously carried to adopt Resolution No. 24-29 Aquatic Invasive Species Prevention Aid. Resolution is below.

### RESOLUTION NO. 24-29

#### AQUATIC INVASIVE SPECIES PREVENTION AID

August 20, 2024

WHEREAS, 2014 Session Law Chapter 308 enacted by the Legislature provides Minnesota counties a County Program Aid grant for Aquatic Invasive Species (AIS) prevention. The amount designated for each county is based on the number of watercraft trailer launches as well as the number of watercraft trailer parking spaces within each county. Houston County was allocated \$22,521 for 2025 and years following (5 watercraft trailer launches and 50 watercraft trailer parking spaces), and

WHEREAS, the legislation requires that Houston County must establish, by resolution or through adoption of a plan, guidelines for the use of the proceeds which are to prevent the introduction or limit the spread of aquatic invasive species at all access sites within the county, and

WHEREAS, the county may appropriate the proceeds directly or may use any portion of the proceeds to provide funding to a soil and water conservation district in the county, for a joint powers board or cooperative agreement with another political subdivision, a watershed district in the county, or a lake association located in the county. Any money appropriated by the county to a different entity or political subdivision must be used as required under this section, and

WHEREAS, the county must submit a copy of its guidelines for use of the proceeds to the Department of Natural Resources by December 31 of the year the payments are received, and

WHEREAS, maintaining an ongoing effort to inform the public of resource needs, resource impairments and resource protection matters has been identified as the most important tool in addressing water resource concerns in the Houston County Water Plan, the fight against Aquatic Invasive Species is included in this educational effort and will continue to be a cornerstone of Houston County's Water Plan.

NOW THEREFORE, BE IT RESOLVED the Board of Commissioners of Houston County, Minnesota designate oversight of Houston County's AIS prevention efforts to the Root River Soil and Water Conservation District and delegates to them the responsibility to prepare, implement and report annually a plan to allocate the funding in accordance with the above legislation.

File No. 2 – Commissioner Myhre moved, Commissioner Severson seconded, motion unanimously carried to appoint Dave Melbostad of La Crescent to fill the vacant position on the Parks Committee.

File No. 3 – This item was removed from the agenda.

File No. 4 – Commissioner Burns moved, Commissioner Schuldt seconded, motion unanimously carried to approve the contract with Bolten Menk to prepare the Runway 13/31 Clear Zone Acquisition Plan.

File No. 5 – Commissioner Severson moved, Commissioner Burns seconded, motion unanimously carried to approve contract with Next Chapter Technology for CaseWorks - Accounting version.

File No. 6 – Public Health and Human Services Director Pugleasa asked that the item be tabled so he could gather further information.

File No. 7 – This item was tabled.

File No. 8 – Commissioner Burns moved, Commissioner Severson seconded, motion unanimously carried to approve purchasing two vehicles; a 2019 Equinox from Apple Auto in Houston for \$17,499, and a 2016 Traverse from Tri State Auto Outlet in La Crescent for \$13,500. The motion also included an alternate (if one of the vehicles did not work out) to purchase a 2017 Ford Edge from Tri State Auto Outlet for \$16,700.

File No. 9 – Commissioner Myhre moved, Commissioner Severson seconded, motion unanimously carried to approve Board ratification of the 2025-2027 MCCC/TriMin Systems addendum to the 2022-2024 Master Agreement for the Integrated Financial System support.

File No. 10 – Interim Administrator Lapham asked that the item be tabled until the next meeting.

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

**REVIEW LICENSE CENTER PAYMENTS**

**2024/08/14 AUDITOR WARRANTS:**

<u>VENDORNAMEATPAYMENT</u>	<u>AMOUNT</u>
MASSMAN/LAVERNE	2,000.00
WERMAGER/KENNETH CARL	2,200.00
FILLMORE SWCD	3,920.64
WINONA COUNTY PLANNING & ZONING	5,346.26
HOUSTON COUNTY TREASURER	51,456.40
	64,923.30
6 VENDORS PAID LESS THAN \$2000.00	3,429.59
	<u>68,352.89</u>

<b>2024/08/20 COMMISSIONER'S WARRANTS:</b>	
<b>VENDOR NAME</b>	<b>AMOUNT</b>
ABILITY BUILDING COMMUNITY	2,977.14
ACEN TEK	4,424.71
CALEDONIA OIL CO INC	4,275.00
CALEDONIA/CITY OF	16,567.95
DUNN BLACKTOP COMPANY	1,977,443.18
ELECTION SYSTEMS & SOFTWARE INC	4,204.28
ENTERPRISE FM	16,530.44
HERNESS CONSTRUCTION LLC	2,805.00
HOUSTON COUNTY TREASURER	38,596.09
INSIGHT PUBLIC SECTOR	4,946.34
LIBERTY TIRE RECYCLING LLC	3,255.65
MAYO CLINIC	31,015.44
MEYERS LAWN SERVICE	2,035.00
MIENERGY COOPERATIVE	4,907.89
MINNOWA CONSTRUCTION INC	201,786.76
MN STATE AUDITOR	30,346.83
MN STATE TREASURER	4,313.50
RICHARDS SANITATION LLC	24,593.93
RON WEYMILLER CONSTRUCTION	20,793.85
SOUTHEAST MN PUBLIC INTEREST	3,330.00
STAR EQUIPMENT LTD	6,184.52
STREICHER'S	2,250.92
ULINE	2,327.86
WEX BANK	11,307.34
WINONA CONTROLS INC	2,700.00
	2,423,919.62
53 VENDORS PAID LESS THAN \$2000.00	25,756.68
	2,449,676.30
PUBLIC HEALTH & HUMAN SERVICES	169,399.10
	2,619,075.40

Public Comment:

None.

## DISCUSSION ITEMS

Commissioners discussed recent and upcoming meetings including a Land Use, regional township, local township, union, and Houston County Fair.

Commissioner Johnson said a solar and wind turbine company had been discussed at the land use meeting. He said the company planned to talk to people in the County. Commissioner Johnson said the Comprehensive Land Use Plan focused on preserving ag land and focusing alternative energy sources in urban areas. He said he would talk with other counties to see what they had done.

Commissioner Burns said he had attended a meeting in Spring Grove regarding the recent daycare center closure in the community.

There being no further business at 10:59 a.m., a motion was made by Commissioner Myhre seconded by Commissioner Severson, motion unanimously carried to adjourn the meeting. The next meeting would be a regular meeting on August 27, 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: August 27, 2024

9:00 a.m.

Place: Commissioners Room, Courthouse, Caledonia, MN

Members Present: Dewey Severson, Eric Johnson, Robert Burns, Bob Schuldt, and Greg Myhre

Others Present: Interim Auditor/Treasurer Polly Heberlein, Fillmore County Journal Reporter Charlene Selbee, The Caledonia Argus Associate Editor Rose Korabek, Interim Administrator Carol Lapham, Board Clerk/EDA Director Allison Wagner, Recorder Mary Betz, Public Health and Human Services Director John Pogleasa, Deputy Auditor/Treasurer Eliana Babinski, Deputy Auditor/Treasurer Amy Sylling, Engineer Brian Pogodzinski, Assessor Lucas Onstad, Office Support Specialist Lee Langager, and Andy Anderson

Presiding: Chairperson Johnson

Call to order.

Pledge of Allegiance.

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

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

Public Comment:

None.

### APPOINTMENTS

None.

### CONSENT AGENDA

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

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

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

#### ACTION ITEMS

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

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

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

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

**AUGUST 27, 2024**

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

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

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

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

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

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

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

Public Comment:

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

DISCUSSION ITEMS

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

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

BOARD OF COUNTY COMMISSIONERS

HOUSTON COUNTY, MINNESOTA

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

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

## PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: September 3, 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, Interim Administrator Carol Lapham, Board Clerk/EDA Director Allison Wagner, Recorder Mary Betz, Public Health and Human Services Director John Pogleasa, Deputy Auditor/Treasurer Amy Sylling, Engineer Brian Pogodzinski, Assessor Lucas Onstad, Appraiser Joe Olsen, Appraiser Mark Bennett, and Sheriff Brian Swedberg

Presiding: Chairperson Johnson

Call to order.

Pledge of Allegiance.

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

Motion was made by Commissioner Burns, seconded by Commissioner Myhre, motion carried to approve the meeting minutes from August 27, 2024.

Public Comment:

None.

### APPOINTMENTS

None.

### CONSENT AGENDA

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

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

### ACTION ITEMS

File No. 1 – Commissioner Burns moved, Commissioner Severson seconded, motion unanimously carried to adopt Resolution No. 24-31 To Approve and Accept Houston County Right of Way Plat No. 88 for the Reconstruction of State Aid Project 028-610-021. Resolution is below.

### **RESOLUTION 24-31**

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

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

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

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

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

File No. 2 – Commissioner Severson moved, Commissioner Burns seconded, motion unanimously carried to approve allocation of ARPA funds and contract with Next Chapter Technology for CaseWorks-Social Services Division. The total cost would be \$80,613 this included the implementation for \$75,613 and migration for \$5,000.

File No. 3 – Commissioner Severson moved, Commissioner Schuldt seconded, motion carried four to one to approve allocation of ARPA funds of up to \$15,000 for Social Services data transfer related to CaseWorks Social Services project. Commissioner Burns voted no. He had suggested using the department’s fund balance to pay for the cost instead of using ARPA dollars.

File No. 4 – Commissioner Myhre moved, Commissioner Schuldt seconded, motion unanimously carried to adopt Resolution No. 24-32 Authorization to Establish Absentee Ballot Board for the 2024 State General Election and appoint members of the public James Grodin and Michelle Ashmore to the Absentee Ballot Board. Resolution is below.

### **RESOLUTION NO. 24-32**

**AUTHORIZATION AND ESTABLISH ABSENTEE BALLOT BOARD FOR THE 2024 STATE GENERAL ELECTION**

**September 3, 2024**

WHEREAS, Houston County is required by Minnesota Statutes 203B.121, Subd. 1 to establish an Absentee Ballot Board effective September 20, 2024; and  
WHEREAS, this board will bring uniformity in the processing of accepting or rejecting returned absentee ballots in Houston County; and  
WHEREAS, the Absentee Ballot Board would consist of a sufficient number of election judges as provided in sections 204B.19 to 204B.22 or deputy county auditor-treasurers trained in the processing and counting of absentee ballots;  
THEREFORE, BE IT RESOLVED THAT, the Houston County Board of Commissioners hereby establishes an Absentee Ballot Board and hereby authorizes the Auditor-Treasurer to appoint the following individuals to the ballot board and further authorizes the Auditor-Treasurer to appoint individual members.

Eliana Babinski  
Julie Schleich  
Jenna Nelson  
Darlene Johnson  
Celeste Abbott  
Hannah Miner  
James Grondin  
Michelle Ashmore

File No. 5 – Commissioner Burns moved, Commissioner Schuldt seconded, motion unanimously carried to adopt Resolution No. 24-33 Authorization and Establish a UOCAVA Ballot Board for the 2024 State General Election. Resolution is below.

**RESOLUTION NO. 24-33**

**AUTHORIZATION AND ESTABLISH A UOCAVA BALLOT BOARD FOR THE 2024 STATE GENERAL ELECTION**

**September 3, 2024**

WHEREAS, Houston County is required by Minnesota Statutes 203B.121, Subd. 1 to establish a UOCAVA (Uniformed and Overseas Citizens Absentee Voting Act) Ballot Board effective September 3, 2024; and  
WHEREAS, this board will bring uniformity in the processing of accepting or rejecting returned UOCAVA absentee ballots in Houston County; and  
WHEREAS, the UOCAVA Ballot Board would consist of a sufficient number of election judges as provided in sections 204B.19 to 204B.22 or deputy county auditor-treasurers trained in the processing and counting of absentee ballots;

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

Eliana Babinski  
 Julie Schleich  
 Jenna Nelson  
 Darlene Johnson  
 Celeste Abbott  
 Hannah Miner

File No. 6 – Prior to any motions being made Assessor Onstad told the board disaster abatements were decided by the board of Commissioners. Amounts could be pro-rated. Commissioner Severson moved, Commissioner Schuldt seconded, motion unanimously carried to approve a disaster abatement/credit for Gary Eddy, Parcel# 25.1011.000 due to a vehicle accident that had occurred. The amount would be \$381. Commissioner Severson moved, Commissioner Myhre seconded, motion unanimously carried to approve disaster abatement/credit for R&H Properties/Joe Rud, Parcel# 21.1317.000 due to a fire. The amount for 2024 would be \$6,750.91. They were also applying for a credit for 2025. That matter would go before the board at a later time.

File No. 7 – Commissioner Severson moved, Commissioner Myhre seconded, motion unanimously carried to approve an updated 2024 Board Meeting Schedule. The only change was that the Workgroup Session Meeting on October 8<sup>th</sup>, would be in the basement of the County Justice Center instead of the regular meeting room due to a boardroom technology install.

File No. 8 – Commissioner Burns moved, Commissioner Severson seconded, motion unanimously carried to review and approve payments. Payments are below.

**REVIEW LICENSE CENTER PAYMENTS**

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

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

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

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

Public Comment:

None.

**DISCUSSION ITEMS**

Interim Administrator Lapham said she was working on getting the new County vehicles into service. She said County Engineer Pogodzinski from the Highway Department would be taking over portions of facility duties, as the HR director would be retiring soon and currently had facilities duties. For the time being claims would stay with the HR department. Lapham said she would spend some time with the HR Director before her last day to be filled in on additional items before her departure.

Commissioners discussed recent and upcoming meetings including a Joint Board of Health and upcoming Township Officer meeting.

The board would discuss department budgets with some departments at the next workgroup session.

There being no further business at 9:53 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 workgroup session on September 10, 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: September 10, 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, Recorder Mary Betz, Deputy Auditor/Treasurer Eliana Babinski, Deputy Auditor/Treasurer Amy Sylling, Public Health and Human Services Director John Pugleasa, Engineer Brian Pogodzinski, Maintenance Forman Jordan Goeden, Accountant Sheila Schroeder, Assessor Lucas Onstad, Fiscal Supervisor Heidi Harms, Social Services Supervisor Bethany Moen, Public Health Supervisor Jordan Knoke, and Financial Assistance Supervisor Karen Kohlmeyer

## Board Workgroup Session

The Commissioners reviewed budget requests from various departments including for the County Airport, Parks, Highway, and Public Health and Human Services. Commissioner Burns said the Finance Committee had met with several departments, and reviewed each line item while looking for possible adjustments. Meetings with departments would continue in the next week. The preliminary budget needed to be set by the end of the month.

The workgroup session ended at 12:04 a.m.

BOARD OF COUNTY COMMISSIONERS

HOUSTON COUNTY, MINNESOTA

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

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

## PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: September 17, 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, Interim Administrator Carol Lapham, Board Clerk/EDA Director Allison Wagner, Recorder Mary Betz, Public Health and Human Services Director John Pugleasa, Deputy Auditor/Treasurer Eliana Babinski, Engineer Brian Pogodzinski, Assessor Lucas Onstad, Appraiser Mark Bennett, IT Director Andrew Milde, and Fiscal Supervisor Heidi Harms

Presiding: Chairperson Johnson

Call to order.

Pledge of Allegiance.

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

Motion was made by Commissioner Severson, seconded by Commissioner Schuldt, motion unanimously carried to approve the meeting minutes from September 3, 2024.

Motion was made by Commissioner Burns, seconded by Commissioner Myhre, motion unanimously carried to approve the workgroup session minutes from September 10, 2024.

Public Comment:

None.

### APPOINTMENTS

At 10:29 a.m. a motion was made by Commissioner Myhre, seconded by Commissioner Schuldt, motion unanimously carried to go into closed session for labor negotiations 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 Administrator Lapham, and Interim Auditor/Treasurer Heberlein attended the closed session.

At 11:03 a.m. a motion was made by Commissioner Severson, seconded by Commissioner Myhre, motion unanimously carried to go back into regular session. Lapham gave a brief summary of the closed session saying they had discussed labor negotiation strategies and developments. No official action was taken on the matter.

## CONSENT AGENDA

None.

## ACTION ITEMS

File No. 1 – Commissioner Burns moved, Commissioner Severson seconded, motion unanimously carried to adopt Resolution No. 24-34 to approve the transfer of \$62,906 to the regular construction allotment. Resolution is below.

### COUNTY TRANSFER OF EXCESS MUNICIPAL FUNDS TO REGULAR FUNDS

#### RESOLUTION 24-34

#### COUNTY OF HOUSTON

WHEREAS, Minnesota Statute 162.08, Subd 4 (3d), provides that accumulated balances in excess of two years of municipal account apportionments may be spent on projects located outside of municipalities under 5000 population when approved solely by resolution of the county board.

NOW, THEREFORE, BE IT RESOLVED, that the Commissioner of Transportation transfer \$ 62,906 (all funds) in excess of two years apportionment into the Regular Construction Account.

File No. 2 – Commissioner Severson moved, Commissioner Burns seconded, motion unanimously carried to approve the Airport T-Hangers and the Airport Fencing Project. The total project cost was estimated to be 2 million dollars. 95% of the cost would be covered by federal funding, 2.5% would be covered by the State, and the remaining 2.5% would be covered by the County. The estimated cost to the County would be \$51,500 for the T-Hangers and \$3,727 for the fencing. Commissioner Johnson said he was typically not in favor of “build it and they will come”, but he saw the economic benefit the airport brought to the County. In addition, the County could still decide not to move forward with the project if the bids came back over budget.

File No. 3 – Commissioner Myhre moved, Commissioner Burns seconded, motion carried unanimously carried to approve the FAA Grant Offer/Agreement for federal funding to conduct aeronautical survey for the RNAV approach and authorize signature.

File No. 4 – Commissioner Burns moved, Commissioner Schuldt seconded, motion unanimously carried to approve Foster Care Transportation Agreements.

File No. 5 – Commissioner Schuldt moved, Commissioner Severson seconded, motion carried four to one to appoint Cindy Wright to the Economic Development Board effective 9/17/2024 (three year term). Commissioner Burns voted no suggesting that the matter wait until the end of the year as Wright could end up being the District 1 Commissioner, and would then need to resign from her citizen appointed position. She could still possibly serve on the EDA board as one of the two elected Commissioners at that time.

File No. 6 – Commissioner Severson moved, Commissioner Burns seconded, motion unanimously carried to approve allocating ARPA funds for IT infrastructure due to a recent system failure. The cost would be \$64,000 for two Nodes and \$2,100 for installation.

File No. 7 – Commissioner Myhre moved, Commissioner Severson seconded, motion unanimously carried to authorize departmental credit cards for Personnel and Highway.

File No. 8 – Commissioner Myhre moved, Commissioner Johnson seconded, motion carried three to two, to adopting Resolution No. 24-35 proposed levy. The preliminary levy would be 7.5%. The Commissioners would still need to work with finance and department heads to find budget cuts. The Commissioners voted by roll. Commissioners Johnson, Schuldt, and Myhre voted yes. Commissioners Severson and Burns voted no. The approved resolution is below.

**RESOLUTION NO. 24-35**

BE IT RESOLVED, that the proposed levy after the deduction of County Program Aid (CPA), in the amount of \$14,737,549 be made on all taxable property in the County of Houston for taxes payable in 2025 in the following amounts by County Fund:

County Revenue	\$ 8,991,368
Road & Bridge	2,831,164
Public Health & Human Services	2,975,823
Bond Fund – 2020A Jail Bonds	1,386,263
	-----
Total	\$ 16,184,618
Less CPA	(1,447,069)
	-----
Total Levy	\$ 14,737,549
	=====

File No. 9 – Adopting the proposed operating budget was tabled until the following week. The numbers in the proposed budget would reflect the 7.5%.

File No. 10 – Commissioner Myhre moved, Commissioner Burns seconded, motion unanimously carried to review and approve payments. Payments are below.

**REVIEW LICENSE CENTER PAYMENTS**

**2024/09/04 AUDITOR WARRANTS:**

<u>VENDOR NAME</u>	<u>AMOUNT</u>
ISD 300 TREASURER	6,183.30
TREASURER SCHOOL DISTRICT 239	6,556.23
TREASURER SCHOOL DISTRICT 294	2,502.52
TREASURER TWP OF CALEDONIA	2,181.64
TREASURER TWP OF CROOKED CREEK	9,086.72
TREASURER TWP OF HOKAH	3,017.20
TREASURER TWP OF JEFFERSON	6,578.74
TREASURER TWP OF MONEY CREEK	4,956.48
TREASURER TWP OF MOUND PRAIRIE	6,419.95
TREASURER TWP OF SHELDON	2,770.08
TREASURER TWP OF WINNEBAGO	3,418.02
TREASURER TWP OF YUCATAN	<u>12,612.79</u>
	66,283.67
9 VENDORS PAID LESS THAN \$2000.00	<u>4,480.36</u>
	<u><u>70,764.03</u></u>

<b>2024/09/17 COMMISSIONER'S WARRANTS:</b>	
<b>VENDOR NAME</b>	<b>AMOUNT</b>
7 RIVERS RECYCLING LLC	3,264.00
ABILITY BUILDING COMMUNITY	2,180.82
ACENTEK	4,456.71
ADVANCED CORRECTIONAL HEALTHCARE	29,113.39
BOND TRUST SERVICES CORPORATION	20,138.75
CALEDONIA/CITY OF	18,277.37
CEDA	7,107.69
CONSOLIDATED ENERGY COMPANY	2,568.27
DUNN BLACKTOP COMPANY	7,956.96
ENTERPRISE FM	16,492.80
HISTORICAL SOCIETY/TREAS OF	42,500.00
HOUSTON COUNTY TREASURER	22,806.21
MEYERS LAWN SERVICE	2,365.00
MIENERGY COOPERATIVE	6,137.69
MILESTONE MATERIALS	3,015.92
MN STATE TREASURER	4,635.00
MNCCC	25,873.34
MORRIS ELECTRONICS INC	39,043.49
O'DAY EQUIPMENT LLC	10,661.64
RICHARD'S SANITATION LLC	21,109.90
SOUTHERN MN INITIATIVE FOUNDATION	3,750.00
STREICHER'S	2,844.86
VANGUNDY EXCAVATING LLP	2,180.00
VISA	11,023.83
WEX BANK	9,321.29
WILDCAT CREEK MANAGEMENT LLC	9,400.54
WINONA CONTROLS INC	11,176.26
	339,401.73
72 VENDORS PAID LESS THAN \$2000.00	22,259.23
	361,660.96
PUBLIC HEALTH & HUMAN SERVICES	117,252.55
	478,913.51

File No. 10 – No action was taken.

Public Comment:

None.

DISCUSSION ITEMS

Interim Administrator Lapham said she had been working on the budget.

Commissioners discussed recent and upcoming meetings including a budget, Township Officer, Land Use, and WINLAC meeting.

There being no further business at 11:06 a.m., a motion was made by Commissioner Myhre seconded by Commissioner Severson, motion unanimously carried to adjourn the meeting. The next meeting would be a regular meeting on September 24, 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: September 24, 2024

9:00 a.m.

Place: Commissioners Room, Courthouse, Caledonia, MN

Members Present: Dewey Severson, Eric Johnson, Bob Schuldt, and Greg Myhre

Others Present: Interim Auditor/Treasurer Polly Heberlein, Fillmore County Journal Reporter Charlene Selbee, The Caledonia Argus Associate Editor Rose Korabek, Interim Administrator Carol Lapham, Board Clerk/EDA Director Allison Wagner, Recorder Mary Betz, Public Health and Human Services Director John Pogleasa, Deputy Auditor/Treasurer Eliana Babinski, Deputy Auditor/Treasurer Amy Sylling, Engineer Brian Pogodzinski, and Appraiser Mark Bennett

Presiding: Chairperson Johnson

Call to order.

Pledge of Allegiance.

Commissioner Johnson said the meeting with SMIF had been postponed. Motion was made by Commissioner Severson, seconded by Commissioner Schuldt motion unanimously carried to approve the agenda.

Motion was made by Commissioner Myhre, seconded by Commissioner Schuldt, motion unanimously carried to approve the meeting minutes from September 17, 2024.

Public Comment:

None.

### APPOINTMENTS

At 9:23 a.m. a motion was made by Commissioner Myhre, seconded by Commissioner Severson, motion unanimously carried to go into closed session for labor negotiations 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 Administrator Lapham, and Interim Auditor/Treasurer Heberlein attended the closed session.

At 9:38 a.m. a motion was made by Commissioner Severson, seconded by Commissioner Myhre, motion unanimously carried to go back into regular session. Lapham gave a brief summary

of the closed session saying they had discussed labor negotiation strategies and developments with various unions. No official action was taken on the matter.

## CONSENT AGENDA

Commissioner Severson moved, Commissioner Schuldt seconded, motion unanimously carried to approve the consent agenda. Commissioner Schuldt thanked Diane Schulze for her 25 years of service to the County. The Commissioners agreed. Items approved are below.

- 1) Accept the resignation of Diane Schulze, HCBS Social Worker, effective 10/04/2024, and thank her for 25 years of service to the residents of Houston County.
- 2) Approve a competitive search for a Home & Community Based Services (HCBS) Social Worker (1.0 FTE).

## ACTION ITEMS

File No. 1 – Commissioner Myhre moved, Commissioner Severson seconded, motion unanimously carried to adopt Resolution No. 24-37 Authorization to Execute Minnesota Department of Transportation Grant Agreement for Airport Improvement Excluding Land Acquisition. Resolution is below.

### **RESOLUTION 24-37**

#### **AUTHORIZATION TO EXECUTE MINNESOTA DEPARTMENT OF TRANSPORTATION GRANT AGREEMENT FOR AIRPORT IMPROVEMENT EXCLUDING LAND ACQUISITION**

It is resolved by the **County of Houston** as follows:

1. That the state of Minnesota Agreement No. **1058011**,  
"Grant Agreement for Airport Improvement Excluding Land Acquisition," for  
State Project No. **A2801-37** at the **Houston County Airport** is accepted.
2. That the County Board Chairperson and Interim County Auditor/Treasurer are authorized to execute this Agreement and any amendments on behalf of the **Houston County**.

File No. 2 – Commissioner Severson moved, Commissioner Myhre seconded, motion unanimously carried to approve the Bolton & Menk T-hanger proposal.

File No. 3 – Commissioner Schuldt moved, Commissioner Myhre seconded, motion carried unanimously carried to adopt Resolution No. 24-36 adopting 2025 proposed operating budget. Resolution is below.

**RESOLUTION NO. 24-36  
RESOLUTION ADOPTING 2025 PROPOSED OPERATING BUDGET**

	Revenue	Expenditures	Revenues Over (Under) Expenditures
	-----	-----	-----
County Revenue	16,147,071	16,212,616	(65,545)
Road & Bridge	11,246,726	11,246,726	0
Public Health & Human Services	8,588,009	8,609,757	(21,748)
Debt Service	1,603,791	1,603,791	0
	-----	-----	-----
Grand Total	37,585,597	37,672,890	(87,293)
	=====	=====	=====

File No. 4 – Commissioner Schuldt moved, Commissioner Myhre seconded, motion unanimously carried to review and approve payments. Payments are below.

**REVIEW LICENSE CENTER PAYMENTS**

**2024/09/16 AUDITOR WARRANTS:**

<u>VENDORNAMEATPAYMENT</u>	<u>AMOUNT</u>
DIERSEN/JOHN	11,629.82
GOODHUE COUNTY SWCD	2,000.00
	-----
	13,629.82
16 VENDORS PAID LESS THAN \$2000.00	5,901.01
	-----
	19,530.83
	=====

**2024/09/24 COMMISSIONER'S WARRANTS:**

<b>VENDOR NAME</b>	<b>AMOUNT</b>
AUGEDAHL/ADAM & ARLENE	3,900.00
CALEDONIA OIL CO INC	3,951.00
CONSOLIDATED ENERGY COMPANY	6,255.00
MATHY CONSTRUCTION	3,805.37
RON WEYMILLER CONSTRUCTION	8,251.07
RONCO ENGINEERING SALES INC	2,456.23
	<u>28,618.67</u>
29 VENDORS PAID LESS THAN \$2000.00	14,949.19
	<u>43,567.86</u>
PUBLIC HEALTH & HUMAN SERVICES	27,479.29
	<u>71,047.15</u>

File No. 5 – No action was taken.

Public Comment:

None.

**DISCUSSION ITEMS**

Interim Administrator Lapham said she had been working on labor negotiations, reviewing job applications, and that a new personnel policy would hopefully come before the board for approval soon.

The Truth and Taxation meeting was set for December 10<sup>th</sup>, 2024 at 6:00 p.m. in Room 222 in the Historic Courthouse.

Commissioners discussed recent and upcoming meetings including a Department Head and Wilmington Township meeting.

Commissioner Johnson said he had called other counties to see if they were planning to contract with Houston County for the Juvenile Detention Center. He said most of the counties didn't know about the option, and were not planning on adding it to their budgets. He said after his conversation with Mower County they were on board to do a yearly contract for a bed, so he said the Houston County should get at least one contract. Commissioner Johnson said the counties should have been contacted sooner.

There being no further business at 9:40 a.m., a motion was made by Commissioner Severson seconded by Commissioner Myhre, motion unanimously carried to adjourn the meeting. The next meeting would be a regular meeting on October 1, 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: October 1, 2024

9:00 a.m.

Place: Commissioners Room, Courthouse, Caledonia, MN

Members Present: Dewey Severson, Eric Johnson, Bob Schuldt, and Greg Myhre

Others Present: Interim Auditor/Treasurer Polly Heberlein, Fillmore County Journal Reporter Charlene Selbee, The Caledonia Argus Associate Editor Rose Korabek, Interim Administrator Carol Lapham, Board Clerk/EDA Director Allison Wagner, Recorder Mary Betz, Public Health and Human Services Director John Pogleasa, Deputy Auditor/Treasurer Eliana Babinski, Deputy Auditor/Treasurer Amy Sylling, Engineer Brian Pogodzinski, Assessor Luke Onstad, Surveyor Eric Schmitt, Office Support Specialist Lee Langager, and Interim County Environmental Services Director Amelia Meiners

Presiding: Chairperson Johnson

Call to order.

Pledge of Allegiance.

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

Motion was made by Commissioner Myhre, seconded by Commissioner Severson, motion unanimously carried to approve the meeting minutes from September 24, 2024.

Public Comment:

None.

### APPOINTMENTS

None.

### CONSENT AGENDA

Commissioner Severson moved, Commissioner Schuldt seconded, motion unanimously carried to approve the consent agenda. Item approved is below.

- 1) Place Michelle Ashmore and James Grondin on the payroll as temporary/casual (67 day) employees, at a wage of \$15.88/hour, due to their appointments to the Absentee Ballot Board. Per Minn. Stat. § 203B.121, Subd. 1(b), each member of a jurisdiction's ballot board must receive reasonable compensation for services rendered during an election.

## ACTION ITEMS

File No. 1 – Commissioner Severson moved, Commissioner Schuldt seconded, motion unanimously carried to approve Green Acres and Rural Preserve Payback Policy, letter, payback process, and resolution form.

File No. 2 – This item was tabled. It was the general consensus of the Commissioners that each County Detention Center contract should come before the County board for approval.

File No. 3 – Commissioner Myhre moved, Commissioner Schuldt seconded, motion carried unanimously carried to approve a CUP for Bruce Mann to place a dwelling on less than 40 acres in Black Hammer Township. The two standard conditions would apply.

File No. 4 – Commissioner Severson moved, Commissioner Schuldt seconded, motion carried unanimously carried to approve Resolution No. 24-38 Authorization to Execute Minnesota Department of Transportation Grant Agreement for Airport Improvement Excluding Land Acquisition. Resolution is below.

Rev. 1/07

### RESOLUTION 24-38

**AUTHORIZATION TO EXECUTE  
MINNESOTA DEPARTMENT OF TRANSPORTATION  
GRANT AGREEMENT FOR AIRPORT IMPROVEMENT  
EXCLUDING LAND ACQUISITION**

It is resolved by the **County of Houston** as follows:

1. That the state of Minnesota Agreement No. **1058046**,  
"Grant Agreement for Airport Improvement Excluding Land Acquisition," for  
State Project No. **A2801-35** at the **Houston County Airport** is accepted.
2. That the County Board Chairperson and Interim County Auditor/Treasurer are authorized to  
execute this Agreement and any amendments on behalf of the **Houston County**.

File No. 5 – Commissioner Severson moved, Commissioner Myhre seconded, motion carried unanimously carried to accept quote from Saxon Fleet Services in the amount of \$54,838.00 for a 1-ton flat bed pickup plus taxes, title, and fees.

File No. 6 – Commissioner Severson moved, Commissioner Schuldt seconded, motion carried unanimously carried to accept quote from Lone Star Truck Parts in the amount of \$4,645.00 for a flat bed for the 1-ton pickup (above).

File No. 7 – Commissioner Severson moved, Commissioner Schuldt seconded, motion unanimously carried to accept quote from Saxon Fleet Services in the amount of \$47,513.00 plus taxes, title, and fees, for a ¾-ton pickup. (The sale of unit 3171 for \$24,000 was anticipated.)

File No. 8 – Prior to any motions being made Engineer Pogodzinski said a typo had occurred on an agreement that was approved the week before. He said the Minnesota Department of Transportation would be paying for 70% of the cost instead of 75%. Commissioner Severson moved, Commissioner Myhre seconded, motion carried three to one to approve revised grant agreement and revised Resolution No. 24-37 Authorization to Execute Minnesota Department of Transportation Grant Agreement for Airport Improvement Excluding Land Acquisition. Commissioner Johnson voted no. Resolution is below.

Rev. 1/07

## RESOLUTION 24-37

### **AUTHORIZATION TO EXECUTE MINNESOTA DEPARTMENT OF TRANSPORTATION GRANT AGREEMENT FOR AIRPORT IMPROVEMENT EXCLUDING LAND ACQUISITION**

It is resolved by the **County of Houston** as follows:

1. That the state of Minnesota Agreement No. **1058011**,  
"Grant Agreement for Airport Improvement Excluding Land Acquisition," for  
State Project No. **A2801-37** at the **Houston County Airport** is accepted.
2. That the County Board Chairperson and Interim County Auditor/Treasurer are authorized to  
execute this Agreement and any amendments on behalf of the **Houston County**.

File No. 9 – Commissioner Myhre moved, Commissioner Severson seconded, motion unanimously carried to accept quotes from Schmitz Refrigeration and Winona Controls for two air condition units at the Meyer building.

File No. 10 – Commissioner Severson moved, Commissioner Myhre seconded, motion unanimously carried to review and approve payments. Payments are below.

**2024/10/01 COMMISSIONER'S WARRANTS:**

<b>VENDOR NAME</b>	<b>AMOUNT</b>
BOLTON & MENK INC	15,510.00
COMPUTER FORENSIC SERVICES LLC	19,105.00
DELTA DENTAL	6,265.68
ELECTION SYSTEMS & SOFTWARE INC	4,712.64
INSIGHT PUBLIC SECTOR	2,623.59
IUOE LOCAL 49 FRINGE BENEFIT FUNDS	26,550.00
LAWRENCE LAKE MARINA	2,745.70
LIBERTY TIRE RECYCLING LLC	3,345.75
MASTER'S TOUCH INC/THE	7,715.74
MATHY CONSTRUCTION	16,629.01
MEDICA	192,082.40
MIDWEST MACHINERY CO	2,000.00
MINNESOTA ENERGY RESOURCES	2,170.12
MN LIFE INSURANCE COMPANY	2,506.24
MOTOROLA SOLUTIONS INC	8,424.50
NUTRIEN AG SOLUTIONS INC	3,996.28
TRANSPO INDUSTRIES INC	31,596.00
VERIZON WIRELESS	3,552.79
WIEBKE TIRE CO	4,631.20
	<u>356,162.64</u>
27 VENDORS PAID LESS THAN \$2000.00	<u>14,328.52</u>
	<u>370,491.16</u>
PUBLIC HEALTH & HUMAN SERVICES	<u>183,877.12</u>
	<u><u>554,368.28</u></u>

Public Comment:

None.

DISCUSSION ITEMS

Commissioners discussed recent and upcoming meetings including an Extension, Water Plan, and labor negotiation meeting.

There being no further business at 10:03 a.m., a motion was made by Commissioner Severson seconded by Commissioner Myhre, motion unanimously carried to adjourn the meeting. The next meeting would be a workgroup session on October 8, 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: October 8, 2024

9:03 a.m.

Place: County Justice Center Basement, EOC Room, 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, Recorder Mary Betz, Public Health and Human Services Director John Pugleasa, Engineer Brian Pogodzinski, Assessor Lucas Onstad, Sheriff Brian Swedberg, and Appraiser Mark Bennett

## Board Workgroup Session

The Sheriff provided the board with several updates. He said the Juvenile Detention Center had been open for just over two months and, so far around \$39,300 had been billed to other counties for housing juveniles.

The Commissioners discussed an updated Personnel Policies Handbook with Interim Administrator Lapham. Lapham said the handbook had been a long time in the making. She said it was all encompassing compared to what had existed prior. The handbook would go before the board for final approval at an upcoming meeting.

Commissioner Johnson said due to a State grant increasing the Water Plan Committee would most likely no longer be needed and would be eliminated. He said some of the work was duplicated by the Watershed Committee.

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

BOARD OF COUNTY COMMISSIONERS

HOUSTON COUNTY, MINNESOTA

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

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

## PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: October 15, 2024

9:00 a.m.

Place: Commissioners Room, Courthouse, Caledonia, MN

Members Present: Dewey Severson, Eric Johnson, Robert Burns, Bob Schuldt, and Greg Myhre

Others Present: Interim Auditor/Treasurer Polly Heberlein, Fillmore County Journal Reporter Charlene Selbee, The Caledonia Argus Associate Editor Rose Korabek, Interim Administrator Carol Lapham, Board Clerk/EDA Director Allison Wagner, Recorder Mary Betz, Interim County Environmental Services Director Amelia Meiners, Fiscal Supervisor Heidi Harms, Public Health Educator Bri Ceaser, Public Health Supervisor Jordan Knoke, Attorney Samuel Jandt, Adalynn Hoel, Mikal Sylling, and Lydia Gaunitz

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 Burns, seconded by Commissioner Severson, motion unanimously carried to approve the meeting minutes from October 1, 2024.

Motion was made by Commissioner Myhre, seconded by Commissioner Schuldt, motion unanimously carried to approve the workgroup session minutes from October 8, 2024.

Public Comment:

None.

### APPOINTMENTS

Interviews were held for Environmental Service Director with Lydia Gaunitz and Amelia Meiners.

Commissioner Severson moved, Commissioner Schuldt seconded, motion unanimously carried to go into closed session pursuant to Minn. Stat. §13D.03, Subd. 1, (b) to discuss labor negotiations, including negotiation strategies or developments or discussion and review of labor

negotiation proposals, conducted pursuant to sections 179A.01 to 179A.25. The Commissioners, Interim Administrator Lapham, and Interim Auditor/Treasurer Heberlein attended the closed session.

At 12:07 a.m. Commissioner Myhre moved, Commissioner Schuldt seconded, motion unanimously carried to return to regular session. Lapham gave a summary of the closed session saying they had discussed labor negotiations, including negotiation strategies, developments and discussed and reviewed labor negotiation proposals. She said the Commissioners would vote to ratify or not ratify the tentative agreement with LELS Local 415. See Action Item No. 10.

#### CONSENT AGENDA

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

- 1) Initiate a competitive search for a 1.0 FTE Deputy Auditor Treasurer (B22).
- 2) Hire Jeremy Burt as a probationary, 1.0 FTE Environmental Specialist (B24 step 2), effective October 28, 2024, conditioned upon successful completion of a background check.
- 3) Rehire Michael Stano as a 67-day Drop Site Supervisor at wage of \$18.34 per hour.
- 4) Reassign Eliana Babinski from the position of Deputy Auditor/Treasurer to probationary, 1.0 FTE PHHS Account Technician (B23 step 1), effective November 18, 2024.
- 5) Change the employment status of Social Worker, Lauren Solum, from probationary to regular, effective October 15, 2024.

#### ACTION ITEMS

File No. 1 – Commissioner Schuldt moved, Commissioner Severson seconded, motion unanimously carried to approve the Juvenile Detention Center (JDC) contract. The language in the contract had been reviewed by Attorney Jandt. Each individual contract with another county would come before the board for approval.

File No. 2 – Commissioner Myhre moved, Commissioner Burns seconded, to approve purchase of Canon ImageRunner Advance C3930 scanner/copier and accept quote from Loffler.

File No. 3 – Commissioner Severson moved, Commissioner Schuldt seconded, motion unanimously carried to approve the renewal of the current TZD grant agreement with the Minnesota Office of Public Safety. As a part of the grant Public Health Educator Ceaser would be working with schools on education.

File No. 4 – Commissioner Burns moved, Commissioner Schuldt seconded, motion carried unanimously carried to approve the E. Hub Regional Mobile Crisis agreement.

File No. 5 – Commissioner Burns moved, Commissioner Severson seconded, motion carried unanimously carried to approve Foster Care School Transportation agreements.

File No. 6 – Commissioner Myhre moved, Commissioner Johnson seconded, motion carried unanimously carried to approve a \$19,000 EDA loan to Root River Market Cooperative in Houston at the 2024 set rate 3.5% and ten year term for a new freezer for the grocery store.

File No. 7 – Commissioner Severson moved, Commissioner Schuldt seconded, motion unanimously carried to approve Computer Forensics Services Inc. Professional/Technical Service Agreement. The service would assist with digital data processing. Commissioner Burns asked if Houston County would get any additional money for the agreement as Houston County would be the fiscal host for the agreement and several counties would receive the services. Attorney Jandt said additional funds would not be provided to Houston County for being the fiscal host, but there would be an overall benefit to the County.

File No. 8 – Commissioners discussed the Personnel Policies Handbook with the Commissioners. Commissioner Johnson asked for more time to review the Handbook, and Commissioner Schuldt suggested discussing it with Department Heads again at the next Department Head meeting. The matter was tabled.

File No. 9 – Commissioner Severson moved, Commissioner Myhre seconded, motion unanimously carried to review and approve payments. Payments are below.

**2024/10/15 COMMISSIONER'S WARRANTS:**

<b>VENDOR NAME</b>	<b>AMOUNT</b>
ACENTEK	4,531.32
ADVANCED CORRECTIONAL HEALTHCAR	7,743.02
BUREAU OF CRIMINAL APPREHENSION	2,160.00
CALEDONIA OIL CO INC	5,004.00
CALEDONIA/CITY OF	18,552.02
CEDA	7,107.69
DAHL AUTOMOTIVE	4,753.15
ENTERPRISE FM	14,269.04
HOUSTON COUNTY TREASURER	41,958.32
ICON CONSTRUCTORS LLC	114,640.00
INSIGHT PUBLIC SECTOR	16,388.95
JOE WELCH EQUIPMENT	2,000.00
MATHY CONSTRUCTION	3,989.76
MNCCC	12,836.62
NUTRIEN AG SOLUTIONS INC	33,863.56
OFFICE OF MNIT SERVICES	2,677.30
RICHARD'S SANITATION LLC	24,648.72
SEACHANGE PRINT INNOVATIONS	13,881.76
SELCO	55,872.75
STRUCTURES UNLIMITED LLC	34,865.00
VISA	9,034.87
WEX BANK	6,808.40
	<u>437,586.25</u>
54 VENDORS PAID LESS THAN \$2000.00	<u>27,659.01</u>
	<u>465,245.26</u>
PUBLIC HEALTH & HUMAN SERVICES	<u>115,958.96</u>
	<u><u>581,204.22</u></u>

File No. 10 – Commissioner Myhre moved, Commissioner Severson seconded, to ratify the tentative agreement with LELS Local 415. The Commissioners voted by roll. Commissioners Severson, Johnson, Burns, Schuldt, and Myhre voted no during the roll call. The tentative agreement was not ratified.

**Public Comment:**

Mikel Sylling from Wilmington Township said it may be okay for the Commissioners to no longer have a zoom option for meetings as long as the recordings were put on the website sooner than in the past.

DISCUSSION ITEMS

Commissioners discussed recent and upcoming meetings including a Southeast Minnesota EMS, Workforce, Hiawatha Valley Mental Health, Semcac, Land Use, and negotiations.

Commissioner Burns asked if the County should continue to have a zoom or related option for people to attend board meetings virtually. The usual zoom option had not been available for the meeting after the technology upgrade. Interim Administrator Lapham suggested seeing how the meetings went without the zoom option for a couple meetings. Meetings would still be recorded and could be reviewed online after.

There being no further business at 12:11 p.m., a motion was made by Commissioner Severson seconded by Commissioner Myhre, motion unanimously carried to adjourn the meeting. The next meeting would be a regular meeting on October 22, 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: October 22, 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, and Engineering Supervisor Justin Conway

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 Myhre, seconded by Commissioner Schuldt, motion unanimously carried to approve the meeting minutes from October 15, 2024.

Public Comment:

None.

### APPOINTMENTS

None.

### CONSENT AGENDA

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

- 1) Accept the resignation of Houston County Attorney Samuel Jandt, effective at 12:01 a.m., January 4, 2025, per MN Statute §351.01, subd.3(b).

- 2) Reassign Amelia Meiners from the position of Interim Environmental Services Director to probationary, full-time Environmental Services Director (D61 step 5), effective October 23, 2024.

#### ACTION ITEMS

File No. 1 – Commissioner Myhre moved, Commissioner Johnson seconded, motion unanimously carried to accept donations to the Extension Tesmer Farm Safety Day for a total of \$525.00.

File No. 2 – Commissioner Burns moved, Commissioner Schuldt seconded, to adopt Resolution No. 24-39 Final Acceptance for CP 2024-06 Sealcoat, Contract #069 with Scott Construction Inc. for bituminous seal coat. The total cost was \$466,941.81. Resolution is below.

#### **RESOLUTION NO. 24-39**

#### **FINAL ACCEPTANCE FOR CP 2024-06 SEALCOAT CONTRACT # 69**

**SCOTT CONSTRUCTION, INC**

**October 22, 2024**

WHEREAS, Contract No. 069 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. 3 – Commissioner Burns moved, Commissioner Schuldt seconded, motion unanimously carried to adopt Resolution No. 24-40 Final Acceptance for SAP 028-620-016, Contract #336 with Minnowa Construction for a bridge replacement on CSAH 20. The total cost was \$212,407.12. Resolution is below.

#### **RESOLUTION NO. 24-40**

#### **FINAL ACCEPTANCE FOR SAP 028-620-016 BRIDGE REPLACEMENT CSAH 20 CONTRACT # 336**

**MINNOWA CONSTRUCTION INC**

**October 22, 2024**

WHEREAS, Contract No. 336 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. 4 – Commissioner Severson moved, Commissioner Myhre seconded, motion unanimously carried to review and approve payments. Payments are below.

**REVIEW LICENSE CENTER PAYMENTS**

**2024/10/17 AUDITOR WARRANTS:**

<u>VENDOR NAME</u>	<u>AMOUNT</u>
KLUG/MICHAEL	2,200.00
OLMSTED SWCD	<u>33,575.98</u>
	35,775.98
11 VENDORS PAID LESS THAN \$2000.00	<u>5,611.57</u>
	<u><u>41,387.55</u></u>

**2024/10/22 COMMISSIONER'S WARRANTS:**

<b>VENDOR NAME</b>	<b>AMOUNT</b>
EPA AUDIO VISUAL INC	84,744.84
HAMMELL EQUIPMENT INC	2,420.72
HOUSTON COUNTY TREASURER	35,548.12
LA FLEUR LAW OFFICE LLC	6,888.45
MIENERGY COOPERATIVE	3,397.90
MINNOWA CONSTRUCTION INC	10,620.36
MN STATE TREASURER	3,771.50
MORRIS ELECTRONICS INC	2,906.25
MURPHY & ROVERUD LLP	5,679.43
NUSS TRUCK & EQUIPMENT	142,058.39
OFFICE OF MNIT SERVICES	2,297.15
REGENTS OF THE UNIVERSITY OF MINNESOTA	31,297.63
RON WEYMILLER CONSTRUCTION	4,640.45
SCHUMACHER ELEVATOR COMPANY	5,525.16
SCOTT CONSTRUCTION INC	31,213.71
SOUTHEAST MN PUBLIC INTEREST	7,440.00
WINONA CONTROLS INC	3,594.96
ZARNOTH BRUSH WORKS INC	3,062.40
	<u>387,107.42</u>
28 VENDORS PAID LESS THAN \$2000.00	<u>15,870.05</u>
	<u>402,977.47</u>
PUBLIC HEALTH & HUMAN SERVICES	<u>35,170.32</u>
	<u><u>438,147.79</u></u>

Public Comment:

None.

DISCUSSION ITEMS

Commissioners discussed recent and upcoming meetings including a Wildcat Park, District 1, Finance, and Personnel meeting.

A proposed Houston County ordinance to regulate cannabis businesses would be discussed at the planning commission meeting on Thursday, October 24, 2024.

There being no further business at 9:41 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 5, 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 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 Pogleasa, Public Health Supervisor Knoke, and Fiscal Supervisor Harms. The Commissioners asked about the budget and how the positions would be supported in the future. Pogleasa 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:**

<b>VENDOR NAME</b>	<b>AMOUNT</b>
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
	<u>369,594.77</u>
40 VENDORS PAID LESS THAN \$2000.00	18,489.70
	<u>388,084.47</u>
PUBLIC HEALTH & HUMAN SERVICES	33,515.43
	<u><u>421,599.90</u></u>

## REVIEW LICENSE CENTER PAYMENTS

### 2024/10/23 AUDITOR WARRANTS:

<u>VENDOR NAME</u>	<u>AMOUNT</u>
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:

<u>VENDOR NAME</u>	<u>AMOUNT</u>
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 3<sup>rd</sup>, 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 Pugleasa, 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 Minkkinen 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 Pugleasa, 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 Pugleasa, 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

## 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 Pogleasa, Public Health Supervisor Knoke, and Fiscal Supervisor Harms. The Commissioners asked about the budget and how the positions would be supported in the future. Pogleasa 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>
ACEN TEK	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

## PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: November 26, 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, Public Health Educator Bri Ceaser, Human Resource Technician Ann Diersen, Sheriff Brian Swedberg, Environmental Services Director Amelia Meiners, Recorder Mary Betz, and Kurt Zehnder

Presiding: Chairperson Johnson

Call to order.

Pledge of Allegiance.

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

Motion was made by Commissioner Myhre, seconded by Commissioner Burns motion unanimously carried to approve the meeting minutes from November 19, 2024.

Public Comment:

None.

### APPOINTMENTS

None.

### CONSENT AGENDA

Commissioner Burns moved, Commissioner Schuldt seconded, motion unanimously carried to approve the consent agenda. Commissioner Johnson thanked Jim Wieser for his years of service on the Planning Commission. Items approved are below.

- 1) 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.)
- 2) 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.
- 3) Approve Opioid (Fund 12) expenditures based on the recommendation of the local Opioid Settlement Collaborative.

**ACTION ITEMS**

File No. 1 – The Commissioners discussed with Sheriff Swedberg his salary proposal for 2025. Sheriff Swedberg was requesting a 6.5% increase for 2025. It was decided that the Personnel Committee would review the request further, and the matter was tabled. It would be looked at again in December.

File No. 2 – Commissioner Burns moved, Commissioner Severson seconded, motion unanimously carried to review and approve payments. Payments are below.

**REVIEW LICENSE CENTER PAYMENTS**

**2024/11/15 AUDITOR WARRANTS:**

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

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

<b>VENDOR NAME</b>	<b>AMOUNT</b>
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
	<u>103,920.19</u>
27 VENDORS PAID LESS THAN \$2000.00	19,146.18
	<u>123,066.37</u>
PUBLIC HEALTH & HUMAN SERVICES	64,541.69
	<u><u>187,608.06</u></u>

Public Comment:

None.

**DISCUSSION ITEMS**

Commissioners discussed recent and upcoming meetings including a Root River Watershed One, Extension, TNT, Department Head, Opioid, Hiawatha Valley Mental Health, Finance, Personnel, Township Association, and Joint Board of Health meeting.

There being no further business at 9:45 a.m., a motion was made by Commissioner Myhre seconded by Commissioner Severson motion unanimously carried to adjourn the meeting. The next meeting would be a regular meeting on December 3, 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: December 3, 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, Interim Administrator Carol Lapham, Board Clerk/EDA Director Allison Wagner, Public Health and Human Services Director John Pugleasa, Human Resource Technician Ann Diersen, Recorder Mary Betz, and Jessica Heberlein

Presiding: Chairperson Johnson

Call to order.

Pledge of Allegiance.

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

Motion was made by Commissioner Burns, seconded by Commissioner Severson motion unanimously carried to approve the meeting minutes from November 26, 2024.

Public Comment:

None.

### APPOINTMENTS

Jessica Heberlein from the Houston County Agriculture Society presented the society's balance sheet and reported on the 2024 Houston County Fair. She said the fair had been a success and the turnout had been high. She said attendance was up including at grand stand events, and community sponsorship had also increased. She said they had been able to get a carnival to attend. Heberlein thanked the board for their support, and they thanked her and the fair volunteers for all their work.

At 10:21 a.m. motion was made by Commissioner Myhre, 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 Administrator Lapham, and Interim Auditor/Treasurer Heberlein attended the session.

At 10:45 a.m. motion was made by Commissioner Myhre, seconded by Commissioner Burns motion unanimously carried to go back into regular session. Lapham said they had discussed labor negotiations, including negotiation strategies and developments. She said no official action was taken.

#### CONSENT AGENDA

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

- 1) Approve a request from Amelia Meiners to carry over her entire accrued vacation balance into 2025 with the understanding that the amount exceeding the carry over limit (approx. 40 hours) will be used prior to April 1, 2025.

#### ACTION ITEMS

File No. 1 – The Commissioners discussed with Interim Administrator Lapham the possibility of hiring a temporary employment agency to help fill some open County positions in the interim that were currently being advertised, but had not received any applicants. The positions included those in the auditor/treasurer office and zoning office. It was the general consensus of the Commissioners to have Lapham look into hiring a temp agency. Lapham asked the Commissioners to revisit the HR job description, and said the Human Resources Technician position should be looked at to better reflect the duties and projects that were being worked on. Commissioner Severson moved, Commissioner Burns seconded, motion unanimously carried to approve the updated HR job description that would be advertised to fill the vacant position in the office. Lapham asked the Commissioners to consider approving a County Administrator job description that encompassed all the duties. It was the general consensus of the Commissioners to table the administrator job description until the next regular meeting after it could be further reviewed.

File No. 2 – Commissioner Burns moved, Commissioner Severson seconded, motion unanimously carried to re-allocate some ARPA funds. The funds to be reallocated included a total of \$85,395. The funds were originally going to be used for a CSAH 6 La Crescent Sidewalk Improvement (as a grant match), and radio replacements, but those items had not yet come to fruition. For the time being those funds would be added back into the total available ARPA left available and unallocated.

File No. 3 – Commissioner Burns moved, Commissioner Schuldt seconded, motion unanimously carried to approve 2024 budget adjustments to facilitate 2025 final budget review prior to adoption.

File No. 4 – Commissioner Myhre moved, Commissioner Severson seconded, motion unanimously carried to approve the 2025 Non-Represented Pay Grid.

File No. 5 – Commissioner Severson moved, Commissioner Burns seconded, motion unanimously carried to review and approve payments. Payments are below.

**2024/11/22 AUDITOR WARRANTS:**

<b>VENDOR NAME</b>	<b>AMOUNT</b>
DIERSEN/JOHN	4,000.00
HARMS/CHAD	2,200.00
HEIM-WELCH/JOANNE M	2,200.00
HEIN/TODD JAY	3,859.00
IOWA DNR STATE FOREST NURSERY	2,425.00
KING/LUKE	2,200.00
LYNCH/BENJAMIN FRANCIS	5,901.62
MIERAU/ROBERT	8,560.00
NELSON/CECIL	15,400.00
OLMSTED SWCD	12,210.37
OWL BLUFF FARM LLC	3,979.31
PETERSEN/DAVID	2,000.00
PETERSON COMPANY LTD	5,000.00
POHLMAN/ARLYN DALE	2,000.00
SCHAFFER/JOYCE	109,251.50
SCHULLO/TRAVIS	4,550.00
SE SWCD TECHNICAL SUPPORT JPB	2,016.10
SPEVACEK/PHILIP	2,200.00
TOSTENSON/BRAD	28,440.00
TWIN CREEKS GOLF INC	33,849.00
VAN GUNDY/LARRY C & PATRICIA M	7,398.00
WIEBKE FEEDLOT LLC	4,520.00
WINONA COUNTY PLANNING & ZONING	5,284.56
	<u>269,444.46</u>
43 VENDORS PAID LESS THAN \$2000.00	<u>15,717.07</u>
	<u><u>285,161.53</u></u>

**2024/12/03 COMMISSIONER'S WARRANTS:**

<b>VENDOR NAME</b>	<b>AMOUNT</b>
DELTA DENTAL	6,622.60
HOSKINS ELECTRIC INC	2,148.76
INTERSTATE BILLING SERVICES	3,674.00
IUOE LOCAL 49 FRINGE BENEFIT FUNDS	26,550.00
LIBERTY TIRE RECYCLING LLC	3,221.20
MEDICA	189,124.96
MN LIFE INSURANCE COMPANY	2,519.72
VERIZON WIRELESS	3,403.37
WITHERSPOON/BRANDACE A	2,940.00
	<u>240,204.61</u>
23 VENDORS PAID LESS THAN \$2000.00	10,149.57
	<u>250,354.18</u>
PUBLIC HEALTH & HUMAN SERVICES	7,915.24
	<u><u>258,269.42</u></u>

Public Comment:

None.

**DISCUSSION ITEMS**

Commissioners discussed recent and upcoming meetings including a Joint Board of Health, Hiawatha Valley Mental Health, Zoning, Wildcat, and AMC meeting.

There being no further business at 10:24 a.m., a motion was made by Commissioner Severson seconded by Commissioner Myhre motion unanimously carried to adjourn the meeting. The next meeting would be a special meeting on December 11<sup>th</sup>, at 3:00 p.m for a cannabis hearing. The next regular board meeting would be on December 17, 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: December 11, 2024

9:00 a.m.

Place: Commissioners Room, Courthouse, Caledonia, MN

Members Present: Dewey Severson, Eric Johnson, Robert Burns, Bob Schuldt, and Greg Myhre

Others Present: Interim Auditor/Treasurer Polly Heberlein, Interim Administrator Carol Lapham, The Caledonia Argus Associate Editor Olivia Schmidt, Board Clerk/EDA Director Allison Wagner, Public Health and Human Services Director John Pugleasa, Attorney Samuel Jandt, Environmental Services Director Amelia Meiners, Franklin Hahn, Linda Norlien, Brent Welch, Sara Welch, Caledonia Clerk/Administrator Jake Dickson, Kurt Zehnder, Bob Hanson, and Yvonne Krogstad

Board Special Meeting

Presiding: Chairperson Johnson

Call to order.

Pledge of Allegiance.

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

Commissioners discussed possible changes to the proposed ordinance regulating cannabis businesses with Attorney Jandt and Environmental Services Director Meiners.

### APPOINTMENTS

A public hearing was held regarding the County's intent to adopt an ordinance regulating cannabis businesses.

Brent Welch made a public comment saying he was concerned with businesses being chosen using a lottery system, as he had invested time and money into his business in Houston County. He also said temporary cannabis events were often used to educate and inform the public. He was in favor of the County allowing temporary cannabis events.

Franklin Hahn said after listening to the discussion he wondered "what happened to free enterprise". He said the County did not limit restaurants or hardware stores. He also asked if four businesses were allowed in the County if one business could buy the others out.

After hearing the public comments the public hearing ended.

A revised ordinance regulating cannabis businesses would be on the agenda for the board to consider approving at a future meeting.

There being no further business at 4:05 p.m. a motion was made by Commissioner Severson seconded by Commissioner Burns motion unanimously carried to adjourn the meeting. The next regular board meeting would be on December 17, 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: December 17, 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 Olivia Schmidt, Interim Administrator Carol Lapham, Board Clerk/EDA Director Allison Wagner, Public Health and Human Services Director John Pugleasa, Social Services Supervisor Bethany Moen, Human Resource Technician Ann Diersen, Assessor Luke Onstad, Appraiser Joe Olson, Surveyor Eric Schmitt, Sheriff Brian Swedberg, UMN Extension Regional Manager Lisa Dierks, MN DNR Office Manager Sue Danielson, MN DNR State Trail and Snowmobile Program Consultant Wade Miller, Tom Gerard, Rick Voshart, Employee Recognition Awardees: Carrie O’Heron, Tammy Mauss, Mark Olson, Jonathan Kulas, Jennifer Daley-Oakes, and Alexander Bird

Presiding: Chairperson Johnson

Call to order.

Pledge of Allegiance.

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

Motion was made by Commissioner Burns, seconded by Commissioner Severson motion unanimously carried to approve the meeting minutes from November 26, 2024.

Public Comment:

None.

### APPOINTMENTS

The Annual Public Information Meeting for Houston County’s Stormwater Pollution Prevention Plan (SWPPP) was held.

2024 Employee Recognition Awards were presented to awardees listed below.

## 2024 Employee Recognition Awards

### 45 Year Awards

Cindy R Augedahl	3/12/1979
Carrie L O’Heron	6/25/1979

### 40 Year Award

Carol A Lapham	9/17/1984
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### 35 Year Awards

Liza R Jandt	9/19/1989	
Tammy A Mauss	3/14/1995	Includes Non-Consecutive
Thomas N Peter	5/8/1989	

### 25 Year Awards

Mark A Olson	8/3/1999
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### 20 Year Awards

Lori R Feldmeier	4/26/2004
Jonathan A Kulas	4/26/2004

### 10 Year Award

Jennifer K Daley-Oakes	6/5/2014
Melissa L Jordan	7/28/2014
Alexander J Bird	9/8/2024
Jordan S Goeden	10/27/2014

At 10:20 a.m. motion was made by Commissioner Severson, seconded by Commissioner Myhre 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 Administrator Lapham, and Interim Auditor/Treasurer Heberlein attended the session.

At 12:06 p.m. motion was made by Commissioner Myhre, seconded by Commissioner Burns motion unanimously carried to go back into regular session. Lapham said they had discussed labor negotiations, including negotiation strategies and developments. She said they had discussed a couple of items requested by MAPE that had been updated. They had also discussed the LELS agreement. See Action Item No. 15 regarding action that was taken.

## CONSENT AGENDA

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

- 1) Hire Morgan Solie as a 1.0 FTE probationary Social Worker (C41, Step 1), effective December 18, 2024, conditioned upon successful completion of a background check.

#### ACTION ITEMS

File No. 1 –Commissioner Myhre moved, Commissioner Severson seconded, motion unanimously carried to approve the UMN MOA.

File No. 2 – Commissioner Myhre moved, Commissioner Burns seconded, motion unanimously carried to reappoint Joshua Gran to the Planning Commission for a 3-year term beginning in January 2025 and ending December 31, 2027. It was the general consensus of the Commissioners that the deadline to take applications for the Planning Commission may need to be extended if more applications were not received.

File No. 3 – Commissioner Severson moved, Commissioner Myhre seconded, motion unanimously carried to approve the initiation of a competitive internal search for the position of Survey Crew Chief (B31) (Pursuant to IUOE CBA).

File No. 4 – Commissioner Myhre moved, Commissioner Severson seconded, motion unanimously carried to approve the initiation of a competitive external search for the position of Survey Crew Chief in the event no internal applications were received during the 5-day internal posting period.

File No. 5 – The Commissioners discussed a MnDOT Limited Use Permit (LUP) regarding Snowmobile Trail – Nighttime, Two Way Use and resolution with Engineer Pogodzinski, Interim Auditor/Treasurer Heberlein, MN DNR Office Manager Sue Danielson, MN DNR State Trail and Snowmobile Program Consultant Wade Miller, and representatives from a couple of the Houston County Snowmobile clubs. Pogodzinski said Attorney Jandt was recommending that the County not adopt the resolution having to do with the LUP due to liability issues. He said other counties were also not adopting it due to liability concerns. Pogodzinski said he had hoped someone from MnDOT would have been able to attend the meeting. After much discussion on the matter it was decided to table the matter until someone from MnDOT could attend a board meeting to discuss the matter further.

File No. 6 – Commissioner Myhre moved, Commissioner Schuldt seconded, motion unanimously carried to approve State of Minnesota Grant Contract Agreement Snowmobile Grant-In-Aid Program FY 2025 Maintenance and Grooming Grants.

File No. 7 – Commissioner Myhre moved, Commissioner Schuldt seconded, motion unanimously carried to award the Box Culvert project on CSAH 10 to Minnowa Construction. Their bid was \$461,933.57. Bids are below.

Houston County Abstract  
 SAP 028-610-021 (#9122003)  
 Letting 12/05/2024 01:00 PM CST

Bid Name	Total
Minnowa Construction Inc.	\$461,933.57
Zenke, Inc	\$503,289.09
Generation X Construction, LLC.	\$517,226.00
Midwest Contracting, LLC	\$548,785.00
A-1 Excavating Inc	\$569,669.00
VanGundy Excavating LLP	\$577,505.50
Schumacher Excavating Inc	\$594,406.50
ICON Constructors, LLC	\$612,040.50

File No. 8 – Commissioner Severson moved, Commissioner Myhre seconded, motion unanimously carried to approve a 2025 disaster tax credit in the amount of \$23,586 for R&H Properties for fire that occurred in August of 2024.

File No. 9 – Commissioner Severson moved, Commissioner Schuldt seconded, motion unanimously carried to approve a disaster abatement for Traditions of La Crescent in the amount of \$3,162 for two months of tax on building. A fire had destroyed the building on 10/5/2024.

File No. 10 – Commissioner Severson moved, Commissioner Burns seconded, motion unanimously carried to approve the administrator job description. Commissioner Burns moved, Commissioner Myhre seconded, motion unanimously carried to appoint Carol Lapham as Interim Houston County Administrator starting January 1, 2025 for a period of up to one year, or until such a time when an administrator was hired. (Lapham was currently serving as the Interim Administrator until the end of 2024.)

File No. 11 – Commissioner Burns moved, Commissioner Severson seconded, motion unanimously carried to approve allocating ARPA funds in the amount of \$214,102.00. The funds would be used for capital improvements. Lapham said all the ARPA funds had now been allocated.

File No. 12 – Commissioner Myre moved, Commissioner Severson seconded, motion unanimously carried to approve 2024 budget adjustments to accurately reflect annual activity.

The budget adjustments were for the highway department. Lapham said additional budget adjustments would be coming.

File No. 13 – Commissioner Severson moved, Commissioner Burns seconded, motion unanimously carried to review and approve payments. Payments are below.

Review license center payments	
<u>VENDOR NAME</u>	<u>AMOUNT</u>
HOUSTON COUNTY TREASURER	3,322.64
ISD 300 TREASURER	101,581.70
MN PACE-ST PAUL PORT AUTHORITY	3,800.96
TREASURER CCWSD	30,105.82
TREASURER CITY OF BROWNSVILLE	69,781.60
TREASURER CITY OF CALEDONIA	538,229.58
TREASURER CITY OF EITZEN	48,646.45
TREASURER CITY OF HOKAH	156,706.55
TREASURER CITY OF HOUSTON	260,971.30
TREASURER CITY OF LA CRESCENT	1,613,090.50
TREASURER CITY OF SPRING GROVE	306,403.29
TREASURER SCHOOL DISTRICT 238	6,073.03
TREASURER SCHOOL DISTRICT 239	23,200.04
TREASURER SCHOOL DISTRICT 294	140,181.10
TREASURER SCHOOL DISTRICT 297	165,858.83
TREASURER SCHOOL DISTRICT 299	225,504.88
TREASURER TWP OF BLACKHAMMER	56,050.23
TREASURER TWP OF BROWNSVILLE	82,927.06
TREASURER TWP OF CALEDONIA	86,698.38
TREASURER TWP OF CROOKED CREEK	35,128.09
TREASURER TWP OF HOKAH	54,707.01
TREASURER TWP OF HOUSTON	71,803.16
TREASURER TWP OF JEFFERSON	13,387.56
TREASURER TWP OF LA CRESCENT	163,590.97
TREASURER TWP OF MAYVILLE	63,697.63
TREASURER TWP OF MONEY CREEK	102,073.91
TREASURER TWP OF MOUND PRAIRIE	111,521.39
TREASURER TWP OF SHELDON	47,982.64
TREASURER TWP OF SPRING GROVE	76,967.50
TREASURER TWP OF UNION	50,810.87
TREASURER TWP OF WILMINGTON	88,722.57
TREASURER TWP OF WINNEBAGO	51,040.02
TREASURER TWP OF YUCATAN	59,104.39
	<u>4,909,671.65</u>
2 VENDORS PAID LESS THAN \$2000.00	328.31
	<u>4,909,999.96</u>

**2024/12/17 COMMISSIONER'S WARRANTS:**

<b>VENDOR NAME</b>	<b>AMOUNT</b>
ACENTEK	4,406.55
BENJEGERDES MACHINE INC	17,807.38
CALEDONIA OIL CO INC	5,397.50
CALEDONIA/CITY OF	16,080.64
CEDA	7,107.69
FILLMORE COUNTY EXTENSION OFFICE	2,542.83
HOUSTON COUNTY TREASURER	53,598.14
KARPEL SOLUTIONS, INC.	6,862.19
LIBERTY TIRE RECYCLING LLC	3,589.50
LOFFLER COMPANIES	7,458.37
MN STATE TREASURER	3,174.00
NEDLAND INDUSTRIES INC	23,965.00
PITNEY BOWES GLOBAL FINANCIAL SER	20,000.00
REGENTS OF THE UNIVERSITY OF MINNE	31,297.63
RICHARD'S SANITATION LLC	22,230.88
SCHNEIDER CORPORATION/THE	2,931.00
SE MN AREA AGENCY ON AGING INC	2,000.00
SEMCAC	5,000.00
VISA	8,571.68
WEX BANK	7,367.98
WIEBKE TIRE CO	3,741.55
	<u>255,130.51</u>
55 VENDORS PAID LESS THAN \$2000.00	21,155.71
	<u>276,286.22</u>
PUBLIC HEALTH & HUMAN SERVICES	240,153.95
	<u>516,440.17</u>

File No. 14 – Commissioner Burns moved, Commissioner Severson seconded, motion unanimously carried to adopt Resolution 24-44, 2025 Certified Levy. This would be a 7.5% increase. Resolution is below.

**RESOLUTION NO. 24-44**

BE IT RESOLVED, that the certified levy after the deduction of County Program Aid (CPA), in the amount of \$14,737,549 be made on all taxable property in the County of Houston for taxes payable in 2025 in the following amounts by County Fund:

County Revenue	\$ 8,991,368
Road & Bridge	2,831,164
Public Health & Human Services	2,975,823
Bond Fund – 2020A Jail Bonds	1,386,263
	-----
Total	\$ 16,184,618
Less CPA	(1,447,069)
	-----
Total Levy	\$ 14,737,549

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File No. 15 – Commissioner Myhre moved, Commissioner Severson seconded, motion unanimously carried to adopt and ratify the tentative agreement with MAPE. Commissioner Myhre moved, Commissioner Severson seconded, motion unanimously carried to adopt and ratify the tentative agreement with LELS.

Public Comment:

None.

DISCUSSION ITEMS

Commissioners discussed recent and upcoming meetings including a Joint Board of Health, Hiawatha Valley Mental Health, Zoning, Wildcat, and AMC meeting.

There being no further business at 10:24 a.m., a motion was made by Commissioner Severson seconded by Commissioner Myhre motion unanimously carried to adjourn the meeting. The next regular board meeting would be on December 31, 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: December 31, 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, Fillmore County Journal Reporter Charlene Selbee, The Caledonia Argus Associate Editor Olivia Schmidt, Board Clerk/EDA Director Allison Wagner, Public Health and Human Services Director John Pugleasa, Human Resource Technician Ann Diersen, Sheriff Brian Swedberg, Chief Deputy Bill Hargrove, Emergency Management Director Mark Olson, Sergeant Zack Swedberg, Deputy Ethan Meyer, Dispatcher Pat Molling, Attorney Samuel Jandt, Environmental Services Director Amelia Meiners, MN DNR State Trail and Snowmobile Program Consultant Wade Miller, OneEnergy Renewables Associate Director Development Beth Esser, MiEnergy Vice President of Member Services Kent Whitcomb, MnDOT District Engineer Mark Schoenfelder, MnDOT Right of Way Supervisor Brian Veronen, MnDOT Assistant Right of Way Supervisor Dave Evans, Sheri Allen, Andy Allen, Moriah Meyer, Cindy Wright, Brad Thachy, Al Christian, Kristi Molling, Bri Ceaser, Paytience Swedberg, Lydia Swedberg, Danielle Swedberg, Rebecca Swedberg, Rick Voshart, Donise Heiller Becker, and Edward Voight

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 Myhre, seconded by Commissioner Severson motion unanimously carried to approve the meeting minutes from December 17, 2024.

Public Comment:

None.

### APPOINTMENTS

Sheriff Brian Swedberg presented the Life Saving Award to three people: Sergeant Zach Swedberg, Deputy Ethan Meyer, and Dispatcher Pat Molling. Sheriff Swedberg said the event had occurred on November 30<sup>th</sup>, 2024, and through teamwork the three had located and rescued an unconscious female from the frozen banks of the Root River by Houston, MN. She was transported to the hospital and treated for hypothermia. Sheriff Swedberg said due to their dedication and collaboration they were able to find and save the woman's life.

A Public Hearing was held pursuant to Minnesota Statutes 357.51 regarding enacting an interim ordinance on the permitting and construction of commercial solar projects.

Sheri Allen and her husband Andy Allen had been working on a solar project. She said it was a forward thinking approach, and that land owners had a right that empowered them to do so.

OneEnergy Renewables, Associate Director of Development, Beth Esser said OneEnergy Renewables had been working in partnership with Daryland Power Cooperative and its members including MiEnergy on small solar projects that tied into their substations. She said the solar projects served several purposes including meeting local demand on high load substations, locking in long term pricing, and making the electrical supply in the area more resilient by generating closer to end use. Esser said they had successfully built two previous portfolios on projects in neighboring counties including Fillmore and Winona Counties. She said in Houston County they were proposing Wild Turkey Project, which would be hosted by the Allen family. She said OneEnergy was committed to being a partner throughout the life of the project. She said the panels were made out of recyclable materials. Esser said they were happy to work with Houston County on an ordinance. To help meet their timeline for Wild Turkey Project she asked that the project either be exempt from the moratorium, or shortened to a three month timeline.

MiEnergy Vice President of Member Services, Kent Whitcomb, said MiEnergy had a long-standing history of supporting renewable energy. He said he wanted to clarify distinctions between MiEnergy's distribution commercial solar projects and transmission commercial solar farms. The cooperative emphasized projects that were 5 MW or less and integrated directly into existing low-voltage distribution substations, the electricity generated was used locally, the projects supported Minnesota's renewable energy mandates, and more. He said MiEnergy supported Houston County's interim ordinance on the permitting and construction of commercial solar projects, however they recommended refining the ordinance by distinguishing between distribution commercial solar projects and transmission commercial solar projects based on their scale and impact. MiEnergy suggested that the moratorium apply only to the proposed transmission commercial solar projects, given their larger scale and greater potential impact.

Andy Allen said his heart was in farming. He said when they were first approached about a solar project he was not excited in the beginning. He said he loved farming, and the stewardship of farming had evolved. He said the proposed project would benefit the community in many ways.

## CONSENT AGENDA

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

- 1) Hire Tami Klinski as a 1.0 FTE probationary Deputy Auditor/Treasurer (B22, Step 2), effective January 2, 2025, conditioned upon successful completion of a background check.
- 2) Hire Cynthia Kincs, as a 67-day Public Health Nurse (C42, Step 4) to assist with WIC clinics until further notice. Recruitment for the vacant RN/PHN positions is ongoing.
- 3) Approve contract with Woods Psychological Services, LLC. Woods Psychological Services provides reflective supervision for child protection social workers.
- 4) Approve 2025 MFIP/DWP contract with Workforce Development Inc. (WDI) for required employment and training services.
- 5) Consider approving the 2025 Tobacco Licenses for the following (Heberlein):
  - River Valley Convenience Store, Inc./ Cennex, Houston, MN.
  - Houston Food Mart/BP, Houston, MN
  - DG Retail, LLC dba Dollar General #20006

## ACTION ITEMS

File No. 1 –Commissioners discussed enacting an interim ordinance on permitting and construction of commercial solar projects with Attorney Samuel Jandt and Environmental Services Director Amelia Meiners. The ordinance would be titled: Moratorium on the Permitting and Construction of Commercial Solar Projects & Interim Commercial Solar System Ordinance. Meiners said she was requesting the moratorium to allow time for her department to study and evaluate an ordinance. Several findings were listed in the proposed moratorium. She said the original proposal was for the moratorium to be up to a year, but Meiners said her office could work instead with a six month time frame. Commissioner Schuldt said time had already been spent on a proposed project. Commissioner Myhre said there were already solar panels in other communities. Commissioner Johnson said the proposed moratorium was not due to one project in particular, but rather so the matter could be studied further for all in the County. Commissioner Burns moved, Commissioner Severson seconded, motion carried three to two to enact an interim ordinance on permitting and construction of commercial solar projects titled Moratorium on the Permitting and Construction of Commercial Solar Projects & Interim Commercial Solar System Ordinance, for a period of up to six months. The Commissioners voted by roll. Commissioners Severson, Johnson, and Burns voted yes. Commissioners Schuldt and Myhre voted no.

File No. 2 – Commissioner Burns moved, Commissioner Schuldt seconded, motion unanimously carried to adopt the Cannabis Business Ordinance titled The Ordinance of Houston County to Regulate Cannabis Related Businesses. The Commissioners voted by roll. All Commissioners voted yes.

File No. 3 – The Commissioners discussed a MnDOT Limited Use Permit (LUP) regarding Snowmobile Trail – Nighttime, Two Way Use and resolution with Engineer Pogodzinski, Interim Auditor/Treasurer Heberlein, Attorney Jandt, MnDOT, and the DNR. Attorney Jandt said the County was concerned about passing the LUP due to liability issues. He said other counties had not passed it. Commissioner Severson moved, Commissioner Severson Johnson seconded, motion passed three to two to deny the MnDOT Limited Use Permit (LUP) regarding Snowmobile Trail – Nighttime, Two Way Use and resolution. The Commissioners voted by roll. Commissioners Severson, Johnson, and Burns voted yes. Commissioners Schuldt and Myhre voted no.

File No. 4 – Commissioner Severson moved, Commissioner Myhre seconded, motion unanimously carried to approve Houston County Hauler License Renewals for 2025.

File No. 5 – Commissioner Myhre moved, Commissioner Burns seconded, motion unanimously carried to approve Ability Building Community Contract with Houston County for 2025.

File No. 6 – Commissioner Burns moved, Commissioner Myhre seconded, motion unanimously carried to approve Richard’s Sanitation contract and increase for 2025.

File No. 7 – Commissioner Myhre moved, Commissioner Schuldt seconded, motion unanimously carried to appoint Peter Privet to the Houston County Extension Committee for a three year term 1/1/25 to 13/31/27.

File No. 8 – Commissioner Severson moved, Commissioner Schuldt seconded, motion unanimously carried to approve La Crescent Active Transportation Grant Resolution of Support No. 24-45. Resolution is below.

#### **RESOLUTION NO. 24-45**

#### **RESOLUTION OF SUPPORT FOR THE CITY OF LA CRESCENT PURSUIT OF 2024 ACTIVE TRANSPORTATION FUNDING FROM MnDOT FOR THE MAPLE STREET AND SOUTH 4<sup>TH</sup> STREET SIDEWALK PROJECTS**

WHEREAS, up to \$12.502 million in Active Transportation funding is available, with a minimum of \$50,000 and cap of \$1,000,000 for each project to improve safety hazards to walking and biking, and

WHEREAS, the Maple Street and South 4<sup>th</sup> Street sidewalk projects are significant in that they complete missing segments of sidewalk and improve handicap accessibility within the City near two elementary schools, and

WHEREAS, the South 4<sup>th</sup> Street sidewalk project includes the ADA ramp at the intersection of South 4<sup>th</sup> Street and Elm Steet (County State Aid Highway 6), and

WHEREAS, the proposed year for project construction is 2025 or 2026.

NOW, THEREFORE BE IT RESOLVED BY THE HOUSTON COUNTY BOARD OF COMMISSIONERS AS FOLLOWS; that

1. The County supports the construction of the project, including the portion within County right of way.
2. The County supports the City of La Crescent's pursuit of Active Transportation (AT) funds.

File No. 9 – Commissioner Severson moved, Commissioner Schuldt seconded, motion unanimously carried to approve La Crescent Safe Routes to School Grant letter of support and Resolution No. 24-46. Resolution is below.

#### **RESOLUTION NO. 24-46**

#### **RESOLUTION OF SUPPORT FOR THE CITY OF LA CRESCENT PURSUIT OF 2024 SAFE ROUTES TO SCHOOL INFRASTRUCTURE PROGRAM GRANT FUNDING FROM MnDOT FOR THE PEDESTRIAN IMPROVEMENT PROJECTS**

WHEREAS, up to \$8.5 million in Safe Routes to School is available, with a minimum of \$50,000 and cap of \$1,000,000 for each project, and

WHEREAS, SRTS funds can be used to reimburse construction costs on SRTS eligible items, and that construction costs above the SRTS amount will need to have alternative funding sources, and

WHEREAS, the City of La Crescent, Houston County, and area school districts partnered in the development of the La Crescent 2020 SRTS plan, and

WHEREAS, the City of La Crescent is seeking SRTS funding for the construction of projects identified within the Plan, including segments located within County right of way, and

WHEREAS, the proposed year for project construction is 2025 or 2026.

NOW, THEREFORE BE IT RESOLVED BY THE HOUSTON COUNTY BOARD OF COMMISSIONERS AS FOLLOWS; that

1. The County supports the construction of the projects, including the portion within County right of way.

2. The County supports the City of La Crescent’s pursuit of Safe Routes to School (SRTS) grant funds.

File No. 10 – Commissioner Myhre moved, Commissioner Schuldt seconded, motion unanimously carried to approve Transportation Alternatives Grant letter of support for La Crescent.

File No. 11 – Commissioner Severson moved, Commissioner Myhre seconded, motion unanimously carried to approve Memorandum of Understanding addressing bridges along state borders.

File No. 12 – Commissioner Severson moved, Commissioner Myhre seconded, motion unanimously carried to approve proceeding with seeking bids for the Airport T-Hanger project. Pogodzinski said there would be two options to bid on that included eight or six unit T-Hangers.

File No. 13 – Commissioner Severson moved, Commissioner Myhre seconded, motion unanimously carried to do the final application of ARPA dollars and accept the bids for: two water heaters for the CJC \$89,500, Microsoft productivity software \$46,119, and Grader Roller Package \$53,088, for a total of \$188,707.00. The remaining \$153,899 in ARPA funding would be used in addition to \$34,808 in LACTF funds.

File No. 14 – Commissioner Severson moved, Commissioner Myhre seconded, motion unanimously carried to approve 2024 budget adjustments to accurately reflect various revenues and expenditures and fund balance usage of the Recorder’s Technology fund and the Compliance fund.

File No. 15 – Commissioner Burns moved, Commissioner Myhre seconded, motion unanimously carried to adopt the Operating Budget Resolution No. 24-47. Resolution is below.

**RESOLUTION NO. 24-47  
RESOLUTION ADOPTING 2025 PROPOSED OPERATING BUDGET**

	Revenue	Expenditures	Revenues Over (Under) Expenditures
	-----	-----	-----
County Revenue	16,190,653	16,168,905	21,748
Road & Bridge	11,246,726	11,246,726	0
Public Health & Human Services	8,588,009	8,609,757	(21,748)
Debt Service	1,603,791	1,603,791	0
	-----	-----	-----
Grand Total	37,629,179	37,672,179	0
	=====	=====	=====

File No. 16 – Commissioner Myhre moved, Commissioner Schuldt seconded, motion unanimously carried to set County Recorder Betz’s 2025 annual salary at \$89,606.40, C43 Step 7.

File No. 17 – Interim Administrator Lapham said after meeting with the Sheriff and reviewing his request the Personnel Committee was recommending the Sheriff receive what would be equivalent to a 3.5% step increase (the Sheriff was not on a step pay scale) in addition to 6.5%. Commissioner Severson moved, Commissioner Burns seconded, motion failed two to three to set Sheriff Swedberg’s annual salary at \$132,073.17. Commissioners Severson and Burns voted yes. Commissioners Johnson, Schuldt, and Myhre voted no. Commissioner Myhre moved, Commissioner Schuldt seconded, motion carried three to two to set Sheriff Swedberg’s 2025 annual salary at \$128,215.63. This was a 6.5% increase. The Commissioners voted by roll. Commissioners Severson and Burns voted no. Commissioners Johnson, Schuldt, and Myhre voted yes.

File No. 18 – Commissioner Myhre moved, Commissioner Schuldt seconded, motion unanimously carried to set the County Commissioners’ 2025 annual salary at \$21,485.77. This was a 6.5% increase. Commissioner Johnson said the Houston County Commissioners were some of the lowest paid Commissioners in the State when compared to other counties.

File No. 19 – Commissioner Severson moved, Commissioner Myhre seconded, motion unanimously carried to set Attorney Jandt’s 2025 annual salary to be prorated for January 1 through January 4<sup>th</sup>. The attorney salary for 2025 would be \$141,126.62. This was a 6.5% increase.

File No. 20 – Commissioner Severson moved, Commissioner Myhre seconded, motion unanimously carried to appointing Suzanne Bublitz as the Interim Houston County Attorney effective January 4, 2025 to fulfill the statutory duties of the office for the balance of the elected term of office upon completion of the oath of office. Lapham said Bublitz would receive the same salary as Attorney Jandt, and that she would be considered a County employee not an elected official.

File No. 21 – Commissioner Severson moved, Commissioner Myhre seconded, motion unanimously carried to designate County Revenue, Road & Bridge, and Public Health and Human Services major funds and Debt Service and Capital Projects as minor funds.

File No. 22 – Commissioner Burns moved, Commissioner Schuldt seconded, motion unanimously carried to establishing fund 3 – Economic Development for financial reporting as required based on the amount of funds designated as such within Fund 01-County Revenue and designate the fund as a minor fund.

File No. 23 – Commissioner Burns moved, Commissioner Severson seconded, motion unanimously carried to adopt the 2025 Fee Schedule. The Commissioners agreed to shift new sign fees to the building permit fee category. They would be paid by the permit holder instead of the township.

File No. 24 – Commissioner Severson moved, Commissioner Schuldt seconded, motion unanimously carried to review and approve payments. Payments are below.

**REVIEW LICENSE CENTER PAYMENTS**

**2024/12/16 AUDITOR WARRANTS:**

<u>VENDOR NAME</u>	<u>AMOUNT</u>
HARTLEY/CHRIS	5,080.00
KING/LUKE	9,434.07
LA CRESCENT/CITY OF	26,198.40
MADER 3G PROPERTIES LLC	2,461.95
MCNAMER/JAY MICHAEL	9,900.00
MEYER/KERMIT	17,520.00
OLMSTED SWCD	3,719.80
WEICHERT/THOMAS	2,280.00
WELKE/ANDREW	3,250.00
WINONA COUNTY SWCD	13,760.00
	<u>93,604.22</u>
19 VENDORS PAID LESS THAN \$2000.00	<u>12,849.90</u>
	<u>106,454.12</u>

**REQUEST APPROVAL FOR PAYMENT**

**2024/12/30 COMMISSIONER'S WARRANTS**

<u>VENDOR NAME</u>	<u>AMOUNT</u>
BOLTON & MENK INC	18,760.00
ENTERPRISE FM	15,380.92
GOVERNMENT MANAGEMENT GROUP	3,800.00
LONE STAR TRUCK PARTS LLC	4,672.00
MINNESOTA ENERGY RESOURCES	4,890.65
MN STATE AUDITOR	11,195.00
VERIZON WIRELESS	3,403.37
	<u>62,101.94</u>
38 VENDORS PAID LESS THAN \$2000.00	<u>16,118.30</u>
	<u>78,220.24</u>
PUBLIC HEALTH & HUMAN SERVICES	<u>56,498.95</u>
	<u>134,719.19</u>

Public Comment:

None.

DISCUSSION ITEMS

Commissioners discussed recent and upcoming meetings including a Department Head, Personnel, La Crosse Solid Waste, and Airport meeting.

The Commissioners thanked Commissioners Severson and Burns for their service to Houston County, and said it had been a pleasure working with them.

Commissioner Burns said it was a pleasure serving the people of Houston County during his time on the County Board.

There being no further business at 11:56 a.m., a motion was made by Commissioner Burns seconded by Commissioner Severson motion unanimously carried to adjourn the meeting. The next regular board meeting would be on January 7, 2025.

BOARD OF COUNTY COMMISSIONERS

HOUSTON COUNTY, MINNESOTA

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

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