

## PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: January 7, 2025

9:00 a.m.

Place: Commissioners Room, Courthouse, Caledonia, MN

Members Present: Cindy Wright, Eric Johnson, Kurt Zehnder, 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, Public Health Supervisor Jordan Knoke, Human Resource Technician Ann Diersen, Recorder Mary Betz, Engineer Brian Pogodzinski, and Environmental Services Director Amelia Meiners

Presiding: Interim Administrator Carol Lapham, Chairperson pro tem

Call to order.

Pledge of Allegiance.

Lapham requested nominations for 2025 Board of Commissioner Chairperson. Commissioner Wright nominated Commissioner Johnson for 2025 Board Chairperson and Commissioner Myhre 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 Zehnder to nominate Commissioner Schuldt for Vice-Chairperson 2025. Commissioner Myhre seconded the motion, and it carried unanimously. There were no other nominations.

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

Motion was made by Commissioner Schuldt, seconded by Commissioner Myhre, motion carried unanimously to approve the meeting minutes from December 31, 2024.

Public Comment:

None.

### APPOINTMENTS

Interim Auditor/Treasurer, Heberlein, opened the sealed bids for the official County newspaper 2025. 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 2025 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) \$ 3.00

MISCELLANEOUS NOTICES that are not required to be published in the Official Paper (per column inch). Legal Rate \$ 3.00 Display Rate \$ 3.00

PRINTING OF 2024 FINANCIAL STATEMENT Charge per inch (based on a 7 point type, Arial font, with 8 point leading) \$ 3.00

PUBLICATION OF SAMPLE BALLOT INFORMATION Charge per inch (based on a 7 point type, Arial font, with 8 point leading) \$ 3.00

PUBLICATION OF TAX FORFEITURE INFORMATION Charge per inch (based on a 7 point type, Arial font, with 8 point leading) \$ 3.00

PUBLICATION OF DELINQUENT TAX LIST: Charge per inch (based on a 7 point type, Arial font with 8 point leading) \$ 3.00

*Fillmore County Journal*

OFFICIAL NEWSPAPER FOR 2025 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

PRINTING OF 2024 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

CONSENT AGENDA

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

- 1) Change the employment status of Appraiser Trainee, Mark Bennett, from probationary to regular, effective January 15, 2025.
- 2) Hire Dawn Schuttemeier as a .8 FTE probationary Registered Nurse (C41, Step 4), effective January 27, 2025, conditioned upon successful completion of a background check.
- 3) Accept donation of \$100.00 from Winona Community Foundation on behalf of the Fastenal Blue Team Giving fund for Foster Care Children in Houston County.

## ACTION ITEMS

File No. 1 – Commissioner Schuldt moved, Commissioner Myhre seconded, motion unanimously carried to adopt Resolution No. 25-01 and designate *Caledonia Argus* the 2025 Official Newspaper. Resolution is below.

### RESOLUTION NO. 25-01

#### 2025 OFFICIAL NEWSPAPER

January 7, 2025

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 2025** 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) \$ 3.00

**MISCELLANEOUS NOTICES** that are not required to be published in the Official Paper (per column inch). Legal Rate \$ 3.00 Display Rate \$ 3.00

**FIRST PRINTING OF 2024 FINANCIAL STATEMENT** Charge per inch (based on a 7 point type, Arial font, with 8 point leading) \$ 3.00

**PUBLICATION OF SAMPLE BALLOT INFORMATION** Charge per inch (based on a 7 point type, Arial font, with 8 point leading) \$ 3.00

**PUBLICATION OF TAX FORFEITURE INFORMATION** Charge per inch (based on a 7 point type, Arial font, with 8 point leading) \$ 3.00

**PUBLICATION OF DELINQUENT TAX LIST:** Charge per inch (based on a 7 point type, Arial font with 8 point leading) \$ 3.00

File No. 2 – Commissioner Myhre moved, Commissioner Zehnder seconded, motion unanimously carried to adopt Resolution No. 25-02 Account Powers Granted for Merchants Bank N.A. Resolution is below.

RESOLUTION NO. 25-02

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

January 7, 2025

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 Zehnder moved, Commissioner Myhre seconded, motion unanimously carried to adopt Resolution No. 25-03 Account Powers Granted for ESB Banking. Resolution is below.

RESOLUTION NO. 25-03

**ACCOUNT POWERS GRANTED  
ESB BANKING**

January 7, 2025

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 Myhre moved, Commissioner Schuldt seconded, motion unanimously carried to adopt Resolution No. 25-04 Authorization to Use Alternative Method to Disseminate Bids and Requests. Resolution is below.

RESOLUTION NO. 25-04

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

January 7, 2025

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. 5 – Commissioner Myhre moved, Commissioner Schuldt seconded, motion unanimously carried to approve County issued credit cards for Cindy Wright and Kurt Zehnder.

File No. 6 – Commissioner Schuldt moved, Commissioner Myhre seconded, motion unanimously carried to approve the Wildcat Park contract. One change to the contract would be that the contractor would be in charge of the reservation system instead of the County.

File No. 7 – Commissioners discussed the possibility of hiring a second assistant County Attorney to help with the County Attorney Office staffing levels with Interim Administrator Lapham. Lapham said Interim County Attorney, Suzanne Bublitz, was requesting the additional assistant County Attorney. Lapham said at one time the office did have two assistant attorneys and Lapham thought that with additional duties being returned to the Attorney's office (such as contract writing) the extra help would be needed. Lapham said there was money that could be used that had not been used in the last couple years. Other departments expressed wanting additional staff in the Attorney's Office who could help in areas such as land use. This could help reduce the need to contract out legal help in certain areas. Commissioner Zehnder asked about what could happen at the end of County Attorney Bublitz's interim appointment. He said he did not want to hire someone and then need to let them go. Commissioner Myhre said he would like to see the office try to first work with the current staff level, and see if there was a need for additional staff. Commissioner Schuldt moved, Commissioner Wright seconded, motion carried four to one to hire a second Assistant County Attorney. Commissioner Myhre voted no.

File No. 8 – Commissioner Schuldt moved, Commissioner Wright seconded, motion unanimously carried to approve Resolution No. 25-05 Annual Appropriations. Resolution is below.

#### RESOLUTION NO. 25-05

#### **2025 ANNUAL APPROPRIATIONS**

January 7, 2025

WHEREAS, The Houston County Board of Commissioners approved the 2025 Annual Budget on December 31st, 2025;

BE IT RESOLVED, by the Houston County Board of Commissioners, that the following appropriations will be made in 2025 as appropriate from the County Revenue Fund:

<b>ORGANIZATION</b>	<b>2025 BUDGET</b>
SE Minnesota Initiative Fund	\$3,750
SEMAAA	\$2,000
SELCO	\$197,362
Emergency Medical Service	\$10,000
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
Bluff Country Minnesota Multi-County Housing and Redevelopment Authority	\$3,000
SE MN EMS	\$5,000
<b>TOTAL</b>	<b>\$422,554</b>

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

**2024/12/31 AUDITOR WARRANTS:**

<b>VENDOR NAME</b>	<b>AMOUNT</b>
CALEDONIA OIL CO INC	5,345.00
DS ERICKSON & ASSOCIATES PLLC	2,173.39
ELECTION SYSTEMS & SOFTWARE INC	49,450.00
GOODYEAR TIRE & RUBBER CO	5,334.72
H & R ENTERPRISES	6,750.91
HOKAH CO-OP OIL ASSN	3,666.82
KUECKER/NORMA	3,290.00
LIBERTY TIRE RECYCLING LLC	3,100.00
MASS MOUNTAIN	8,490.00
MINNESOTA ENERGY RESOURCES	4,903.98
MN DEPT OF CORRECTIONS	83,587.00
MN UI FUND	11,242.96
SEPTIC PROS	15,544.70
STONEBROOKE ENGINEERING INC	8,676.42
TRADITIONS	3,652.00
TREASURER CITY OF LA CRESCENT	39,662.19
VISA	6,580.21
WINONA CONTROLS INC	6,077.75
	<u>267,528.05</u>
15 VENDORS PAID LESS THAN \$2000.00	<u>5,674.17</u>
	<u><u>273,202.22</u></u>

**2025/01/07 COMMISSIONER'S WARRANTS:**

<b>VENDOR NAME</b>	<b>AMOUNT</b>
ARTHUR J GALLAGHER RISK MANAGEMENT	6,398.00
HOUSTON COUNTY TREASURER	<u>37,256.35</u>
	43,654.35
2 VENDORS PAID LESS THAN \$2000.00	<u>935.90</u>
	44,590.25
PUBLIC HEALTH & HUMAN SERVICES	<u>5,990.74</u>
	<u><u>50,580.99</u></u>

File No. 10 – Commissioners discussed the committees they wanted to serve on in 2025. Commissioner Wright moved, Commissioner Zehnder seconded, motion unanimously carried to update the Commissioner Committee Assignment List and Chart 2025.

## DISCUSSION ITEMS

The Commissioners welcomed Commissioners Wright and Zehnder to the Board of Commissioners.

There being no further business at 10:20 a.m., a motion was made by Commissioner Schuldt, seconded by Commissioner Wright, motion unanimously carried to adjourn the meeting. The next meeting would be a workgroup session on January 14, 2025.

## BOARD OF COUNTY COMMISSIONERS

HOUSTON COUNTY, MINNESOTA

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

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



## PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: January 14, 2025

9:00 a.m.

Place: Commissioners Room, Courthouse, Caledonia, MN

Members Present:

Cindy Wright, Eric Johnson, and Kurt Zehnder

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, Human Resource Technician Ann Diersen, and Environmental Services Director Amelia Meiners

### Board Workgroup Session

Wagner said a couple of items requested by Engineer Pogodzinski would be postponed as he was unable to attend the meeting.

The Commissioners unanimously agreed by consensus that they were aware of the snowmobile trail locations within County R/W, and the County Board approved of the locations as they currently existed.

Four applications had been received for the Planning Commission for two open spots. The Commissioners would rank the candidates and return the results to Human Resource Technician Diersen. Commissioner Wright suggested letting the current Planning Commission members know who the new members would be prior to their first meeting.

Commissioner Johnson shared with the board some information he had researched having to do with solar ordinances. Environmental Services Director Meiners said with the current moratorium in place she would be looking into the matter and would give updates at future workgroup sessions.

The workgroup session ended at 9:45 a.m.

BOARD OF COUNTY COMMISSIONERS

HOUSTON COUNTY, MINNESOTA

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

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

# Houston County Agenda Request Form

Date Submitted: 12/23/2024

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

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

**Issue:**

Request for appointment on January 21, 2025 for Delta Dental to update the board on our Dental Pilot Project.

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

I will forward any documentation Delta provides closer to the meeting

**Justification:**

**Action Requested:**

Presentation only - No Action requested

## For County Use Only

**Reviewed by:**

<input type="checkbox"/> County Auditor	<input type="checkbox"/> County Attorney	<input type="checkbox"/> Zoning/Environmental Service
<input type="checkbox"/> Finance Director	<input type="checkbox"/> County Engineer	<input type="checkbox"/> HR/Personnel
<input type="checkbox"/> IS Director	<input type="checkbox"/> Other (indicate dept)	

**Recommendation:**

**Decision:**

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

**HOUSTON COUNTY  
AGENDA REQUEST  
January 21, 2025**

**Date Submitted: January 16, 2025**

**By: Ann Diersen, HR Tech**

**ACTION**

**None**

**APPOINTMENT REQUEST**

**None**

**CONSENT AGENDA REQUEST**

**Auditor/Treasurer**

- **Accept the resignation of Darlene Johnson, part-time Deputy Auditor Treasurer, effective January 24, 2025, with thanks for her 8 months of service to the residents of Houston County**
- **Approve a competitive search for a .5 FTE Deputy Auditor/Treasurer**

**Highway Dept**

- **Reassign Matthew Papenfuss from the position of Engineering Technician to the position of Engineering Assistant – Survey Crew Chief (B31, step 7) effective January 22, 2025**

**Public Health & Human Services**

- **Accept the resignation/retirement of Marilyn Moore, Child Support Case Aide, effective February 14, 2025, with thanks for her 30 years of service to the residents of Houston County**
- **Approve a competitive search for a 1.0 FTE Child Support Case Aide**

**Veteran Services**

- **Hire Robert Burns as a 67-day temporary/casual Veteran Services driver, at a pay rate of \$16.91 per hour**

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

**HOUSTON COUNTY  
AGENDA REQUEST FORM  
January 21, 2025**

**Date Submitted: 1/15/2025**  
**By: Polly Heberlein – Interim Auditor-Treasurer**

**ACTION AGENDA REQUEST**

**APPOINTMENT REQUEST**

**CONSENT ITEM REQUESTS**  
Requesting approval of Establishing Ballot Board for Absentee and UOCAVA  
(Uniformed and Overseas Citizens Absentee Voting Act) for the 2024  
March Township Election per M.S. 203B.121

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

**HOUSTON COUNTY  
AGENDA REQUEST FORM  
January 21, 2025**

**Date Submitted: 1.9.25**

**By: Polly Heberlein**

**Consent Agenda Request:**

Consider appointing Dewey Severson of La Crescent to fill the vacant position on the Parks Committee. (as member at large)

**Reviewed by:**

☐ HR Director

☒ Finance Director

☐ IS Director

☐ County Attorney

☐ Environmental Svcs

☐ County Sheriff

☒ County Engineer

☐ PHHS  
Other  
(indicate dept)

☒

Pogodzinski

Int. Admin.

**Recommendation:**

**Decision:**

# Houston County: Request to appoint 2 members to Extension Committee

Lisa Dierks <dierksl@umn.edu>

Tue 1/14/2025 1:51 PM

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

Cc: Eric Johnson <Eric.Johnson@co.houston.mn.us>; Greg Myhre <Greg.Myhre@co.houston.mn.us>; Carol Lapham <Carol.Lapham@co.houston.mn.us>; Jennifer Burrichter <burrichj@umn.edu>; Pam Hendel <pchendel@gmail.com>; Joannie Schmidt <joannieschmidt@gmail.com>; Lisa Dierks <dierksl@umn.edu>;

📎 2 attachments (70 KB)

CEC application J Schmidt.docx; CEC application P Hendel.docx;

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

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

On behalf of the Houston County Extension Committee, I am asking that the Houston County Board of Commissioners appoint Pam Hendel and Joannie Schmidt to the committee for a 3 year term - 1/21/25 to 12/31/27 - at their next board meeting.

Their applications are attached. Please let me know if you have any questions or need anything further to add this to a future agenda. Thank you

--

**Lisa Dierks**

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

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

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

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

## County Extension Committee Application

Name	Joannie Schidt
County of Residence	Houston

Have you held any other appointed offices in the county? If yes, please list.

No, as I was unaware of these positions until recently.

Why do you wish to serve on the county Extension committee?

I wish to serve on the county Extension committee because I have a strong passion for volunteering and want to instill the value of giving back to the community in my children. I believe in ensuring the success of programs like 4-H, which have played a significant and influential role in my life. I want to help provide opportunities that cater to the diverse interests and desires of all kids so they can experience the same personal growth and community involvement that 4-H has provided to me. By serving on this committee, I hope to contribute to creating meaningful experiences for kids and families in our community.

What perspectives/insights can you bring to the county Extension committee?

I can bring valuable perspectives and insights to the county Extension committee that will support the success of 4-H and its programs. As a 4-H alumnus and a parent raising my children in 4-H, I understand the importance of fostering opportunities for youth and recognize that strong volunteer involvement is essential for these programs and projects to thrive.

Having grown up in Houston County and now raising my family and running a farm here, I deeply understand the county's social and economic strengths and challenges. Additionally, my well-rounded background in agriculture, healthcare, emergency services, and education equips me with a unique blend of skills and knowledge to contribute effectively to the committee's mission. These experiences allow me to offer a broad perspective and help ensure that 4-H remains a valuable resource for youth and families in our community.

Please list volunteer or community involvement and indicate any leadership positions you have held.

Caledonia Ambulance- Volunteer EMT  
Caledonia Soccer Booster President  
Houston County 4-H Budget Committee member  
Houston County 4-H Beef PDC Chair  
Houston County 4-H Volunteer  
Houston County 4-H Teen Exchange Chair  
Houston County 4-H Teen Exchange Chaperon  
Caledonia Rockets Club Leader-Past  
Caledonia Founder's Day Committee Member-Past  
Caledonia Fire Mud and Dust Ride Caring for Families-Vice President  
Houston County Cattlemen

What do you see as key educational needs or issues in the county?

I see two key educational needs in Houston County. First, increasing the visibility and public awareness of 4-H is essential. While 4-H has historically been associated with agriculture, it has evolved to encompass a wide range of programs that cater to diverse interests. Educating the community about these opportunities can help dispel the misconception that 4-H is solely agriculture-focused and encourage greater participation from youth with varying passions. Second, it's important to ensure that educational programs, like 4-H, remain accessible and affordable for all families. These programs can provide valuable skills, leadership opportunities, and personal growth for youth, helping to address some of the county's economic challenges by fostering stronger, more resilient communities.

Any additional background you would like to share with the county committee:

Return form to Lisa Dierks at [dierksl@umn.edu](mailto:dierksl@umn.edu)





## County Extension Committee Application

Name	Pam Hendel
County of Residence	Houston

- Have you held any other appointed offices in the county? If yes, please list.

- Why do you wish to serve on the county Extension committee?

I have been a lifelong supporter of the U of MN County Extension as a 4-H member many years ago and continuing into adulthood as a 4-H mentor and leader. I am aware of the positive influence it has on communities. I've been active in our county and state with the 4-H program. My mother-in-law served on this committee many years ago and was also a Master Gardener. She also instilled in me the importance of having Extension programs in the county and ensuring that it continued programs that support a wide range of people and ages.

- What perspectives/insights can you bring to the county Extension committee?

I am knowledgeable of the agricultural community both at the county level and the state and national levels through my work and activities in several ag-related organizations. I'm also familiar with the needs and challenges of rural communities.

- Please list volunteer or community involvement and indicate any leadership positions you have held.

Houston County Dairy PDC – past chair

Caledonia Rockets 4-H Club– past leader

Houston County Holstein Association -past secretary and board member

Houston County American Dairy Association – past board member

ISD Foundation 299 – founding member

Immanuel Lutheran Church – past president, board member, rummage sale chair

Caledonia H.S. Music Boosters

State 4-H dairy show co-chair

- What do you see as key educational needs or issues in the county?

Continue to educate young people through programs such as 4-H – there are things that aren't always covered in school that could be done through educational opportunities such as money and budgeting, professional etiquette, etc. Ag. Education programs – farm transitioning, farm viability in the future, manure management – some of this is already being done.

Educating the public on sound, research-backed land and farm management practices as more people in the county are unfamiliar with farming.

- Any additional background you would like to share with the county committee:

I grew up on a small diversified dairy, swine and crop farm in Steele county. I met my husband, Matt, at the University of Minnesota where I received my B.S. in Ag. Business. In 1990, we moved to Houston County where my husband began dairy farming with his brother. We currently milk 400 cows on our farm. I also work as the Dairy Division General Manager for Midwest Livestock Systems. My division installs and services milking and barn equipment and sells dairy hygiene and sanitization products. My husband and I have three daughters who were all active in the Houston County 4-H program.

Return form to Lisa Dierks at [dierksl@umn.edu](mailto:dierksl@umn.edu)

**HOUSTON COUNTY  
AGENDA REQUEST  
January 21, 2025**

**Date Submitted: January 16, 2025**

**By: Carol Lapham Administrator-Interim**

**ACTION REQUESTS**

- **Labor Negotiations – Closed session pursuant to Minn. Stat. §13D.03, Subd. 1, (b) to discuss labor negotiations, including negotiation strategies or developments or discussion and review of labor negotiation proposals, conducted pursuant to sections [179A.01](#) to [179A.25](#).**
- **Request approval of a Professional Services Agreement with Samuel Jandt to provide assistance to the Houston County Attorney's Office.**

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

## **PROFESSIONAL SERVICES AGREEMENT**

**THIS CONTRACT**, and amendments and supplements thereto, is between the County of Houston, acting through its Board of Commissioners, (hereinafter HOUSTON), and Samuel Jandt, a Minnesota Licensed Attorney, (hereinafter JANDT).

**WHEREAS**, HOUSTON pursuant to Minnesota Statutes Chapter 375 and Minn. Stat. Section 160.14, are empowered to procure and supply professional/technical services, and

**WHEREAS**, HOUSTON is in need of Minnesota licensed attorney professional services, and

**WHEREAS**, JANDT represents he is willing and able to perform the services set forth in this CONTRACT.

**NOW THEREFORE**, it is agreed:

### **I. TERM OF CONTRACT**

This contract shall be effective on January 6, 2025, or upon the date the final required signature is obtained by both parties, whichever **occurs later**, and shall remain in effect through December 31, 2025, unless cancelled pursuant to the provisions set forth in clause V. herein.

### **II. HOUSTON and JANDT DUTIES**

JANDT will provide professional services of a Minnesota licensed attorney in good standing. Specifically, JANDT will provide the services of a licensed attorney to HOUSTON for up to twenty (20) hours per month. (See Exhibit A, Scope of Services.). The specific legal matters assigned to JANDT, the schedule and time-frame for the performance of these services will be made by the Houston County Attorney and based on the need of the Houston County Attorney's Office and mutual agreement of the parties.

### **III. CONSIDERATION AND TERMS OF PAYMENT**

A. Consideration. All services performed and materials supplied by JANDT pursuant to this CONTRACT shall be paid by HOUSTON as follows:

- Compensation. HOUSTON agrees to pay JANDT, at an hourly rate of ONE-HUNDRED-TWENTY-FIVE DOLLARS AND NO/100s (\$125.00 per hour) for licensed attorney services.

The total amount of compensation shall not to exceed TWO-THOUSAND DOLLARS AND NO/100s (\$2,000.00) per month.

- Reimbursement. No subsistence or travel expenses shall be paid to JANDT.

B. Payments. JANDT will provide HOUSTON a monthly invoice by the 15<sup>th</sup> of each calendar month. All payments are due within thirty (30) days of the date of the date of the invoice.

**IV. AUTHORIZED REPRESENTATIVES**

All official notifications, including but not limited to, cancellation of this contract must be sent to the other party's authorized representative.

**A. HOUSTON's authorized representative for the purpose of administration of this contract is:**

Name: Suzanne M. Bublitz  
Houston County Attorney  
306 South Marshall Street  
Caledonia, MN 55921  
Telephone: (507) 725-5802  
E-Mail: [suzanne.bublitz@co.houston.mn.us](mailto:suzanne.bublitz@co.houston.mn.us)

**B. JANDT's authorized representative for the purpose of administration of this contract is:**

Name: Samuel D. Jandt  
1475 Rodeo Road - #305  
Santa Fe, NM 87505-6857  
Telephone: (608) 406-0766  
E-Mail: [Jandtlaw1@gmail.com](mailto:Jandtlaw1@gmail.com)

**V. CANCELLATION AND TERMINATION**

This contract may be canceled by either party at any time, with or without cause, upon thirty (30) days written notice to the other party. In the event of such a cancellation, JANDT shall be entitled to reimbursement for expenses as set forth above.

**VI. ASSIGNMENT**

JANDT shall neither assign nor transfer any rights or obligations under this contract without the prior written consent of HOUSTON.

**VII. LIABILITY**

**A.** JANDT is an agent of the Houston County Attorney's Office for the duties directly assigned to JANDT by the Houston County Attorney in furtherance of this CONTRACT. HOUSTON nor JANDT shall hold JANDT out as representing HOUSTON except for those legal matters directly assigned to him.

**B.** Nothing contained in this Agreement is intended or should be construed as creating a partnership, or employer and employee relationship between the parties. JANDT will be responsible for any federal or state taxes applicable to this payment. Any tenure or any rights or benefits, including workers' compensation, unemployment insurance, medical care, sick leave, vacation leave, or other benefits which would normally be available to Houston County employees will be the responsibility of JANDT.

C. Except those matters set forth in VII. A. above, each party shall be liable for its own acts to the extent provided by law and hereby agree to indemnify, hold harmless and defend the other, its officers and employees against any and all liability, loss, costs, damages, expenses, claims or actions, including reasonable attorney's fees which the other, its officers and employees may hereafter sustain, incur or be required to pay, arising out of or by reason of any act or omission of the other party, its agents, servants or employees, in the execution, performance, or failure to adequately perform its obligations pursuant to this CONTRACT. It is understood and agreed that HOUSTON's liability shall be limited by the provisions of Minnesota Statutes Chapter 466 or other applicable law. Nothing herein shall be construed to limit either party from asserting against third parties any defenses or immunities (including common law, statutory and constitutional) it may have or be construed to create a basis for a claim or suit when none would otherwise exist.

#### **VIII. GOVERNMENT DATA PRACTICES**

The parties agree to comply with the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13 as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the parties in accordance with this contract. The civil remedies of Minnesota Statute §13.08 apply to the release of the data referred to in this clause by either JANDT or HOUSTON. Further, the parties will notify the other party within two business days of any request it receives to release data as a result of this CONTRACT.

#### **IX. INTELLECTUAL PROPERTY RIGHTS**

All work and reports generated because of this agreement are the property of HOUSTON. All materials delivered to JANDT by HOUSTON and work generated by JANDT because of this agreement will be delivered within ten business days of HOUSTON's request for such documents.

#### **X. BUSINESS RECORDS.**

Each party shall keep such business records pursuant to this Agreement as would be kept by a reasonably prudent practitioner of the profession as a public attorney. Each party shall maintain such records for at least 6 years from the date services or payment were last provided or made or longer if any audit in progress requires a longer retention period. All accounting records shall be kept in accordance with generally accepted accounting practices. Each county shall have the right to audit and review all such documents and records at any time during the other party's regular business hours or upon reasonable notice. These records are subject to examination, duplication, transcription and audit by either party and either the Legislative or State Auditor of the State of Minnesota pursuant to Minnesota Statute § 16C.05, subd 5. Such evidences are also subject to review by the Comptroller General of the United States, or a duly authorized representative, if federal funds are used for any work under this Contract.

**XI. FORCE MAJEURE**

Neither party shall be held responsible for delay or failure to perform caused by fire, flood, epidemic, strikes, riot, acts of nature, unusually severe weather, terrorism, war, acts of public authorities other than the parties or delays or defaults caused by public carriers which was beyond a party's reasonable control, provided the defaulting party gives notice as soon as possible to the other party of the inability to perform.

**XIII. WAIVER**

The failure of either party to enforce any provisions of this contract shall not constitute a waiver by that party of that or any other provision.

**XIV. INTEPRETATION, JURISDICTION, AND VENUE**

All contractual agreements shall be subject to, governed by, and construed and interpreted solely according to the laws of the State of Minnesota. Each party hereby consents and submits to the jurisdiction of the appropriate courts of the State of Minnesota or of the United States having jurisdiction in Minnesota for adjudication of any suit or cause of action arising under or in connection with the contract documents, or the performance of such contract, and agrees that any such suit or cause of action may be brought in any such court.

**XV. SEVERABILITY**

The parties agree that if any term or provision of this contract is declared by a court of competent jurisdiction to be illegal or in conflict with any law, the validity of the remaining terms and provisions shall not be affected, and the rights and obligations of the parties shall be construed and enforced as if the contract did not contain the particular term or provision held to be invalid.

**XVI. MERGER CLAUSE**

This agreement constitutes the final expression of the parties' agreement, and the complete and exclusive statement of the terms agreed upon. This agreement supersedes all prior negotiations, understanding, agreements, and representations. There are no oral or written understandings, agreements or representations not specified herein. Furthermore, no waiver, consent, modification, or change of terms of this agreement shall bind either party unless in writing and signed by both parties. Such waiver, consent, modification, or change shall be effective only in the specific instance and for the specific purpose given.

**XVII. SURVIVAL OF TERMS**

The following clauses survive the expiration, cancellation or termination of this contract: VII., Liability; VIII., Government Data Practices Act; IX., Intellectual Property Rights; X., Business Records; and XIV., Interpretation, Jurisdiction, and venue.

IN WITNESS WHEREOF, the parties have caused this contract to be duly executed intending to be bound thereby.

APPROVED:

HOUSTON COUNTY

By:

\_\_\_\_\_

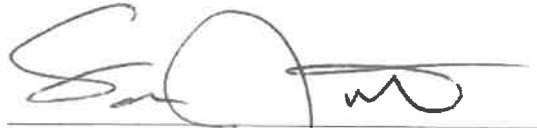
County Board Chair

Date

APPROVED:

SAMUEL D. JANDT

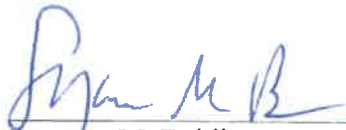
By:



Samuel D. Jandt  
Attorney ID# 0323822

Date

1-7-2025



Suzanne M. Publitz  
Houston County Attorney

1-13-25

Date



## **EXHIBIT A**

### **SCOPE OF SERVICES**

Under the general guidance and direction of the County Attorney, act as First or Second Chair in provision of the following legal services:

#### **1. Criminal Prosecution**

- Prepare charging documents
- Perform legal research, draft briefs, pleadings, motions, etc.

# Auditor Warrants 2025/01/10

Lynn Colsch

Thu 1/16/2025 8:10 AM

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

## REVIEW LICENSE CENTER PAYMENTS

### 2025/01/10 AUDITOR WARRANTS:

VENDOR NAME	AMOUNT
BOND TRUST SERVICES CORPORATION	1,180,050.00
DELTA DENTAL	6,843.50
HOUSTON COUNTY TREASURER	53,777.15
IUOE LOCAL 49 FRINGE BENEFIT FUNDS	26,550.00
MEDICA	246,583.96
MN LIFE INSURANCE COMPANY	2,591.14
MN STATE TREASURER	4,829.50
VISA	7,698.45
	1,528,923.70
12 VENDORS PAID LESS THAN \$2000.00	5,576.66
	1,534,500.36

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

Phone 507-725-5825

# Auditor Warrants 2025/01/15

Lynn Colsch

Thu 1/16/2025 8:11 AM

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

## REVIEW LICENSE CENTER PAYMENTS

### 2025/01/15 AUDITOR WARRANTS:

VENDOR NAME	AMOUNT
FILLMORE SWCD	9,158.89
HOUSTON COUNTY TREASURER	3,543.17
MASWCD	7,431.37
MN COUNTIES INTERGOVERNMENTAL TRUST	249,548.00
SYLLING/MYRON	28,200.00
WINONA COUNTY PLANNING & ZONING	4,976.13
	302,857.56
6 VENDORS PAID LESS THAN \$2000.00	3,859.34
	306,716.90

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

Phone 507-725-5825

# Commissioner Warrants 2025/10/21

Lynn Colsch

Thu 1/16/2025 11:55 AM

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

Cc: Carol Lapham <Carol.Lapham@co.houston.mn.us>; Eliana Babinski <Eliana.Babinski@co.houston.mn.us>; Susan Tostenson <Susan.Tostenson@co.houston.mn.us>;

## REQUEST APPROVAL FOR PAYMENT

### 2025/01/21 COMMISSIONER'S WARRANTS:

VENDOR NAME	AMOUNT
ABILITY BUILDING COMMUNITY	2,103.40
ACENTEK	4,461.00
ADMZ PROPERTIES	3,650.00
ADVANCED CORRECTIONAL HEALTHCAR	7,743.02
AMC/MACA	14,996.00
ANCOM COMMUNICATIONS	9,208.99
AVFUEL CORPORATION	15,282.75
BOLTON & MENK INC	28,960.00
CEDA	7,285.33
COMPUTER FORENSIC SERVICES LLC	96,602.82
ENTERPRISE FM	36,168.57
HOUSTON COUNTY TREASURER	21,729.13
LA FLEUR LAW OFFICE LLC	3,330.00
LIBERTY TIRE RECYCLING LLC	6,719.75
M & M LAWN & LEISURE	4,400.00
MACTEK SYSTEMS INC	4,651.00
MINNESOTA ENERGY RESOURCES	2,978.30
MN COUNTIES INTERGOVERNMENTAL TR	112,094.00
MN COUNTY ATTORNEY ASSN	4,067.00
MN SHERIFF'S ASSN	6,957.74
MNCCC	39,598.97
ONSOLVE INTERMEDIATE HOLDING COM	8,548.99
RICHARD'S SANITATION LLC	17,884.93
SCHNEIDER CORPORATION/THE	8,892.00
SELCO	56,840.25
SEMV CET	8,114.92
SKYLINE SALT SOLUTIONS	19,677.86
TOWMASTER INC	194,371.00
VANGUARD APPRAISALS INC	2,480.00
WEX BANK	6,468.16
	756,265.88
64 VENDORS PAID LESS THAN \$2000.00	31,039.67

## PUBLIC HEALTH &amp; HUMAN SERVICES

787,305.55
270,311.18
<hr/>
1,057,616.73
<hr/>

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

Phone 507-725-5825