

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 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:

ORGANIZATION	2025 BUDGET
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
TOTAL	\$422,554

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:

VENDOR NAME	AMOUNT
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:

VENDOR NAME	AMOUNT
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 Pogleasa, 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

PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: January 21, 2025

9:00 a.m.

Place: Commissioners Room, Courthouse, Caledonia, MN

Members Present: Cindy Wright, Eric Johnson, Kurt Zehnder, and Bob Schuldt

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, Public Health R.N., PHN Mary Zaffke, Public Health Educator Bri Ceaser, Human Resource Technician Ann Diersen, and Delta Dental Chief Operating Officer Insurance Division Richard DeMarco

Presiding: Chairperson Johnson

Call to order.

Pledge of Allegiance.

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

Motion was made by Commissioner Zehnder, seconded by Commissioner Schuldt, motion carried unanimously to approve the meeting minutes from January 7, 2025.

Motion was made by Commissioner Zehnder, seconded by Commissioner Wright, motion carried three to one to approve the meeting minutes from the workgroup session on January 14, 2025. Commissioner Schuldt abstained as he was absent from the meeting.

Public Comment:

None.

APPOINTMENTS

Delta Dental's Chief Operating Officer, Insurance Division, Richard DeMarco, presented on a Houston County dental pilot program along with Public Health Supervisor Jordan Knoke, Public Health R.N., PHN Mary Zaffke, Public Health Educator Bri Ceaser, and Public Health and Human Services Director John Pugleasa. The program was led by Public Health Supervisor Knoke and had successfully increased access to dental care for children in Houston County. Dental access

was a big challenge in rural communities across the State. The County had six months left of funding to continue the services. DeMarco said the pilot program was such a success that he was getting requests from other parts of the State to start similar programs. He said the pilot program was designed to increase the utilization of dental benefits for Minnesota Health Care Program (MHCP) members. DeMarco said key pilot interventions included: expanded mobile dentistry, care coordination between the County and Delta Dental of Minnesota, and local dentist participation. The pilot that had begun in May and ran through December had resulted in a 70% increase in utilization. DeMarco said the success of the pilot program was largely due to the dedication of Houston County staff especially from Knoke, Zaffke, Ceaser, and Pugleasa who had brought stakeholders together. Zaffke said very little marketing had been needed for the program, as their local partnerships and relationships were strong. Pugleasa thanked local businesses for their participation especially Herman Dental, Houston Dental Clinic, and Destination Dental. Knoke said more information could be obtained by emailing phn@co.houston.mn.us. She said while the pilot program was geared towards children Houston County Public Health could help anyone at any age (including adults) who needed access to dental services. The Commissioners thanked Delta Dental, County Staff, and local businesses for their participation and the positive County recognition.

At 9:15 a.m. a motion was made by Commissioner Zehnder, seconded by Commissioner Wright, motion unanimously carried to go into closed session pursuant to Minn. Stat. 13D.05, subdivision 1 (d), attorney – client privilege to meet with Attorney Susan Hansen regarding a pending employment claim. The Commissioners, Attorney Hansen, Interim Administrator Lapham, and Interim Auditor/Treasurer Heberlein attended the closed session. At 10:15 a.m. a motion was made by Commissioner Wright, seconded by Commissioner Schuldt, motion unanimously carried to go back into regular session. Commissioner Johnson said the pending employment claim had been discussed and no official action had been taken.

At 10:51 a.m. a motion was made by Commissioner Zehnder, seconded by Commissioner Wright, 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 11:37 a.m. a motion was made by Commissioner Zehnder, seconded by Commissioner Wright, motion unanimously carried to go back into regular session. Lapham summarized the session saying no action had been taken and negotiation strategies and developments had been discussed.

CONSENT AGENDA

Motion by Commissioner Wright, seconded by Commissioner Zehnder, motion unanimously carried to approve the consent agenda. Commissioner Johnson thanked Marilyn Moore for her 30 years of service to Houston County, and the Commissioners agreed. Items approved are listed below.

- 1) 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.
- 2) Approve a competitive search for a .5 FTE Deputy Auditor/Treasurer.
- 3) 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.
- 4) 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.
- 5) Approve a competitive search for a 1.0 FTE Child Support Case Aide. (Diersen)
- 6) Hire Robert Burns as a 67-day temporary/casual Veteran Services driver, at a pay rate of \$16.91 per hour.
- 7) Approve 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.

ACTION ITEMS

File No. 1 – Commissioner Wright moved, Commissioner Zehnder seconded, motion unanimously carried to appoint Dewey Severson of La Crescent to fill the vacant position on the Parks Committee (as member at large).

File No. 2 – Commissioner Zehnder moved, Commissioner Wright seconded, motion unanimously carried to appoint Pam Hendel and Joannie Schmidt to the Houston County Extension Committee for a 3 year term - 1/21/25 to 12/31/27.

File No. 3 – Commissioner Schuldt moved, Commissioner Zehnder seconded, motion unanimously carried to review and approve payments. Payments are below.

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
	<u>1,528,923.70</u>
12 VENDORS PAID LESS THAN \$2000.00	5,576.66
	<u>1,534,500.36</u>

DISCUSSION ITEMS

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

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	30,997.96
	787,263.84
PUBLIC HEALTH & HUMAN SERVICES	270,311.18
	1,057,575.02

The Commissioners discussed recent and upcoming meetings.

The Commissioners had received a few phone calls with feedback from residents on the solar moratorium. Commissioner Zehnder recommended looking into having some sort of a tree barrier around commercial solar panels.

Commissioner Schuldt said he had attended a snowmobile meeting in La Crescent and the clubs in the County had received a letter from MnDOT stating they needed to remove signage in State road right of ways. He said the State DNR had also rejected maps provided by the County. He said removing signage was a safety concern. It was the general consensus of the board to share the information and letter with the County Attorney, and possibly set up another meeting with the State agencies for clarification to resolve the matter.

There being no further business at 11:39 a.m., a motion was made by Commissioner Zehnder, seconded by Commissioner Schuldt, motion unanimously carried to adjourn the meeting. The next meeting would be a regular meeting on January 28, 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 28, 2025

9:00 a.m.

Place: Commissioners Room, Courthouse, Caledonia, MN

Members Present: Cindy Wright, Eric Johnson, 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, Human Resource Technician Ann Diersen, Environmental Services Director Amelia Meiners, Engineer Brian Pogodzinski, Maintenance Forman Jordan Goeden, and Bolton & Menk Aviation Project Manager Silas Parmar

Presiding: Chairperson Johnson

Call to order.

Pledge of Allegiance.

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

Motion was made by Commissioner Schuldt, seconded by Commissioner Wright, motion carried unanimously to approve the meeting minutes from January 12, 2025.

Public Comment:

None.

APPOINTMENTS

At 10:18 a.m. a motion was made by Commissioner Myhre, seconded by Commissioner Wright, 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, Interim Auditor/Treasurer Heberlein, and Sheriff Swedberg attended the closed session. At 11:18 a.m. a motion was made by Commissioner Schuldt, seconded by Commissioner Myhre, motion unanimously carried to go back into regular session. Johnson summarized the session saying no action had been taken and negotiation strategies and developments had been discussed.

CONSENT AGENDA

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

- 1) Hire Jessica Kraus as a 1.0 FTE Assistant County Attorney (D62, step 2) effective February 13, 2025, conditioned upon successful completion of a background check.
- 2) Approve an Exempt Permit for Minnesota Lawful Gambling Application LG220 for Nonprofit Organization of 'Just B Caus' for gambling activities to be conducted at the Barn on South Ridge in Mound Prairie Township with a drawing to be held on April 26, 2025, with no waiting period.

ACTION ITEMS

File No. 1 – Commissioner Myhre moved, Commissioner Wright seconded, motion unanimously carried to appoint Chase Munson to the Planning Commission for a 3-year term beginning in January 2025 and ending December 31, 2027.

File No. 2 – Commissioner Wright moved, Commissioner Myhre seconded, motion unanimously carried to appoint Franklin Hahn to the Planning Commission for a 3-year term beginning in January 2025 and ending December 31, 2027.

File No. 3 – Commissioner Schuldt moved, Commissioner Myhre seconded, motion unanimously carried to approve the issuance of a public notice to advertise the Board of Adjustment vacancy created by Franklin Hahn's appointment to the Planning Commission.

File No. 4 – Commissioner Myhre moved, Commissioner Schuldt seconded, motion unanimously carried to accept Local Bridge Replacement Program (LBRP) funds in the amount of \$141,967.66 for project SAP 028-610-021 by approving and signing the grant agreement, and approve Resolution No. 25-06. Resolution is below.

RESOLUTION 25-06

Local Bridge Replacement Program Grant Agreement Grant Terms and Conditions SAP 028-610-021

January 28, 2025

WHEREAS, Houston County has applied to the Commissioner of Transportation for a grant from the Minnesota State Transportation Fund related to Bridge No 28J69; 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 \$141,967.66 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. 5 – Commissioner Myhre moved, Commissioner Wright seconded, motion unanimously carried to award paving bid from Dunn Blacktop for CSAH 2, SAP 028-602-014 in the amount of \$2,801,601.74. One bid was received. Bid is below.

HOUSTON COUNTY
ABSTRACT
SAP 028-602-014
JANUARY 13, 2025 10:00 A.M.

Estimate and Unit Prices are to remain confidential
until after the bid is awarded.

Line Item	Item Code	Item Description	UoM	Quantity	Engineer Estimate Unit Price	Extension	Dunn Blacktop Company Unit Price	Extension
2	2104.502	REMOVE ANCHORAGE ASSEMBLY-CABLE	EACH	6.00	\$500.00	\$3,000.00	\$300.00	\$1,800.00
1	2104.503	REMOVE CABLE GUARDRAIL	LIN FT	1,327.50	\$5.00	\$6,637.50	\$2.35	\$3,119.63
3	2104.503	SAWING BITUMINOUS PAVEMENT (FULL DEPTH)	LIN FT	105.00	\$4.00	\$420.00	\$10.50	\$1,102.50
4	2105.607	SUBGRADE EXCAVATION	CU YD	200.00	\$35.00	\$7,000.00	\$34.25	\$6,850.00
5	2112.619	SHOULDER PREPARATION	RDST	290.00	\$55.00	\$15,950.00	\$57.00	\$16,530.00
6	2211.509	AGGREGATE BASE CLASS 5	TON	400.00	\$40.00	\$16,000.00	\$35.80	\$14,320.00
7	2215.504	FULL DEPTH RECLAMATION (P)	SQ YD	84,428.00	\$3.00	\$253,284.00	\$3.23	\$272,702.44
8	2221.509	SHOULDER BASE AGGREGATE CLASS 2	TON	5,461.00	\$30.00	\$163,830.00	\$31.05	\$169,564.05
9	2360.509	TYPE SP 12.5 WEARING COURSE MIX (3,C)	TON	22,543.00	\$93.00	\$2,096,499.00	\$92.90	\$2,094,244.70
10	2360.609	BITUMINOUS PAVEMENT DENSITY INCENTIVE	TON	22,133.00	\$2.70	\$59,759.10	\$2.70	\$59,759.10
11	2399.623	PAVEMENT SMOOTHNESS INCENTIVE	ROAD SEG	109.00	\$270.00	\$29,430.00	\$270.00	\$29,430.00
12	2540.602	MAIL BOX SUPPORT	EACH	8.00	\$200.00	\$1,600.00	\$400.00	\$3,200.00
13	2540.602	RELOCATE MAIL BOX SUPPORT	EACH	3.00	\$150.00	\$450.00	\$235.00	\$705.00
14	2554.502	END TREATMENT - TANGENT TERMINAL	EACH	2.00	\$4,500.00	\$9,000.00	\$4,850.00	\$9,700.00
15	2554.503	TRAFFIC BARRIER DESIGN TYPE 31	LIN FT	1,250.00	\$35.00	\$43,750.00	\$30.50	\$38,125.00
16	2563.601	TRAFFIC CONTROL	LUMP SUM	1.00	\$45,000.00	\$45,000.00	\$62,250.00	\$62,250.00
17	2582.503	6" SOLID LINE PAINT	LIN FT	57,250.00	\$0.22	\$12,595.00	\$0.19	\$10,877.50
18	2582.503	4" SOLID LINE PAINT	LIN FT	9,724.00	\$0.18	\$1,750.32	\$0.16	\$1,555.84
19	2582.503	4" BROKEN LINE PAINT	LIN FT	2,290.00	\$0.18	\$412.20	\$0.16	\$366.40
20	2582.503	4" DOUBLE SOLID LINE PAINT	LIN FT	17,418.00	\$0.36	\$6,270.48	\$0.31	\$5,399.58
						\$2,772,637.60		\$2,801,601.74

File No. 6 – Commissioner Schuldt moved, Commissioner Myhre 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 \$158,517.18. Total cost with motor vehicle tax will be \$169,415.24.

File No. 7 – Commissioner Myhre moved, Commissioner Schuldt seconded, motion unanimously carried to approve request to purchase a Tandem Axle Truck Box off the State bid from Towmaster in the amount of \$210,678.00.

File No. 8 – Commissioner Myhre moved, Commissioner Schuldt seconded, motion unanimously carried to approve the following budgeted items:

- Air compressor \$12,271.00
- Trailer \$22,026.94
- Soil conditioner \$12,083.13
- 2 – Storage containers \$17,600.00

File No. 9 – Commissioner Schuldt moved, Commissioner Myhre seconded, motion unanimously carried to approve the purchase of a Steel Drum Roller up to the amount of \$15,000.00.

File No. 10 – Commissioner Wright moved, Commissioner Myhre seconded, motion unanimously carried to approve the purchase of a Pickup for weed spraying up to the amount of \$50,000. Maintenance Forman Goeden had looked into several options for used Pickups.

File No. 11 – Commissioners discussed with Bolton & Menk Aviation Project Manager Silas Parmar and County Engineer Pogodzinski the Airport T-Hanger project bidding and funding. Parmar would be answering some questions from the FAA about the project. It was expected that the FAA would fund the majority of the project. To receive the FAA and State, funding share the County would need to submit a grant application after the project was let for bids and all costs were known. Parmar's recommendation was to let the project out for bids in February and award the contract in March 2025 to obtain the lowest construction bid. The Commissioners agreed to begin seeking bids in February.

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

REVIEW LICENSE CENTER PAYMENTS

2025/01/22 AUDITOR WARRANTS:

VENDOR NAME	AMOUNT
ISD 300 TREASURER	114,958.74
TREASURER CITY OF CALEDONIA	17,714.30
TREASURER CITY OF EITZEN	2,877.79
TREASURER CITY OF HOKAH	6,264.66
TREASURER CITY OF HOUSTON	8,148.17
TREASURER CITY OF LA CRESCENT	136,909.93
TREASURER CITY OF SPRING GROVE	6,134.22
TREASURER SCHOOL DISTRICT 239	4,392.34
TREASURER SCHOOL DISTRICT 294	28,819.37
TREASURER SCHOOL DISTRICT 297	23,187.98
TREASURER SCHOOL DISTRICT 299	33,107.26
TREASURER TWP OF BLACKHAMMER	3,065.15
TREASURER TWP OF CALEDONIA	3,955.18
TREASURER TWP OF HOUSTON	9,920.95
TREASURER TWP OF LA CRESCENT	7,852.50
TREASURER TWP OF MAYVILLE	2,759.77
TREASURER TWP OF MONEY CREEK	7,592.62
TREASURER TWP OF MOUND PRAIRIE	5,330.98
TREASURER TWP OF SPRING GROVE	4,151.66
TREASURER TWP OF WILMINGTON	6,322.37
TREASURER TWP OF WINNEBAGO	2,187.10
	435,653.04
11 VENDORS PAID LESS THAN \$2000.00	9,499.04
	<u>445,152.08</u>

REQUEST APPROVAL FOR PAYMENT

2025/01/28 COMMISSIONER'S WARRANTS:

VENDOR NAME	AMOUNT
CALEDONIA/CITY OF	11,429.98
H & R ENTERPRISES LLC	7,672.43
HOUSTON COUNTY TREASURER	17,066.17
MINNESOTA ENERGY RESOURCES	7,179.50
WINONA CONTROLS INC	5,378.66
	48,726.74
11 VENDORS PAID LESS THAN \$2000.00	7,742.10
	56,468.84
PUBLIC HEALTH & HUMAN SERVICES	16,950.32
	<u>73,419.16</u>

DISCUSSION ITEMS

The Commissioners discussed recent and upcoming meetings including a Planning Commission, Department Head, Land Use, and AMC Conference for new commissioners.

Commissioner Schuldt and Johnson said Assessor Onstad along with other County assessors had challenged the DOR. The DOR was planning to increase farmland by 28%, but

instead after the challenge the increase would instead be 8.3%. In Houston County all residential areas would see a zero percent increase except for the Cities of La Crescent and Brownsville.

There being no further business at 11:22 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 February 4, 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: February 4, 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, Human Resource Technician Ann Diersen, Environmental Services Director Amelia Meiners, Engineer Brian Pogodzinski, Public Health and Human Services Director John Pugleasa, Public Health Supervisor Jordan Knoke, Sheriff Brian Swedberg, Emergency Management Director Mark Olson, Eugene Bauer, Larry Hafner, Tony Oldenburg, John Glasspoole, George Johnston, Gary Denstad, Katy Denstad, Jon Bauer, Shane Schumacher, Lori Bauer, Franklin Hahn, Chad Myhre, Paul Fruechte, and Ed Moldenhauer

Presiding: Chairperson Johnson

Call to order.

Pledge of Allegiance.

Chairperson Johnson asked Commissioner Myhre about Action Item. No. 2 that Myhre had requested be on the agenda having to do with the quarter, quarter rule. Johnson asked Myhre if this was for discussion only, or if he intended to act on the matter. Myhre said he wanted action on the matter. The item was left on action items. Motion was made by Commissioner Wright, seconded by Commissioner Schuldt, motion unanimously carried to approve the agenda.

Motion was made by Commissioner Myhre, seconded by Commissioner Zehnder, motion carried unanimously to approve the meeting minutes from January 28, 2025.

Public Comment:

George Johnston from La Crescent Township said the County's Comprehensive Land Use Plan was adopted a year and a half ago. He asked why now changes to the quarter, quarter rule were being discussed. He said it was his understanding that the Comprehensive Land Use Plan had taken a lot of time and effort to ensure a fair process. He said he believed the plan was fair. He said he was concerned with using up the County's ag land. He liked the plan and the current rule the way it was.

Shane Schumacher from Mound Prairie asked the Commissioners to think about the quarter, quarter rule from the perspective of a farmer. He said he had concerns about doubling the County's density. He was not in favor of changing the rule and asked: "At what point does it stop?" He said he had heard that some people were in favor to the change to increase the tax base. He asked if the County needed more money. He said one thing he looked at to consider if more money was needed was roads in bridges. He said he wanted to commend the County and Highway Department for having in his opinion "some of the nicest roads and bridges" in the tri-state area. He said additional money would only lead to waste.

APPOINTMENTS

None.

CONSENT AGENDA

None.

ACTION ITEMS

File No. 1 – Commissioner Zehnder moved, Commissioner Wright seconded, motion unanimously carried to approve text amendment to the Zoning Ordinance to reflect uses recently adopted in the Cannabis Business Ordinance.

File No. 2 – Commissioners discussed the item Commissioner Myhre had requested be on the agenda: discuss possible future changes to the quarter, quarter rule. Commissioner Myhre said he wanted the rule to be changed to two houses per quarter, quarter instead of one house per quarter, quarter. He said he had been receiving calls from people who wanted their children to be able to come back and build on the farm. Commissioner Wright said it was good to have discussions and hear public input on both sides. She also said the County should not make any "knee-jerk" decisions. She said the current Comprehensive Land Use Plan that was in place did not indicate a need for a change. Commissioner Johnson was in favor of keeping the current quarter, quarter rule as it was at the present time with one house per quarter, quarter. He had been a part of the Comprehensive Land Use Plan update that had taken place recently. He said they had gathered feedback and worked with a consultant and had determined not to change the rule. Johnson said the plan had a goal of preserving ag land while encouraging housing development in or adjacent to existing cities where urban services could easily be extended. He said there was already a way for family members to have a second non-permanent dwelling on a farm in order to help. Commissioner Schuldt said he had received numerous calls both for and against changing the current ordinance. He said things change over time. He said there was a process that needed to be followed, and suggested continuing the discussion around the matter at the workgroup session the following week. Commissioner Myhre moved to look into changing the quarter, quarter rule to two houses per quarter, quarter. The motion failed for lack of a second.

File No. 3 – Commissioner Schuldt moved, Commissioner Wright seconded, motion unanimously carried to adopt Resolution No. 25-07 authorizing Mark Olson, Houston County Emergency Management Director to sign and execute the Emergency Performance Grant (EMPG) agreement and thereby assume for and on behalf of Houston County all of the contractual obligations contained therein. Resolution is below.

Resolution No. 25-07

WHEREAS, the Emergency Management Performance Grant (EMPG) Program is provided by the Federal Emergency Management Agency (FEMA) and administered by the State of Minnesota through the Department of Public Safety, Homeland Security and Emergency Management; and

WHEREAS, Houston County fully agrees to the terms of the Emergency Management Performance Grant contract and with the passage of this resolution, officially requests Homeland Security and Emergency Management to enforce the contract in accordance with the applicable rules and regulations.

THEREFORE, BE IT RESOLVED, that Houston County enter into a Grant Agreement with Homeland Security and Emergency Management in the Minnesota Department of Public Safety for the program entitled Emergency Management Performance Grant Program.

BE IT FURTHER RESOLVED, that Mark Olson, Emergency Management Director of Houston County, is hereby authorized to sign and execute the agreement and thereby assume for and on behalf of Houston County all of the contractual obligations contained therein.

File No. 4 – Commissioner Zehnder moved, Commissioner Schuldt seconded, motion unanimously carried to adopt Resolution No. 25-08 adopting the Houston County 2024 Hazard Mitigation Plan. Resolution is below.

Resolution # 25-08

WHEREAS, the Houston County Board of Commissioners recognizes the threat that natural hazards pose to people and property within Houston County Minnesota; and

WHEREAS, Houston County has prepared a multi-hazard mitigation plan, hereby known as the Houston County 2024 Hazard Mitigation Plan in accordance with federal laws, including the Robert T. Stafford Disaster Relief and Emergency Assistance Act, as amended; the National Flood Insurance Act of 1968, as amended; and the National Dam Safety Program Act, as amended; and

WHEREAS, the Houston County 2024 Hazard Mitigation Plan identifies mitigation goals and actions to reduce or eliminate long-term risk to people and property in Houston County from the impacts of future hazards and disasters; and

WHEREAS, adoption by the Houston County Board of Commissioners demonstrates its commitment to hazard mitigation and achieving the goals outlined in the Houston County 2024 Hazard Mitigation Plan.

THEREFORE, BE IT RESOLVED, that Houston County adopts the Houston County 2024 Hazard Mitigation Plan. While content related to Houston County may require revisions to meet the plan approval requirements, changes occurring after adoption will not require Houston County to re-adopt any further iterations of the plan. Subsequent plan updates following the approval period for this plan will require separate adoption resolutions.

File No. 5 – Commissioner Zehnder moved, Commissioner Wright seconded, motion unanimously carried to award the bid for the Public Health and Community Services – Interior Improvements project to the lowest bidder, Wieser Brothers General Contractor, Inc. in the amount of \$198,500.00 including an alternate addition of \$9,500 to install crown molding. The total project cost would be covered with federal funds the County received. There were four bids. Bids are below.

Houston County Public Health and Community Services - Interior Improvements (#9480320)													
Owner: Houston County													
Solicitor: Collaborative Design Group													
02/03/2025 10:00 AM CST													
Section Title Line Item	Item Code	Item Description	Quantity	Engineer Estimate Unit Price	Engineer Estimate Extension	Wieser Brothers General Contractor, Inc. Unit Price	Wieser Brothers General Contractor, Inc. Extension	Olympic Builders General Contractors Unit Price	Olympic Builders General Contractors Extension	Brick Bros., Inc. Unit Price	Brick Bros., Inc. Extension	American Unit Price	American Extension
Base Bid					\$0.00		\$198,500.00		\$219,900.00		\$222,314.00		\$272,400.00
1	1	Base Bid - ILS	1			\$198,500.00	\$198,500.00	\$219,900.00	\$219,900.00	\$222,314.00	\$222,314.00	\$272,400.00	\$272,400.00
Provide and Install Crown Molding					\$0.00		\$9,500.00		\$11,600.00		\$3,098.00		\$5,000.00
1a	1a	Alternate 1 LS	1			\$9,500.00	\$9,500.00	\$11,600.00	\$11,600.00	\$3,098.00	\$3,098.00	\$5,000.00	\$5,000.00
Base Bid Total:					\$0.00		\$198,500.00		\$219,900.00		\$222,314.00		\$272,400.00

File No. 6 – Commissioner Myhre moved, Commissioner Zehnder seconded, motion unanimously carried to accept the MDVA Grant for the Houston County Veteran Services Office for 2025 in the amount of \$10,000.

File No. 7 – Commissioner Wright moved, Commissioner Zehnder seconded, motion unanimously carried to approve request to terminate the Central Square Pro Suite contract and seek return of amount paid to date, upon review of the County attorney.

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

2025/02/04 COMMISSIONER'S WARRANTS:

VENDOR NAME	AMOUNT
CEDA	7,285.33
EHLERS	3,150.00
ENTERPRISE FM	4,776.47
GMS INDUSTRIAL SUPPLIES INC	2,698.80
H & R ENTERPRISES LLC	5,938.65
INSIGHT PUBLIC SECTOR	7,775.64
MAYO CLINIC	15,507.72
MID-AMERICAN RESEARCH CHEMICAL	2,996.49
MN TRANSPORTATION ALLIANCE	2,758.00
SOUTHEAST MN PUBLIC INTEREST	3,000.00
VERIZON WIRELESS	3,653.32
	<u>59,540.42</u>
24 VENDORS PAID LESS THAN \$2000.00	8,620.52
	<u>68,160.94</u>
PUBLIC HEALTH & HUMAN SERVICES	38,617.86
	<u>106,778.80</u>

DISCUSSION ITEMS

The Commissioners discussed recent and upcoming meetings including an Extension, Joint Board of Health, and Safety Committee meeting.

Closing Public Comment:

Shane Schumacher said after listening to the discussion about the quarter, quarte rule there were a few things that had stood out to him. He said it sounded like people who had been interviewed during the Comprehensive Land Use Plan process had really liked the open spaces of Houston County.

There being no further business at 10:25 a.m., a motion was made by Commissioner Myhre, seconded by Commissioner Wright, motion unanimously carried to adjourn the meeting. The next meeting would be a workgroup session on February 11, 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: February 11, 2025

9:00 a.m.

Place: Commissioners Room, Courthouse, Caledonia, MN

Members Present:

Cindy Wright (needed to leave meeting at 10:19 a.m.), Kurt Zehnder (needed to leave meeting at 10:19 a.m.), 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, Environmental Services Director Amelia Meiners, Engineer Brian Pogodzinski, Maintenance Forman Jordan Goeden, Engineering Supervisor Justin Conway, and Deputy Auditor/Treasurer Amy Sylling

Board Workgroup Session

Engineer Brian Pogodzinski along with Maintenance Forman Jordan Goeden and Engineering Supervisor Justin Conway gave a Highway Department overview to the County board. Pogodzinski said the purpose of the overview was to let everyone know what the department did. The Highway Department had a total of 21 employees. The staff fit into three categories: administration, engineering, and maintenance. The Highway Department oversaw three main areas including roadways, airport, and parks in addition to miscellaneous things.

When it came to roadways the Highway Department's main function was to design, build, and maintain roads. The County had 527 lane miles of roadway, 84 bridges to inspect annually and maintain, and 3,457 regulatory warning signs (including E911 signs, there were over 10,000 signs for the County to inspect and maintain along roadways). There was one full time staff sign position. Pogodzinski said Houston County's roads and bridges were good compared to national and state averages.

The budget varied annually depending on number of projects, weather, equipment purchases, and other factors. In 2025 there were 11.2M in expenditures \$2.8M of that came from local levy.

The Houston County airport was only one of four airports in Minnesota that was County owned. Most local airports were operated by cities instead of counties. \$150,000 annually in general aviation (GA) airport entitlement funds through the FAA to be used towards the federal portion of eligible airport projects was received. Pogodzinski said his staff was working hard to keep at least 10 aircraft at the airport as the funding amount would drop to zero dollars if the number of aircraft dropped below 10. The last several years there had been 10-12 planes.

Houston County had two parks and management duties were shared with the Auditor's Office. The two parks were Wildcat Park and Landing and Bob Botcher Park. A campground manager oversaw the daily operations of the campground during the camping season.

In conclusion, Pogodzinski said the Highway Department did much more than roadways. He said they had a great staff. He said they were always looking for input and feedback from the Commissioners and the public. Commissioner Wright thanked the Highway Department for all their work, and the Commissioners agreed.

The Commissioners discussed the 2025 Committee List and possible changes to per diems.

Environmental Services Director Amelia Meiners updated the Commissioners on the current solar moratorium. She said she was working with the Attorney's Office and waiting for a ruling on what could be allowed based on the current Comprehensive Land Use Plan. Meiners said she hope to have more information at the next workgroup session in March.

The workgroup session ended at 10:23 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: February 18, 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, Human Resource Technician Ann Diersen, Environmental Services Director Amelia Meiners, Public Health and Human Services Director John Pugleasa, Public Health Supervisor Jordan Knoke, Recorder Mary Betz, HVMHC Executive Director Erik Sievers, MDA Spongy Moth Treatment Coordinator Matt Gallo, and Brent Parker

Presiding: Chairperson Johnson

Call to order.

Pledge of Allegiance.

Motion was made by Commissioner Myhre, seconded by Commissioner Zehnder, 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 February 4, 2025.

Motion was made by Commissioner Zehnder, seconded by Commissioner Myhre, motion carried to approve the workgroup session minutes from February 11, 2025. All Commissioners voted in favor of the motion, except for Commissioners Johnson and Schuldt who abstained due to being absent from the meeting.

Public Comment:

None.

APPOINTMENTS

Minnesota Department of Agriculture (MDA), Spongy Moth Treatment Coordinator Matt Gallo gave a presentation to the board about the spongy moth and proposed treatments in Houston County during the summer of 2025. The spongy moth was an invasive species and a leaf-feeding insect. Gallo said when the moths were caterpillars, they consumed a lot of leaves

off trees causing stress on the trees. There were health, nuisance, and property value concerns due to the spongy moth. Some areas of Houston County including Money Creek, Yucatan, and Beaver Creek Valley would be receiving SPLAT GM-O treatments in the summer of 2025. SPLAT GM-O was an organic, non-toxic, biodegradable formulation for the control of spongy moth using mating disruption. The treatment would be applied aurally. Prior to the treatment public outreach would be done by MDA. The board thanked Gallo for the presentation.

Hiawatha Valley Mental Health Center (HVMHC), Executive Director Erik Sievers presented a HVMHC overview to the board. Sievers said HVMHC's mission was to be the community leader in delivering exceptional, responsive and consumer focused behavioral health services. They had a physical clinic location in Caledonia at 2021 South Kingston Street. Their services helped County wide in the areas of adult, child, and family mental health therapy, substance use counseling, adult housing with supports, mobile crisis, psychiatry, mental health skills, school-linked services, and naloxone access. Some things that would be coming in 2025 included: a peer support network, community naloxone trainings, Bringing Light into Darkness at La Crescent-Hokah school, and a 60th anniversary open house for HVMHC. The Commissioners thanked Sievers and HVMHC for their services and agreed that they were needed in the community.

Interim Auditor/Treasurer Polly Heberlein reviewed the County's cash and investments through December 31, 2024 with the board. She said investments had increased about \$500,000 since the last presentation (as of 6/30/24). The total interest received in 2024 was \$507,606 compared to \$337,975 interest received in 2023. (Interest rates had been higher during 2024.)

At 11:10 a.m. a motion was made by Commissioner Myhre, seconded by Commissioner Schuldt, 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 11:10 a.m. a motion was made by Commissioner Myhre, seconded by Commissioner Schuldt, motion unanimously carried to go back into regular session. Lapham said the board had discussed a negotiation proposal. Commissioner Zehnder moved, Commissioner Myhre seconded, motion unanimously carried to approve the agreement with LELS 415.

CONSENT AGENDA

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

- 1) Hire Brent Parker as a 1.0 FTE Human Resources Officer (D61, step 2) effective March 3, 2025, conditioned upon successful completion of a background check.
- 2) Hire Hannah Jaster as a 1.0 FTE Registered Nurse (C41, step 2) effective March 17, 2025, conditioned upon successful completion of a background check.

- 3) Hire McKinley Sisson as a 1.0 FTE Jailer Dispatcher (B23, step 1), upon successful completion of psych/physical/background checks (official hire date is pending).
- 4) Hire Randy Dobbs as a 67-day, temporary/casual Transport Officer at \$20.33/hr., upon successful completion of physical/background check (official hire date is pending).

ACTION ITEMS

File No. 1 – Commissioner Wright moved, Commissioner Zehnder seconded, motion unanimously carried to hire Daniel Coogan as a 1.0 FTE Assistant County Attorney (D62, step 2) effective April 1, 2025, conditioned upon successful completion of a background check; reinstate the vacation accrual rate Mr. Coogan was earning when he left County employment on 8/14/2021; and restore Mr. Coogan’s unused sick leave balance with the understanding that these hours would not count toward any future payouts. Coogan had formally worked for the County and had went back to school to get his law degree.

File No. 2 – Commissioner Myhre moved, Commissioner Schuldt seconded, motion unanimously carried to dissolve the Water Planning Committee.

File No. 3 – Commissioner Myhre moved, Commissioner Wright seconded, motion unanimously carried to approve the 2025 Hiawatha Valley Mental Health Center HVMHC contract and rates for adult and children's mental health services.

File No. 4 – Commissioner Myhre moved, Commissioner Zehnder seconded, motion unanimously carried to approve the SE AMHI agreement. SE AMHI (previously known as CREST) was a regional collaborative in SE MN that coordinated adult mental health services in the region. This was a two year agreement funded by a state grant.

File No. 5 – Commissioner Zehnder moved, Commissioner Wright seconded, motion unanimously carried to approve SE AMHI By-laws. (Related to SE AMHI Cooperative Agreement.)

File No. 6 – Commissioner Myhre moved, Commissioner Schuldt seconded, motion unanimously carried to approve the 2025 Semcac contract for Transportation services.

File No. 7 – Commissioner Myhre moved, Commissioner Schuldt seconded, motion unanimously carried to accept the resignation of Dayna Burtness from the Economic Development Authority (EDA) Board of Directors. The Commissioners thanked her for her many years of service to Houston County serving on the EDA board.

File No. 8 – Commissioner Zehnder moved, Commissioner Wright seconded, motion unanimously carried to appoint Sandra Solum to the EDA Board effective 2/18/2025 (three year term).

File No. 9 – The Commissioners discussed the 2025 Committee List and possible changes to the per diem schedule with Interim Administrator Lapham. No official changes were made.

File No. 10 – The Commissioners discussed possible action regarding the County Recorder position with Interim Administrator Lapham. Lapham said the County could decide to make the position an appointed position instead of it being elected as the current recorder was retiring. The County would need to go through a formal process to make the change. No official decisions were made on the matter.

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

REVIEW LICENSE CENTER PAYMENTS

2025/02/06 AUDITOR WARRANTS:

VENDOR NAME	AMOUNT
DELTA DENTAL	6,843.50
HEINTZ BADGER VALLEY FARM LLC	62,077.17
HOUSTON COUNTY TREASURER	5,183.07
IUOE LOCAL 49 FRINGE BENEFIT FUNDS	28,170.00
MEDICA	243,743.08
MN LIFE INSURANCE COMPANY	2,607.39
SAXON FLEET SERVICES	47,533.00
	<u>396,157.21</u>
6 VENDORS PAID LESS THAN \$2000.00	<u>2,749.41</u>
	<u>398,906.62</u>

2025/02/18 COMMISSIONER'S WARRANTS:	
VENDOR NAME	AMOUNT
ABILITY BUILDING COMMUNITY	2,214.39
ACENTEK	4,460.04
ADVANCED CORRECTIONAL HEALTHCAR	17,886.65
ASSN OF MN COUNTIES	1,713.00
CALEDONIA OIL CO INC	4,935.00
CALEDONIA/CITY OF	13,371.24
CELLMATE FOOD SOLUTIONS INC	2,524.04
COMPUTER FORENSIC SERVICES LLC	48,301.41
CONSOLIDATED ENERGY COMPANY	4,305.00
FITTING BROTHERS	17,600.00
HOKAH CO-OP OIL ASSN	4,069.55
HOUSTON COUNTY TREASURER	2,241.35
HOUSTON COUNTY TREASURER	20,979.13
HOUSTON COUNTY TREASURER	42,514.59
INTERSTATE BILLING SERVICES	4,093.36
LA FLEUR LAW OFFICE LLC	13,320.00
MASTER'S TOUCH INC/THE	15,469.11
MIENERGY COOPERATIVE	2,525.92
MINNESOTA ENERGY RESOURCES	11,627.30
MN STATE TREASURER	3,413.00
NUSS TRUCK & EQUIPMENT	161,604.65
OFFICE OF MNIT SERVICES	2,336.15
RICHARD'S SANITATION LLC	16,435.86
SCHNEIDER CORPORATION/THE	56,067.00
SKYLINE SALT SOLUTIONS	42,419.16
SOUTHEAST MN PUBLIC INTEREST	7,980.00
WEX BANK	7,159.66
WINONA CONTROLS INC	2,736.32
	534,302.88
59 VENDORS PAID LESS THAN \$2000.00	24,664.82
	558,967.70
PUBLIC HEALTH & HUMAN SERVICES	247,616.41
	806,584.11

DISCUSSION ITEMS

The Commissioners discussed recent and upcoming meetings including an extension, EDA, and WINLAC meeting.

The annual Bluff Country Collaborative Career Fair/Hiring event would be on March 5th 2025 from 9 a.m. to noon at the La Crescent Area Event Center. The free event would feature Houston and Fillmore County businesses, and job seekers from the public were invited to attend. Students would also be attending.

Commissioner Wright said she was continuing to meet with department heads and having them answer a list of questions to learn about each department. Wright suggested having employee recognition become a part of the board meetings to occasionally recognize the good work that

departments were doing. Commissioner Johnson said he agreed that it would be nice to recognize employees.

Closing Public Comment:

Brent Parker who would be the County's new Human Resources Officer introduced himself to the board. He said he was excited to get started and get to know everyone. Parker had spent 20 years in law enforcement and had gone to school to get his master's degree in public administration with an emphasis on human resources. He also served as a city council member for Decorah, Iowa. The Commissioners welcomed Parker.

There being no further business at 11:20 a.m., a motion was made by Commissioner Zehnder, seconded by Commissioner Myhre, motion unanimously carried to adjourn the meeting. The next meeting would be a regular meeting on February 25, 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: February 25, 2025

9:00 a.m.

Place: Commissioners Room, Courthouse, Caledonia, MN

Members Present: Cindy Wright (attended remotely via zoom due to being at a conference), 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, Engineer Brian Pogodzinski, Public Health and Human Services Director John Pugleasa, Minnesota Driftless Hiking Trail Director Alexa Shapiro, and Minnesota Driftless Hiking Trail Coordinator/Volunteer Marty Walsh

Presiding: Chairperson Johnson

Call to order.

Pledge of Allegiance.

Motion was made by Commissioner Zehnder, seconded by Commissioner Myhre, motion unanimously carried to approve the agenda. The Commissioners voted by roll. All Commissioners voted yes.

Motion was made by Commissioner Myhre, seconded by Commissioner Schuldt, motion carried unanimously to approve the meeting minutes from February 18, 2025. The Commissioners voted by roll. All Commissioners voted yes.

Public Comment:

None.

APPOINTMENTS

Minnesota Driftless Hiking Trail Director Alexa Shapiro presented to the County board about the trail. Shapiro said as a private independent effort the Minnesota Driftless Hiking trail was not in front of the board to ask for any money or direct assistance from the County, but rather to educate the board about the trail. The Minnesota Driftless Hiking Trail was a group of local residents and hiking enthusiasts working to build a 100-mile backcountry style hiking trail exploring Minnesota's driftless region landscape, inspired by the Appalachian Trail, Superior Hiking Trail, Ice Age Trail, and others. The trail had been worked on for several years. They

were currently working with willing private landowners and the DNR. She shared with the board a proposed corridor for the trail, which represented a broad area around the planned route. The final location of the trail would depend on granted land access and could extend beyond the corridor if additional access was secured. The trail had received a \$426,000 grant from the State Legislative-Citizen Commission. The group would be holding an upcoming community forum in Caledonia at the City Auditorium on March 10, 2025 in Caledonia from 5-7 p.m.

At 9:43 a.m. a motion was made by Commissioner Myhre, seconded by Commissioner Zehnder, 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 voted by roll. All Commissioners voted yes. The Commissioners, Interim Auditor/Treasurer Heberlein, and Interim Administrator Lapham attended the closed session. At 10:08 a.m. a motion was made by Commissioner Zehnder, seconded by Commissioner Myhre, motion unanimously carried to go back into regular session. The Commissioners voted by roll. All Commissioners voted yes. Lapham said the board had discussed a negotiation proposal. See Action Item No. 4.

CONSENT AGENDA

None.

ACTION ITEMS

File No. 1 – Commissioners discussed if the County should allow the City of La Crescent to plant additional boulevard trees within the R/W along Elm St. and County requirements, if allowed. Other cities in the County had also wanted to plant trees in the boulevard in the past. Pogodzinski said trees had benefits such as improving air quality, aesthetics, traffic calming, and shade, however they could also damage roads and sidewalks, required maintenance, and could reduce sight distance. Commissioner Schuldt suggested the County create a policy that could be used for every city each time this was requested. The Commissioners agreed. It was the general consensus of the Commissioners to have Pogodzinski work on a blanket policy that could be used. Within the policy a city's responsibility for maintaining the trees and types of trees allowed would be included. The matter would return to the board at a later date.

File No. 2 – Commissioner Zehnder moved, Commissioner Myhre seconded, motion unanimously carried to approve guardianship contracts with Renata Luedtke, Judy Storlie, Sandra Fitting, Gregory Yackle, and Nora Beckjord. The Commissioners voted by roll, all Commissioners voted yes. The Commissioners agreed they were thankful to have people willing to provide guardianship services.

File No. 3 – Commissioner Wright moved, Commissioner Schuldt seconded, motion unanimously carried to review and approve payments. The Commissioners voted by roll. All Commissioners voted yes. Payments are below.

REVIEW LICENSE CENTER PAYMENTS**2025/02/14 AUDITOR WARRANTS:**

VENDOR NAME	AMOUNT
VISA	11,719.47
	11,719.47
1 VENDOR PAID LESS THAN \$2000.00	100.00
	11,819.47
PUBLIC HEALTH & HUMAN SERVICES	5,281.56
	17,101.03

2025/02/25 COMMISSIONER'S WARRANTS:

VENDOR NAME	AMOUNT
BOLTON & MENK INC	14,800.00
ENTERPRISE FM	12,885.46
SHI INTERNATIONAL CORP	2,716.98
TREASURER TWP OF BLACKHAMMER	25,064.19
TREASURER TWP OF BROWNSVILLE	23,055.63
TREASURER TWP OF CALEDONIA	32,915.13
TREASURER TWP OF CROOKED CREEK	18,672.90
TREASURER TWP OF HOKAH	17,301.09
TREASURER TWP OF HOUSTON	20,411.15
TREASURER TWP OF JEFFERSON	7,280.84
TREASURER TWP OF LA CRESCENT	39,475.19
TREASURER TWP OF MAYVILLE	21,805.07
TREASURER TWP OF MONEY CREEK	30,870.29
TREASURER TWP OF MOUND PRAIRIE	29,948.05
TREASURER TWP OF SHELTON	15,639.69
TREASURER TWP OF SPRING GROVE	25,116.52
TREASURER TWP OF UNION	17,416.28
TREASURER TWP OF WILMINGTON	29,095.45
TREASURER TWP OF WINNEBAGO	18,418.28
TREASURER TWP OF YUCATAN	23,825.25
	426,713.44
29 VENDORS PAID LESS THAN \$2000.00	12,126.09
	438,839.53
PUBLIC HEALTH & HUMAN SERVICES	135,977.07
	574,816.60

File No. 4 – Commissioner Zehnder moved, Commissioner Myhre seconded, motion carried four to one to ratify the tentative agreement with LELS 237. The Commissioners voted

by roll. Commissioners Wright, Zehnder, Schuldt, and Myhre voted yes. Commissioner Johnson voted no.

DISCUSSION ITEMS

The Commissioners discussed recent and upcoming meetings including a Department Head, Land Use, Root River One Watershed, Planning Commission, Finance, SMART, AMC Child Protection, and Personnel meeting.

Closing Public Comment:

None.

There being no further business at 10:12 a.m., a motion was made by Commissioner Schuldt, seconded by Commissioner Zehnder, motion unanimously carried to adjourn the meeting. The next meeting would be a regular meeting on March 4, 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: March 4, 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, Human Resources Officer Brent Parker, and Public Health and Human Services Director John Pugleasa

Presiding: Chairperson Johnson

Call to order.

Pledge of Allegiance.

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

Motion was made by Commissioner Myhre, seconded by Commissioner Zehnder, motion carried unanimously to approve the meeting minutes from February 25, 2025.

Public Comment:

None.

APPOINTMENTS

At 9:09 a.m. a motion was made by Commissioner Myhre, seconded by Commissioner Zehnder, 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, Human Resources Officer Parker, and Interim Administrator Lapham attended the closed session. At 9:41 a.m. a motion was made by Commissioner Myhre, seconded by Commissioner Zehnder, motion unanimously carried to go back into regular session. Lapham said they had discussed labor negotiations, including negotiation strategies or developments or discussion and review of labor negotiation proposals, conducted pursuant to sections 179A.01 to 179A.25. She said no action would be taken on the matter that day.

CONSENT AGENDA

Commissioner Zehnder moved, Commissioner Wright seconded, motion unanimously carried to approve the consent agenda. Items are below.

- 1) Approve guardianship contracts with Patricia Goetzinger-Krall and Bonnie Gregerson.
- 2) Approve contract with Catholic Charities Diocese of Winona-Rochester for guardianship and conservatorship and related services.
- 3) Approve contract with Serenity Services for guardianship and conservatorship and related legal services.
- 4) Hire Melissa Burrow as a 1.0 FTE Deputy Auditor/Treasurer (B22, step 1), effective March 5, 2025, conditioned upon successful completion of a background check.
- 5) Hire Michelle Burt as a 1.0 FTE Environmental Services Tech Clerk (B21, step 1), effective March 17, 2025, conditioned upon successful completion of a background check.

ACTION ITEMS

File No. 1 – Commissioner Myhre moved, Commissioner Schuldt seconded, motion unanimously carried to approve the Assignment and Assumption of the Ground Lease for Airport Lease: Lot 10, which was sold by Andrew Milde to Norman Snodgrass. The expiration of lease for Lot 10 to Norman Snodgrass would be 7/1/2026

File No. 2 – Commissioner Myhre moved, Commissioner Schuldt seconded, motion unanimously carried to review and approve payments. Payments are below.

REVIEW LICENSE CENTER PAYMENTS

2025/02/21 AUDITOR WARRANTS:

VENDOR NAME	AMOUNT
OLMSTED SWCD	13,124.75
SE SWCD TECHNICAL SUPPORT JPB	5,540.74
WABASHA COUNTY SWCD	20,383.76
	39,049.25
10 VENDORS PAID LESS THAN \$2000.00	3,567.01
	<u>42,616.26</u>

2025/03/04 COMMISSIONER'S WARRANTS:

VENDOR NAME	AMOUNT
AVENU INSIGHTS & ANALYTICS LLC	7,279.95
BOND TRUST SERVICES CORPORATION	199,663.75
CALEDONIA OIL CO INC	4,205.50
DAKOTA FLUID POWER INC	12,626.80
DELTA DENTAL	6,682.02
DODGE OF BURNSVILLE	50,295.00
INTERSTATE BILLING SERVICES	4,607.28
IUOE LOCAL 49 FRINGE BENEFIT FUNDS	28,170.00
MEDICA	248,104.92
MN LIFE INSURANCE COMPANY	2,511.27
VERIZON WIRELESS	3,403.37
WATSON	4,748.00
WIEBKE TIRE CO	5,990.00
WINONA CONTROL INC	3,522.10
WS TRUCKING & CONSTRUCTION LLC	4,387.50
	<u>586,197.46</u>
23 VENDORS PAID LESS THAN \$2000.00	11,990.48
	<u>598,187.94</u>
PUBLIC HEALTH & HUMAN SERVICES	13,113.89
	<u>611,301.83</u>

File No. 3 – No action was taken.

DISCUSSION ITEMS

Interim Administrator Lapham said the new Human Resources Officer, Brent Parker had started with the County the day prior. The two of them would be sharing some updates with the County board at the next workgroup session.

The Commissioners discussed recent and upcoming meetings including a training for BOA and Planning Commission members, legislative update, and Planning Commission meeting.

Commissioner Schuldt said spring road bans were on.

Closing Public Comment:

None.

There being no further business at 9:46 a.m., a motion was made by Commissioner Wright, seconded by Commissioner Myhre, motion unanimously carried to adjourn the meeting. The next meeting would be a workgroup session on March 11, 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: March 11, 2025

9:00 a.m.

Place: Commissioners Room, Courthouse, Caledonia, MN

Members Present:

Cindy Wright, Eric Johnson, Kurt Zehnder, Robert 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 Pogleasa, Environmental Services Director Amelia Meiners, Engineer Brian Pogodzinski, and Human Resource Officer Brent Parker

Board Workgroup Session

Environmental Services Director Amelia Meiners gave a solar moratorium update to the Commissioners. Commissioner Schuldt asked about the timeline of the moratorium and if the County's research would be finished by the end of the moratorium. Meiners said yes and that she would have another update the following month.

Meiners said the County would be collecting light bulbs, paint, and pesticides on April 26th at the recycling center in Houston. She asked the Commissioners to let her know if they were available to help on that day.

Engineer Brian Pogodzinski said the 2025 USA Cycling Gravel National Championships were scheduled to take place in Houston County the third weekend in September 2025. La Crescent was the host for 2025 and 2026. Meetings were beginning to take place to discuss logistics, safety, and related items.

Pogodzinski said the County would be able to be loaned entitlement funding from another airport at 0% interest for the upcoming airport project. Houston County would then pay back the loan with the entitlement funding they would be receiving.

Interim Administrator Carol Lapham and Human Resource Officer Brent Parker discussed with the board the County Recorder office and position. Lapham said they would be bringing a proposal to the Commissioners the following week to appoint an interim recorder for the remainder of the term. The Commissioners could consider making the position appointed instead of elected beyond the term.

The workgroup session ended at 10:16 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: March 18, 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, Human Resources Officer Brent Parker, Public Health and Human Services Director John Puleasa, Public Health Educator Bri Ceaser, Recorder Mary Betz, Chief Deputy Recorder Michelle Werner, and G-Cubed Geoffery Griffin

Presiding: Chairperson Johnson

Call to order.

Pledge of Allegiance.

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

Motion was made by Commissioner Myhre, seconded by Commissioner Zehnder, motion carried unanimously to approve the meeting minutes from March 4, 2025.

Motion was made by Commissioner Myhre, seconded by Commissioner Wright, motion carried unanimously to approve the workgroup session minutes from March 11, 2025.

Public Comment:

None.

APPOINTMENTS

At 10:00 a.m. a motion was made by Commissioner Zehnder, seconded by Commissioner Wright, 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 Officer Parker, and Interim Administrator Lapham attended the closed session. At 11:19 a.m. a motion was made by Commissioner Zehnder, seconded by Commissioner Myhre, motion unanimously carried to go back into regular session. Lapham said they had discussed labor negotiations, including

negotiation strategies or developments or discussion and review of labor negotiation proposals, conducted pursuant to sections 179A.01 to 179A.25. No action was taken.

CONSENT AGENDA

Commissioner Myhre moved, Commissioner Wright seconded, motion unanimously carried to approve the consent agenda. Items are below.

- 1) Approve the Vanguard Computer Systems Consolidated Extended Service Contract for 2025 – 2030. Vanguard has been providing the CAMA programming/support services to Houston County since 2012.
- 2) Approve Guardianship Contract with John Miller.

ACTION ITEMS

File No. 1 – Commissioner Myhre moved, Commissioner Zehnder seconded, motion unanimously carried to approve a zoning amendment for Chris and Wendy Horn from ag to residential in La Crescent township. This would be a residential boundary not a parcel boundary. The house would be on both parcels.

File No. 2 – Commissioner Wright moved, Commissioner Myhre seconded, motion unanimously carried to approve a G-Cubed text amendment to Zoning Ordinance for sections 27.3 and 27.8. G-Cubed had suggested the text amendment to make the rules more clear. The update would also be consistent with what the surrounding counties of Winona and Fillmore County had in their ordinances.

File No. 3 – Commissioner Myhre moved, Commissioner Zehnder seconded, motion unanimously carried to approve awarding the Airport T-Hangar project to Olympic Builders General Contractors in the amount of \$1,497,400 contingent upon award of State and Federal funding. There were two bids. Bids are below.

ABSTRACT

8 Unit T-Hangar Construction
Houston County, MN
bmi Project # 24K.136247
Bid: 02/20/2025 01:00 PM CST

Section Title	Line Item	Item Description	Unit	Quantity	Engineer Estimate		Olympic Builders General Contractors		Wieser Brothers General Contractor, Inc.	
					Unit Price	Extension	Unit Price	Extension	Unit Price	Extension
BASE BID - 8 UNIT T-HANGAR	1	8 UNIT T-HANGAR; COMPLETE DESIGN BUILD	LUMP SUM	1	\$1,539,000.00	\$1,539,000.00	\$1,497,400.00	\$1,497,400.00	\$1,828,873.00	\$1,828,873.00
BID ALTERNATE - DEDUCT TWO BAYS FOR 6 UNIT T-HANGAR	2	DEDUCT AMOUNT FROM BASE BID FOR REMOVING TWO BAYS TO CONSTRUCT 6 UNIT T-HANGAR; COMPLETE DESIGN BUILD	LUMP SUM	-1	\$384,750.00	(\$384,750.00)	\$251,700.00	(\$251,700.00)	\$106,000.00	(\$106,000.00)

File No. 4 – Commissioner Myhre moved, Commissioner Cindy seconded, motion unanimously carried to approve the Federal Entitlement agreement with the City of Albert Lea, MN to transfer \$283,000.00 entitlement dollars to be paid back with Houston County's future entitlement dollars and adopting Resolution No. 25-09 Resolution Authorizing an Agreement with Houston

County Regarding Federal Aviation Administration Airport Improvement Program Non-Primary Entitlement Funds. Resolution is below:

RESOLUTION 25-09
RESOLUTION AUTHORIZING AN AGREEMENT WITH HOUSTON COUNTY
REGARDING FEDERAL AVIATION ADMINISTRATION AIRPORT IMPROVEMENT
PROGRAM NON-PRIMARY ENTITLEMENT FUNDS

WHEREAS, Houston County is constructing a new hangar at the Houston County Airport, and

WHEREAS, Houston County has requested the City of Albert Lea transfer Federal Aviation Administration (FAA) Airport Improvement Program Non-Primary Entitlement Funds in the amount of \$283,000.00 to the Houston County Federal Account, and

WHEREAS, Houston County agrees to pay back to the City of Albert Lea the amount of \$150,000.00 in 2026 and \$133,000.00 in 2027 in Federal Aviation Administration (FAA) Airport Improvement Program Non-Primary Entitlement Funds per the attached agreement.

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

The County Engineer is hereby authorized and directed to execute an agreement on behalf of Houston County and with the City of Albert Lea regarding the Federal Aviation Funds.

File No. 5 – Commissioner Myhre moved, Commissioner Cindy seconded, motion unanimously carried to approve the work order under the MNDot Partnership agreement to have MNDot stripe Houston County roads as CP 2025-05.

File No. 6 – Commissioner Zehnder moved, Commissioner Myhre seconded, motion unanimously carried to accept the low quote from Fahrner Asphalt Sealers, LLC in the amount of \$118,250.00 for CP 2024-04 Crack Filling.

HOUSTON COUNTY, MINNESOTA

Crack Filling Quote

CP 2025-04

March 11, 2025 at 1:00 p.m.

					Estimate		Fahrner Asphalt Sealers LLC		Asphalt Surface Technologies Corp	
Line	Spec #	Item	Qty	Unit	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price
1	2331.608	Rout & Seal Bituminous Pavement Cracks	25,000.00	Lbs	\$4.00	\$100,000.00	\$4.73	\$118,250.00	\$5.08	\$127,000.00
Totals						\$100,000.00		\$118,250.00		\$127,000.00

File No. 7 – Commissioner Myhre moved, Commissioner Wright seconded, motion unanimously carried to accept the low quote from ICON Constructors, LLC in the amount of \$105,450.00 for CP 2025-07 Bridge Maintenance.

Bridge Maintenance Quotes CP 2025-07
Houston County
23-Jan-25

CP 2025-07 ABSTRACT								
LINE NO.	ITEMS	DESCRIPTION	Engineer's Estimate				ICON	
			UNITS	UNIT PRICE	QTY	AMOUNT	UNIT PRICE	QTY
Bridge 28555 - CSAH 3								
1		Clean & Replace hot pour sealed joint	LF	\$ 22.00	90	\$ 1,980.00	\$ 55.00	90
2		TRAFFIC CONTROL	LS	\$ 3,000.00	1	\$ 3,000.00	\$ 3,000.00	1
Subtotal:						\$ 4,980.00		Subtotal:
Bridge 28514 - CSAH 5								
1		Sand Blast, Prime & Paint bottom 2' of Pile Shells	Sq Ft	\$ 22.00	80	\$ 1,760.00	\$ 25.00	80
2		TRAFFIC CONTROL	LS	\$ 3,000.00	1	\$ 3,000.00	\$ 2,500.00	1
Subtotal:						\$ 4,760.00		Subtotal:
Bridge 28541 - CSAH 9								
1		Clean & Replace Hot Pour Joint	LF	\$ 22.00	105	\$ 2,310.00	\$ 55.00	105
2		Special Surface Finish Bridge	LS	\$ 20,000.00	1	\$ 20,000.00	\$ 18,000.00	1
3		Traffic Control	LS	\$ 3,000.00	1	\$ 3,000.00	\$ 3,000.00	1
Subtotal:						\$ 25,310.00		Subtotal:
Bridge 28530 - CSAH 10								
1		Sand blast, Prime, & Paint bottom 1' of Pile Shells	Sq Ft	\$ 22.00	50	\$ 1,100.00	\$ 25.00	50
2		TRAFFIC CONTROL	LS	\$ 3,000.00	1	\$ 3,000.00	\$ 2,500.00	1
Subtotal:						\$ 4,100.00		Subtotal:
Bridge 28526 - CSAH 12								
1		Sand blast, Prime, & Paint bottom 2' of Pile Shells	Sq Ft	\$ 22.00	176	\$ 3,872.00	\$ 25.00	176
2		TRAFFIC CONTROL	LS	\$ 3,000.00	1	\$ 3,000.00	\$ 2,500.00	1
Subtotal:						\$ 6,872.00		Subtotal:
Bridge 28508 - CSAH 15								
1		Sand blast, Prime, & Paint the end 5' of the beams including the bearings	LF	\$ 210.00	40	\$ 8,400.00	\$ 210.00	40
2		Traffic Control	LS	\$ 3,000.00	1	\$ 3,000.00	\$ 3,000.00	1
						\$ 11,400.00		
Bridge 28539 - CSAH 20								
1		Sand blast concrete rails & Special Surface finish the Bridge	LS	\$ 30,000.00	1	\$ 30,000.00	\$ 17,000.00	1
2		Traffic Control	LS	\$ 3,000.00	1	\$ 3,000.00	\$ 3,000.00	1
Subtotal:						\$ 33,000.00		Subtotal:
Bridge 28540 - CSAH 31								
1		Sand blast, Prime, & Paint bottom 2' of Pile Shells	Sq Ft	\$ 22.00	67	\$ 1,474.00	\$ 25.00	67
2		Traffic Control	LS	\$ 3,000.00	1	\$ 3,000.00	\$ 2,500.00	1
Subtotal:						\$ 4,474.00		Subtotal:
Bridge 28532 - Klondike Rd (Crooked Creek Township)								
1		Rahab deflection joints, Special Surface Finish Bridge	LS	\$ 18,000.00	1	\$ 18,000.00	\$ 17,000.00	1
2		Traffic Control	LS	\$ 3,000.00	1	\$ 3,000.00	\$ 3,000.00	1
Subtotal:						\$ 21,000.00		Subtotal:
Subtotal for Houston County Bridges:						\$ 94,896.00		
Subtotal for Crooked Creek Bridges:						\$ 21,000.00		
Grand Total Estimate:						\$ 115,896.00		

File No. 8 – Commissioner Myhre moved, Commissioner Wright seconded, motion unanimously carried to accept the low quote from Scott Construction in the amount of \$495,553.22 for CP 2025-06 Seal Coat.

HOUSTON COUNTY HIGHWAY DEPARTMENT
CP 2025-06 BITUMINOUS SEALCOAT
LETTING DATE: MARCH 13, 2025 AT 10:30 A.M.

Line Item	Item Code	Item Description	UoM	Quantity	Engineer Estimate		Scott Construction, Inc.		Asphalt Surface Technologies Corp.		Allied Blacktop Company		Fahner Asphalt Sealers, LLC	
					Unit Price	Extension	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension	Unit Price	Extension
						\$595,959.73		\$495,553.22		\$577,862.54		\$584,126.96		\$629,747.81
1	2356.504	BITUMINOUS FA-2 SEAL COAT	SY	289,374.00	\$0.65	\$188,093.10	\$0.40	\$115,749.60	\$0.77	\$222,817.98	\$0.82	\$237,286.68	\$0.42	\$121,537.08
2	2355.506	BITUMINOUS MATERIAL FOR FOG SEAL	GAL	23,150.00	\$2.80	\$64,820.00	\$2.40	\$55,560.00	\$3.00	\$69,450.00	\$3.50	\$81,025.00	\$4.57	\$105,795.50
3	2356.506	BITUMINOUS MATERIAL FOR SEAL COAT	GAL	78,131.00	\$3.65	\$285,178.15	\$3.50	\$273,458.50	\$2.96	\$231,267.76	\$2.70	\$210,953.70	\$4.61	\$360,183.91
4	2582.503	4" SOLID LINE YELLOW-PAINT	LIN FT	41,968.00	\$0.14	\$5,875.52	\$0.12	\$5,036.16	\$0.13	\$5,455.84	\$0.14	\$5,875.52	\$0.09	\$3,777.12
5	2582.503	4" BROKEN LINE YELLOW-PAINT	LIN FT	11,510.00	\$0.14	\$1,611.40	\$0.12	\$1,381.20	\$0.13	\$1,496.30	\$0.14	\$1,611.40	\$0.09	\$1,035.90
6	2582.503	4" DOUBLE SOLID LINE YELLOW-PAINT	LIN FT	46,783.00	\$0.28	\$13,099.24	\$0.24	\$11,227.92	\$0.26	\$12,163.58	\$0.26	\$12,163.58	\$0.18	\$8,420.94
7	2582.503	6" SOLID WHITE LINE-PAINT	LIN FT	207,124.00	\$0.18	\$37,282.32	\$0.16	\$33,139.84	\$0.17	\$35,211.08	\$0.17	\$35,211.08	\$0.14	\$28,997.36
						\$595,959.73		\$495,553.22		\$577,862.54		\$584,126.96		\$629,747.81

File No. 9 – Commissioner Zehnder moved, Commissioner Wright seconded, motion unanimously carried to accept the low bid from Bruening Rock Projects in the amount of \$339,093.90 for CP 2025-01 Maintenance Rock. There were two bids. Bids are below.

CP 2025-01 Stockpile Aggregate, Class 5 (Delivered) (#9521600)
Owner: Houston County, MN

Letting date and Time: 03/13/2025 10:00 AM CDT

Section Title	Line Item	Item Code	Item Description	UoM	Quantity	Engineer Estimate		Bruening Rock Pkts		Milestone Materials	
						Unit Price	Extension	Unit Price	Extension	Unit Price	Extension
CP 2025-01	1	2211.509	STOCKPILE AGGREGATE, CLASS 5 (DELIVERED) CSAH 5A	TON	3700	\$12.50	\$46,250.00	10.9990	\$40,696.30	\$12.92	\$47,804.00
	2	2211.509	STOCKPILE AGGREGATE, CLASS 5 (DELIVERED) CSAH 5B	TON	2900	\$12.50	\$36,250.00	10.9990	\$31,897.10	\$14.11	\$40,919.00
	3	2211.509	STOCKPILE AGGREGATE, CLASS 5 (DELIVERED) CSAH 8A	TON	950	\$12.50	\$11,875.00	9.9990	\$9,499.05	\$13.56	\$12,882.00
	4	2211.509	STOCKPILE AGGREGATE, CLASS 5 (DELIVERED) CSAH 11	TON	2050	\$12.50	\$25,625.00	9.9990	\$20,497.95	\$13.48	\$27,634.00
	5	2211.509	STOCKPILE AGGREGATE, CLASS 5 (DELIVERED) CSAH 12	TON	2450	\$12.50	\$30,625.00	8.9990	\$22,047.55	\$11.62	\$28,469.00
	6	2211.509	STOCKPILE AGGREGATE, CLASS 5 (DELIVERED) CSAH 19	TON	3000	\$12.50	\$37,500.00	8.9990	\$26,997.00	\$14.34	\$43,020.00
	7	2211.509	STOCKPILE AGGREGATE, CLASS 5 (DELIVERED) CSAH 20	TON	3300	\$12.50	\$41,250.00	10.9990	\$36,296.70	\$12.05	\$39,765.00
	8	2211.509	STOCKPILE AGGREGATE, CLASS 5 (DELIVERED) CSAH 22	TON	2500	\$12.50	\$31,250.00	10.9990	\$27,497.50	\$12.99	\$32,475.00
	9	2211.509	STOCKPILE AGGREGATE, CLASS 5 (DELIVERED) CSAH 23	TON	2000	\$12.50	\$25,000.00	10.9990	\$21,998.00	\$12.92	\$25,840.00
	10	2211.509	STOCKPILE AGGREGATE, CLASS 5 (DELIVERED) CSAH 28	TON	1900	\$12.50	\$23,750.00	10.4390	\$19,834.10	\$11.66	\$22,154.00
	11	2211.509	STOCKPILE AGGREGATE, CLASS 5 (DELIVERED) CSAH 31	TON	1350	\$12.50	\$16,875.00	10.9990	\$14,848.65	\$13.65	\$18,427.50
	12	2211.509	STOCKPILE AGGREGATE, CLASS 5 (DELIVERED) CSAH 32	TON	2250	\$12.50	\$28,125.00	11.4390	\$25,737.75	\$11.70	\$26,325.00
	13	2211.509	STOCKPILE AGGREGATE, CLASS 5 (DELIVERED) COUNTY ROAD 249	TON	3750	\$12.50	\$46,875.00	10.9990	\$41,246.25	\$11.22	\$42,075.00
Base Bid Total:							\$401,250.00		\$339,093.90		\$407,789.50

Contract Award to Bruening Rock Products for all roads **\$339,093.90**

File No. 10 – Commissioner Zehnder moved, Commissioner Wright seconded, motion unanimously carried to approving 2024 contract with Driftless Region Vector Control LLC to canvass specifically identified Houston County communities for potential mosquito related human health hazards and larvicide identified habitat sites. This was a \$95.00 increase from the year before.

File No. 11 – Commissioner Wright moved, Commissioner Zehnder seconded, motion unanimously carried to accepting a donation of \$1,200.00 from American Legion Post 191 in support of Public Health Car Seat Program.

File No. 12 – Commissioner Zehnder moved, Commissioner Myhre seconded, motion unanimously carried to appoint Dean Happel to the Board of Adjustment for a 3-year term beginning in 2025 and ending December 31, 2027.

File No. 13 – Commissioner Zehnder moved, Commissioner Wright seconded, motion unanimously carried to approve correction to confirm the resignation/retirement of Mary Betz, Houston County Recorder, effective the end of day April 1, 2025, with thanks for her 23 years of service to the residents of Houston County. This item was approved on February 4, 2025, but had been inadvertently left out of the minutes.

File No. 14 – Commissioner Myhre moved, Commissioner Wright seconded, motion unanimously carried to appoint Michelle Werner as the Interim County Recorder (C43, step 5) effective April 2, 2025, to complete the unexpired term of Mary Betz.

File No. 15 – Commissioner Zehnder moved, Commissioner Wright seconded, motion unanimously carried to initiate a competitive search for a 1.0 FTE Chief Deputy Recorder.

File No. 16 – Commissioner Zehnder moved, Commissioner Myhre seconded, motion unanimously carried to review and approve payments. Payments are below.

2025/03/18 Commissioner's Warrants:

VENDOR NAME	AMOUNT
ACENTEK	4,478.60
ADVANCED CORRECTIONAL HEALTHCARE	7,726.02
CALEDONIA SNO GOPHERS CLUB	30,676.80
CALEDONIA/CITY OF	15,705.95
CEDA	7,285.33
COMPUTER FORENSIC SERVICES LLC	48,301.41
CONSOLIDATED ENERGY COMPANY	4,305.00
DODGE OF BURNSVILLE	88,044.00
DOOSAN BOBCAT NORTH AMERICA INC	12,083.13
H & R ENTERPRISES LLC	13,911.46
HOUSTON COUNTY TREASURER	43,926.12
HOUSTON-MONEY CREEK SNOWRIDERS	13,434.96
INSIGHT PUBLIC SECTOR	3,137.18
LA CRESCENT TRAIL	11,365.20
LIBERTY TIRE RECYCLING LLC	6,774.75
MINNESOTA ENERGY RESOURCES	10,229.69
MN STATE TREASURER	3,964.00
MORRIS ELECTRONICS INC	38,409.44
MOTOROLA SOLUTIONS INC	5,944.32
RICHARD'S SANITATION LLC	12,192.79
SHI INTERNATIONAL CORP	12,796.62
TOWMASTER INC	5,049.92
VIKING RIDGE RIDERS	10,533.60
VISA	7,110.24
WEX BANK	6,911.59
	424,298.12
64 VENDORS PAID LESS THAN \$2000.00	22,981.90
	447,280.02
PUBLIC HEALTH & HUMAN SERVICES	188,987.74
	<u>636,267.76</u>

DISCUSSION ITEMS

The Commissioners discussed recent and upcoming meetings including a SCHAC meeting Commissioner Wright had attended that was held in St. Paul with the Commissioner of Minnesota Public Health.

Closing Public Comment:

None.

There being no further business, a motion was made by Commissioner Myhre, seconded by Commissioner Zehnder, motion unanimously carried to adjourn the meeting. The next meeting would be a regular meeting on March 25, 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: March 25, 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, Human Resources Officer Brent Parker, Engineer Brian Pogodzinski, Public Health and Human Services Director John Pogleasa, and Bob Burns

Presiding: Chairperson Johnson

Call to order.

Pledge of Allegiance.

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

Commissioner Johnson said the minutes were not yet ready for approval, but would be approved at an upcoming meeting.

Public Comment:

None.

APPOINTMENTS

At 9:02 a.m. a motion was made by Commissioner Myhre, seconded by Commissioner Schuldt, motion unanimously carried to go into closed session pursuant to Minn. Stat. §13D.05, Subd. 1, (d) attorney – client privilege, to meet with Attorney Susan Hansen regarding a pending employment claim – 9:05 A.M. The Commissioners, Human Resources Officer Parker, Attorney Hansen, Interim Administrator Lapham, and Bob Burns attended the closed session. At 9:54 a.m. a motion was made by Commissioner Myhre, seconded by Commissioner Schuldt, motion unanimously carried to go back into regular session. Lapham said they had discussed pursuant to Minn. Stat. §13D.05, Subd. 1, (d) attorney – client privilege regarding an employment matter. No action was taken on the matter.

CONSENT AGENDA

None.

ACTION ITEMS

File No. 1 – Commissioner Schuldt moved, Commissioner Wright seconded, motion unanimously carried to approve low quote from Bluff Country Brine. Abstract of bids is below.

ABSTRACT OF BIDS
HOUSTON COUNTY, MINNESOTA
CALCIUM CHLORIDE QUOTE
March 19, 2025 1:00 p.m.

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	1.490	1.530	1.640	1.619
2	Delivered & Applied to various county roads	Gallons	1.630	1.690	1.840	1.725
	Minimum Transport load	Gallons	4,100.00	4,000.00	4,000.00	4,200.00
			Cashier's Check	Bond	Bond	Bond
Total Gallons Est			52,000.00			
Estimate Cost			77,480.00	41% County 59% Township/City		

File No. 2 – Commissioner Myhre moved, Commissioner Schuldt seconded, motion unanimously carried to approve salt order through the State CPV.

File No. 3 – Commissioner Myhre moved, Commissioner Schuldt seconded, motion unanimously carried to approve the 2025-2027 Labor Agreement between The County of Houston and LAW ENFORCEMENT LABOR SERVICES, INC., LOCAL #60 (Jailer/Dispatcher Unit) pending County Attorney review and approval.

File No. 4 – Commissioner Schuldt moved, Commissioner Myhre seconded, motion unanimously carried to approve the 2025-2027 Labor Agreement between The County of Houston and LAW ENFORCEMENT LABOR SERVICES, INC., LOCAL #415 (Licensed Lieutenant Unit) pending County Attorney review and approval.

File No. 5 – Commissioner Wright moved, Commissioner Schuldt seconded, motion unanimously carried to approve the 2025-2027 Labor Agreement between The County of Houston and MINNESOTA ASSOCIATION OF PROFESSIONAL EMPLOYEES pending County Attorney review and approval.

File No. 6 – Commissioner Schuldt moved, Commissioner Wright seconded, motion unanimously carried to approve the Memorandum of Agreement with AFSCME Local Union #2166.

File No. 7 – Commissioner Myhre moved, Commissioner Schuldt seconded, motion unanimously carried to approve donations to the Extension Tesmer Farm Safety Day for a total of \$4,735.00.

File No. 8 – Commissioner Zehnder moved, Commissioner Schuldt seconded, motion unanimously carried to approve Opioid (Fund 12) expenditures based on the recommendation of the local Opioid Settlement Collaborative. Funds would be used to purchase a device for the Sheriff's department that could determine what a substance was in a container or bag without opening it making it safer for law enforcement to handle.

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

REVIEW LICENSE CENTER PAYMENTS

2025/03/14 AUDITOR WARRANTS:

VENDOR NAME	AMOUNT
CRAIG/TIMOTHY	2,000.00
HOUSTON COUNTY TREASURER	<u>24,920.88</u>
	26,920.88
14 VENDORS PAID LESS THAN \$2000.00	<u>2,784.76</u>
	<u>29,705.64</u>

REQUEST APPROVAL FOR PAYMENT

2025/03/25 COMMISSIONER'S WARRANTS:

VENDOR NAME	AMOUNT
BOLTON & MENK INC	13,430.00
EHLERS	5,000.00
ENTERPRISE FM	12,885.46
HOUSTON COUNTY TREASURER	3,486.50
SCHNEIDER CORPORATION/THE	3,075.00
SKYLINE SALT SOLUTIONS	28,823.32
STONEBROOKE ENGINEERING INC	2,883.29
THIN LINE OUTFITTERS OF WISCONSIN	12,236.18
VANGUARD APPRAISALS INC	14,175.00
WIEBKE TIRE CO	3,975.00
ZIEGLER INC	<u>7,553.37</u>
	107,523.12
20 VENDORS PAID LESS THAN \$2000.00	<u>8,536.33</u>
	116,059.45
PUBLIC HEALTH & HUMAN SERVICES	<u>33,030.33</u>
	<u>149,089.78</u>

DISCUSSION ITEMS

Interim Administrator Lapham said she was following the legislator closely to see what would happen and how counties could be impacted.

The Commissioners discussed recent and upcoming meetings including a Workforce Development Inc. Board, SELCO, Finance, Solid Waste, Land Use, Airport, Planning Commission, and Land Use Township Association meeting.

Closing Public Comment:

Commissioner Burns from Caledonia who served on the Semcac board on behalf of Houston County gave an update to the board saying senior meals and deliveries had recently increased. He said Semcac's weatherization program could be affected by cuts.

There being no further business at 10:43 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 1, 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: April 1, 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, Human Resources Officer Brent Parker, Human Resource Technician Ann Diersen, Engineer Brian Pogodzinski, Public Health and Human Services Director John Pugleasa, Public Health Supervisor Jordan Knoke, Public Health Educator Bri Ceaser, and Financial Assistance Supervisor Karen Kohlmeyer

Presiding: Chairperson Johnson

Call to order.

Pledge of Allegiance.

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

Motion was made by Commissioner Wright, seconded by Commissioner Zehnder, motion unanimously carried to approve the meeting minutes from March 18, 2025.

Motion was made by Commissioner Schuldt, seconded by Commissioner Myhre, motion unanimously carried to approve the meeting minutes from March 25, 2025.

Public Comment:

None.

APPOINTMENTS

At 10:21 a.m. a motion was made by Commissioner Myhre, seconded by Commissioner Schuldt, 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 Officer Parker, and Interim Administrator Lapham attended the closed session. At 11:12 a.m. a motion was made by Commissioner Zehnder,

seconded by Commissioner Myhre, motion unanimously carried to go back into regular session. Chairperson Johnson gave a summary of the closed session saying they had discussed labor negotiations, including negotiation strategies or developments or discussion and review of labor negotiation proposals. No official decisions were made on the matter.

CONSENT AGENDA

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

- 1) Appoint Susan Felten as a Community Health Worker (B21 – Step 2) effective April 15, 2025, conditioned upon successful completion of a background check.
- 2) Appoint Leigh Goetzinger as a Child Support Enforcement Aide (B22 – Step 3 / Lateral Transfer) effective April 7, 2025.
- 3) Reappoint Brian Pogodzinski, to a four-year term as the County Highway Engineer, effective 05/01/2025 through 04/30/2029.

ACTION ITEMS

File No. 1 – Commissioner Myhre moved, Commissioner Wright seconded, motion unanimously carried to approve purchase of service contract with ABC/Woodland for Community Based Supported Employment, Center Based Supported Employment and Transportation.

File No. 2 – Commissioners discussed with Public Health and Human Services Director John Pugleasa the Public Health building construction project. The grant funding being used for the project had been rescinded by the federal government. Pugleasa said he had been notified of this the week prior. The County would be able to be reimbursed for project costs that were submitted by the end of the week and had occurred prior to March 24, 2025. Pugleasa was working to get invoices from the contractors involved to be submitted for reimbursement. Construction was currently halted. Wieser Brothers the general contractor on the project had ordered some materials. The Commissioners asked Pugleasa to find out how many materials had been purchased, see if there would be a restocking fee, and/or get quotes to see what it would cost to have the materials that were purchased (mostly flooring) installed. Pugleasa said he would submit the current invoices for reimbursement for the project thus far, look into other funding sources, and explore possibilities for the materials that had been purchased thus far.

File No. 3 – Commissioners discussed with Bolton & Menk and Engineer Pogodzinski the possibility of allowing Olympic Builders to lock in prices and get materials ordered for the airport T-hanger project. It was expected that most of the project would be paid with Federal and State dollars, but the Commissioners discussed waiting a bit longer to order materials to ensure the funding was coming at the anticipated amount. It was decided that the matter would be tabled and brought back to the board in two weeks.

File No. 4 – Commissioner Myhre moved, Commissioner Zehnder seconded, motion unanimously carried to accept the proposal from Bolton & Menk for construction administrative services, including inspection, plan updates, and project closeout for the T-hanger project as required by the FAA.

File No. 5 – Commissioner Zehnder moved, Commissioner Myhre seconded, motion unanimously carried to approve a service agreement with Dynamic Lifecycle Innovations.

File No. 6 – Commissioner Wright moved, Commissioner Myhre seconded, motion unanimously carried to approve the resignation/retirement of Cindy Augedahl, Administrative Legal Assistant, effective May 1, 2025, with thanks for her 46 years of service to the residents of Houston County.

File No. 7 – Commissioners discussed with Human Resources Officer Parker the possibility of initiating a competitive search for a 0.8 FTE Legal Assistant. Parker said one idea that had been discussed was the possibility of not filling the position after the current person in the role retired. He said the County Attorney wanted the position to be re-filled. The matter was tabled, and no official decisions were made.

File No. 8 – Commissioners discussed with Human Resources Officer Parker and Human Resource Technician Diersen the possibility of issuing a request for proposals for County healthcare plans. It was the general consensus of the Commissioners to proceed with the next steps so a request for proposal for healthcare plans could be issued.

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

2025/04/01 COMMISSIONER'S WARRANTS:

VENDOR NAME	AMOUNT
CALEDONIA AMBULANCE SERVICE	2,500.00
CALEDONIA OIL CO INC	4,950.00
DELTA DENTAL	6,776.56
DICK'S PETROLEUM COMPANY	3,101.00
DLT SOLUTIONS LLC	5,127.60
HOKAH CO-OP OIL ASSN	4,325.75
HOUSTON AMBULANCE SERVICE	2,500.00
HOUSTON COUNTY AG SOCIETY	24,000.00
INSIGHTSOFTWARE LLC	12,650.19
IUOE LOCAL 49 FRINGE BENEFIT FUNDS	28,170.00
LIBERTY TIRE RECYCLING LLC	3,410.75
MEDICA	245,924.00
MN LIFE INSURANCE COMPANY	2,512.35
RDO EQUIPMENT CO INC	2,827.20
SE MN EMERGENCY MEDICAL SERVICES	5,000.00
SOUTH CENTRAL COLLEGE	4,109.39
SPRING GROVE AMBULANCE SERVICE	2,500.00
VERIZON WIRELESS	3,457.02
WS TRUCKING & CONSTRUCTION LLC	2,400.00
	<u>366,241.81</u>
24 VENDORS PAID LESS THAN \$2000.00	12,677.36
	<u>378,919.17</u>
PUBLIC HEALTH & HUMAN SERVICES	31,549.55
	<u>410,468.72</u>

DISCUSSION ITEMS

The Commissioners discussed recent and upcoming meetings including a Planning Commission, Workforce Development Forum, Airport, and Township Association meeting.

Closing Public Comment:

None.

There being no further business at 11:15 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 April 8, 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: April 8, 2025

9:00 a.m.

Place: Commissioners Room, Courthouse, Caledonia, MN

Members Present:

Cindy Wright, Eric Johnson, Kurt Zehnder, Robert 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, Environmental Services Director Amelia Meiners, Public Health Supervisor Jordan Knoke, Human Resource Officer Brent Parker, and MiEnergy Vice President of Member Services Kent Whitcomb

Board Workgroup Session

Environmental Services Director Amelia Meiners gave a solar moratorium update to the Commissioners. She said after consulting with the County Attorney and land use Attorney Jay Squires the recommendation was to amend the County's zoning ordinance to reflect the County's Comprehensive Land Use Plan. The comp plan allowed solar for individual use or by individual residences or businesses, so long as the primary reason for the solar was individual use. Additional power generated could go back into the grid, as long as the primary use was for the individual. Meiners said the ordinance would allow for individual use, but not for strictly commercial use. Commissioner Myhre questioned why the Comprehensive Land Use Plan protected agricultural land. Commissioner Zehnder said he did not yet have a position, and wanted to talk to more of his constituents on the matter. Commissioner Wright suggested also looking at options that allowed some commercial solar use with limitations.

Public Health and Human Services Director John Pugleasa and Public Health Supervisor Jordan Knoke gave a Community Service Building construction update to the board. They said after being notified funding was being rescinded by the federal government they had turned in receipts for the work that had been started thus far. The County would be reimbursed for work prior to March 24, 2025. Pugleasa said Wieser Brothers had ordered some product that would have a \$1,000 restocking fee. It would be the County's responsibility to pay for this. Some carpeting squares has been purchased that the County would keep and use. Pugleasa said after turning in the receipts the deadline had been extended, and the County had learned that there was a possibility the funds for the project could be reinstated. The future was unknown. He said Wieser Brothers was working with the County on the matter and had been understanding. Knoke said there were cuts in other areas that could also affect the County.

Human Resource Officer Brent Parker updated the board on various HR items. He said the County was still negotiating with two unions. He said he was working on putting together a new policies and procedures update. His goal was to have it completed by June 1st.

The workgroup session ended at 10:20 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: April 15, 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 Puleasa, Environmental Services Director Amelia Meiners, Public Health Supervisor Jordan Knoke, Human Resource Officer Brent Parker, Attorney Susan Hansen, AcenTek Marketing Sales Manager John Tabbert, Hokah Librarian Gina Herman, Houston Librarian Beth Peterson-Lee, Caledonia Librarian Stephanie Eggert, Spring Grove Librarian Jana Halverson, La Crescent Librarian Jess Witkins, Southeastern Libraries Cooperating Executive Director Krista Ross, and Dean Ellingson

Presiding: Chairperson Johnson

Call to order.

Pledge of Allegiance.

Prior to the motion, consent agenda item No. 5 was pulled from the agenda as the Federal Boating Safety Supplemental Patrol Grant was not available. Motion was made by Commissioner Zehnder, seconded by Commissioner Schuldt, motion unanimously carried to approve the agenda with the change.

Commissioner Wright noted a typo in the minutes on page 57. Wagner said she would correct it. Motion was made by Commissioner Wright, seconded by Commissioner Myhre, motion carried unanimously to approve the meeting minutes from April 1, 2025.

Motion was made by Commissioner Zehnder, seconded by Commissioner Schuldt, motion carried unanimously to approve the workgroup session minutes from April 8, 2025.

Public Comment:

Dean Ellingson from the Spring Grove area said he had concerns about money being spent at the airport. He said he did not see planes flying around the airport often, and asked how much the airport was utilized. He said his farm taxes had tripled in the last four years. He said

property may be worth a lot, but not until it was sold. He said his farm insurance was going up. Prices kept rising, but his farm was not making more money. He said he recently traded pickups and it cost him \$1,000 for license plates.

APPOINTMENTS

At 9:09 a.m. a motion was made by Commissioner Myhre, seconded by Commissioner Wright, motion unanimously carried to go into closed session pursuant to Minn. Stat. §13D.05, Subd. 1, (d) attorney – client privilege, to meet with Attorney Susan Hansen regarding the Sheriff's salary appeal for 2025. The Commissioners, Human Resources Officer Parker, Attorney Hansen, and Interim Administrator Lapham, attended the closed session. At 10:05 a.m. a motion was made by Commissioner Schuldt, seconded by Commissioner Myhre, motion unanimously carried to go back into regular session. They had discussed pursuant to Minn. Stat. §13D.05, Subd. 1, (d) attorney – client privilege regarding the Sheriff's salary appeal. No action was taken on the matter.

John Tabbert, Marketing and Sales Manager from AcenTek gave an AcenTek Southeast MN Fiber Project presentation to the board. AcenTek would be applying to the Broadband Equity Access and Deployment (BEAD) grant for a broadband project for unserved and underserved areas near rural Brownsville and rural Hokah. He asked the board to consider a letter of support for the Southeast MN Fiber Project. The board agreed broadband access was important for residents and businesses in Houston County.

Southeastern Libraries Cooperating, Executive Director, Krista Ross and the Houston County librarians presented to the Houston County board. First, they thanked the Commissioners for the one time allocation of ARPA funds to the Houston County libraries. Each Houston County library had used the funds in different ways. Some uses included purchasing new computers, buying supplies, and building needs and repairs. They said libraires were more than just books. They said the role of public libraries had evolved to meet community needs. They said libraries were the only remaining space where all ages could access information as well as ongoing education opportunities and intergenerational programing. Caledonia Librarian Stephanie Eggert said County funding was essential for library events because it provided financial support need to plan, promote, and execute programs that serve diverse community needs. She said almost 10,000 attendees had attended library events in Caledonia alone in the past year. Additionally, she said County funding ensured that library events remained free and accessible to everyone regardless of socioeconomic status. She said this inclusive approach helped build stronger communities by encouraging civic engagement, connecting people through shared interests, and offering safe, welcoming spaces for all ages. La Crescent Librarian Jess Witkins said she had helped more patrons with things like job applications, unemployment forms, etc. than ever before in the past year. The Commissioners thanked the librarians for the presentation.

At 11:12 a.m. a motion was made by Commissioner Zehnder, seconded by Commissioner Schuldt, 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 Officer Parker, and Interim Administrator Lapham attended the closed session. At 11:54 a.m. a motion was made by Commissioner Zehnder, seconded by Commissioner Schuldt, motion unanimously carried to go back into regular session. They had discussed labor negotiations, including negotiation strategies or developments or discussion and review of labor negotiation proposals, conducted pursuant to sections 179A.01 to 179A.25. No action was taken.

CONSENT AGENDA

Commissioner Zehnder moved, Commissioner Wright seconded, motion unanimously carried to approve the consent agenda. Items are below.

- 1) Initiate a competitive search for a 1.0 FTE Case Aide position.
- 2) Confirm the start date of Jailer/Dispatcher McKinley Sisson – April 21, 2025.
- 3) Hire Lindsey Rohrer as a 67-day, temporary/casual Transport Officer at \$20.33/hr.
- 4) Approve yearly State Boat & Water Safety Grant in the amount of \$5,553.
- 5) This item was removed from the agenda.

ACTION ITEMS

File No. 1 – Commissioner Schuldt moved, Commissioner Zehnder seconded, motion carried to approve a letter of support for AcenTek’s Southeast MN Fiber Project and Broadband Equity Access Deployment (BEAD) grant application. All Commissioners voted yes, except for Commissioner Wright who abstained due to a conflict of interest.

File No. 2 – Wagner said both AcenTek and MiEnergy along with MiBroadband were applying to the same broadband grant program, but for different areas in Houston County. The MiEnergy & MiBroadband grant application focused on an area around Caledonia. Commissioner Zehnder moved, Commissioner Schuldt seconded, motion carried to approve a letter of support for MiEnergy & MiBroadband’s Fiber Project and Broadband Equity Access Deployment (BEAD) grant application. All Commissioners voted yes, except for Commissioner Wright who abstained.

File No. 3 – Commissioner Zehnder moved, Commissioner Schuldt seconded, motion unanimously carried to approve an Interim Use Permit requested by Allison Murdoch to run a Level I Home Occupation consisting of cosmetic tattooing in La Crescent Township.

File No. 4 – Commissioner Myhre moved, Commissioner Schuldt seconded, motion unanimously carried to accept all quotes for CP 2025-02 Stockpile quotes. Quotes are below.

ABSTRACT OF BIDS
HOUSTON COUNTY, MINNESOTA
C.P. 2025-02 (STOCKPILE QUOTES)
APRIL 3, 2025 1 P.M.

Quantities	U of M	Milestone Materials State Bid Prices	Milestone Materials	Botcher Construction Co., Inc	Bruening Rock Products, Inc	Ron Weymiller Construction	Van Gundy Excavating
		Through 1/31/2026	Through 5/16/2025 to 5/15/2026	Through 5/16/2025 to 5/15/2026	Through 5/16/2025 to 5/15/2026	Through 5/16/2025 to 5/15/2026	Through 5/16/2025 to 5/15/2026
Stockpile Aggregate Class 5	Ton	9.20	9.20		9.35	9.75	9.50
Stockpile Aggregate Class 5Q	Ton		9.20	9.25	9.35		9.50
Stockpile Aggregate Class 5 Modified	Ton		9.20		9.35		9.50
Stockpile - Gabion Stone	Ton		22.50		14.25		20.00
Rip Rap, Class I	Ton		22.50	15.00	14.25		20.00
Rip Rap, Class II	Ton		20.00	15.00	14.25	15.50	18.00
Rip Rap, Class III	Ton	18.00	18.00	15.00	14.25	15.50	16.00
Rip Rap, Class IV	Ton	18.00	18.00	15.00	14.25		16.00
Rip Rap, Class V	Ton	18.00	18.00	15.00	14.25		20.00
Quarry-Run Riprap	Ton	7.25	7.25	8.00	8.25	8.10	9.00

File No. 5 – Commissioner Zehnder moved, Commissioner Myhre seconded, motion unanimously carried to accepting all quotes for CP 2025-03 Equipment Rental. Quotes are below.

**ABSTRACT OF BIDS
HOUSTON COUNTY
C.P. 2025-03 Equipment Rental
APRIL 3, 2025 1 P.M.**

Equipment	Specification	Capacity/ Size	HP	Notes	Unit	Labor code	Beckwith Paving and Tree Trimming	Browning & Rock Products, Inc	Griffin Construction Co., Inc	Landrum Brothers, LLC	Myhre Construction LLC	Oles Excavating, LLC	Ridder Construction Co.	Schmidt Landscaping	Von Gruen Excavating, LLP	RWS Trucking & Crane, LLC
Labor					hour		125.00	78.00	100.00		80.00	65.00	38.00	80.00	90.00	75.00
Chain Saw	Bar Length	25 In			hour	101	80.00	103.00	110.00	70.00	90.00	50.00	100.00	85.00	95.00	95.00
Dozer, Crawler			to 65		hour	364		142.00			170.00	175.00				
Dozer, Crawler			to 105		hour	364		177.00			180.00	175.00	160.00		160.00	
Dozer, Crawler			to 160		hour	364		223.00			200.00	175.00	200.00		195.00	165.00
Dozer, Crawler			to 200		hour	364		284.00	270.00		250.00		240.00		225.00	
Excavator, Hydraulic	Bucket Capacity	1.0 CY	to 90	Crawler, Truck & Wheel. Includes bucket.	hour	313		160.00			165.00	175.00	185.00		150.00	110.00
Excavator, Hydraulic	Bucket Capacity	1.5 CY	to 160	Crawler, Truck & Wheel. Includes bucket.	hour	313		178.00			170.00	175.00	195.00		175.00	165.00
Excavator, Hydraulic	Bucket Capacity	2.5 CY	to 265	Crawler, Truck & Wheel. Includes bucket.	hour	313		267.00	280.00		250.00		240.00		240.00	
Excavator, Hydraulic	Bucket Capacity	4.5 CY	to 420	Crawler, Truck & Wheel. Includes bucket.	hour	305		336.00	320.00		320.00				300.00	
Graders	Moldboard Size	14 Ft	to 225	Includes Rigid and Articulate equipment	hour	306		211.00	180.00		190.00		210.00		175.00	
Loader, Skid-Steer	Operating Capacity	1000 Lbs	to 35		hour	344		138.00			150.00	110.00		150.00		
Loader, Skid-Steer	Operating Capacity	2000 Lbs	to 65		hour	344		138.00	160.00		160.00	110.00		150.00	125.00	95.00
Loader, Skid-Steer	Operating Capacity	3000 Lbs	to 85		hour	344		150.00	170.00		170.00	125.00		150.00		95.00
Loader, Skid-Steer	Operating Capacity	4000 Lbs	to 94		hour	344	160.00	170.00		135.00	180.00	125.00	180.00	175.00	150.00	
Loader, Wheel	Bucket Capacity	2 CY	to 105		hour	344		178.00			170.00	150.00	195.00			
Loader, Wheel	Bucket Capacity	3 CY	to 152		hour	344		198.00			180.00	150.00				
Loader, Wheel	Bucket Capacity	4 CY	to 200		hour	344		237.00	205.00		200.00		240.00		180.00	
Loader, Wheel	Bucket Capacity	5 CY	to 250		hour	315		284.00			220.00				200.00	
Loader-Backhoe, Wheel	Capacity	1 CY	to 70	Loader and Backhoe Buckets included.	hour	313		178.00			170.00					
Loader-Backhoe, Wheel	Loader Bucket Capacity	1.5 CY	to 95	Loader and Backhoe Buckets included.	hour	313		189.00			180.00					
Truck, Dump	Truck Capacity	4 CY			hour					75.00	100.00	95.00		90.00		
Truck, Dump	Truck Capacity	10 CY	to 235		hour	613		124.00			130.00	125.00				
Truck, Dump	Truck Capacity	12 CY	to 255		hour	607		124.00	130.00		140.00	125.00	180.00		105.00	95.00
Truck, Dump	Truck Capacity	18 CY	to 330		hour	604		165.00			160.00	125.00			125.00	
Truck, Water	Tank Capacity	2500 Gal	to 175	Include pump and rear spray system.	hour	613		131.00	140.00							
Truck, Water	Tank Capacity	4000 Gal	to 250	Include pump and rear spray system.	hour	607		170.00							150.00	
Shouldering Machine					hour	383		203.00								
Tandem Truck w/ Pup Trailer	Truck Capacity	10 CY			hour	602		159.00								
Power Broom					hour			136.00					150.00		150.00	
Pneumatic - Tired Roller					hour			177.00	190.00							
Semi Tractor w/ belly dump					hour	602		148.00	140.00							
Semi Tractor w/ end dump					hour			148.00	140.00							
Semi Tractor w/ side dump					hour			136.00	140.00							
Lowboy					hour	603		329.00	250.00				395.00		250.00	
Hydroseeder		1200 gallon			hour	203		123.00			700.00			650.00	650.00	
Hydroseeder		Mixed tank			hour	203					900.00			1,200.00	900.00	
Turf Tractor & Tiller					hour	203		142.00			140.00		350.00	140.00		
Small Square Bale Mulcher					hour	203					220.00	150.00	325.00	350.00	300.00	
Large Square Bale Mulcher					hour	203					275.00	150.00	900.00	350.00	350.00	
Skid Loader Attachments	Harley Rake Land Leveler			w/Skidsteer	hour	344			190.00		190.00	175.00	195.00	180.00		140.00
Silt Fence Machine					hour	366		104.00			180.00		190.00	175.00	175.00	
Silt Fence Machine					lin ft	204					8.00		15.00	6.00	6.00	
Haul Truck					hour	204		217.00	260.00/315.00				275.00		200.00	
Sheeps Foot					hour	396		136.00	190.00/210.00				150.00		140.00	

**ABSTRACT OF BIDS
HOUSTON COUNTY
C.P. 2025-03 Equipment Rental
APRIL 3, 2025 1 P.M.**

Equipment	Specification	Capacity/ Size	HP	Notes	Unit	Labor code	Beckwith Paving and Tree Trimming	Browning & Rock Products, Inc	Griffin Construction Co., Inc	Landrum Brothers, LLC	Myhre Construction LLC	Oles Excavating, LLC	Ridder Construction Co.	Schmidt Landscaping	Von Gruen Excavating, LLP	RWS Trucking & Crane, LLC
Skidder					hour	385				135.00	190.00				150.00	
65 Ton Crane					hour	304		351.00								
Excavator with Hydraulic Hammer					hour	304		272.00			330.00	150.00	400.00		300.00	185.00
INCLUDED IN QUOTES BY CONTRACTOR																
Stump Grader	Added by contractor			inch Diameter	hour					5.00						
Chopper	Added by contractor				hour					80.00						
Grapple Truck	Added by contractor			Tandem Grapple	hour					155.00						
Grapple Haul Truck	Added by contractor			50 yard box	hour		350.00									
Bucket and Truck	Added by contractor			60 ft Bucket Truck	hour					115.00						
Bucket and Truck	Added by contractor			30 ft Bucket Truck	hour					105.00						
Bucket and Truck	Added by contractor			65 ft Bucket Truck	hour		350.00									
Log and Brush Truck	Added by contractor				hour											

File No. 6 – Commissioner Myhre moved, Commissioner Wright seconded, motion unanimously carried to approve the 2025-2027 Labor Agreement between The County of Houston and LOCAL UNION #2166 AMERICAN FEDERATION OF STATE, COUNTY AND

MUNICIPAL EMPLOYEES, AFL-CIO COUNCIL 65 pending County Attorney review and approval.

File No. 7 – Human Resource Officer Parker said in the past County appointments had been done via consent agenda, but moving forward they would be approved by resolution. Commissioner Zehnder moved, Commissioner Wright seconded, motion unanimously carried to approve Resolution No. 25-10 to Reappoint Brian Pogodzinski as Highway Engineer. Resolution is below.

RESOLUTION NO. 25-10

WHEREAS, Minnesota Statutes 163.07 Subd. 1 requires the County Board of each county to appoint and employ a highway engineer; and

WHEREAS, Minnesota Statute 163.07 Subd. 2 mandates that the County Board may appoint a new county engineer for a term of only one year and all reappointments shall be for a term of four years, which shall be made in May of the year in which the first term expires; and

WHEREAS, the Houston County Board of Commissioners appointed Brian Pogodzinski to an initial term on September 22nd, 2008, set to expire on May 1st, 2009; and

WHEREAS, the Houston County Board of Commissioners reappointed Brian Pogodzinski to a four-year term set to expire on May 1st, 2013; and

WHEREAS, the Houston County Board of Commissioners reappointed Brian Pogodzinski to a four-year term set to expire on May 1st, 2017; and

WHEREAS, the Houston County Board of Commissioners reappointed Brian Pogodzinski to an additional four- year term set to expire on May 1st, 2021.

WHEREAS, the Houston County Board of Commissioners reappointed Brian Pogodzinski to an additional four- year term set to expire on May 1st, 2025.

NOW THEREFORE, BE IT RESOLVED THAT the Houston County Board of Commissioners hereby reappoints Brian Pogodzinski effective May 1st 2025 as the Houston County Highway Engineer for a four-year term of employment. This term of office shall run until May 1, 2029, at which time the Board may review appointment options
Appointed in Caledonia, Minnesota, this 15th day of April 2025.

File No. 8 – Commissioner Wright moved, Commissioner Schuldt seconded, motion carried four to one to initiate a competitive search for a 0.8 FTE Legal Assistant. Commissioner Myhre voted no.

File No. 9 – Commissioner Wright moved, Commissioner Zehnder seconded, motion unanimously carried to approve a contract with Semcac for family homeless prevention services. Funding from the Minnesota Department of Revenue fully supported the contract.

File No. 10 – Commissioner Zehnder moved, Commissioner Schuldt seconded, motion unanimously carried to approving a Brownsville Auxiliary Post 6801 donation of \$100.00 to the Veteran Services Office to use for any veteran’s needs. The Commissioners said the donations from the Brownsville Auxiliary Post 68 were much appreciated.

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

2025/04/15 COMMISSIONER'S WARRANTS:	
VENDOR NAME	AMOUNT
ABILITY BUILDING COMMUNITY	2,361.14
ACENTEK	4,657.45
ADVANCED CORRECTIONAL HEALTHCAR	7,726.02
APPLIED CONCEPTS INC	3,435.00
BARCO PRODUCTS, LLC	4,543.89
BENJEGERDES MACHINE INC	23,550.04
BOLTON & MENK INC	9,580.00
CALEDONIA/CITY OF	12,674.14
CEDA	7,285.33
CELLMATE FOOD SOLUTIONS INC	2,475.40
COMPUTER FORENSIC SERVICES LLC	48,301.41
ENTERPRISE FM	12,885.46
HOUSTON COUNTY TREASURER	84,102.54
INTERSTATE BILLING SERVICES	3,383.98
KEN'S SERVICE CENTER LLC	3,000.00
MIDWEST MACHINERY CO	3,562.27
MINNESOTA ENERGY RESOURCES	7,185.16
MN STATE TREASURER	3,841.00
NORTH COUNTRY CHEVROLET GMC	52,906.20
RDO EQUIPMENT CO INC	56,469.76
REGENTS OF THE UNIVERSITY OF MINNE	37,500.00
RICHARD'S SANITATION LLC	21,313.96
SELCO	56,840.25
VISA	17,017.18
WEX BANK	10,138.46
WIEBKE TIRE CO	9,502.85
	506,238.89
55 VENDORS PAID LESS THAN \$2000.00	23,391.81
	529,630.70
PUBLIC HEALTH & HUMAN SERVICES	272,954.55
	802,585.25

DISCUSSION ITEMS

The Commissioners discussed recent and upcoming meetings including an Extension, Union Negotiation, ECB, Hiawatha Valley Mental Health, and Houston County Collaboration meeting with school districts.

Public Health and Human Services Director Pugleasa, and Public Health Supervisor Knoke said the funding that was recently rescinded that the County was planning to use for the Community Service Building construction project could possibly be reinstated at least temporarily. Their office had received a letter that stated: “On April 5, 2025, a federal district court in Rhode Island issued a Temporary Restraining Order (TRO) that requires CDC to restore \$11 billion in critical public health funding to state and local public health agencies across the country, including Minnesota. Minnesota and the other states participating in the lawsuit are also seeking a preliminary injunction, which would provide longer-lasting relief if it is granted and if it survives appeal by the federal government... As a result of the TRO, MDH has temporarily regained access to the federal awards that CDC had terminated. MDH is restarting activities funded by the terminated CDC awards to the extent it can, given the temporary nature of this relief. This includes, for organizations interested in doing so, reinstating contract or grant agreements that had to be terminated as a consequence of CDC’s actions.” The letter asked if Houston County was interested in reinstating its terminated agreement with MDH and resuming work, with the understanding that the time limit could be brief. Houston County would need to respond by the next business day. Commissioner Johnson did not think reinstating the contract was worth the risk of losing the funding again. Commissioner Wright suggested replying and saying Houston County was interested. She said expressing interest would not obligate them to reinstate the agreement, but would at least show interest. Pugleasa said they would express interest.

Closing Public Comment:

None.

There being no further business, a motion was made by Commissioner Myhre, seconded by Commissioner Wright, motion unanimously carried to adjourn the meeting at 12:09 p.m. The next meeting would be a regular meeting on April 22, 2025.

BOARD OF COUNTY COMMISSIONERS

HOUSTON COUNTY, MINNESOTA

By: _____
Eric Johnson, Chairperson

Attest: _____
Carol Lapham, Interim Administrator