

PROCEEDINGS OF THE BOARD OF COUNTY COMMISSIONERS

Date: June 3, 2025

9:00 a.m.

Place: Commissioners Room, Courthouse, Caledonia, MN

Members Present: Cindy Wright, Eric Johnson, Kurt Zehnder, Bob Schuldt, and Greg Myhre (listened via phone, did not vote)

Others Present: Interim Auditor/Treasurer Polly Heberlein, Interim Administrator Carol Lapham, Fillmore County Journal Reporter Charlene Selbee, The Caledonia Argus Associate Editor Rose Korabek, Board Clerk/EDA Director/CEDA Allison Wagner, Public Health and Human Services Director John Pogleasa, Human Resource Officer Brent Parker, Engineer Brian Pogodzniski, Assessor Lucas Onstad, District Outreach Specialist for Congressman Brad Finstad, Natasha Young-Ray, and Robin Danielson

Presiding: Chairperson Johnson

Call to order.

Pledge of Allegiance.

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

Motion was made by Commissioner Wright, seconded by Commissioner Zehnder, motion carried unanimously to approve the meeting minutes from May 27, 2025.

Public Comment:

Robin Danielson said she was attending the meeting on behalf of her husband, herself, and Bryan Forsyth. She invited the Commissioners to attend an upcoming meeting in Money Creek regarding the vacating of an alley. She said the outcome could affect both the property owners and the County. Danielson said she wanted to make sure the process was done correctly this time. Chairperson Johnson said he planned to attend the upcoming meeting.

APPOINTMENTS

Natasha Young-Ray introduced herself to the board. She said she was a District Outreach Specialist for Congressman Brad Finstad. She gave her card to the Commissioners, and told them to reach out with any questions they might have. She would also have some office hours at the local library to help answer questions on various programs.

CONSENT AGENDA

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

- 1) Consider approving an Exempt Permit for Minnesota Lawful Gambling Application LG220 for Nonprofit Organization of ‘Knights of Columbus – St Francis of Assissi Council #16456’ for gambling activities to be conducted at Ferndale Golf Course in Yucatan Township with a drawing to be held on June 21, 2025, with no waiting period.
- 2) Change the classification status of John Pugleasa from Public Health and Human Services Director D62, step 9, to Public Health and Human Services Director D63, step 9 retroactive to 04/19/2025. (Banding change due to banding review negotiated in MAPE Contract).
- 3) Change the classification status of Rachel Meyer from Jail Administrator C43, step 6, to Jail Administrator C44, step 6, retroactive to 04/19/2025. (Banding change due to banding review negotiated in MAPE Contract).
- 4) Change the classification status of Justin Conway from Engineering Supervisor C43, step 8, to Engineering Supervisor C44, step 8, retroactive to 04/19/2025. (Banding change due to banding review negotiated in MAPE Contract).
- 5) Change the classification title of Justin Conway from Engineering Supervisor to Assistant County Engineer, reflecting current position and in accordance to MAPE contract.
- 6) Change the employment status of Morgan Solie, Social Worker, from probationary to regular, effective June 18, 2025.

ACTION ITEMS

File No. 1 – The Commissioners discussed a 2025 tax abatement for Leonard Wieser with County Assessor Onstad. Onstad said Wieser had applied for a tax abatement, but Onstad was not recommending the Commissioners approve it based on recent information. No motions were made on the matter, and therefore it was not approved.

File No. 2 – Onstad said he was recommending the board approve an abatement for Real Haven LLC, (Spring Grove, Cinema). He said a location adjustment had been made on the property that affected the taxes, and the square footage had been incorrect on the upper level. Commissioner Zehnder moved, Commissioner Wright seconded, motion unanimously carried to approve a 2025 Tax abatement for Real Haven LLC, (Spring Grove, Cinema).

File No. 3 – Commissioner Zehnder moved, Commissioner Schuldt seconded, motion unanimously carried to approve quote to install and program two automatic door operators, actuators, transmitter, and receivers in the amount of \$8,625, plus electrical wiring by others at the Highway Department building in Caledonia for ADA accessibility. Engineer Pogodzinski said the doors had been in compliance when the building was built, but since then the requirements had changed. The County wasn’t required to update the doors, however doing so would meet current building code ADA requirements.

File No. 4 – Commissioner Schuldt moved, Commissioner Wright seconded, motion unanimously carried to add a flag pole at the Highway Department building in Caledonia.

File No. 5 – Commissioner Zehnder moved, Commissioner Wright seconded, motion unanimously carried to approve a fund transfer from County Revenue Fund to EDA Fund as required for reporting. EDA Loan balance available funds as of 2025/05 \$378,192.09 + 2025/01-05 interest on investment \$9,386.23 - \$387,578.32 Total.

File No. 6 – Commissioner Wright moved, Commissioner Zehnder seconded, motion unanimously carried to approve 2025 budget amendments.

File No. 7 – Commissioner Wright moved, Commissioner Schuldt seconded, motion unanimously carried to review and approve payments. Payments are below.

REVIEW LICENSE CENTER PAYMENTS

2025/05/28 AUDITOR WARRANTS:

<u>VENDOR NAME</u>	<u>AMOUNT</u>
HOUSTON COUNTY TREASURER	165,183.53
TREASURER SCHOOL DISTRICT 238	7,721.94
TREASURER SCHOOL DISTRICT 239	43,572.38
TREASURER SCHOOL DISTRICT 294	406,163.66
TREASURER SCHOOL DISTRICT 297	363,413.05
TREASURER SCHOOL DISTRICT 299	589,975.84
ISD 300 TREASURER	<u>1,111,924.18</u>
	2,687,954.58
1 VENDOR PAID LESS THAN \$2000.00	626.00
	<u>2,688,580.58</u>

2025/06/03 COMMISSIONER'S WARRANTS:

<u>VENDOR NAME</u>	<u>AMOUNT</u>
BRUENING ROCK PRODUCTS INC	13,197.46
CALEDONIA/CITY OF	2,344.42
DELTA DENTAL	7,103.92
EQUIPMENT BLADES INC	4,223.50
EXPRESS PRESSURE WASHERS INC	7,500.00
IUOE LOCAL 49 FRINGE BENEFIT FUNDS	25,040.00
MEDICA	253,786.68
MN LIFE INSURANCE COMPANY	2,458.79
PAMELA ANN LARSON VAGTS	6,870.00
SIGN SOLUTIONS USA LLC	2,061.22
VERIZON WIRELESS	<u>3,359.25</u>
	327,945.24
20 VENDORS PAID LESS THAN \$2000.00	<u>7,913.54</u>
	335,858.78
PUBLIC HEALTH & HUMAN SERVICES	<u>35,120.88</u>
	<u>370,979.66</u>

DISCUSSION ITEMS

Interim Administrator Lapham said a public hearing would be scheduled for June 24th regarding adopting new fees.

The Commissioners discussed recent and upcoming meetings including a District 9, AMC, Joint Board of Health, SELCO, CJC, and Parks Committee meeting.

Closing Public Comment:

None.

There being no further business, a motion was made by Commissioner Zehnder, seconded by Commissioner Wright, motion unanimously carried to adjourn the meeting at 10:11 a.m. The next meeting would be a workgroup session on June 10, 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: June 10, 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, Board Clerk/EDA/CEDA Director Allison Wagner, Public Health and Human Services Director John Pugleasa, Environmental Services Director Amelia Meiners, Human Resource Officer Brent Parker, Sheriff Brian Swedberg, Interim Attorney Suzanne Bublitz, and Engineer Brian Pogodzinski, and Veterans Service Officer Robert Thoen

Board Workgroup Session

Environmental Services Director Amelia Meiners said there were no major solar moratorium updates since the last meeting where it had been discussed.

Public Health and Human Services Director John Pugleasa and Veterans Service Officer Robert Thoen discussed with the board the recent tour of the ABLE building in Caledonia. The Commissions discussed the possibility of selling the County's Public Health building along the highway and the possibility of purchasing the ABLE building with the intention of moving the departments in the current building to the ABLE building. Pugleasa said the ABLE building would be move in ready for his department with the exception of needing to add one sink. Pugleasa said there were several drawbacks to the current location. Thoen said the building would also be mostly move in ready for his department and the Extension Office. Thoen said his department and Extension were in favor of moving. Pugleasa and Thoen said moving to the new building would give them more room, and that would allow them to offer more programming. Commissioner Wright said purchasing the building could be a good investment for the future, especially if the County needed to make additional updates to the current building they owned. Commissioners Zehnder and Myhre spoke in favor of the idea of purchasing the building. Commissioner Johnson questioned the cost of the new building, and if the County could afford the purchase. Commissioner Schuldt said it came down to "needs and wants" and that it sounded like there may be a need to move locations. It was the general consensus of the board to have Interim Administrator Lapham try to come up with some "hard numbers" and additional information. The Finance Committee could review the information and present it to the board.

Sheriff Brian Swedberg gave various Sheriff's Office Updates to the board. He said the Federal Water Safety Grant that the County typically used to pay boat patrol wages had been cut

and was not available. It was the general connects of the board to continue boat patrol and that the Sheriff should review his budget to see if he could find other savings.

Human Resource Officer Brent Parker said he had looked into consultants who could work with the County on a Health Insurance RFP. More information would be coming at a later meeting.

The workgroup session ended at 10:12 a.m.

BOARD OF COUNTY COMMISSIONERS

HOUSTON COUNTY, MINNESOTA

By: _____
Eric Johnson, Chairperson

Attest: _____
Carol Lapham, Interim Administrator

**HOUSTON COUNTY
AGENDA REQUEST FORM
June 17, 2025**

Date Submitted: 06/12/2025

By: Brent Parker, Human Resources Officer

ACTION

- **Consider Approving Intellicents RFP consulting services proposal.**

APPOINTMENT REQUEST

HR CONSENT AGENDA REQUEST

- **Reassign Tami Triplett as a .08 FTE Legal Assistant (B24 Step 6 / Lateral Transfer) effective June 30th, 2025, conditioned upon successful completion of a background check.**
- **Initiate a competitive search for a 1 FTE Public Health and Human Services Department Collections Officer (B24).**
- **Approve Tami Triplett to continue up to .02 FTE as Public Health and Human Services Department Collections Officer until the position is filled.**
- **Appoint Emma Walter as a Deputy Recorder (B21 – Step 2) effective June 30, 2025, conditioned upon successful completion of a background check.**
- **Change the employment status of David Eisberner, Social Worker, from probationary to regular, effective June 30, 2025.**
- **Change the employment status of Amy Gehrke, Deputy Sheriff, from probationary to regular, effective July 1, 2025.**

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

Recommendation:

Decision:



intelligents

Houston County
RFP Consulting Service Proposal

May, 2025

A Smarter Way

who we are – our passion

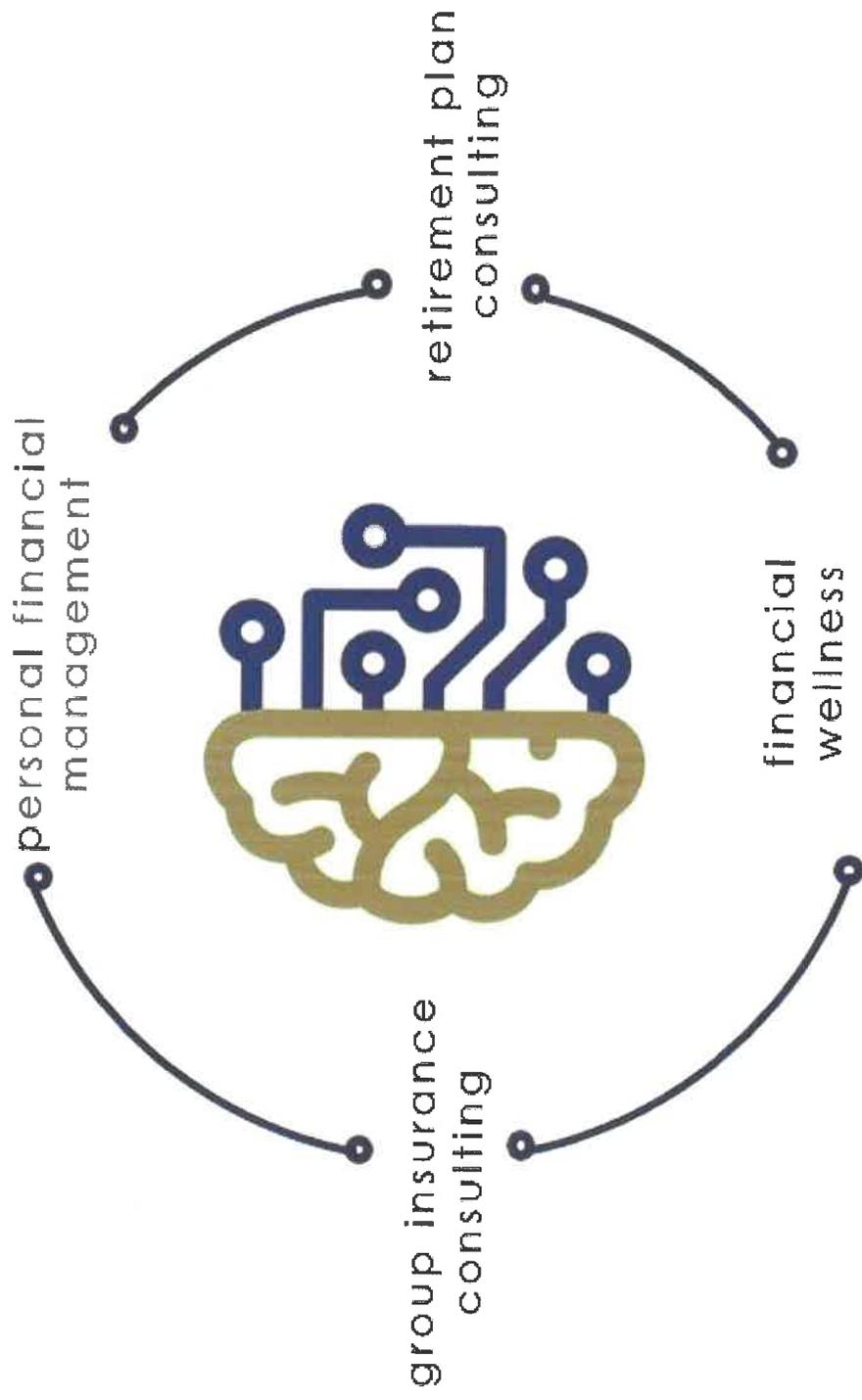


intelligents®

we serve the 99% that the industry
refers to as “the under-served”

over-serving the under-served

what we do



philosophy

We are committed to anticipating and meeting the evolving challenges employers face. Achieving this goal in today's complex regulatory and competitive environments requires seasoned experience as well as advanced technical knowledge. Our team of professionals can provide the marketing and consulting expertise you need to maintain a benefits package that supports the bottom line, while also helping to attract and retain your most valuable asset - **your employees**.

intelligents understands that your employees meet the vast majority of their financial needs through the compensation and benefits provided by your organization. We focus on education and financial wellness with our team of consulting advisors, CFPs®, and relationship managers to help your employees better understand and utilize their entire benefit package. We offer technology and electronic solutions, individual consultations, and personalized advice across the wide range of your employee's financial needs.

employee benefits

The typical American gets the vast majority of their financial needs taken care of at work.

- monthly income
- retirement savings
- medical insurance
- health savings account
- life insurance
- disability insurance
- dental insurance
- vision insurance
- health reimbursement account
- medical reimbursement FSA
- dependent care FSA
- voluntary accident/critical illness
- identity theft protection

benefit plan marketing

Our consulting services includes conducting Requests For Proposal (RFPs) for health plan and ancillary(Dental) products. We also assist in the evaluation and selection of TPAs, Stop Loss Carriers, Health Savings Account and Flexible Spending Account administrators, Employee Assistance Programs, etc.

Our RFP Process:

- Establish and Manage RFP Timeline – **Please see the Houston County RFP Timeline on following page.**
- Gather necessary data including needed census data, plan design, funding arrangements, carrier questionnaires.
- Send RFP to carriers or Third-Party Administrators (TPAs) as necessary
- Answer carrier questions and provide any requested follow-up information necessary to facilitate the responses.
- Compile a comparative analysis of all RFP responses including:
 - ✓ Plan design review
 - ✓ Network options
 - ✓ Premium analysis
- Work with each carrier to answer follow-up questions and schedule final proposal delivery.
- Coordinate and lead discussions with references and conduct further due diligence.
- Manage conversion and implement selected offerings.

Sample Timeline – Attached to email

Houston County RFP Sample Timeline RFP Decision Date October 1, 2025 Health Insurance and Ancillary (Dental) Request for Proposal

Monday June 2 nd	Broker RFP Decision Communicated to Intelllicants Houston County Request 24 months of claims data from carriers. Planning and discussion
Monday June 16 th	Carriers return requested claims and plan data
Thursday June 19 th	Public notice of the request for proposal submitted to local paper. Per Minnesota Statute 471.6161, "Public notice of the request for proposals must be provided in a newspaper or trade journal at least 21 days before the final date for submitting proposals." Note: Intelllicants will supply drafted RFP notice to client for approval and submission to newspaper of record.
Week of June 23 rd	Public notice of the request for proposal printed in the newspaper of record.
Approximately Wednesday March 25 th	Release Request for Proposal to: <ul style="list-style-type: none">• Blue Cross Blue Shield• Medica• Minnesota HealthCare Consortium• <u>Sourcewell</u> Pool – Better Health Collective• United HealthCare• Health Partners• Prime Health• AETNA
Wednesday July 16 th	Proposal due date (21 days following public notice published date)
Wednesday, July 23 rd	Intelllicants presents proposal responses to Houston County Human Resources department; determine finalists

Medical Request for Proposal Examples

In the provided supplemental materials you will find case studies on the following medical request for proposals completed by **intellcents**

Client Name	Client Contact	Case Study Attachment
Wabasha County	Shawn Huth Human Resources 651-565-3675 shuth@co.wabasha.mn.us	Case Study #1
Goodhue County	Jessica Ahlbrecht Human Resources Manager 651-385-3048 jessica.ahlbrecht@co.goodhue.mn.us	Case Study #2
City of Red Wing	Marshall Hallock Administrative Business Director 651-385-3602 marshall.hallock@ci.red-wing.mn.us	Case Study #3



Additional Services and Capabilities

compliance assistance

We are committed to helping you with complex plan administration and legislative compliance.

Our compliance consulting services include:

- Easy-to-read Legislative Briefs that summarize recent federal legislative developments in insurance and employee benefits.
- Answers to common COBRA, ARRA, Health Care Reform, FMLA, HIPAA, HIPAA Privacy, Medicare Part D and Section 125 questions.
- Commonly used forms in COBRA, ARRA, FMLA, HIPAA, HIPAA Privacy, Medicare Part D and Section 125 administration.
- State-specific compliance materials, including COBRA, FMLA, disability laws, state mandates and more.
- A variety of insurance, employee benefits and human resources websites and articles, all in one convenient location.



HR COMPLIANCE BULLETIN

IRS Issues Guidance on Tax Credits for Coronavirus Paid Leave

Small and midsize employers may begin using two new refundable payroll tax credits to obtain reimbursement for the costs of providing coronavirus-related leave to their employees, the U.S. Department of Labor (DOL) and Internal Revenue Service (IRS) announced on March 20, 2020.

This relief is provided under the Families First Coronavirus Response Act (the Act), which was enacted on March 18, 2020. The Act provides funds for employers with fewer than 500 employees to provide paid leave either for their employees' own health needs or to care for their family members. The Act aims to help employers keep workers on their payrolls while ensuring that workers are not forced to choose between their paychecks and the public health measures needed to combat the coronavirus (COVID-19).

This Compliance Bulletin provides the DOL and IRS' guidance.

Highlights

Paid Leave Requirements

The federal coronavirus relief law requires employers to provide paid sick and family leave for COVID-19-related reasons, including lack of child care.

Employer Tax Credits

Eligible employers may claim two tax credits based on the COVID-19-related paid leave that they provide between April 2 and Dec. 31, 2020.

Small Business Exemption

Employers with fewer than 50 employees may qualify for an exemption from paid child care leave requirements.

Action Steps

Employers should become familiar with their obligations to provide paid leave to employees under the Act and with the IRS' guidance regarding tax credits for reimbursement. Employers should also monitor the IRS' [Coronavirus Tax Relief](#) website for additional guidance, which is expected to be released in the near future, and:

- Closely monitor the CDC, WHO and state and local public health department websites for information on the status of the coronavirus and
- Consider measures that can help prevent the spread of illness, such as allowing employees flexible work options like working from home.

Information Resources

IRS Guidance
The IRS guidance in this document is available [here](#).

COVID-19 Guidance
[CDC's COVID-19 Situation Summary](#)
[WHO's COVID-19 Advice for the Public](#)

intelligents

Provided to you by intelligents

wellness programs

Wellness offerings can go far beyond the physical health of the employee, to also include financial health and we strongly believe the two are deeply interconnected.

A well implemented wellness program can impact your company's bottom line by:

- Helping control rising health care costs
- Increasing employee productivity
- Improving employee morale

Wellness programs may include:

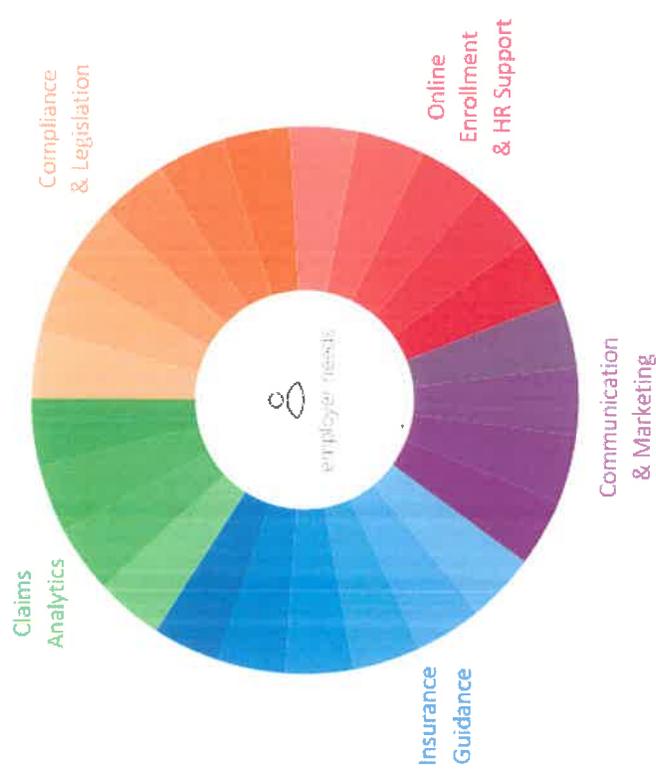
- Wellness Incentives and Fitness Tracking
- Subsidized use of Fitness Facilities and Programs
- Health Education Classes
- Biometric Testing
- Smoking Cessation Programs
- On-site Clinics
- Financial Wellness Tools
- Subsidized Personal Financial Planning

We can help you:

- Gather claims data, conduct a needs and interest survey, health risk assessments, prescription drug utilization, culture audits, etc. Based on your unique data we will make recommendations.
- Build a strategic wellness plan that incorporates specific goals and objectives.
- Support the implementation of the wellness plan with specific resources and communication vehicles.
- Assist in establishing an internal Wellness Committee
- Employee Bio-metric Screening with individual and aggregate reporting
- Evaluate and refine the plan over time.

summary capabilities

- Plan Quoting, Coverage & Policy Expertise
- RFP Creation, Implementation and Analysis
- Renewal Negotiations
- Claims & Trend Analysis, Benchmarking and Reporting
- Medical & Prescription Analytics
- Plan Design & Selection Support
- ACA & DOL Design, Compliance and Strategies
- Assistance in 6055/6056 Reporting and 1094/1095 Filing
- HR Workplace Consulting Assistance
- Online Enrollment Solutions
- Employee Portal/HR Intranet
- Claims & Billing Assistance
- Open Enrollment Meetings
- Individual Consultations
- Employee Retention Strategies
- Wellness Program Implementation
- Employee Communications Newsletters & Videos
- Employee Benefits Statement Options
- Employee Handbook Templates
- Benefit Booklets



fee structure

We typically collect a combination of flat fee and commission depending on the specific benefits and lines of coverage offered. Regardless of how our compensation is structured, we will always operate in a fully transparent manner, and disclose all income. Our monthly consulting fee is fixed flat fee so as rates fluctuate, we do not receive additional revenue as premiums increase. In addition, if plan design, marketing and/or other factors reduce premiums we also believe in removing any potential conflicts to work only for Houston County's best interest.

RFP Management and Implementation

\$6,000 fee for management of RFP process for group health and dental benefits. Retain commission from group dental option selected.

Group Insurance & Consulting Services

\$1,500 per month (\$18,000 annual) group insurance consulting and agent of record for Ancillary Benefits. If you elect to engage intellicents in on-going consulting services the \$6,000 RFP management fee is waived.

Ancillary Benefits

Due to the nature of these products, it is frequently difficult, and often not possible, to remove the fixed commissions set in the marketplace. For lines of coverage including group life, disability, accident, etc. commissions are retained by **intellicents** and fully disclosed.



intelligents

Lynn Kermes, AIF®, CPFA®, CHSA®
lynn.kermes@intelligents.com
100 north broadway
albert lea, mn 56007
800-880-4015
intelligents.com

A Smarter Way

**HOUSTON COUNTY
AGENDA REQUEST FORM
June 10, 2025**

Date Submitted: June 4, 2025

By: Brian Swedberg, Sheriff

ACTION REQUEST:

CONSENT AGENDA REQUEST:

Request to approve a \$200 donation to the Sheriff's Office from the Valley View

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

Valley View Healthcare & Rehab
Heritage Court Assisted Living
510 E Cedar Street
Houston, MN 55943

May 23, 2025

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



Dear Sheriff Swedberg and Members of the Houston County Sheriff's Department,

On behalf of the staff at Valley View Healthcare & Rehab and Heritage Court Assisted Living, we would like to extend our sincere gratitude to your department for providing the ALICE Active Shooter training to our healthcare teams.

We are especially thankful to Investigator Chris Frick for his professional, engaging, and highly informative presentation. His knowledge and thoughtful approach to this critical topic empowered our staff with practical tools and increased confidence in handling emergency situations. Investigator Frick's dedication to community safety was evident throughout the training and greatly appreciated by all in attendance.

As a token of our appreciation, please accept the enclosed donation of \$200 to be used as you deem appropriate for the benefit of your department. We hope this contribution can support your continued efforts in serving and protecting our communities.

Thank you once again for your time, dedication, and commitment to our safety and education.

With sincere appreciation,

A handwritten signature in blue ink, appearing to read "Connie Edwards", is written over a circular blue stamp.

Connie Edwards
Administrator
Valley View Healthcare & Rehab
Heritage Court Assisted Living

MINNESOTA LAWFUL GAMBLING
LG214 Premises Permit Application

Annual Fee \$150 (NON-REFUNDABLE)

REQUIRED ATTACHMENTS TO LG214

1. If the premises is leased, attach a copy of your lease. Use **LG215 Lease for Lawful Gambling Activity**.
2. \$150 annual premises permit fee, for each permit (non-refundable). Make check payable to "**State of Minnesota**."

Mail the application and required attachments to:
Minnesota Gambling Control Board
1711 West County Road B, Suite 300 South
Roseville, MN 55113

Questions? Call 651-539-1900 and ask for Licensing.

ORGANIZATION INFORMATION

Organization Name: Goodview Winona Area Hockey Assoc. License Number: [REDACTED]
Chief Executive Officer (CEO) Alex Tipton Daytime Phone: [REDACTED]
Gambling Manager: William H. Rickoff Daytime Phone: [REDACTED]

GAMBLING PREMISES INFORMATION

Current name of site where gambling will be conducted: Money Creek Haven Campground

List any previous names for this location:

Street address where premises is located: 18502 Cty 26
(Do not use a P.O. box number or mailing address.)

City: _____ OR Township: Money Creek County: Houston Zip Code: 55943

Does your organization own the building where the gambling will be conducted?
 Yes No **If no, attach LG215 Lease for Lawful Gambling Activity.**

A lease is not required if only a raffle will be conducted.

Is any other organization conducting gambling at this site? Yes No Don't know

Note: Bar bingo can only be conducted at a site where another form of lawful gambling is being conducted by the applying organization or another permitted organization. Electronic games can only be conducted at a site where paper pull-tabs are played.

Has your organization previously conducted gambling at this site? Yes No Don't know

GAMBLING BANK ACCOUNT INFORMATION; MUST BE IN MINNESOTA

Bank Name: [REDACTED] Bank Account Number: [REDACTED]
Bank Street Address: [REDACTED] City: [REDACTED] State: MN Zip Code: [REDACTED]

ALL TEMPORARY AND PERMANENT OFF-SITE STORAGE SPACES

Address (Do not use a P.O. box number): [REDACTED] City: [REDACTED] State: MN Zip Code: [REDACTED]
[REDACTED] [REDACTED] MN [REDACTED]
[REDACTED] [REDACTED] MN [REDACTED]
[REDACTED] [REDACTED] MN [REDACTED]

ACKNOWLEDGMENT BY LOCAL UNIT OF GOVERNMENT: APPROVAL BY RESOLUTION

CITY APPROVAL for a gambling premises located within city limits

COUNTY APPROVAL for a gambling premises located in a township

City Name: _____

County Name: _____

Date Approved by City Council: _____

Date Approved by County Board: _____

Resolution Number: _____ (If none, attach meeting minutes.)

Resolution Number: _____ (If none, attach meeting minutes.)

Signature of City Personnel: _____

Signature of County Personnel: _____

Title: _____ Date Signed: _____

Title: _____ Date Signed: _____

Local unit of government must sign.

TOWNSHIP NAME: _____

Complete below only if required by the county. On behalf of the township, I acknowledge that the organization is applying to conduct gambling activity within the township limits. (A township has no statutory authority to approve or deny an application, per Minnesota Statutes 349.213, Subd. 2.)

Print Township Name: Mohawk Creek Township

Signature of Township Officer: [Signature]

Title: Chairman Date Signed: 6-12-25

ACKNOWLEDGMENT AND OATH

- 1. I hereby consent that local law enforcement officers, the Board or its agents, and the commissioners of revenue or public safety and their agents may enter and inspect the premises.
2. The Board and its agents, and the commissioners of revenue and public safety and their agents, are authorized to inspect the bank records of the gambling account whenever necessary to fulfill requirements of current gambling rules and law.
3. I have read this application and all information submitted to the Board is true, accurate, and complete.
4. All required information has been fully disclosed.
5. I am the chief executive officer of the organization.
6. I assume full responsibility for the fair and lawful operation of all activities to be conducted.
7. I will familiarize myself with the laws of Minnesota governing lawful gambling and rules of the Board and agree, if licensed, to abide by those laws and rules, including amendments to them.
8. Any changes in application information will be submitted to the Board no later than ten days after the change has taken effect.
9. I understand that failure to provide required information or providing false or misleading information may result in the denial or revocation of the license.
10. I understand the fee is non-refundable regardless of license approval/denial.

Signature of Chief Executive Officer (designee may not sign) [Signature]

Date 6/11/2025

Data privacy notice: The information requested on this form (and any attachments) will be used by the Gambling Control Board (Board) to determine your organization's qualifications to be involved in lawful gambling activities in Minnesota. Your organization has the right to refuse to supply the information; however, if your organization refuses to supply this information, the Board may not be able to determine your organization's qualifications and, as a consequence, may refuse to issue a permit. If your organization supplies the information requested, the Board will be able to process your organization's application. Your organization's name and address will be public

information when received by the Board. All other information provided will be private data about your organization until the Board issues the permit. When the Board issues the permit, all information provided will become public. If the Board does not issue a permit, all information provided remains private, with the exception of your organization's name and address which will remain public. Private data about your organization are available to: Board members, Board staff whose work requires access to the information;

Minnesota's Department of Public Safety, Attorney General, Commissioners of Administration, Minnesota Management & Budget, and Revenue; Legislative Auditor, national and international gambling regulatory agencies; anyone pursuant to court order; other individuals and agencies specifically authorized by state or federal law to have access to the information; individuals and agencies for which law or legal order authorizes a new use or sharing of information after this notice was given; and anyone with your written consent.

This form will be made available in alternative format, i.e. large print, braille, upon request.

Houston County Agenda Request Form

Date Submitted: 6/12/2025

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

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

Issue:

Fraud Prevention and Investigation Contract (FPI) contract. This is a five County FPI grant funded contract hosted by Wabasha County that provides investigation into suspected public assistance fraud cases, as well as a basis for overpayments, program disqualification and criminal prosecution as appropriate.

Attachments/Documentation for the Board's Review:

Electronic copy of contract for review and two hard copies for signature.

Justification:

Action Requested:

Review and approve contract as presented

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

**REGIONAL ADMINISTRATIVE AGENCY
COOPERATIVE AGREEMENT
FRAUD PREVENTION INVESTIGATION PROGRAM**

This Agreement by and between WABASHA County Human Services, acting as the lead agency for the regional Fraud Prevention Investigation (FPI) program (hereinafter REGIONAL ADMINISTRATIVE AGENCY) and HOUSTON County through its Human Services Department (hereinafter COUNTY AGENCY).

WHEREAS, the REGIONAL ADMINISTRATIVE AGENCY contracts with the State of Minnesota Department of Children, Youth, and Families (hereinafter STATE) to administer the Fraud Prevention Investigation (FPI) program in HOUSTON County, under Regional Administrative Agency Grant Contract number 270011 which is incorporated herein by reference.

WHEREAS, the intent of this Agreement achieves mutually beneficial goals by establishing the organizational and operational structures for providing FPI services to counties in a geographical area in accordance with operational requirements, forms and reporting mechanisms as contained in the FPI Program Guidelines (FPI Guidelines) which are incorporated herein by reference.

NOW, THEREFORE, it is agreed:

1. **TERM OF AGREEMENT.**

1.1 **Effective date.** The effective date of this Agreement is 07/01/2025.

1.2 **Expiration date.** The expiration date of this Agreement is 06/30/2027.

2. **COUNTY AGENCY DUTIES.** The COUNTY AGENCY will:

2.1 Cooperate with the STATE and the FPI REGIONAL ADMINISTRATIVE AGENCY in fulfilling goals and objectives of the FPI Program pursuant to the FPI Guidelines, United States laws, federal regulations, State of Minnesota (State or state) laws, applicable Department rules and county ordinances.

2.2 Cooperate with the REGIONAL ADMINISTRATIVE AGENCY in monitoring fraud referrals, completed investigations and case actions taken as a result of fraud prevention investigations.

2.3 Cooperate with the REGIONAL ADMINISTRATIVE AGENCY and the STATE in submission of narrative, financial and/or statistical reports either as required in FPI Guidelines or as requested by the STATE.

2.4 Ensure that eligibility workers under its control make FPI referrals to the investigator representing the REGIONAL ADMINISTRATIVE AGENCY, cooperate with case action reporting requirements and participate in funded FPI program related training.

2.5 Evaluate FPI referral rates among COUNTY AGENCY eligibility workers in order to help identify fraud detection training needs.

2.6 Refer for criminal prosecution public assistance recipients and providers who have committed intentional program violations (IPV) or, when such prosecutions are declined

by a COUNTY AGENCY attorney or the COUNTY AGENCY decides not to pursue criminal prosecution of an IPV, pursue administrative disqualification of a provider or recipient in lieu of criminal prosecution in compliance with Minnesota Statutes, section 256.046.

3. **REGIONAL ADMINISTRATIVE AGENCY DUTIES.** The REGIONAL ADMINISTRATIVE AGENCY will:
 - 3.1 Provide FPI services and report FPI Program activity to the COUNTY AGENCY.
 - 3.2 Use qualified investigative staff to provide FPI services.
 - 3.3 Annually provide training to COUNTY AGENCY eligibility workers in fraud detection to assist them in identifying cases that should be referred. Provide training to COUNTY AGENCY eligibility workers on FPI forms and procedures.
 - 3.4 Assist the COUNTY AGENCY in the identification and disqualification of individuals through the administrative disqualification hearing process when a completed fraud prevention investigation identifies an intentional program violation and no criminal action is contemplated.
4. **CONSIDERATION AND PAYMENT.** There will be no funds paid out by either agency under this Agreement. Each agency will be responsible for its own costs in performing its stated duties.
5. **AUTHORIZED REPRESENTATIVES.**
 - 5.1 **REGIONAL ADMINISTRATIVE AGENCY.** The REGIONAL ADMINISTRATIVE AGENCY's authorized representative is John Dahlstrom or his/her successor.
 - 5.2 **COUNTY AGENCY.** The COUNTY AGENCY's authorized representative is John Pugleasa or his/her successor.
6. **ASSIGNMENT.** COUNTY AGENCY shall neither assign nor transfer any rights or obligations under this Agreement without the prior written consent of the REGIONAL ADMINISTRATIVE AGENCY.
7. **AMENDMENTS.** Any amendments to this Agreement shall be in writing, and shall be executed by the same parties who executed the original Agreement, or their successors in office.
8. **CANCELLATION.** This Agreement may be canceled by the REGIONAL ADMINISTRATIVE AGENCY or COUNTY AGENCY at any time, with or without cause, upon thirty (30) days written notice to the other party.
9. **STATE AUDITS.** Under Minn. Stat. §16C.05, subd. 5, the books, records, documents, and accounting procedures and practices of the COUNTY AGENCY and its employees, agents, or subcontractors relevant to this contract shall be made available and subject to examination by the REGIONAL ADMINISTRATIVE AGENCY and STATE, including the FPI contracting Agency/Division, Legislative Auditor, and State Auditor for a minimum of six years from the end of this Agreement.
10. **INFORMATION PRIVACY AND SECURITY.** For purposes of executing its responsibilities and to the extent set forth in this Agreement, the COUNTY AGENCY will be processing health care bills or payments on behalf of the State, and/or conducting other health care operations on behalf of

State. In carrying out its duties, COUNTY AGENCY will be handling protected health information and other private information concerning individual State clients. As such, COUNTY AGENCY agrees to be bound by the state and federal laws protecting the privacy of information, including the Data Practices Act, Minnesota Health Records Act, Health Insurance Portability Accountability Act (HIPAA), Health Information Technology for Economic and Clinical Health Act (HITECH) (42 USC 201 note, 42 USC 17931), and federal drug and alcohol treatment regulations.

Because COUNTY AGENCY is handling protected health information and providing health care services to clients on behalf of State, COUNTY AGENCY must comply with the terms of the Information Privacy Agreement signed by its County Administrator and the STATE, which is on file in the State Privacy Official's Office located at State's Central Office, 540 Cedar Street, St. Paul, MN 55164-0998 and is incorporated herein by reference.

11. **LIABILITY.** The COUNTY AGENCY and the REGIONAL ADMINISTRATIVE AGENCY agree that each party will be responsible for its own acts and the results thereof to the extent authorized by law and shall not be responsible for the acts of the other and the results thereof. The COUNTY AGENCY and the REGIONAL ADMINISTRATIVE AGENCY liabilities shall be governed by the provisions of the Municipal Tort Claims Act, Minnesota Statutes, section 466.01 to 466.15, and other applicable law.

12. **DEBARMENT BY STATE, ITS DEPARTMENTS, COMMISSIONS, AGENCIES OR POLITICAL SUBDIVISIONS**

COUNTY AGENCY certifies that neither it nor its principals is presently debarred or suspended by the state, or any of its departments, commissions, agencies, or political subdivisions. COUNTY AGENCY'S certification is a material representation upon which this contract is based. COUNTY AGENCY shall provide immediate written notice to the REGIONAL ADMINISTRATIVE AGENCY'S Authorized Representative if at any time it learns that this certification was erroneous when submitted or becomes erroneous by reason of changed circumstances.

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY, AND VOLUNATRY EXCLUSION

Federal money will be used or may potentially be used to pay for all or part of the work under the grant contract, therefore the COUNTY AGENCY must certify the following, as required by the regulations implementing Executive Order 12549. COUNTY AGENCY'S certification is a material representation upon which this contract award is based.

CERTIFICATION REGARDING DEBARMENT, SUSPENSION INELIGIBILITY AND VOLUNTARY EXCLUSION- LOWER TIER COVERED TRANSATIONS

1. The prospective lower tier participant certifies, by submission of this contract, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
 2. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this contract.
13. **JURISDICTION AND VENUE.** This contract, and amendments and supplements thereto, shall be governed by the laws of the State of Minnesota. Venue for all legal proceedings arising out of

this contract, or breach thereof, shall be in the state or federal court with competent jurisdiction in REGIONAL ADMINISTRATIVE AGENCY'S County, Minnesota.

- 14. **WAIVER.** If the REGIONAL ADMINISTRATIVE AGENCY fails to enforce any provision of this contract, that failure does not waive the provision or the REGIONAL ADMINISTRATIVE AGENCY'S right to enforce it.
- 15. **CONTRACT COMPLETE.** This contract contains all negotiations and agreements between the REGIONAL ADMINISTRATIVE AGENCY and the COUNTY AGENCY. No other understanding regarding this contract, whether written or oral may be used to bind either party.
- 16. **OTHER PROVISIONS.** None.

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

APPROVED:

COUNTY AGENCY (HOUSTON):

BY:  _____

TITLE: Director of Public Health & Human Services

DATE: 6/12/2025 _____

BY: _____

TITLE: County Board Chair

DATE: _____

BY: _____

TITLE: County Attorney

DATE: _____

REGIONAL ADMINISTRATIVE AGENCY (WABASHA):

BY: _____

TITLE: _____

DATE: _____

Auditor Warrants 2025/06/02

Lynn Colsch

Thu 6/12/2025 8:23 AM

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

REVIEW LICENSE CENTER PAYMENTS

2025/06/02 AUDITOR WARRANTS:

<u>VENDOR NAME</u>	<u>AMOUNT</u>
1 VENDOR PAID LESS THAN \$2000.00	<u>300.00</u>

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

Phone 507-725-5825

Commissioner Warrants 2025/06/17

Lynn Colsch

Thu 6/12/2025 9:40 AM

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

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

REQUEST APPROVAL FOR PAYMENT

2025/06/17 COMMISSIONER'S WARRANTS:

VENDOR NAME	AMOUNT
ABILITY BUILDING COMMUNITY	2,119.41
ACEN TEK	4,542.03
ADVANCED CORRECTIONAL HEALTHCARE	7,845.02
BLUFF COUNTRY BRINE LLC	39,473.08
CEDA	7,285.33
ENTERPRISE FM	12,261.00
HOUSTON COUNTY TREASURER	68,814.60
KNOW INK	4,125.00
LA FLEUR LAW OFFICE LLC	3,765.00
LACKORE ELECTRIC MOTOR REPAIR INC	10,984.88
LIBERTY TIRE RECYCLING LLC	3,380.50
MEYERS LAWN SERVICE	2,500.00
MIENERGY COOPERATIVE	3,027.06
MN STATE TREASURER	4,105.50
MURPHY & ROVERUD LLP	2,040.00
NEWMAN SIGNS INC	20,961.16
RICHARD'S SANITATION LLC	27,576.40
THIN LINE OUTFITTERS OF WISCONSIN	9,704.28
VANGUARD APPRAISALS INC	3,040.00
VISA	13,922.14
WEX BANK	9,219.52
	<u>260,691.91</u>
68 VENDORS PAID LESS THAN \$2000.00	<u>27,363.93</u>
	<u>288,055.84</u>
PUBLIC HEALTH & HUMAN SERVICES	<u>188,394.82</u>
	<u>476,450.66</u>

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

Phone 507-725-5825