

Houston County Agenda Request Form

Date Submitted: April 2, 2024 **Board Date:** April 2, 2024

Person requesting appointment with County Board: Brian Pogodzinski

Issue:

The Highway department solicited quotes for its annual liquid chloride used in dust control on our gravel roadways. Approximately 21,528 gallons (41%) are for the County and 30,472 (59%) are for Townships and Cities.

Attachments/Documentation for the Board's Review:

Summary of Quotes for Liquid Chloride is attached.

Reminder: Unit prices are not public until after the award

Justification:

This is a budgeted maintenance item.

Action Requested:

Accept the low quote from Bluff Country Brine based on bids received March 19, 2025.

For County Use Only			
<u>Reviewed by:</u>	_____ County Auditor	_____ County Attorney	_____ Zoning Administrator
	_____ Finance Director	_____ County Engineer	_____ Environmental Services
	_____ IS Director	_____ Other (indicate dept)	_____
<u>Recommendation:</u>			
<u>Decision:</u>			

All agenda request forms must be submitted to Allison Wagner at BOC@co.houston.mn.us by 12:00 p.m. on Thursday in order to be considered for inclusion on the following week's agenda. The Board will review all requests and determine if the request will be heard at a County Board meeting.

Houston County Agenda Request Form

Date Submitted: March 20, 2025 **Board Date:** March 25, 2025

Person requesting appointment with County Board: Brian Pogodzinski

Issue:

Cooperative Purchasing Venture (CPV)for Road Salt. To be included in the State CPV for 2025-2026 road salt, Houston County must place their order by March XX, 2025.

Attachments/Documentation for the Board's Review:

Recommendation is to place an order for 1,400 ton.

Justification:

Caledonia	300 ton
Hokah	200 ton
Houston	500 ton
<u>Spring Grove</u>	<u>400 ton</u>
Total	1,400 ton

Action Requested:

Approval to order salt through the CPV.

For County Use Only			
<u>Reviewed by:</u>	_____ County Auditor _____ Finance Director _____ IS Director	_____ County Attorney _____ County Engineer _____ Other (indicate dept) _____	_____ Zoning Administrator _____ Environmental Services
<u>Recommendation:</u>			
<u>Decision:</u>			

All agenda request forms must be submitted to Allison Wagner at BOC@co.houston.mn.us by 12:00 p.m. on Thursday in order to be considered for inclusion on the following week's agenda. The Board will review all requests and determine if the request will be heard at a County Board meeting.

**HOUSTON COUNTY
AGENDA REQUEST FORM
March 25, 2025**

Date Submitted:

By: Brent Parker, Human Resources Officer

ACTION

Consider approving 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.

Consider approving 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

Consider approving the 2025-2027 Labor Agreement between The County of Houston and MINNESOTA ASSOCIATION OF PROFESSIONAL EMPLOYEES pending County Attorney review and approval.

APPOINTMENT REQUEST

HR CONSENT AGENDA REQUEST

<u>Reviewed by:</u>	<input type="checkbox"/> HR Director <input type="checkbox"/> Finance Director <input type="checkbox"/> IS Director <input checked="" type="checkbox"/> County Attorney <input type="checkbox"/> Environmental Svcs	<input type="checkbox"/> Sheriff <input type="checkbox"/> Engineer <input type="checkbox"/> PHHS (indicate other dept) <input style="width: 80px;" type="text"/>
<u>Recommendation:</u>		
<u>Decision:</u>		

**HOUSTON COUNTY
AGENDA REQUEST FORM
March 25, 2025**

Date Submitted: March 20, 2025

By: Carol Lapham Administrator-Interim

APPOINTMENT REQUEST

- **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. (Attorney Hansen will be attending via ZOOM)

ACTION

- Consider approving the Memorandum of Agreement with AFSCME Local Union #2166 (MOA attached)

<u>Copies to:</u>	<input checked="" type="checkbox"/> HR Officer	<input type="checkbox"/> Sheriff
	<input type="checkbox"/> Finance Director	<input type="checkbox"/> Engineer
	<input type="checkbox"/> IS Director	<input type="checkbox"/> PHHS
	<input type="checkbox"/> County Attorney	<input checked="" type="checkbox"/> (indicate other dept) <input type="checkbox"/> A/T
	<input type="checkbox"/> Environmental Svcs	
<u>Recommendation:</u>		
<u>Decision:</u>		

MEMORANDUM OF AGREEMENT
Between
HOUSTON COUNTY
AND
LOCAL UNION #2166
AMERICAN FEDERATION OF STATE, COUNTY,
AND MUNICIPAL EMPLOYEES, AFL-CIO
COUNCIL 65

This Memorandum of Agreement (hereinafter, "MOA") is entered into between Houston County (hereinafter, "County") and Local Union #2166 - American Federation Of State, County, And Municipal Employees - AFL-CIO Council 65 (hereinafter, "Union").

WHEREAS, the County and the Union are parties to a collective bargaining agreement (hereinafter, "CBA") effective January 1, 2025 through December 31, 2027; and

WHEREAS, under the terms of the Collective Bargaining Agreement, pay for Union members is governed by Article XI, Job Classification and Salary and Appendix C, Wage/salary Grid; and

WHEREAS, Jenna Nelson, Tech Clerk II-License Center, is currently paid B22 Step 2; and

WHEREAS, the County and the Union desire Jenna Nelson to be paid at a wage commensurate with her experience at date of hire.

NOW THEREFORE, the parties agree as follows:

- (1) Jenna Nelson be paid at a rate of B22 Step 3, retroactive to January 2, 2025.
- (2) This MOA does not affect or change Jenna Nelson's anniversary date for the purpose of future step increases as a B22 Tech Clerk II-License Center.
- (3) The County and the Union Acknowledge that this agreement will not serve as precedent for resolving future wage disputes nor will this MOA precedent for any other matter whatsoever.
- (4) This Memorandum of Agreement represents the complete and total agreement between the Parties regarding this matter.

SIGNATURE PAGE TO FOLLOW

The Parties have caused this Memorandum of Agreement to be executed by their duly authorized representatives on the dates indicated below.

HOUSTON COUNTY

Eric Johnson Date
Board of Commissioners, Chair

**LOCAL UNION #2166
AMERICAN FEDERATION OF STATE,
COUNTY, AND MUNICIPAL EMPLOYEES
AFL-CIO COUNCIL 65**

Ryan Hanson
AFSCME Labor Representative

3/11/25
Date

Carol Lapham
County Administrator-Interim

Kelly Petersen
Local #2166 President

3-11-25
Date

APPROVED AS TO FORM AND EXECUTION

Suzanne Bublitz **Date**
County Attorney-Interim

**HOUSTON COUNTY
AGENDA REQUEST FORM
(Next Board Meeting)**

Date Submitted: 3/14/2025

By: Jennifer Burrichter

Action item:

Please see the attached sheet for donations to the Extension Tesmer Farm Safety Day for a total of \$4735.00. The County Board must accept this by motion

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

**Houston County Extension
Deposit Detail**

March 1 - 14, 2025

Type	Num	Date	Name	Account	Amount
Deposit		03/11/2025		Farm Safety	4,735.00
			Nikkis Ag Service	Donation	-100.00
			Bennett Bros Dirt Works	Donation	-40.00
			Mauss Pumpign Service	Donation	-125.00
			Pats Insurance Agency	Donation	-50.00
			DHIA	Donation	-200.00
			Mound Prairie Mutual	Donation	-100.00
			Wiebke Tire	Donation	-100.00
			Christine Rischette	Donation	-50.00
			Shooting Star Native Seeds	Donation	-100.00
			Caledonia Lumber	Donation	-100.00
			ESB Bank	Donation	-250.00
			Caledonia Oil Company	Donation	-250.00
			Sno Pac Foods	Donation	-250.00
			caledonia Haulers	Donation	-250.00
			Myhre Construction	Donation	-100.00
			Craig Henry	Donation	-200.00
			New Albin Savings Bank	Donation	-100.00
			Kathys Beauty Salon	Donation	-75.00
			Merchants Bank	Donation	-500.00
			Hammell Equipment-Eitzen	Donation	-500.00
			Farmers Winn Coop	Donation	-300.00
			Precision Stainless	Donation	-250.00
			American Legion Post 191	Donation	-300.00
			Wilmington Mutual Insurance	Donation	-100.00
			Danielson Insurance	Donation	-20.00
			Sub Zero Pizza	Donation	-25.00
			American Legion Post 423	Donation	-250.00
			Arne Beneke	Donation	-50.00
TOTAL					-4,735.00

Houston County Receipt Remittance

Department: Extension

Date: 3/14/2025

Account #: 01-603-508-5751

TOTAL: \$4735.00

Houston County Agenda Request Form

Date Submitted: 3/25/2025

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

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

Issue:

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

Attachments/Documentation for the Board's Review:

Copy of grant proposal.

Justification:

Action Requested:

Review and approve as presented.

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

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



Opioid Settlement Funds Request for Proposals

Winter 2025

Funding

Funding will be allocated through a grant review process. Agencies may only incur eligible expenditures when the grant agreement is fully executed, and the grant has reached its effective date.

Total Funding Available	\$126,630
Primary Prevention	~ 60% of funds
Secondary Prevention	~ 30% of funds
Tertiary Prevention	~ 10% of funds

No more than 10% of the proposed budget can be indirect costs.

Match requirements

The Opioid Settlement Funds does not have a match requirement.

Grant Payments

All funding is on a reimbursement basis unless other arrangements are made via MOU. All grantee requests for reimbursement must correspond to the approved grant budget. The payment schedule will be quarterly.

Project dates

Funding will be provided for one year from the date of contract execution. Applications will be accepted on a quarterly basis.

Winter 2025 timeline: Application period is January 1, 2025- January 31, 2025. Applications will be reviewed mid-February with an anticipated date of execution in March 2025.

Program Details

In April 2024 Houston County stakeholders began monthly meetings to discuss the usage of opioid settlement funds because of various lawsuits with pharmaceutical companies. These funds will be distributed over the span of 18 years and are to be used to develop an opioid crisis response within a designated jurisdiction. To decide how opioid settlement funds are spent a collaborative group of key stakeholders are required to vote on spending. Prior to voting on spending decisions our stakeholders determined that a community needs survey was necessary to determine what were the most critical responses to opioid use and/or prevention. The survey results determined the following are the target categories:

1. Primary Prevention- Interventions designed to prevent opioid use disorder from occurring. Examples:
 - a. Programs aimed at educating young people about the dangers of opioid use
 - b. Programs designed to reduce rates of adverse childhood events linked to opioid misuse later in life
 - c. Educating doctors on non-opioid medications that can be prescribed for pain management

2. Secondary Prevention- Interventions that identify opioid use disorder early to slow or stop its negative effects. Examples:
 - a. Programs to screen patients at local doctors' offices for opioid use disorder
 - b. Drug testing programs to identify drugs contaminated with opioids
 - c. Social programs such as assisted housing opportunities or job training programs
3. Tertiary Prevention- Reducing the impact of opioids. Examples:
 - a. Addiction treatment programs
 - b. Providing naloxone to those using opioids

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

These were the four top-rated interventions in the survey:

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

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

Review Process

Funding will be allocated through a review committee representing Community Opioid Prevention Key Leaders. The review committee will evaluate all eligible and complete applications received by the deadline.

Application Submission Process

All applications will be submitted either via online form [here](#) or via email to phn@co.houston.mn.us with the subject line: ***Opioid Settlement Funding Application Fall 2024***

You must submit the following for the application to be considered complete:

1. Online form OR digital copy of the application via email
2. [Budget Narrative](#)

Opioid Settlement Funding Request Application

Date: 1/31/2024_____

Primary Contact Person: Sheriff Brian Swedberg____

Contact # 507-725-5959_____

Opioid Project Description

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

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

- What are the project goals and objectives? Please describe your project.
 - **The goal of the request is to equip all law enforcement in Houston County with an up-to-date and safer way to field test illegal controlled substances such as opiates/fentanyl/heroin.**
- Describe your target population and estimated number of persons impacted. (ex. Race, gender, age, socioeconomic status etc.)
 - **The target audience is the officers, staff, & public that could come in contact with an opioid. It is not possible to give an estimate number of people impacted based on their race, gender, age, or socioeconomic status.**
 - **Minimally it would affect the 40 law enforcement officers & staff in Houston County and anyone that could come in contact with the substance: users & the public, which includes small children that are unknowingly exposed.**
- How does this project help support opioid overdose/use prevention and education?
 - **The Apex Raman Spectrometer allows officers to test the potential opioid through the packaging, which will extremely lower the potential of exposer.**
 - **This will allow law enforcement to test faster and more accurately in the field with less danger to self-exposures and/or medical treatment that is necessary if exposed.**
 -
- Requested funding amount.
 - **\$39,777.85**

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2025/03/25 Commissioner Warrants

**Lynn Colsch**

Yesterday, 11:25 AM

Houston County BOC; Carol Lapham; Eliana Babinski; Susan Tostenson

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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	7,553.37
	<hr/> 107,523.12
20 VENDORS PAID LESS THAN \$2000.00	8,536.33
	<hr/> 116,059.45
PUBLIC HEALTH & HUMAN SERVICES	33,030.33
	<hr/> <hr/> 149,089.78

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


Phone 507-725-5825

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Auditor Warrants 2025/03/14



Lynn Colsch
Yesterday, 8:21 AM
Houston County BOC 

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REVIEW LICENSE CENTER PAYMENTS

2025/03/14 AUDITOR WARRANTS:

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

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

Phone 507-725-5825